

~ To inspire our students and community through a sustainable, comprehensive academic environment...

Forest Ranch Charter School – Board of Directors
Tuesday, November 27, 2018 at 5:30PM
15815 Cedar Creek Road, Forest Ranch, CA 95942
Meeting Minutes

1. **Open Session** – Call to Order: 5:51 PM
2. **Roll Call**
 - a. Christia Marasco – Director
 - b. Lisa Speegle – consulting CBO - Absent
 - c. Janina Carter – Chair, Parent Representative (June 2019)
 - d. Robin Wilder – Vice Chair, Parent Representative (June 2019) - Absent
 - e. Michele Jimenez – Secretary, Teacher Representative (June, 2020)
 - f. Leslie Wright – Treasurer, Audit Liaison, (June 2021)
 - g. Norm Walker – Community Representative (June 2021)
 - h. Lynne Wright – Community Representative (June 2019) - Absent
 - i. Robert Chaplin – FRCA Liaison, Educational Representative (June 2021)
 - j. Heather Hastain – PTP Liaison, Parent Representative (June 2020)
 - k. Jody Cornilsen – Parent Representative (June 2021)
 - l. Sam Daugherty – Community Representative (June 2021)
3. **Celebrations / Recognitions:** Josh Shelton brought in a copy of his published book that he authored. We are all very thankful for how the community of Forest Ranch pulled together during the current incident, the Camp Fire.
4. **Public Comments on Items NOT on the Current Meeting Agenda:** Kiersten Morgan reported on how her daughter Kaylee's Butte College class handled the initial class meeting since the incident. She was impressed with the instructor's level of compassion and authenticity as well as the services available to Butte College students.
5. **Changes / Deletions to Current Meeting Agenda:** We are going to cut -consider approval of October financials, item 6b, and cut item 7d review and consider approval of first interim budget, and item 6c consider approval of proposed field trips.
6. **Consent Calendar (10 minutes)**
 - a. **Consider Approval of Meeting Minutes from October 16, 2018:** Norm Walker moved that we approve the Meeting Minutes from October 16, 2018, Leslie Wright seconded. Ayes: Jodi Cornilsen, Janina Carter, Leslie Wright, Robert Chaplin, Heather Hastain, Norm Walker, Michele Jimenez, Sam Daugherty. Noes: None Absent: Lisa Speegle, Robin Wilder, Lynne Wright
 - b. **Consider Approval of October Financials:** Moved to December, 2018 meeting.
 - c. **Consider Approval of Proposed Field Trips:** Moved to December, 2018 meeting.
7. **Discussion/Action Calendar**

- a. **Consider Approval of State of Emergency Resolution:** Christia presented a hard copy of this resolution, which gives the Board President authority to unilaterally take action on behalf of the Board of Directors to aid fire recovery efforts of Forest Ranch Charter School. Robert Chaplin moved that we approve the resolution, Sam Daugherty seconded the motion. Ayes: Michele Jimenez, Sam Daugherty, Heather Hastain, Janina Carter, Leslie Wright, Robert Chaplin, Jodi Cornilsen, Norm Walker. Noes: None Absent: Lynne Wright, Robin Wilder
- b. **Review and Discuss Safety and Clean Up Plan:** Christia reported on the events that took place in evacuating students and staff from school November 8, 2018 in response to the Camp Fire. Robert Chaplin commented on his concern about having a plan to evacuate students quickly in the case of a local, fast moving fire. We need a plan for a fast evacuation. Christia will be actively asking Chico Unified for a secondary bus and location for students in case of evacuation need, a backup transport and location in Chico. We also need a phone tree of people who we can call that can do quick transport with their insurance clearances on file asap.
- c. **Review and Consider Approval of Current Transportation Contract:** Christia discussed the possible financial outcomes caused by the Camp Fire. No changes being made to transportation contract at this time.
- d. **Review and Consider Approval of First Interim Budget:** Tabled for next meeting in December, 2018.
- e. **Discussion - CA Dashboard Indicators:** Christia reported that due to the emergency meetings and Camp Fire we did not meet the deadline of Dashboard Indicators submission. Christia will take care of this and report out about it at the December, 2018 meeting.
- f. **Update on Enrollment and Back to School Procedures:** The current procedure is that we need to have an enrollment coordinator who is up on the rights of displaced students who are deemed as homeless in this situation. Christia is acting as our enrollment coordinator. FRCS was planning to begin recruitment this month, but due to the Camp Fire we will not be recruiting until January. Christia is asking staff to focus on core subjects, keep it low key, reduce homework, etc. We will have organized activities on the playground the week of December 3rd. We will be modifying Multicultural Night and the Winter Concert, but will still be having it.
- g. **Discussion – Employee Wellness Procedures:** Christia has plans in place to support employees who are experiencing loss and being displaced. We will have counselors available the week of December 3rd.
- h. **Discussion – Modifications to Marketing/Fundraising Plan:** Christia spoke about losing two of our fund raisers due to the Camp Fire. We may be able to recoup some of those funds through our insurance. Christia will come to the December meeting with outcomes and possibly restructuring the marketing year long agenda.
- i. **Consider Approval of Town Hall Meeting –** December 5th from 6:00-7:00pm, here at Forest Ranch Charter School parents and middle school students, with child care available. Leslie moved to approve the meeting. Norm Walker seconded the motion. Ayes: Jodi Cornilsen, Sam Daugherty, Heather Hastain, Janina Carter, Leslie Wright, Robert Chaplin, Norm Walker, Michele Jimenez. Noes: None. Absent: Lynne Wright, Robin Wilder
- j. **Consider Approval of Special Board Meeting –** Leslie Wright moved to approve the Special Board Meeting December 11th, 2018. Sam Daugherty seconded the motion. Ayes: Michele

Jimenez, Sam Daugherty, Heather Hastain, Janina Carter, Leslie Wright, Robert Chaplin, Norm Walker, Jodi Cornilsen. Noes: None Absent: Lynne Wright, Robin Wilder.

8. Reports and Presentations

a. Director Report

- i. **Enrollment:** We will begin school December 3rd with approximately 4 new students. Enrollment will be at 131.
- ii. **Student Achievement and Related Measures:** None due to Camp Fire and no school.
- iii. **Campus and Student Safety:** As reported above.
- iv. **Human Resources:** The first week of no school due to the Camp Fire was paid to hourly employees. The second week of no school due to the Camp Fire was offered as work time, but if employees chose not to work, they will not be paid.
- v. **Upcoming School Events:** Multicultural Night/Winter Concert December 19th, Math Day will be coming up in December.
- vi. **Professional Development:** Considering the SUMS Grant plans.

- b. **Teacher Report:** None, due to school being out the last three weeks.
- c. **Facilities Report:** Water has been tested post Camp Fire and is now drinkable.
- d. **Technology Report:** Computers and Server are back on and ready for school December 3rd.
- e. **Parent Teacher Partnership Report:** None
- f. **Board Development:** Everything we as a board have learned from the experience of the Camp Fire.

9. Future Agenda Items:

- a. Student Interaction Policy
- b. First Trimester Academic Report and L-CAP Measurements
- c. Audited Actuals
- d. First Interim Budget
- e. October Financials
- f. Town Hall Meeting
- g. Safety Measures

10. Adjournment: 8:00 pm