



Forest Ranch Charter School

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Board Policy – Community Use of Facilities

1. Purpose

- a. The Governing Board recognizes that the school grounds and facilities are a community resource and authorizes their use by community and youth groups for purposes provided for in the Civic Center Act when such use does not interfere with the educational use of the School.
- b. To ensure that the primary purpose of the school grounds and facilities remains the education of the students of the School, all school-related activities shall be given first priority in the use of the facilities and grounds under the Civic Center Act. Use thereafter shall be on a first come, first served basis.

2. Responsibilities

- a. The Executive Director or designee shall maintain procedures for the use of school facilities and grounds that:
 - i. Aid, encourage, and assist groups desiring to use school facilities for activities authorized by the School and the Civic Center Act;
 - ii. Preserve order in school buildings and on school grounds and protect school facilities, designating a person to supervise this task, if necessary, and;
 - iii. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work.

3. Fees

- a. The use of school grounds and facilities is non-exclusive and open to the public. However, the Board believes that the use of school facilities and grounds by other groups or organizations should not result in a cost to the school.
- b. The use of school facilities and grounds before, after, and during school as well as on non-school days shall be granted without charge to the School and to groups under the umbrella of the school, such as the Parent Teacher Partnership.
- c. Non-profit organizations sponsoring activities and events oriented towards community youth and school activities may be charged an amount up to the School's direct costs when using school facilities and grounds.
- d. Religious organizations conducting religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization that has no suitable meeting place for the conduct of services, shall be charged an amount at least equal to the School's direct costs when using school facilities and grounds.

- e. Fair rental value shall be charged for the use of school facilities and grounds when used by for-profit organizations or when entertainment or meetings are held and an admission fee is charged or contributions solicited, and the net receipts are not expended for the welfare of the School or for a charitable purpose supporting community youth.
- f. The Board grants the School Administrators the right to negotiate contract terms and agreements as necessary within the confines of our Facilities Use Agreement with Chico Unified School District.
- g. If the use of the school facilities and grounds results in the destruction of school property, the entity using the school facilities or grounds may be charged for an amount necessary to repay the damages, and further use of the facilities or grounds by that entity may be denied.
- h. Direct costs to the School for the use of school facilities or grounds, as used in this policy, means those costs for supplies, utilities, janitorial services, services of school employees, and salaries paid to school employees directly associated with the administration of this section to operate and maintain school facilities or grounds which is proportional to the entity's use of the school facilities or grounds.
- i. Fair rental value, as used in this policy, means the direct costs to the School plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized.

4. Acceptable Uses of School Facilities and Grounds

- a. Subject to Governing Board policies and School regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for any of the following purposes:
 - i. Public, literary, scientific, recreational, educational, or public agency meetings;
 - ii. The discussion of matters of general or public interest;
 - iii. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization;
 - iv. Child care programs to provide supervision and activities for children of preschool and elementary school age;
 - v. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies;
 - vi. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination;
 - vii. A community youth center;

- viii. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare;
- ix. A ceremony, patriotic celebration, or related educational assembly conducted by a veteran's organization. A veteran's organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the Republic, or other duly recognized organizations of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories; and
- x. Other purposes deemed appropriate by the Governing Board of Forest Ranch Charter School.

5. Prohibited Uses of School Facilities and Grounds

- a. Any use, by any individual, society, group, or organization, which is inconsistent with the use of the school facility for school purposes or which interferes with the regular conduct of school or school work.
- b. Any use, by any individual, society, group, or organization, which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco.
- c. Any use, by any individual, society, group, or organization, for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United State or of the State of California by force, violence, or other unlawful means while using School property pursuant to this policy is guilty of a misdemeanor.
- d. To ensure that an individual, society, group, or organization applying for the use of School property does not intend to violate section 4.c, the following Statement of Information shall be completed and delivered to the School administration by the applicant.
- e. Statement of Information
 - i. The undersigned states that, to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any overthrow of the government of the United States by force, violence, or other unlawful means;
 - ii. That _____, the organization on whose behalf he or she is making application for use of school property, does not, to the best of his or her knowledge, advocate the overthrow of the government of the United States or of the State of California by force, violence, or other unlawful means, and that, to the best of his or her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney

General of the United States. This statement is made under the penalties of perjury.

iii. _____ (signature)

- f. The Executive Director or designee may require additional information as is deemed necessary to ensure that the use of school property for which application is made is appropriate and lawful.

6. Application Process

- a. Any outside organization wishing to use the school facilities and grounds for any purpose other than a school-related purpose shall complete and submit an “Application and Agreement for Use of School Facilities” at least 14 days prior to the proposed activity.
- b. Any person applying for the use of school property on behalf of any society, group, or organization shall be a member of the applicant group and, unless he or she is an officer of the group, must present written authorization from the applicant group to make the application.
- c. Statements of Information and written authorizations will be considered as continuing in effect for a one year period from the date of the Statement of Information or written authorization.

7. Damage and Liability

- a. Groups, organizations, or persons using the school facilities or grounds shall be liable for any property damages caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds.
- b. Groups, organizations, or persons using the school facilities or grounds shall be liable for any injuries resulting from negligence during the use of school facilities or grounds. The applicant shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.
- c. Applicants, prior to using school facilities or grounds, shall provide to the School with evidence of liability insurance against claims arising out of the group’s own negligence, with Forest Ranch Charter School named as an additional insured in an amount not less than \$1,000,000.
- d. The Executive Director or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the type facility being requested.

8. Adoption

- a. This board policy was recently reviewed by the Forest Ranch Charter School Governing Board on November 17, 2020.
- b. The next annual review will occur on or before November 17, 2021.



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Board Policy – Whistleblowers

1. Purpose

- a. Forest Ranch Charter School is committed to lawful and ethical behavior in all of its activities and requires board members, executives, directors and employees to act in accordance with all applicable laws, regulations, and policies. High standards of business and personal ethics should be observed and modeled for students in the conduct of all duties and responsibilities.

2. Objective

- a. The objectives of the Forest Ranch Charter School Whistleblower Policy are to establish policies and procedures to:
 - i. Prevent or detect and correct improper activities;
 - ii. Encourage each board member, executive, director and employee (reporting individual) to report what he or she in good faith believes to be a material violation of law or policy or questionable accounting or auditing matter by Forest Ranch Charter School;
 - iii. Ensure the receipt, documentation, retention of records, and resolution of reports received under this policy protecting reporting individuals from retaliatory action.

3. Reporting Responsibility

- a. Each individual has an obligation to report what he or she believes is a material violation of law or policy or any questionable accounting or auditing matter by the school, its officers, directors, executives, employees or other representatives. Reporters must also notify the school if an action needs to be taken in order for the school to be in compliance with laws or policies or with generally accepted accounting practices. The types of concerns that should be reported include, but are not limited to, the following:
 - i. Providing false or misleading information on school financial documents, grant reports, tax returns, or other public documents;
 - ii. Providing false information to or withholding material information from the school auditors, accountants, lawyers, directors, or other representatives responsible for ensuring compliance with fiscal and legal responsibilities;
 - iii. Embezzlement, private benefit, or misappropriation of funds;
 - iv. Material violation of school policy, including among others, confidentiality, conflict of interest, whistleblower, ethics and document retention;
 - v. Discrimination based on race, gender, sexual orientation, ethnicity or disability;
 - vi. Facilitation or concealing any of the above or similar actions.

4. Reporting Concerns

- a. Whenever possible, school employees should seek to resolve concerns by reporting issues directly to their supervisor or to the next level of supervisor as needed until matters are satisfactorily resolved. However, if for any reason an employee is not comfortable speaking to a supervisor or does not believe the issue is being properly addressed, the employee may contact the Human Resources Manager or the Executive Director. If an employee does not believe these channels of communication can or should be used then the employee should contact the Board Chair of Forest Ranch Charter School. If this is not a possibility we highly encourage the reporting individual to contact the third party administered "Fraud Hotline."
- b. The Fraud Hotline specializes in forensic auditing, fraud examination and asset misappropriation when and if these matters are in question. We encourage any school employee with serious concerns of violation of law or policies to follow the steps below:
 - i. Contact the Fraud Hotline by email at www.report-fraud.com. The website will walk you through the reporting process as well as allow you to upload or attach any documents, pictures or other evidence you may have.
 - ii. Contact the Fraud Hotline by phone at 1-877-637-2830. The toll free hotline number will connect you directly to a private voicemail where you will be asked to provide as much information as you can. This number is monitored by an external fraud examiner who is not employed by the school.
- c. Please be aware that the website and telephone call are 100% confidential. At no time will any information that personally identifies you be released to anyone, without your authorized approval. We encourage you to feel confident that you may use either or both reporting methods depending on your comfort level.

5. Handling of Reporting Violations

- a. Forest Ranch Charter School will investigate all reports filed in accordance with this policy with due care and promptness. Matters reported internally without initial resolution will be investigated by the Executive Director or the HR Manager to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. The school staff will issue a full report of all matters raised under this policy to the Governing Board. The Governing Board may conduct a further investigation upon receiving the report from the Executive Director.
- b. For matters reported directly to the Board Chair, the Governing Board shall promptly (generally within five business days) acknowledge receipt of the complaint to the complainant if the identity of the complainant is known and conduct an investigation to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. Upon the conclusion of this investigation, the Governing Board shall promptly report its findings to all pertinent parties. For those matters reported to the Fraud Hotline, an independent examiner will evaluate the information given and contact the school's designated person where a course of action will be determined.

6. Authority of Investigative Parties

- a. The Investigative Parties (Executive Officer, Human Resources Manager or Governing Board) shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, private investigators, or any other resource that is necessary to conduct a full and complete investigation of the allegations.

7. No Retaliation

- a. This Whistleblower Policy is intended to encourage and enable executives, directors, and employees to raise serious concerns within the organization for investigation and appropriate action. With this goal in mind, no executive, director, or employee who, in good faith, reports a concern shall be threatened, discriminated against or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences as a result of such report. Moreover, an employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment.

8. Acting in Good Faith

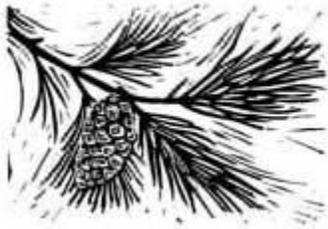
- a. Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy or a material accounting or auditing matter. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

9. Confidentiality

- a. Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, the school cannot guarantee complete confidentiality. Disclosure of information relating to an investigation under this policy by staff, directors, or others involved with the investigation of the school to individuals not involved in the investigation will be viewed as a serious disciplinary offense and, with respect to school employees, may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may also give rise to other actions, including civil or criminal lawsuits.

10. Adoption

- a. This board policy was originally adopted by the Forest Ranch Charter School governing board on May 19, 2009.
- b. This board policy was recently reviewed by the Forest Ranch Charter School governing board on November 17, 2020.
- c. The next annual review will occur on or before November 17, 2021.



Board Policy – Capital Expenditures

1. Purpose

- a. The Forest Ranch Charter School Governing Board recognizes their responsibility for ensuring the most effective use of the funds available to support the mission of the school and to ensure that funds are budgeted, accounted for, expended, and maintained appropriately.

2. Definitions

- a. Capital – The term *capital* shall mean equipment with a useful life of more than one year and valued at five thousand dollars (\$5,000) or more, including actual or estimated tax, shipping and handling, and land, buildings, and improvements. All items over five thousand dollars (\$5,000) with a useful life of more than one year shall be capitalized and depreciated.
- b. Equipment Classified as Capital – In addition, in order to maintain property control, the following are recorded and tracked the same as capital even though they may cost less than five thousand dollars (\$5,000), or have a useful life of less than one year:
 - i. Equipment purchased with grant funds or required by the terms of a grant to be tracked as capital;
 - ii. New furnishings;
 - iii. Musical instruments; and
 - iv. Television sets, cameras, digital projectors, and computers.
- c. The purchase of capital equipment, except as already included in the approved budget, must first be specifically approved by the Governing Board.

3. Responsibilities

- a. The Executive Director shall ensure that all Capital Expenditures are approved by the Governing Board and purchasing adheres to BP7010 Fiscal Control Policy.
- b. The Executive Director shall ensure that all Capital Equipment is properly tracked and accounted for at least annually.

4. Adoption

- a. This board policy was recently reviewed by the Forest Ranch Charter School governing board on November 17, 2020.
- b. The next annual review will occur on or before February 19, 2020.



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BOARD POLICY - CLASSROOM AND SCHOOL VISITATION, VOLUNTEER, AND REMOVAL

While the Charter School encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, the Charter School also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, the School has established the following procedures, pursuant to California Penal Code Sections 627, et. seq., to facilitate visits during regular school days:

1. Visits during school hours for the purpose of classroom observation should first be arranged with the teacher and Executive Director or designee, at least 24 hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to observe a classroom during school hours must first obtain the written approval of the classroom teacher and the Executive Director or designee. Except for unusual circumstances, approved by the Executive Director, classroom observations should not exceed approximately 45 minutes in length and may not occur more than once per week.
2. When there are a large number of requests, the Charter School shall schedule a minimum of two (2) observation days per school year for parents who are considering application for enrollment. Interested parent observers shall be asked to conduct their observations on one of the scheduled days.
3. All visitors shall register with the front office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor may be required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the Executive Director or designee may design a visible means of identification for visitors while on school premises.
4. The Executive Director, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled

substances.

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5. The Executive Director or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
6. The Executive Director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Executive Director or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
7. The classroom teacher has full discretion as to their use of volunteers and the time and duration of in-class volunteer participation.
8. Visitors volunteering in classrooms shall follow all other guidelines indicated elsewhere in this policy. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to parent volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aide, the volunteer may leave their volunteer position for that day.
9. Information gained by volunteers regarding individual students (e.g. academic performance or behavior) is to be maintained in strict confidentiality. Questions or comments concerning a child's academic performance or behavior must be done in a separate meeting between parent and teacher, as arranged with the teacher. Student discipline is to be left to the teacher, even for a parent volunteer's own child, with the exception of light reminders to students to stay on task.
10. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Executive Director. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to the Executive Director. The Executive Director shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Executive Director shall be held within seven days after the Executive Director receives the request. The Executive Director shall respond within seven work days. If no resolution can be agreed upon, the Executive Director shall forward notice of the complaint to the Board of Directors, and submitted to the Dispute Resolution Committee, a committee appointed by the Board of Directors. This committee will be advisory only and will bring a suggested resolution to the Board for final action. The Board shall address the recommendations of the Dispute Resolution Committee upon the next Regular Board meeting following the availability of those recommendations.

11. The Executive Director or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.
12. At each entrance to the Charter School grounds, signs shall be posted specifying the hours during which registration is required, stating where the office of the Executive Director or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy.
13. No electronic listening or recording device may be used by students or a visitor in a classroom without the teacher's and Executive Director's written permission.

Legal Compliance

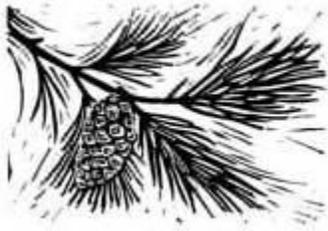
1. All regularly scheduled campus volunteers shall have a current and clear TB test on file with the Charter School office prior to volunteering.
2. Certain volunteers may be required to have a clear fingerprint live scan on file with the Charter School office prior to volunteering. The Executive Director shall develop procedures to comply with current laws and safety guidelines regarding live scan testing for campus volunteers.
3. The Executive Director shall be responsible for reviewing all applications for volunteer approval, signifying completeness and compliance by an authorizing signature, prior to any person volunteering on or off campus with regard to our students.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.
2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.

Adoption

1. This board policy was originally adopted by the Forest Ranch Charter School governing board on March 23, 2011.
2. This board policy was recently reviewed by the Forest Ranch Charter School governing board on November 17, 2020.
3. The next annual review will occur on or before November 17, 2021.



Board Policy – Document Retention and Destruction

1. Purpose

- a. This policy defines how important documents (hardcopy, online or other media) are retained, protected, provided, and when they are eligible for destruction.

2. Document Retention Schedule

- a. The following types of documents shall be retained for the following periods of time. At least one copy of each document shall be retained according to the following schedule:

Corporate Records

Articles of Incorporation	Permanent
IRS Form 1023 and resulting Exemption Letter	Permanent
By Laws	Permanent
Board Policies	Permanent
Resolutions of the Board	Permanent
Board Meeting Minutes	Permanent
Sales Tax Exemption Documents	Permanent
Tax ID Number Designations	Permanent
Annual Corporate Filings	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers/Books	7 years
Business Expense Documents	7 years
Bank Deposit Slips	7 years
Bank Statements with Photos of Cancelled Checks	7 years
Invoices	7 years
Investment Records	7 years
Property and Asset Inventories	7 years
Petty Cash Documents	3 years
Credit Card Receipts	3 years

Tax Records

IRS Annual Form 990	Permanent
Payroll Registers	Permanent
IRS Form 1099 filings	7 years

Payroll Tax Returns and Withholding Records	7 years
Earnings records	7 years
W-2 Statements	7 years

Personnel Records

Employment Offering Letters	Permanent
Employee Contracts	Permanent
Benefits Descriptions per Employee	Permanent
Pension Records	Permanent
Employee Application and Resumes	7 years after termination
Promotion, Demotion, Letters of Reprimand, Letter of Termination	7 years after termination
Job Descriptions, Performance Goals	7 years after termination
Worker’s Compensation Records	5 years
I-9 Forms	5 years after termination
Timesheet Records	3 years after termination

Insurance Records

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements and Denials	Permanent

Contracts

All Insurance Contracts	Permanent
Employee Contracts	Permanent
Construction Contracts	Permanent
Legal Correspondence	Permanent
Loan / Mortgage Contracts	Permanent
Leases / Deeds	Permanent
Vendor Contracts	7 years
Warranties	7 years

Donations / Fundraising Records

Grant Dispersal Contracts	Permanent
Donor Lists	7 years
Grant Applications	7 years
Donor Acknowledgements	7 years

Management Plans and Procedures

Strategic Plan	7 years
Staffing, Programs, Marketing, Finance, Fundraising, and Evaluation Plans	7 years
Vendor Contracts	7 years

Disaster Recovery or Continuity Plan 7 years

Pupil Records

Individual Student Record (original or copy) Permanent

Individual Student Injury Record (for which a Claim was filed) 1 year after settled

The Individual Student Record shall consist of: 1) the legal name of the pupil, 2) date of birth, 3) method of verification of birth, 4) sex of pupil, 5) place of birth, 6) name and address of parent of minor pupil, 7) an annual verification of the name and address of the parent and residence of the pupil, 8) entering and leaving date of each school year and any summer or extra session, 9) subjects taking during each year, half-year, summer session, or quarter, 10) grades given, 11) verification of or exemption from required immunizations.

3. Document Protection

- a. To ensure that important records are available when needed, documents (hardcopy, online, or other media) shall be stored on and off site by Forest Ranch Charter School.

4. Document Destruction

- a. At the end of each school year hardcopy documents that are eligible for destruction shall be removed from the current-year filing system and boxed with their potential destruction date and what type of records they are clearly marked on the outside of the box.
- b. When the destruction date is reached, hardcopy documents shall be destroyed by shredding. Online or digital copies shall be destroyed by proven means to destroy such media.

5. Provision of Documentation for Investigations or Litigation

- a. Documents requested and subpoenaed by legally authorized personnel shall be provided within (5) business days or within the subpoena timeline, whichever is greater. The Board Chair and the Executive Director shall authorize provision. No documents shall be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

6. Adoption

- a. This board policy was originally adopted by the Forest Ranch Charter School governing board on May 19, 2009.
- b. This board policy was recently reviewed by the Forest Ranch Charter School governing board on November 17, 2020.
- c. The next annual review will occur on or before November 17, 2021.



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Board Policy – Compensation Plan and Review

1. Purpose

- a. The Forest Ranch Charter School (FRCS) Governing Board recognizes that an attractive compensation package is necessary to attract and retain valuable employees to the Charter School. The purpose of this policy is to ensure that compensation for FRCS employees is transparent, equitable and fiscally responsible.
- b. The FRCS Governing Board further recognizes that an annual review of the compensation structure of all top level persons employed by the Charter School is necessary to ensure that the Charter School's compensation plan is aligned with that of similar schools in the area.

2. Teacher Compensation

- a. A salary pay scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the pay scale for FRCS.
- b. Teachers having or earning a Master's Degree in Education will be paid their base salary plus Master's additional pay. The amount of Master's additional pay will be included on the salary pay scale.
- c. The Board will adopt a budget target percentage for Teacher Compensation. Area averages will be considered when determining this target percentage. Salary increases or beginning salary offerings which result in material excursions beyond the budget target percentages shall not be approved.
- d. Performance considerations shall be presented to the Board by the Director annually. Performance considerations for salary increases may include:
 - i. Significant change in responsibility, training level, or credential,
 - ii. Percentage of students attaining at least one year's worth of growth as shown by i-Ready, CAASPP, similar standardized tests, or other types of classroom assessments,
 - iii. Percentage of students scoring Proficient or better on i-ready, CAASPP, similar standardized tests, or other types of classroom assessments,
 - iv. Personnel, peer and self evaluation including personal goals met, and/or
 - v. Surveys of parents and students regarding performance.

- e. Fiscal considerations for salary increases will include:
 - i. Excess or deficiency in budget,
 - ii. Cost of living adjustment in budget, and
 - iii. Budget target percentage available for compensation increases.

3. Administrative Compensation

- a. A salary pay scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the pay scale for FRCS.
- b. The Board will adopt a budget target percentage for Administrative Compensation. Area averages will be considered when determining this target percentage. Salary increases or beginning salary offerings which result in material excursions beyond the budget target percentages shall not be approved.
- c. Performance considerations for salary increases may include:
 - i. Significant change in responsibility, training level, or credential,
 - ii. Personnel, peer and self evaluation including personal goals met, and/or
 - iii. Surveys of parents and students regarding performance.
- d. Fiscal considerations for salary increases will include:
 - i. Excess or deficiency in budget,
 - ii. Cost of living adjustment in budget, and
 - iii. Budget target percentage available for compensation increases.

4. Support Staff Compensation

- a. An hourly wage scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the scale for FRCS.
- b. The Board will adopt a budget target percentage for Support Staff Compensation. Area averages will be considered when determining this target percentage. Hourly rate increases and staffing which result in material excursions beyond the budget target percentages shall not be approved.
- c. Performance considerations for hourly wage increases may include:
 - i. Significant change in responsibility, training level, or credential,
 - ii. Personnel, peer and self evaluation including personal goals met, and/or
 - iii. Surveys of parents and students regarding performance.
- d. Fiscal considerations for salary increases will include:
 - i. Excess or deficiency in budget,
 - ii. Cost of living adjustment in budget, and
 - iii. Budget target percentage available for compensation increases.

5. Benefits Package

- a. Benefits will be offered to faculty and staff according to applicable law.
- b. The Board will adopt a budget target percentage for Benefits Compensation. Area averages will be considered when determining this target percentage.
- c. Benefits may be increased by the Board as budget target percentages allow.

6. One-Time Monies

- a. When one-time monies are received, they will not be included in the calculation of the target percentages for Teacher Compensations, Administrative Compensation, Support Staff Compensation or Benefits Package.
- b. If one-time monies are received and allocated by the Board for compensation it will be in the form of a one-time stipend or bonus only.
- c. It is the goal of the Board that one-time monies will not be used for any recurring expenses beyond the year in which they are received.

7. Mid-Year Budget Adjustments

- a. If, as a result of a State Budget revision, base revenue changes during the fiscal year then target percentages will remain the same until the next year's budget. There will be no mid-year compensation adjustments.
- b. Mid-year revenue adjustments will be handled in the same manner as one-time monies.

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 - i. When considering declaring a revenue sharing bonus the Board is encouraged to use a longevity scale which awards an increased percentage of bonus for employees with increased years spent employed by the School.
 - ii. For example, if the Board declared a percentage of compensation bonus then employees with between one and five years at the School might receive 5%; employees with between six and ten years at the School might receive a 5.5%; and so on.

9. Annual Compensation Review for Top Level Personnel

- a. Process for Compensation Review
 - i. The process shall include three elements:
 - 1. Review and approval by the Governing Board;

2. Use of data as to comparable compensation;
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- b. Review and Approval
 - i. The compensation of each top level person is reviewed and approved by the Governing Board during open session at a regular meeting of the board. Persons with conflicts of interest with respect to the compensation arrangement at issue shall not be involved in this review and approval.
 - c. Use of Data as to Comparable Compensation
 - i. The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
 - d. Contemporaneous Documentation and Recordkeeping
 - i. There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

10. Adoption

- a. This board policy was originally adopted by the Forest Ranch Charter School governing board on May 19, 2009.
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Forest Ranch Charter School

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Board Policy – Compensation Plan and Review

11. Purpose

- a. The Forest Ranch Charter School (FRCS) Governing Board recognizes that an attractive compensation package is necessary to attract and retain valuable employees to the Charter School. The purpose of this policy is to ensure that compensation for FRCS employees is transparent, equitable and fiscally responsible.
- b. The FRCS Governing Board further recognizes that an annual review of the compensation structure of all top level persons employed by the Charter School is necessary to ensure that the Charter School's compensation plan is aligned with that of similar schools in the area.

12. Teacher Compensation

- a. A salary pay scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the pay scale for FRCS.
- b. Teachers having or earning a Master's Degree in Education will be paid their base salary plus Master's additional pay. The amount of Master's additional pay will be included on the salary pay scale.
- c. The Board will adopt a budget target percentage for Teacher Compensation. Area averages will be considered when determining this target percentage. Salary increases or beginning salary offerings which result in material excursions beyond the budget target percentages shall not be approved.
- d. Performance considerations shall be presented to the Board by the Director annually. Performance considerations for salary increases may include:
 - i. Significant change in responsibility, training level, or credential,
 - ii. Percentage of students attaining at least one year's worth of growth as shown by i-Ready, CAASPP, similar standardized tests, or other types of classroom assessments,
 - iii. Percentage of students scoring Proficient or better on i-ready, CAASPP, similar standardized tests, or other types of classroom assessments,
 - iv. Personnel, peer and self evaluation including personal goals met, and/or
 - v. Surveys of parents and students regarding performance.

- e. Fiscal considerations for salary increases will include:
 - i. Excess or deficiency in budget,
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 - iii. Budget target percentage available for compensation increases.

13. Administrative Compensation

- a. A salary pay scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the pay scale for FRCS.
- b. The Board will adopt a budget target percentage for Administrative Compensation. Area averages will be considered when determining this target percentage. Salary increases or beginning salary offerings which result in material excursions beyond the budget target percentages shall not be approved.
- c. Performance considerations for salary increases may include:
 - i. Significant change in responsibility, training level, or credential,
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- d. Fiscal considerations for salary increases will include:
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14. Support Staff Compensation

- a. An hourly wage scale will be developed and reviewed annually by the Board. Rates of pay at similar schools in the area will be considered during the development and review of the scale for FRCS.
- b. The Board will adopt a budget target percentage for Support Staff Compensation. Area averages will be considered when determining this target percentage. Hourly rate increases and staffing which result in material excursions beyond the budget target percentages shall not be approved.
- c. Performance considerations for hourly wage increases may include:
 - i. Significant change in responsibility, training level, or credential,
 - ii. Personnel, peer and self evaluation including personal goals met, and/or
 - iii. Surveys of parents and students regarding performance.
- d. Fiscal considerations for salary increases will include:
 - i. Excess or deficiency in budget,
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15. Benefits Package

- a. Benefits will be offered to faculty and staff according to applicable law.
- b. The Board will adopt a budget target percentage for Benefits Compensation. Area averages will be considered when determining this target percentage.
- c. Benefits may be increased by the Board as budget target percentages allow.

16. One-Time Monies

- a. When one-time monies are received, they will not be included in the calculation of the target percentages for Teacher Compensations, Administrative Compensation, Support Staff Compensation or Benefits Package.
- b. If one-time monies are received and allocated by the Board for compensation it will be in the form of a one-time stipend or bonus only.
- c. It is the goal of the Board that one-time monies will not be used for any recurring expenses beyond the year in which they are received.

17. Mid-Year Budget Adjustments

- a. If, as a result of a State Budget revision, base revenue changes during the fiscal year then target percentages will remain the same until the next year's budget. There will be no mid-year compensation adjustments.
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 - i. When considering declaring a revenue sharing bonus the Board is encouraged to use a longevity scale which awards an increased percentage of bonus for employees with increased years spent employed by the School.
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- a. Process for Compensation Review
 - i. The process shall include three elements:
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- b. Review and Approval
 - i. The compensation of each top level person is reviewed and approved by the Governing Board during open session at a regular meeting of the board. Persons with conflicts of interest with respect to the compensation arrangement at issue shall not be involved in this review and approval.
 - c. Use of Data as to Comparable Compensation
 - i. The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
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Page 5 of 4
Forest Ranch Charter School – Board of Directors
Thursday, August 27, 2020 at 5:30 PM
15815 Cedar Creek Road, Forest Ranch, CA 95942
Meeting Minutes

1. Open Session – Call to Order 5:33PM

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) Absent
 - f. Leslie Wright – Parent Representative, (June 2021) resigned July 2020
 - 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 Staff has pulled of virtual classrooms and are doing a really great job, coodoes to them. Parents who need anything have been reaching out good job to our community. - Christia Marasco

4. Review Meeting Norms If you are not talking please stay muted.

5. Public Comments on Items NOT on the Current Meeting Agenda Staff and teachers are doing great, Christia Marasco does so much really well, thank you. -Annamarie Parrelli.

6. Changes / Deletions to Current Meeting Agenda No changes

7. Consent Calendar None

8. Discussion/Action Calendar
 - a. Discuss and Consider Approval of Loan for Bus purchase Lisa Speegle is now recommending that the school take a loan from the bank, 5 year term with no penalty to pay off in 3 years. Financing through the bus company requires a guarantor. This item is update only no action taken.
 - b. Discuss and Approve Planned Actions Surrounding Waiver Application for K-6th to Return to School 25% of the students can be on campus, FRCS is in the research phase of this process. Monday parent survey, Tuesday town hall meeting and a teacher meeting, to assess the need from the community for the waiver. Thursday next FRCS board will discuss information received from surveys. Butte county is open to waivers now. Christia plans to submit by Friday next. At this time it seems the need is more for an internet hub in the mornings over aftercare services. Motion to approve planned actions toward waiver with a review before submission next thursday made by

Beth wattenburg, 2nd Robert Chaplin, Ayes: Jody Cornilsen, Beth Wattenburg, Robert chaplin, Heather Hastain, Robing Wilder, Sam Daugherty, Krystle Stetson. Noes: None.

- c. Discuss and Approve On-Site After School Care During Physical Campus Closure No action discuss next week.
- d. Consider Approval of New Middle School Credentialed Math/Writing Tutor position Michelle Jimenez is a middle school experienced credentialed tutor in math, learning loss mitigated funds will be used for this, would be an uncontracted consultant/tutor, used to run the middle school and would be great to train new teacher on math program. New hire to guide new teachers into being able to run their curriculums more thoroughly. Motion to approve new middle school credentialed math/writing tutor/training consultant pending our auditors professional opinion made by Robin Wilder, 2nd Beth Wattenburg, Ayes: Jody Cornilsen, Beth Wattenburg, Robert chaplin, Heather Hastain, Robing Wilder, Sam Daugherty, Krystle Stetson. Noes: None.
- e. Discuss and Consider Approve Internet Connectivity Support Options for Families Christia Marasco presents that FRCS should pay for any increase in cost for the use of internet service and data usage in homes due to distance learning. This option may not meet with FCC guidelines. FRCS gives out computers that filter content. Beth Wattenburg-may be helpful to contact Public Utilities Commission, "we are a school, we cannot adequately provide internet..." Christia Maracso- pay for internet and a filter program because state requires FRCS provide connectivity. CM will reach out to Steve Monahan. Robert Chaplin-would the filter cover all household computers as well as FRCS distributed computers, could be an annoyance to families. Robin Wilder-we should continue to look into this for families that may need this. Christia Marasco will investigate with families that may need this and bring those findings back to the board. No action taken.

9 Reports and Presentations

- a. Director Report
 - i. Enrollment:
 - ii. Student Achievement and Related Measures
 - iii. Campus and Student Safety
 - iv. Human Resources
 - v. Upcoming School Events
 - vi. Professional Development
 - vii. Board Development and Update on Responsibility Actions
- b. Teacher Report
- c. Facilities Report
- d. Technology Report
- e. Parent Teacher Partnership Report

10 Future Agenda Items

- a. Covid Related Policies
- b. Transportation Policy/Updates
- c. Learning Continuity and Attendance Plan
- d. Unaudited Actuals

15. Adjournment 6:30PM

Christia Marasco is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting August 27, 2020

Time: Aug 27, 2020 05:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/71261623359?pwd=dm1RUnFrVU9OT05XNHcxTU1hQVMvQT09>

Meeting ID: 712 6162 3359

Passcode: 0Xk1df

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Board minutes-
October 27, 2020.pdf



2020 November
Board Report - FRCS.