

FOREST RANCH CHARTER SCHOOL
Board of Directors Meeting
Thursday, January 13, 2011
MINUTES

1. OPEN SESSION – Kiersten Morgan called the meeting to order at 6:05 PM.

2. ROLL CALL

Christia Marasco - Director
Dave Foreman - Community Representative and Vice Chair
Diana Burgon - Parent Representative -- ABSENT
Kiersten Morgan - Parent Representative and Chair
Lisa Matoes - Teacher Representative
Lisa Speegle - Parent Representative and CFO
Lynne Wright – Community Representative -- ABSENT
Melinda Boyd - Parent Representative and Volunteer Coordinator
Seren Bradshaw - Community Representative and Secretary
VACANT -- Educational Professional

Guests – Tim Pitts (parent); Gene & Dorothy Rolls (community members); Janina Carter (parent & vendor)

3. APPROVAL OF PREVIOUS BOARD MEETING MINUTES (6:09 PM)

Two corrections were made to the minutes of the November 11, 2010, Board meeting: (1) There was no facilities report received; and (2) The modification of the Director's contract was effective immediately. *Approval of the corrected minutes* was moved by Kiersten Morgan and seconded by Melinda Boyd

AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw

NAYES: none

ABSTAINING: none

4. DELETIONS TO CURRENT MEETING AGENDA -- None

5. CELEBRATIONS / RECOGNITIONS (6:10 PM)

Kiersten Morgan noted that the Forest Ranch Women's Club had recently contributed over \$450 to the school.

6. CONSENT ITEMS -- None

7. PUBLIC COMMENTS (6:11 PM)

Kiersten Morgan welcomed the comments of the public members present.

8. DISCUSSION / ACTION ITEMS

When formal action is required there will frequently be discussion prior to the motion. Time is given for public comments.

1. Community Giving / School Children in Need partnership proposal (Dorothy Rolls) (6:19 PM)

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Gene and Dorothy Rolls proposed that they begin a community effort to obtain donations of clothing items for students, such as underwear, pants, and socks, to be used when children have accidents at school. The offer was gratefully accepted.

2. Summer camp proposal (Joe Ball)
As Mr. Ball was not present, this item was postponed.
3. Parent fundraising proposal (Tim Pitts) (6:45 PM)
Tim Pitts suggested that the Board consider fundraisers such as a Father/Daughter dance or a Mother/Son athletic event. After further discussion Melinda Boyd moved and Lisa Matoes seconded to *accept the concept of these fundraisers to be held in a February/March timeframe organized by Tim Pitts, PTP, and student government.*
AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw
NAYES: none
ABSTAINING: none
4. TV commercial (Janina & Brian Carter) (7:25 PM)
The Board viewed the television commercial developed by Janina and Brian Carter.
5. Advertising plan (Janina Carter) (7:46 PM)
Janina Carter presented a flowchart of the various media advertising to be utilized from January through May, 2011, at a total cost of \$5,147.40. Lisa Speegle moved and Kiersten Morgan seconded to *accept the advertising plan as presented and to increase the advertising budget by \$3,000 to cover this cost.*
AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw
NAYES: none
ABSTAINING: none
6. P1 report (Lisa Speegle) (6:56 PM)
Lisa Speegle presented the P1 Attendance Report for the four months of September – December 2010 which showed an enrollment of 97 and an average attendance of 94.42, which translated to an ADA of 90.14.
7. Annual tax forms (Lisa Speegle) (6:57 PM)
Lisa Speegle presented the annual tax forms for Dave Forman's review and Kiersten Morgan's signature.
8. Open enrollment (Christia Marasco) (7:15 PM)
Christia Marasco presented a schedule for the January/February 2011 open enrollment period with open enrollment ending on February 14, 2011. Kiersten Morgan moved and Melinda Boyd seconded that *the schedule of open enrollment dates be accepted.*
AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw
NAYES: none
ABSTAINING: none
9. Proposition 39 (Lisa Speegle & Christia Marasco) (7:17 PM)
There has been no response to date from Chico Unified regarding our last communication to them concerning proposition 39.

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10. Annual audit (Lisa Speegle) (7:15 PM)

Lisa Speegle distributed copies to all Board Members of the 2010 Annual Audit performed by Matson and Isom. They issued an unqualified opinion and there were no findings needing correction. Kiersten Morgan moved and Dave Forman seconded that **the 2010 annual audit report be accepted.**

AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw

NAYES: none

ABSTAINING: none

11. Auditor selection (Dave Foreman) (7:33 PM)

Dave Foreman moved and Kiersten Morgan seconded that **a three year contract for audit services for school years 2011, 2012, and 2013 be signed with Matson and Isom.**

AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw

NAYES: none

ABSTAINING: none

12. Admissions and enrollment policy (7:40 PM)

Kiersten Morgan moved and Melinda Boyd seconded that **this policy be approved as presented.**

AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw

NAYES: none

ABSTAINING: none

13. Bus rider priority policy (7:50 PM)

Kiersten Morgan moved and Lisa Speegle seconded to **approve this policy with the removal of the provision for irregular riders.**

AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw

NAYES: none

ABSTAINING: none

14. Assignment of next letter from the Board (8:05 PM)

Lisa Speegle volunteered to write the next letter from the Board for the monthly newsletter on the topic of attendance. Kiersten Morgan moved and Melinda Boyd seconded **that Dave Forman's letter for the current month be approved.**

AYES: Dave Forman, Kiersten Morgan, Lisa Matoes, Lisa Speegle, Melinda Boyd, Seren Bradshaw

NAYES: none

ABSTAINING: none

15. Automatic pay deposit / donations (8:20 PM)

Christia Marasco reported a staff request that pay checks be automatically deposited. There will be a \$25.00 monthly charge to set up the direct deposit of pay checks. In addition, the ability to have ACH withdrawals from donor bank accounts would also be available. Kiersten Morgan moved and Dave Forman seconded to **approve the establishment of the automatic direct deposit and ACH capabilities.** (Lisa Speegle left the room during this deliberation and vote because of a conflict of interest due to her employment with the bank.)

AYES: Dave Forman, Kiersten Morgan, Melinda Boyd, Seren Bradshaw

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NAYES: none

ABSTAINING: Lisa Matoes, Lisa Speegle

16. Background verification policy (8:41 PM)

There was discussion concerning a proposed new Field Trip and Excursion Policy regarding when fingerprinting of volunteers would be required. The new policy will be brought to the Board for approval at the February meeting.

9. REPORTS AND PRESENTATIONS

1. PTP (Melinda Boyd) (8:42 PM)

Melinda Boyd reported briefly on the winter concert and the Barnes & Noble fund raiser.

2. Volunteer Coordinator Report (Melinda Boyd) (8:45 PM)

Melinda Boyd reported that there has been no new response to the latest call for volunteers.

3. Teacher Report (Lisa Matoes) (8:53 PM)

Lisa Matoes read brief reports submitted by the teachers concerning the current activities in their classrooms. She also shared comments from the teachers concerning the December Appreciation dinner.

4. Facility Report -- No report

5. Safety Report -- No report

6. CFO Report (Lisa Speegle) (9:03 PM)

Lisa Speegle reviewed and responded to questions from the Board concerning the various monthly financial reports.

7. Director's Report (Christia Marasco) (9:25 PM)

Christia Marasco reported on the following items: staff safety and compliance training; status of the School Advisory Council; class configurations for next school year; teacher meetings regarding curriculum, curriculum development, and individual training goals; mid-year assessments; classroom surveys have been distributed to parents; kindergarten recruitment; scheduling changes regarding music and band; and the need to update the web site.

10. FUTURE BOARD ITEMS (9:34 PM)

The following items need to be considered at the February meeting: 2012 class configurations; Field Trip and Excursion Policies; and Board terms expiring this year (4).

11. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION (9:36 PM)

There are a number of exceptions to the requirement that the public business is done in public. The Legislature has articulated these exceptions because of public necessity for confidentiality or because an open disclosure would violate the privacy rights of an employee or a pupil.

1. Contract ratification affecting one employee (Kiersten Morgan)

2. Compensation discussion affecting one employee (Lisa Speegle & Kiersten Morgan)

12. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION -- None

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13. CLOSED SESSION (10:07 PM)

At 9:39 PM both Christia Marasco and Lisa Speegle left the room during the discussion of item 1, and returned at 9:46 PM. At 9:47 PM Lisa Matoes left the room during the discussion of item 2.

14. RECONVENE OPEN SESSION (10:08 PM)

15. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION (10:09 PM)

1. Ratified the contract affecting one employee, effective immediately.
2. No action taken.

16. ADJOURNMENT (10:10 PM)