



Board Meeting
 Forrest M. Bird Charter High School
 615 S. Madison,
 Sandpoint, ID 83864
 June 15, 2017

	Board Meeting Minutes
Minutes taken by	Kate McAlister
Board members Present	Jim Zuberbuhler, Chris Warren, Kate McAlister,
Excused Board Members	Bill Hertzog, Robin Rupert
Staff present	Jennifer Greve-Norton, Ryan Zimmerle, Greta Warren, Alan Millar
Absent Staff	Mary Jensen
Minutes	No minutes to approve
Call to Order	Meeting called to order , quorum established

Executive Session	Opened at 5:15p – Closed at 5:35p
Public Comment	No public attendance at this meeting

Open Business	<p>Board member update – JZ</p> <ul style="list-style-type: none"> Bill had an accident and broke 6-7 ribs and broke his shoulder. Needs to have shoulder surgery for repair. Sounded good. We, as the Board, wish him well and hope he recovers quickly. <p>Third trimester projects – Jennifer (in Mary’s absence)</p> <ul style="list-style-type: none"> Mary researched and looked into content and standards for third semester projects. Trying to get students to adhere. <p>Based on Bill’s (Board member) request Mary and the teachers looked at the standards being placed within the Third trimester project for each content area. The key we both discussed is that the intent of the third trimester project is not necessarily to create new standards, or covering new standards, but it is the application of the standards they have learned from first and second trimesters. Or for like a Jr it is the trimesters they have had in their previous years. We are trying to get them to apply the knowledge they have learned and practice the standards we have taught them. With the application of a small amount of new standards that might come from their speech credits and those arenas through their presentations. So they do have what has been covered. As a bystander, honestly, going into some of the projects for myself, you can sit and watch student presentations, I’m thinking specifically of the students involved in the</p>
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street art downtown. They were able to apply science standards within the science composition of the paint they used, based on the weather, based on the brick wall, based on what they thought was going to work, what didn't work. They had to scientifically figure out why it wouldn't. They did mathematical data sheets to figure out people coming to visit them on different days and what was their overall perception of what they were doing, pros and cons, and they created statistics so as an observer I could really see where they were working to apply them. That was really the goal to have them practice the applications of the standards they learned. We still have standards we can show for that.

Both Mary and Jennifer are available for any further questions.

Chris W. also noted he had a student volunteer come and help his class room and they did a wonderful job working with the students. This student also did a presentation to the rotary as part of the project and she felt so good about the job she did working with the students as well as her presentation, it was really great to watch.

JZ stated being a Rotarian and hearing those presentations at Rotary was very impressive. It was great to see those students.

Board emails – Ryan Z.

- The Board needs to use officially issued FBCS email addresses, rather than using personal addresses. IT will get them set up for each of the Board members.

Board Minutes – all

- *JZ* we are not doing as good a job as we might for posting agendas and minutes. We've had this come up a couple of times. Ryan has been great about bringing this up and we need to follow up and get it right. Previously we paid someone to take the minutes. Ryan can you explain how it was done before.

Ryan Z. – In prior years we had two people take care of it before your tenure, Kim Bledsoe and Audra Mearns, both FBCS employees.

JZ - We asked about staff taking care of posting minutes, etc. Need to explore a staff person who might be able. It would only be about 15 minutes of time for a staff person. Not an onerous task. We just need to have someone be responsible and put the minutes together and post them. I see our Board member taking minutes and then having a staff post them. Just making sure the minutes are posted.

Allan M. – A question might be will there be compensation from the Board? Will we have someone attend each meeting? That is what was done in the past.

Ryan Z. – The way we have requested that the minutes, agendas, and the unapproved minutes be posted as follows: Whoever is responsible for it emails the word document containing the minutes, agendas, and the unapproved minutes to our ticketing system, officially. Once we have that official request, as a directive from the Board, we then do that ticket and we post it to the necessary locations. IT is taking care of the actual posting but we are not being given those items in a timely manner. To get those items posted in adherence with the law. I would like to see that there is a single person responsible for taking and preparing the minutes, preparing the agenda and circulating the agenda and sending them to IT for the necessary posting.

JZ - This is the third time we have formerly talked about this at a Board meeting. We need to get this taken care of. The role of the Board Secretary is to take the minutes in a timely manner and get them posted. We need to decide as a board if we can handle that or hire it out.

Ryan Z. – Going forward we will be using the official Forest Bird email addresses so the matter of record will be retained via email addresses and the email retention policy specifically placed on Board member emails. The other piece is, for example, this last agenda had five or six revisions and that would have generated an IT ticket for each one. What we prefer is the corporate secretary send it to us *one time* saying "this is the official agenda for the Board meeting please post". Last time while the revisions were taking place we missed the deadline. We received an email from Mary with an update revisions but not the official copy. We would like to get them early.

	<p>The school administration has asked for and it is incumbent upon us to post the unapproved minutes in a reasonable amount of time, we like to say a week, just like the agendas. Once the meeting occurs the minutes need to be dictated and formalized into unofficial business and sent to IT for posting and then the approval process happens. By one meeting we will have total of three tickets. They are all staggered.</p> <p><i>Chris W.</i> – if we can't do it internally we just need to hire it done. The actual writing of the minutes can be taken care of in a contract day. If we can't come to an internal solution then we need to look at hiring it out.</p> <p><i>JZ</i> – We will have another internal discussion. We need to take care of this immediately. We need to be able to catch up on Feb/Mar minutes and going forward we cannot be late any more. I will circulate a note to our board outlining the problem and we will determine if we can do it internally and if not, we will communicate that to the school administration and ask for a staff solution and we will figure out what that is going to cost and where that is going to live.</p> <p>Alan Millar Last Board meeting: JZ</p> <ul style="list-style-type: none"> This is Alan's last meeting on the FBCS Board of Directors. Thank you Alan for all your contributions for all these years. We wouldn't be where we are at without your knowledge and expertise these past 16 years. It is a remarkable set of achievements you have been responsible for. We will honor you at a later date so keep your calendar open. Thank you for all your contributions. You've made an impact not only on our community but the entire state for generations to come. You have a great legacy. <p>Alan was very appreciative.</p> <p>Future Board meetings</p> <ul style="list-style-type: none"> 2017-2018 Board of Directors meeting <ul style="list-style-type: none"> October 17, 2017 – Auditors will be in attendance December 12, 2017 March 13, 2018 June 19, 2018
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Policies	No reports or updates
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P-Tech report	<ul style="list-style-type: none"> P-tech is changing in the sense of providing access to schools statewide. We can no longer be considered a public entity and insured by ICAR (?). So we will be researching other insurance options. There is some risk to Forrest Bird, but we will minimize the exposure to the school. By the end of the year we will no longer be a LLC.
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Financials	<ul style="list-style-type: none"> Financials: Greta W. <p>Emphasis was on the cash flow report. There are some larger expenses this fiscal year but they probably won't be paid out until later July or end of August.</p> <p>Board to approve the budget that was received. Budget was published in the paper approx 10 days prior</p> <ul style="list-style-type: none"> ✓ Motion to approve financials – Kate Mc. ✓ 2nd – Chris W ✓ Approved unanimously
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	<ul style="list-style-type: none"> • Upcoming Major Expenses: Greta W. and Jennifer G. <p>A large expense coming up is the heaters in the middle school building, specifically the 9 units on top of the building. There are supposed to last about 8- 10 years and have been on there for 16 years.</p> <p>An expert from JW Sheet Metal has been giving the administrators a little education on the heating units, by walking through them and letting us know what is going on. He is fully aware of the BID system for schools. He is doing this to give us an idea of what shape the units are in. Once we know this we will send out BIDs. He looked at a couple things, and noticed there were some vent pipes that were never closed off so we think we are losing a lot heat or cool air, depending on the season. The unit over the multi-purpose room was shut down a couple of weeks before school was out. It was running hot and not producing any cool air. We are at a stand-still in terms of replacing it until we get a determination on what we want to do as a school on a cost. We are looking at, best guess, \$200K to replace all of the units. Recommendation is to do all of them at once because each time you would replace one, you need a crane or a helicopter to put them in place. Will look at doing half at a time, but cost efficiency will be in replacing them all at once.</p> <p>Will be working on this project over the next couple of months.</p> <p>There is also an issue with insulation and we have an expert coming to look at some of our classrooms. There appears to be no insulation in two north classrooms in the middle school building and one of the South classrooms in the middle school building. This is also causing the heating units to work overtime. The north and south units need the most repair and it makes sense if there is no insulation, they have to work harder. We've done minor repairs but it's now time to replace them.</p> <p>There are concerns about carbon monoxide because of the cracked units, an expert has been called to supply information on this issue and what to do if remediation is needed. We expect a base line from this group about mid-July.</p> <p><i>Jennifer G</i> - One thing Ray (building maintenance) and I have talked about we could be looking at next summer due to timing and just fixing what we can to get it through the winter.</p> <p>Some of the cash will be set asked to help pay for this expense. We need to be reinvesting in our physical plants to keep our buildings safe and in good repair.</p> <p><i>Ryan Z.</i> Just want to remind us, the Board will need to approve on October 17. Thinking about Title 67 Chapter 28 requires the board input because of the value. Suggested Board has a meeting before this date. The line is \$25k, \$50k and \$100k. Depending on the dollar amount it may or may not require Board involvement. Section 49 also talks about not encumbering future boards so we need to keep this in mind.</p>
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Building Reports	<ul style="list-style-type: none"> • See Financial report
School Reports	<p>Jennifer G.</p> <ul style="list-style-type: none"> • We have waiting lists for next year. 44 total on waiting list. 32 for sixth grade. We are retaining most of the students. • 205 in High School. • Cannot take any more students from out of district.
Adjournment	<p>Meeting adjourned</p> <ul style="list-style-type: none"> ✓ Motion to adjourn – Kate Mc ✓ 2nd – Chris W ✓ Approved Unanimously

Next Board
Meeting

Tuesday, October 17, 2017 – 5p

Respectfully Submitted: Kate McAlister