

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

Forest Ranch Charter School – Board of Directors
Tuesday, July 21, 2020 at 5:30 PM
15815 Cedar Creek Road, Forest Ranch, CA 95942
Meeting [Minutes](#)

1. Open Session – Call to Order [5:37 PM](#)
2. Roll Call
 - a. Christia Marasco – Director
 - b. Lisa Speegle – consulting CBO [Absent](#)
 - c. – Teacher Advisor/Liaison
 - d. Jody Cornilsen – Chair, Parent Representative (June 2021)
 - e. Janina Carter – Vice Chair, Parent Representative (June 2022)
 - f. Leslie Wright – Parent Representative, (June 2021)
 - g. Beth Wattenburg – Community Representative (June 2023)
 - h. Robert Chaplin – FRCA Liaison, Educational Representative (June 2021)
 - i. Heather Hastain – Secretary, Parent Representative (June 2023)
 - j. Sam Daugherty – Community Representative (June 2021)
 - k. Robin Wilder – Treasurer, Parent Representative (June 2022)
 - l. Krystle Stetson – Community Representative (June 2022)
3. Celebrations / Recognitions [We have our new hires Kala Ulep 2nd/3rd and Mr. Vallejo 7th/8th introduced to the board, qualified and ready to work.](#)
4. Review Meeting Norms [Stay on topic, no detours.](#)
5. Public Comments on Items NOT on the Current Meeting Agenda [Ms. Ulep, Ms. Potter, Mrs. Sellu and Mr. Vallejo are in attendance no comment.](#)
6. Changes / Deletions to Current Meeting Agenda [Remove all except student handbook from 8.c. Remove 8.j and l.](#)
7. Consent Calendar
 - a. Consider Approval of June 16, 2020 Meeting Minutes [add Krystle Stetson nominated Jody Cornilsen as board chair and Heather Hastain 2nd.](#)
 - b. Consider of Approval of CUSD 2020-2025 MOU
 - c. Consider Approval of P-Annual Attendance Report [Heather Hastain motion to approve consent calendar items a-c with changes to June 16th minutes, 2nd Robert Chaplin. Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.](#)
8. Discussion/Action Calendar
 - a. Discuss and Consider Approval of Covid Addendum and Changes to Employee Handbook [FRCS legal council Young, Minney and Core recommends not including the Covid addendum to the](#)

Employee handbook rather than FRCS create a policy rather than FRCS add into the teacher contracts and trainings the covid policy and a statement about telework possibilities. Christia Marasco does not recommend that we move to at-will contracts, could possibly for new hires only. Heather Hastain made a motion to add a statement into employment materials (i.e. welcome letter and contracts) stating that teachers may need to telework and train employees in all applicable policies, 2nd Beth Wattenburg, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.

- b. Discuss and Approve Budget/Plan for Transportation Program and Purchases/Vans Added cost for cleaning and making modifications, included into total price, passenger bus for 62 passengers, FRCS has hired a bus driver and one local resident has agreed to step in for back up. Recommended we have bus checked out by a mechanic before we move forward. Lisa Speegle recommends taking out a loan instead of using reserve funding mostly due to the deferrals in funding expected this fall. Janina Carter to look into options for financing. Motion to approve finding financing for the bus and bring it back to the board made by Leslie Wright, 2nd Robin Wilder, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.
- c. Review and Approve Covid Addendum and 2020/21 Student Handbook and Middle School Addendum Covid addendum would be more like a policy, would like to have a one page overview hitting on main points to use in easy communication with parents, teachers and visitors. Add Krystle Stetson to board member list in handbook. Motion made by Beth Wattenburg to take no action on covid addendum and approve the 20/21 Student handbook, 2nd Leslie Wright, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.
- d. Consider Approval of Early Admission of Under Age Student 20/21 to TK FRCS currently has fewer than fifteen students, is admittance in best interest of child? Consider parent reasoning. Is the child ready for class? Keep records but not add child to Cal pads records until age five. Heather Hastain made a motion to approve admission of under age student for 20/21 school year to TK, 2nd Robert Chaplin, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.
- e. Discuss Changes in Revenues for 20/21 School Year and Initial Budget Potential 40-70k overage 20/21 budget. Spending is up though trying to accommodate all necessary changes in the covid climate. Purchasing shade structures, electrostatic backpack cleaner for school yard, hand sanitizer, new hire positions, extra classroom and distance learning materials, etc. PPE will help to offset and save on transportation costs. FRCS should at least break even. There is a chance of being penalized if distance learners do not complete enough of the work they will be provided with. FRCS has a building loan that requires a certain amount of fundraising Christia Marasco will contact Lisa Speegle to get an update. Update only no action required.

- f. Review and Approve Covid related modifications and updated Injury and Illness Prevention Plan IIPP all the drills and safety procedures are in a binder in the office, need to add covid guidelines and addendum to address possible covid situations. Motion to approve covid addendum into IIPP plan made by Beth Wattenburg, 2nd Leslie Wright, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.
- g. Discuss and Approve Changes to Bell Schedule for the 20/21 School Year (daily minutes) CM had a good discussion with parents and teachers to address the needs of families and best implement educational goals for students while having to decrease the overall minutes. It was determined that due to our location a five day schedule would be best with hours for kindergarten being 8:30 am to 12:00 pm and grades 1-8 having hours 8:30 am to 2:00 pm. FRCS will provide aftercare within the covid addendum and before care as needed following the covid addendum guidelines. Motion to change the bell schedule 8:30-2:00 for grades 1-8 and 8:30-12:00 for kindergarten made by Robert Chaplin and 2nd by Sam Daugherty, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.
- h. Discuss and Approve Contracts for New Teachers Kala Ulep starting in year zero of the pay scale for 2nd/3rd grade class and continue with FITSA county trainings. Charlie Vallejo new hire for 7th/8th grade position has a multi subject credential and a science single subject credential and 14 years' experience he will start on pay scale at 14 years' experience. Motion to approve the contracts and pay scale for new hires made by Robert Chaplin, 2nd Robin Wilder, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.
- i. Review and Approve Reopening Plan Opening plan has three options to accommodate all contingencies with the constantly changing mandates from local and state entities. 1. In person. 2. Extended distance learning and 3. Long term independent study. In option one FRCS will provide aftercare following the guidelines in reopening plan and possibly before care when needed following strict covid addendum guidelines. During option ones implementation FRCS will clean playground regularly and at this time is putting together plans to stagger outdoor play grade groups/cohorts with an every other day type schedule, many options will be available to get kids outside including but not limited to kits with lego or drawing while in distancing hula hoops, Freeze dance with prizes, no contact games, painted obstacle course on playground, the goal is to get kids moving and engaged and to provide excellent education and provide opportunities for happiness. In option two FRCS will offer teleworks platforms and paper work to student along with chrome books and or ipads for the appropriate grades, the teachers and core staff will continue to keep students engaged in online classroom learning and extracurricular activities. Christia Marasco will contact the Butte county office of Education superintendent to ask if upon moving to distance learning FRCS could set up, while following strict cleaning and social distancing policies, internet stations on campus for those students who may not have access to internet. Beth Wattenburg will contact Tami Ritter to keep up with

county updates. FRCS understand the state mandate as of now requires all staff upon entry to wear a mask while on campus. CM will ask lawyers about the possibility of using face shields during outdoor education. For option three FRCS is at this time legally allowed to offer independent study to only 20% of its enrollment, we may need to further investigate the legalities of this option. CM will continue to monitor situation and mandates with keeping up to date on changes so we may stay compliant also look into if we have to start school on the “watch list” will we have a waiver for grades k-5? Robert Chaplin made a motion to proceed with FRCS 20/21 reopening plan following public health guidelines, 2nd Beth Wattenburg, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.

- j. Discuss and Approve revised Distance Learning Policy removed
- k. Discuss Measure K Project priorities and progress on current projects Generator will go on a concrete pad past where the solar panels have been installed this should eliminate the possibility of anyone on campus smelling fumes from the diesel. Cost of maintenance is monthly about \$130.00 per month from installation company. Options for fuel delivery are from installation company or Hunts petroleum. CM will investigate should Chico unified handle maintenance. Hazardous materials plan requires extra paperwork for Christia Marasco, Sam Daugherty will ask the installing company if they offer any help with that paperwork. The solar was installed smoothly other than an accidental cutting of some wiring that is part of our sprinkler system for the field the company that installed the grass will come and fix that and any dead areas of the field as a result the solar company is willing to pay the cost of those repairs upon completion. Tanks men came out to midigate weeds and we have a plan in place for continuing to control weed issues. Flooring job did not make it onto the CUSD measure K agenda for their last meeting so if we can get that on soon we may have up to three weeks for the contractor to complete the project before school opens if we are opening online then contractors will have more time, update next FRCS board meeting. FRCS will look into the cost of touchless faucets as per a request from our teaching staff.
- l. Consider Approval of Resolution for Covid Related Actions Removed
- m. Consider Approval of New Job Description and Pay Rate for Credentialed Admin. Support FRCS will flag a job at about ten hours per week and also with the possibility of more hours substituting in classrooms or as the office manager, the main responsibility would to support administration with many different tasks. The pay offered will be \$18 per hour. Motion to approve new job description and pay rate for credentialed admin support made by Robert Chaplin, 2nd Heather Hastain, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.
- n. Consider Approval of Afterschool Care Coordinator change in credentialed pay rate FRCS will also post for an aftercare position, employee pay rate at \$17 per hour. Motion to approve afterschool care coordinator change in credentialed pay rate made by Heather Hastain, 2nd Robert Chaplin, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.

- o. Discuss Primary FRCS Action and Objective for Hazard Mitigation Plan FEMA is working to put together a county wide plan and a sub plan for individual schools, actions and objectives must be listed in order to receive funding. At FRCS the board has determined our biggest risk is fire danger. Our objective is to reduce fuel. Motion to make fire fuel reduction our primary action to help fire mitigation made by Sam Daugherty, 2nd Janina Carter, Aye Jody Cornilsen, Janina Carter, Leslie Wright, Beth Wattenburg, Robert Chaplin, Heather Hastain, Sam Daugherty, Robin Wilder, Krystle Stetson. Noes none.
- p. Discuss and Approve Change of Date for August Board Meeting change to Tuesday 8/11/20 at 5:30 PM.

9 Reports and Presentations

a. Director Report

- i. Enrollment: 117
- ii. Student Achievement and Related Measures FRCS was noted as a stellar rural school.
- iii. Campus and Student Safety FRCS staff is working hard to keep up on local and state mandates towards covid situation. Safety is a top priority at FRCS. FRCS does not have pandemic insurance Charter Safe is offering \$50,000 to schools for that purpose. Really important to follow all guidelines put out. State is working on legislation that will protect charter schools.
- iv. Human Resources Samantha Hardy is willing to substitute in office. New teacher hires and constant updates and many ongoing trainings. There is at this time no order from state or local level that would require FRCS to pay for full allotted hours in case of distance learning. Core staff would be paid, Bus driver and two new positions. FRCS cannot afford to pay an employee for hours an employee is not working.
- v. Upcoming School Events
- vi. Professional Development Randal making videos and helping with tch trainings. Exciting plans regardless of start.
- vii. Board Development and Update on Responsibility Actions none

- b. Teacher Report two teachers attended our Meeting and the new hires were introduced.
- c. Facilities Report no drinking fountains at start of year only water bottles.
- d. Technology Report Tablets for K, Chrome books for 1-8. Working on internet connections and if we need mor tablets or chrome books we will use measure k money. Distance learning at FRCS will provide teach for each student.
- e. Parent Teacher Partnership Report working on a logo and picture for T-shirts, diversity and teamwork.

10 Future Agenda Items

a. Covid Related Policies

b. Transportation Policy/Updates

15. Adjournment 8:28PM

Christia Marasco is inviting you to a scheduled Zoom meeting.

Topic: FRCS July 21 Board Meeting

Time: Jul 21, 2020 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/79465570494?pwd=aURhM3JnQ2FtVjBxb29iSWcxUWhWQT09>

Meeting ID: 794 6557 0494

Passcode: x23nys