

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

Forest Ranch Charter School – Board of Directors
Tuesday, September 19, 2017 at 5:30pm
15815 Cedar Creek Road, Forest Ranch, CA 95942
Regular Meeting Agenda

1. Open Session – Call to Order at 5:40 pm
2. Roll Call
 - a. Christia Marasco – Director
 - b. Lisa Speegle – consulting CBO
 - c. Janina Carter – Chair, Parent Representative (June 2019)
 - d. Robin Wilder – Vice Chair, Parent Representative (June 2019)
 - e. Jodi Dziedzic – Secretary, Parent Representative (June 2018)
 - f. Michele Jimenez – Treasurer, Audit Liaison, Teacher Representative (June 2020)
 - g. Scott Mackenzie – Community Representative (June 2018)
 - h. Lynne Wright – Community Representative (June 2019)
 - i. Robert Chaplin – FRCA Liaison, Educational Representative (June 2018)
 - j. Heather Hastain – PTP Liaison, Parent Representative (June 2020)
 - k. Marlene Fune - Guest
3. Celebrations / Recognitions: Michele mentioned special accolades to Tara Potter, our newest teacher for doing a great job thus far.
4. Public Comments on Items NOT on the Current Meeting Agenda: Marlene Fune of the Fire Safe Council reported that FRCS is an evacuation zone. FRCS has a lot of manzanita and fuel generating plants. The Butte County Sheriff's Office will come to FRCS to clear fuel generating plants around the perimeter of campus for \$70, and a hold harmless agreement. Fuels reduction by Butte County Sheriff's Department and the hold harmless agreement will be on next month's agenda as an action item.
5. Changes / Deletions to Current Meeting Agenda: Scott McKenzie moved to approve agenda items b and c, Robin Wilder seconded it. Ayes: Janina Carter, Robin Wilder, Jodi Dziedzic, Michele Jimenez, Scott Mackenzie, Lynne Wright, Robert Chaplin, Heather Hastain. Noes: none. Abstained: none
6. Consent Calendar (10 minutes)
 - a. Consider Approval of Meeting Minutes from August 15, 2017: Changes made to the Minutes: No one was marked absent in roll call, facilities was moved. Agenda Item 6: the "consent calendar" was completely missing. Under item 7 "Discussion /Action Calendar," item b the committee for the Admin. Effectiveness committee needs to state that an administrative flow chart was sent out and goals were prioritized at our first meeting. A visual presentation of the flow chart was tabled until the next board meeting, but a verbal flow chart was discussed July 27, 2017. All changes to

the minutes will be amended and approved at a special meeting Tuesday, September 26, 2017 at 3:00 pm.

- b. Consider Approval of Curriculum and Instruction Policies
- c. Consider Approval of Change of Benefit Administrator
- d. Consider Approval of Proposed Field Trips: Heather Hastain pulled this item for discussion regarding the cost of the “Age of Sail” field trip for the 6th graders, and asked if it was in the budget. Christia explained that she contacted Pivot Charter School inviting them to attend the “Age of Sail” field trip and share the cost. Scott Mackenzie moved that we approve agenda item 6d: Approval of Proposed Field Trips; Robin Wilder seconded the motion, Ayes: Janina Carter, Robin Wilder, Jodi Dziedzic, Michele Jimenez, Scott Mackenzie, Lynne Wright, Robert Chaplin, Heather Hastain. Noes: none. Abstaining: none.

7. Discussion/Action Calendar

- a. Review and Consider Approval of Proposed Safe School Plan (15 minutes, Marasco) Heather Hastain pulled this item for discussion asking for clarifying questions regarding evacuation sites and Principal/Director language. Maureen Blawat proposed that we add grade level instructions to our plans. Heather Hastain moved to approve the proposed School Safety Plan with the addition of grade level instructions. Maureen Blawat seconded it. Ayes: Christia Marasco, Lisa Speegle, Janina Carter, Robin Wilder, Jodi Dziedzic, Michele Jimenez, Scott Mackenzie, Lynne Wright, Robert Chaplin, Heather Hastain. Noes: None Abstaining: None
- b. Review and Consider Approval Budget versus Actual Summary Report (10 minutes, Speegle) No Action Required/Taken.
- c. Review and Consider Approval of Unaudited Actuals from 2016-17 (5 minutes, Speegle) Lisa Speegle presented information from the actuals not approved by the auditors. Robin Wilder motioned to approve the unaudited actuals, Scott Mackenzie seconded the motion. Ayes: Janina Carter, Robin Wilder, Jodi Dziedzic, Michele Jimenez, Scott Mackenzie, Lynne Wright, Robert Chaplin, Heather Hastain. Noes: none. Abstaining: none.
- d. Discuss and Consider Approval of August Financials (15 minutes, Speegle and Marasco) Lisa Speegle presented information surrounding the August financials. Robert Chaplin moved that we approve the August Financials, Jodi Dziedzic seconded the motion. Ayes: Janina Carter, Robin Wilder, Jodi Dziedzic, Michele Jimenez, Scott Mackenzie, Lynne Wright, Robert Chaplin. Noes: None. Abstaining: none. Heather Hastain stated her feeling is that she is not ok with the budget projections ending in the red at the end of the fiscal year.
- e. Discuss preliminary Standardized Testing Results from 2016-17 and Delayed Release (10 minutes, Marasco): Christia discussed the delayed release and the anticipated release of data is tentatively December, 2017, due to original data being embargoed. Robert Chaplin attended training for CAASSP, and offered to share his knowledge with our staff here at FRCS. No action taken.
- f. Discuss Strategic Planning: Christia passed out a document titled “Themes of the Strategic Plan, 2015-2016.” Lisa Speegle suggested that we complete the original “Strategic Plan” before we begin the new one. Guest, Christy Howell suggested that the ultimate goal that all other goals work toward is student growth and retention.

- g. Review and Consider Approval Fox Fund Letter: Christy Howell presented the “Fox Fund” letter intended for FRCS families and the Forest Ranch community. The purpose of this letter is to fund raise the \$30K needed to maintain the loan taken out to fund our new portables. The letter proposes that \$10 on the 10th of each month is given to meet the loan fundraising requirement. The catch phrase “Elevated Education a Community Commitment” was discussed and will go into the header banner. Changes to the letter needed: Add verbiage “checks payable” and “stay anonymous,” change “are required” to “need to,” and add a balloon representing the year 16/17. Heather Hastain moved to approve the Fox Fund letter with the proposed changes discussed. Robin Wilder seconded the motion. Ayes: Janina Carter, Robin Wilder, Jodi Dziedzic, Michele Jimenez, Scott Mackenzie, Lynne Wright, Robert Chaplin, Heather Hastain. Noes: none. Abstaining: none.

8. Reports and Presentations

- a. Director Report (Marasco – 10 minutes)
- i. Enrollment
 - ii. Student Achievement and Related Measures
 - iii. Campus and Student Safety: Next meeting is Thursday, September 28, 2017
 - iv. Human Resources: We have some movement that will be further reported at the next board meeting.
 - v. Upcoming School Events: Starting the Parent Education meeting next week, tentatively Thursday morning, September 28, 2017. Makers Space camp begins in October. Student newspaper coming out near October 1st. Middle school dance in October.
 - vi. Professional Development: Christia informed the board of the staff development day this Friday, 9/22/17.
- b. Teacher Report (Jimenez – 5 minutes) Michele read through the email responses about what is happening in classrooms from each teacher and verbally reported the happenings of the classes she teaches.
- c. Facilities Report (Marasco – 5 minutes) Christia reported that we had a broken pipe in the field. Jim came and fixed it. The architect is putting together the documents and the plan to get a more accurate feel for cost of the Measure K Track/Field project. After we get that information we will decide to move forward or scale back.
- d. Technology Report (Marasco – 5 minutes) Nothing new to report; computers are all working well.
- e. Parent Teacher Partnership Report (Jimenez – 5 minutes) Michele Jimenez discussed the last PTP meeting September 12, 2017. The meeting surrounded the fund raising monthly calendar presented by Christy Howell agreeing that all fundraising is going to go to the general fundraising fun except for Multicultural Night baskets and the restaurant take overs. PTP approved \$100 per teacher classroom supplies. The Halloween Carnival was discussed and a budget was approved.
- f. Board Development: Christia has ideas for information that is available: BCOE Brown Act Training in Sacramento, 10/19/17 from 6:00-8:30 pm. She will check to see if BCOE will have a local training.

- g. Administrative Effectiveness Update (Marasco – 5 minutes) Christia reported that each time the Admin. Effectiveness Committee meets they go over short term goals and goals for the long term. Short term goals: Hiring, ITSP metrics/goals, oversight binder, MTSS Grant due October 31, dashboard local measures due December 1, SPED/Intervention, Emergent Reader program, marketing/fundraising. Long term: configurations, fiscally viable enrollment plan, improve marketing/outreach, explore SPED.

9. Future Agenda Items

- a. Student Policies
- b. Baseline/First Trimester Academic Performance/growth goals/LCAP metrics
- c. First Interim Budget Report
- d. 2016/17 Audited Financial Statement
- e. Hold harmless agreement for Butte County Sheriff's Department.
- f. Prior Strategic Plan/New Strategic Plan: Discussion and Review

10. Adjournment at 8:58 pm