

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

Forest Ranch Charter School – Board of Directors  
Tuesday, March 21, 2017 at 5:30PM  
15815 Cedar Creek Road, Forest Ranch, CA 95942  
Regular Meeting Minutes

1. Open Session – Call to Order at 5:40PM
2. Roll Call
  - a. Christia Marasco – Director
  - b. Lisa Speegle – CBO
  - c. Janina Carter – Board Chair and Parent Representative
  - d. Dana Thomas – Board Vice Chair and Parent Representative
  - e. Chantel Walker – Board Treasurer and Parent Representative
  - f. Theresa Palmarini – Board Secretary, Teacher Representative, Audit and PTP Liaison
  - g. Maureen Blawat – Community Representative and FRCA Liaison
  - h. Lynne Wright – Community Representative
  - i. Julie Nilsson – Educational Representative - absent
  - j. Robin Wilder – Parent Representative - absent
  - k. Scott MacKenzie – Community Representative
3. Celebrations / Recognitions - none
4. Public Comments on Items NOT on the Current Meeting Agenda - none
5. Changes / Deletions to Current Meeting Agenda - none
6. Consent Calendar – Dana Thomas moved, Maureen Blawat seconded, that the consent calendar be approved as presented. Christia Marasco offered a clarification on the 7<sup>th</sup>/8<sup>th</sup> grade field trip. Students will be going to Monterey for two nights at a cost of approximately \$2500 total. Parent donations and fundraising will offset most of these costs. Ayes: Janina Carter, Dana Thomas, Chantel Walker, Theresa Palmarini, Maureen Blawat, Lynne Wright, Scott MacKenzie. Noes: none. Abstaining: none.
  - a. Consider Approval of Meeting Minutes from January 17, 2017
  - b. Consider Approval of January and February Financial Reports
  - c. Consider Approval of Proposed Field Trips
  - d. Consider Approval of Facilities/Operations Policies
  - e. Consider Approval of Board Resolution for California Charter Schools Joint Powers Authority
  - f. Consider Approval of Federal and State Informational Returns
  - g. Consider Approval of Three Year Contract with K. Coe Isom for Auditing Services
  - h. Consider Approval of a Five Year Contract with Shasta Controls for EMS Software Maintenance
  - i. Consider Approval of Facilities Inspection and SARC Report
  - j. Consider Approval of 2016/17 Second Interim Budget Projections
  - k. Consider Approval of Appointments to CUSD Charter Measure K Facilities Committee

## 7. Discussion/Action Calendar

- a. Consider Approval of 2017/18 School Calendar (Speegle) – Lisa Speegle presented the options for a 2017/18 School Calendar. **After some discussion Maureen Blawat moved, Scott MacKenzie seconded that Option 2 be approved as presented.** Ayes: Janina Carter, Dana Thomas, Chantel Walker, Theresa Palmarini, Maureen Blawat, Lynne Wright, Scott MacKenzie. Noes: none. Abstaining: none.
- b. Consider Approval of 2017/18 Salary Schedule (Speegle) – Lisa Speegle presented three salary schedules: hourly, teacher salary, and admin salary. **After some discussion Maureen Blawat moved, Scott MacKenzie seconded that the hourly schedule be approved with the addition of the wording “Masters degree or better will be accepted as credentialing,” that the teacher salary schedule be approved at the incremental increase of \$750 per year and that a limit on accepted years of experience be set at 12, and that the admin salary schedule be approved at the incremental increase of \$500 per year.** Ayes: Janina Carter, Dana Thomas, Maureen Blawat, Lynne Wright, Scott MacKenzie. Noes: none. Abstaining: Chantel Walker, Theresa Palmarini.
- c. Formation of an Evaluation Committee to perform Administration Employee Reviews (Carter) – Janina Carter asked for volunteers from the board to join her in forming an Administration Evaluation Committee. Dana Thomas and Maureen Blawat offered to join Janina on the committee. They determined that evaluations would be complete no later than May 1 so that results could be discussed at the May board meeting. No action taken.
- d. Perform Board Self Evaluation, Determine Available Seats for Election Process (Carter) – Janina Carter led a discussion on board member duties and commitments. Lynne Wright asked that Lisa Speegle prepare and send out a Google Form quiz for board members. Board members not continuing next year are: Julie Nilsson and Maureen Blawat. Board members expiring but willing to run again are Theresa Palmarini and Chantel Walker. No action taken.
- e. Selection of Nominating Committee, Timelines for Election Process (Carter) – Janina Carter reviewed the nomination and election process, asking for board members to volunteer for the nominating committee. Chantel Walker and Scott MacKenzie volunteered for this duty. Maureen Blawat will confirm the FRCA General Meeting date and Lisa Speegle will send out an email with all the paperwork and timeline information to the committee. No action taken.
- f. Report on Second Trimester Academic Performance, Progress Toward Goals (Marasco) – Christia Marasco presented a report on academic performance and progress. No action taken.
- g. Consider Approval of new Dangerous Weapons Policy – tabled from January (Speegle) – Lisa Speegle presented a new policy for board consideration. **After discussion, Maureen Blawat moved, Scott MacKenzie seconded that the policy be approved as presented.** Ayes: Janina Carter, Dana Thomas, Chantel Walker, Theresa Palmarini, Maureen Blawat, Lynne Wright, Scott MacKenzie. Noes: none. Abstaining: none.
- h. Report on Progress on 2013-2018 Strategic Plan – tabled from January (Marasco) – Christia Marasco presented a report on strategic plan progress. Discussion led to a commitment from the board and staff to dedicate agenda time each meeting next year for one component of the plan so that at the end of next year we will have a new five year plan that incorporates work in progress from this plan and new goals from our strategic planning session last summer. No action taken.

- i. Consider Approval of 2016/17 Safety Plan – tabled from January (Marasco) – Christia Marasco presented the Safety Plan. Lisa Speegle informed the group of a recent change – with the blessing of CUSD, the school is now officially listed with the Butte County Office of Emergency Management as a Public Assembly Point in the event of a major fire in the area. **Dana Thomas moved, Maureen Blawat seconded that the 2016/17 Safety Plan be approved with that addition and the other changes/corrections mentioned.** Ayes: Janina Carter, Dana Thomas, Chantel Walker, Theresa Palmarini, Maureen Blawat, Lynne Wright, Scott MacKenzie. Noes: none. Abstaining: none.
- j. Update on 2016-17 Board Fundraising Plan Items
  - i. Paint and Wine Fundraiser (Carter) – Janina Carter reported that she is still working on this. Having some trouble lining up the necessary materials without spending too much money. Will keep working on it and report back next time.
  - ii. Mom’s Restaurant (Wilder) – no update
  - iii. Music Festival – is it dead? – The board discussed moving this to a fall event due to lack of volunteers and too much competition in the springtime. Will revisit next time.
  - iv. Other Ideas? - none

## 8. Reports and Presentations

- a. Director Report
  - i. Enrollment – no report
  - ii. Student Achievement and Related Measures – no report
  - iii. Campus and Student Safety – no report
  - iv. Human Resources – no report
  - v. Upcoming School Events – no report
  - vi. Professional Development – Christia Marasco reported that while attending the CCSA Conference she was able to get a commitment for some free PBIS training on campus.
- b. Teacher Report – Theresa Palmarini reported on the various activities going on in the classrooms
- c. Facilities Report – no report
- d. Technology Report – no report
- e. Parent Teacher Partnership Report – Theresa Palmarini reported that PTP is working on food plans for the upcoming Jogathon.
- f. Board Development
  - i. Scott MacKenzie – update to Board regarding Finance Academy training – Scott MacKenzie shared with the board his experiences at the recent CCSA Finance Academy training. He highly recommended this training to others in the future.
  - ii. Jeanette Spencer (BCOE) will be preparing an LCAP training for board members. More info to follow. – Lisa Speegle confirmed that the date for the LCAP training is March 29. Confirmed attending are: Janina Carter, Robin Wilder, Chantel Walker, Scott MacKenzie, Theresa Palmarini, and Christia Marasco. Dinner is \$10 per person.

## 9. Future Agenda Items

a. Admin Effectiveness Review

10. Adjournment at 9:30PM