



Board Meeting  
 Forrest M. Bird Charter High School  
 615 S. Madison,  
 Sandpoint, ID 83864  
**September 11, 2018**

	Board Meeting Minutes
Minutes taken by	Kate McAlister
Board members Present	Jim Zuberbuhler, Kate McAlister, Bill Hertzberg, Chris Warren,
Excused Board Members	
Staff present	Mary Jensen, Jennifer Norton-Greve, Greta Weber, Bill Kurtz
Absent Staff	
Guests	Shannon Vaughn (Parent),
Minutes	<p><b>June</b> 2018 meeting minutes approved</p> <ul style="list-style-type: none"> <li>✓ <b>Motioned – Chris W.</b></li> <li>✓ <b>2<sup>nd</sup> – Bill H.</b></li> </ul> <p><b>Approved Unanimously</b></p>
Call to Order	<b>Meeting called to order</b> , quorum established 5:05p

Executive Session	<ul style="list-style-type: none"> <li>• No Executive Session</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• No public comment</li> </ul>

Open Business	<p><b>Annual Audit Presentation</b></p> <p><b>Action item:</b> Approval of audit</p> <p>***Audit was presented by Kevin Smith</p> <p>Presented documentation for audit.</p> <p>**Opinion paragraph from audit report –</p> <p>“In our opinion, the financial position of Forrest M. Bird Charter School, Inc., as of June 20, 2018 and 2017, and the exchanges in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.”</p>
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No recommendations for improvement. School has done a great job. We have a clean opinion

**Approval of Audit**

✓ **Motioned - Kate Mc.**

✓ **2nd - Bill H.**

**Unanimously accepted**

**Special Education presentation**

Kenda Russell

Total of 38 students in special ed. 2 kids being evaluated and one more that is likely. 17 H.S., 21 middle students. Hired a paraprofessional for 4 days per week. Now there are two certified special ed teachers. One for H.S. And one for middle school.

**Reports:**

**Action Item:** Election of Board Officers

Chris warren put forth a motion to accept the current slate of officers in place -

Jim Zuberbuhler - Chair, Chris Warren - Vice Chair, Kate McAlister – Secretary, Bill Hertzberg - Treasurer

**Election of officers keeping current slate**

✓ **Motioned - Chris W**

✓ **2<sup>nd</sup> - Kate M**

**Unanimously accepted**

**Action Item:** Set Board Meeting Dates for the 2018-19 school year

\*\*\*Approved meeting dates

Dates: December 11, 2018, March 12, 2019, June 11, 2019, Sept 10, 2019

Might need to schedule a special meeting for the policy handbooks. Board agreed

**Questions/inquiries put forth by Board member - Bill Hertzberg**

*Exit interviews* – as a practice toward professional development and general school improvement. Is this a current FBCS practice?

1. Do we have official exit interviews for employees? –
  - a. Yes - Exit interviews are a part of the HR process and are confidential and cannot be shared with the public and become part of their HR file. It is an optional item.

*Quarterly School Reporting*– metric toward reporting the hours of actual in classroom observational oversight.

2. Do we currently have observational oversight?
  - a. It is a requirement of all schools including the Charter school. Last year the Board Of Directors approved a policy for observations. We have more observational time than traditional schools. We currently have two observations per year, including walk-throughs. New teachers have two years of mentoring. Experienced teachers have options for coaching. Tier one teachers are new and tier two teachers are the experienced teachers. Most are placed on a walk-through document.

	<p><i>School Safety, Mental Health</i> – Bill recommended YouTube Video on the topic for any interested person(s).</p> <p>3. Noted</p> <p><i>New Board Member/s</i> – orientation toward project learning</p> <p>4. Do we have an orientation process for new Board members who are not familiar with the Project Based learning curriculum?</p> <p>a. Will discuss at next board meeting in addition to the onboarding process.</p> <p><i>Formal Thank You to Ryan</i></p> <p>5. Ryan will be missed he was really a professional guy.</p> <p><b>Misc. Board Business:</b></p> <p>As a board we need to review our current interview process for bringing on and vetting potential new board members and update as needed.</p>

Policies	<ul style="list-style-type: none"> <li>ISBA charges for the Charter school rewrite will be \$4,000, and includes all the work It will be viewed by their attorneys. This is a new pricing model and they will start next week with Board policy and procedures. We will approve one section at a time and before moving on to the next section.</li> </ul>
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Community Planning Committee	<ul style="list-style-type: none"> <li>N/A</li> </ul>
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Financials	<p>See Audit review for financials</p> <p><b>Action Item:</b> Designate Greta Warren, Business Manager, as the Master Administrator for the Intuit QuickBooks payroll subscription.</p> <p><b>Approval of Greta as Master Administrator form the Intuit QuickBooks payroll subscription</b></p> <ul style="list-style-type: none"> <li>✓ Motioned - Bill H.</li> <li>✓ 2nd- Kate Mc.</li> </ul> <p><b>Unanimously accepted</b></p>
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Operations/ School Reports	<p><b>Action Item:</b> Approval of Vicki Vesecky as a needed position (counselor)</p> <p><b>Action Item:</b> Purchase of school van</p> <p>Got it brand new for \$32k - for local field trips. Long term cost savings in transportation. To rent a school bus is \$500 per time. Previously no local trips have been taken because it was too expensive. First field trip will be next week, Science teacher will be taking a small group to Pine Street Woods. Thank you Mary, good job.</p>
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**Action Item:** Hire of Bill Kurtz

Introduction of Bill Kurtz for Director of IT - intro'd by Mary Jensen

**All items explained by Mary and Jennifer**

**Approval of consent agenda for all above listed items**

- ✓ Motioned - Kate M.
- ✓ 2nd - Bill H.

**Unanimously accepted**

*Resignation of Ryan Zimmerle*

Had a great job opportunity in Boise area and he enjoyed the time he had at Charter School. Sad to go but excited for the new opportunity.

*School safety update*

Was hoping to have special phones installed this summer. Company we were working with, as recommended by the state, has disappeared. Office is closed down. Have to start over from scratch. Bill Kurtz Will be taking on this new task to research a new company.

Alarms are on the doors so students cannot leave. Put all the numbers in the windows for identifiers. All emergency signage has gone up over the summer.

Costco has cameras \$700 for 5. These cameras can be seen on phones as well. Two sets will work for both buildings. We are going to look at purchasing these and installing them

AEDs will be coming soon, training for teachers will happen in January 2019.

*Busing update*

Two key updates –

1. Finishing up bussing reimbursement form for last year. Need to go back and clean up some messes. This is the first year we are able to claim reimbursement for field trips. We won't know until July 2019 if we will be reimbursed.
2. Regarding van - Josh and Jennifer have been working out a system for checking out the van. We will have only 5 designated drivers plus Mary and Jennifer. 'Designing a field trip coordinator checklist as well as a van driver checklist both pre and post trip. Have to be a FBCS employee and have a current driver licenses.

**Building Reports**

*High School*

*All building reports –*

1. Regarding migration from School Master that holds all student information. School is now using Power School - instead of starting migration in July it couldn't start until August 1, 2018.
2. Lawsuits were filed against all schools in Idaho for student fees - ie. school supplies, science lab fees, etc. Yesterday there were 17 schools deleted from list and FBCS was taken off the list because we were doing things the way they are supposed to. We do not have to pay for lawyer fees etc. Good news.

	<p><i>Middle School</i></p> <p>New doors ordered - part of safety updates. New front door with better locking mechanisms. Mary and Ray discovered the doors at the South end are hollow doors and hinges are on the outside. New doors have been ordered with appropriate hinges and solid. Selkirk glass will install. Goal for them to be in beginning of October. Doors will be newly keyed and all the keys will be collected.</p>
Misc. School Business	<ul style="list-style-type: none"> <li>• <b>N/A</b></li> </ul>
Adjournment	<p><b>Meeting adjourned at 6:42p – By Vice Chair Chris Warren</b></p> <ul style="list-style-type: none"> <li>✓ <b>Motion to adjourn – Bill H.</b></li> <li>✓ <b>2<sup>nd</sup> – Kate Mc.</b></li> </ul> <p>Approved Unanimously</p>
Next Board Meeting	<p><b>Tuesday, December 11, 2018 – 5p</b></p>

**Respectfully Submitted: Kate McAlister**

Date: January 2, 2019

Signed: \_\_\_\_\_  
Board Chair

Signed: Kate McAlister  
Board Secretary