



Board Meeting  
 Forrest M. Bird Charter High School  
 615 S. Madison,  
 Sandpoint, ID 83864  
**September 10, 2019**

	Board Meeting Minutes
Minutes taken by	Kate McAlister
Board members Present	Jim Zuberbuhler, Kate McAlister, Chris Warren, Stacey Mueller
Excused Board Members	Bill Hertzberg
Staff present	Mary Jensen, Jennifer Norton-Greve, Greta Warren
Absent Staff	
Guests	Kevin Smith – Hayden Ross CPA's
Minutes	<p><b>June 11 2019</b> meeting minutes approved</p> <ul style="list-style-type: none"> <li>✓ <b>Motioned – Kate Mc</b></li> <li>✓ <b>2<sup>nd</sup> – Stacey M.</b></li> </ul> <p><b>Approved Unanimously</b></p>
Call to Order	<b>Meeting called to order</b> , quorum established 5:16p Chris Warren

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>“Hayden Ross CPA’s completed the audit. Kevin Smith gave overview of the audit report. According to page 2 of the report “as of June 30, 2019 and 2018, and the changes 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”. No findings or issues, everything is great! Clean Audit.”</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 – Stacey M.**

**Unanimously accepted**

**Reports:**

**Discussion:** Facilities Use

Mary Jensen & Greta Warren

Must pay the custodian and the staff member. Staff person can wave the fee if they like but still need to pay the janitor. Rent only to non-profits and non-profit adult education classes. No rental fee for building, again just pay janitorial services and staff member.

**Action Item:** Facilities Use Agreement

Mary Jensen

**Approval of Facilities Use Agreement**

✓ **Motioned – Jim Z.**

✓ **2<sup>nd</sup> – Stacey M.**

**Unanimously accepted**

**Action Item:** Approval of Catering trip to Seattle 3/19-3/22

Hilary DeCecchis

Spring break and look at catering schools and have some training from several chefs and a tour of Pike Street market.

**Approval of Catering Trip to Seattle 3/19 – 3/22**

✓ **Motioned – Stacey M.**

✓ **2<sup>nd</sup> – Jim Z.**

**Unanimously accepted**

**Action item:** Approval of Europe and Scotland Trip (Spring Break)

Mary Jensen

Teacher and Principal would like to take students to England and Scotland. Go to Shakespeare's birthplace and other educational spots. Michael Bigley and Becky Campbell will be the educators going and Mary Jensen will be third.

**Approval of Europe and Scotland Trip**

✓ **Motioned – Jim Z.**

✓ **2<sup>nd</sup> – Stacey M.**

**Unanimously accepted**

**Action item:** Approval of policy #2160

Mary Jensen

New computer science course requirement for grades 9 - 12 during normal instructional hours at school. Offering them through the online IOA. Can replace one math class.

**Approval of Policy #2160**

✓ **Motioned – Stacey M.**

✓ **2<sup>nd</sup> – Jim Z.**

**Unanimously accepted**

**Presentation:** School Accountability Data

Mary Jensen & Jennifer Greve

**Discussion:** School Accountability Data

The student engagement is only through 6-8th grade. The test is given each March. FBCS is working on a plan to work on improving engagement. Our low engagement score is a regional issue not an individual school issue. Student engagement went down across the state this year. Teacher engagement and parent engagement are great! Teachers will be giving a report with a plan to increase engagement at the end of the year.

Graduation data is accurate and FBCS is above the state average.

Science data is corrupted and the state is working to correct it. Department will be giving a report and improvement plan at the end of the year.

English Language Arts/Literacy ISAT proficiency is above state standard and at FBCS we work on bringing the individual students up. 6-8th

Mathematic's ISAT proficiency is down. Department will be giving the board a report on how they will improve math scores.

**Action item:** Continuous Plan of Improvement 2019-2020

Have data from accountability report. Half of FBCS kids are going to college and staying in college. Does not counting kids who are attending college in another country.

**Approval of Continuous Plan of Improvement**

✓ **Motioned – Stacey M.**

✓ **2<sup>nd</sup> – Jim Z.**

**Unanimously accepted**

**Action item:** Approval of Employee Handbook

Changes made in 'paid time off'. Page 7 Bereavement leave - added five additional days of leave to 10. This does not go against their sick leave. Maternity/Paternity - get 20 days leave, if both are employees they split it.

Paid time off for field trips.

Employee meetings are mandatory. Added 504 and IEP meeting mandates.

Updates and clarified ROADS.

Dress code - cleaned up some of the language. Teachers must be in professional dress code. Blue jeans are not permitted.

**Approval of Employee Handbook**

✓ **Motioned – Jim Z.**

✓ **2<sup>nd</sup> – Stacey M.**

**Unanimously accepted**

**Discussion:** Tracking graduates after high school

\*\*\*This discussion was postponed due to Bill H. Being ill.

	<p><b>Action item:</b> Alternate Authorization Approvals for Paul Gunter, Vicki Vesecky and Hilary DeCecchis <span style="float: right;">Jennifer G.</span></p> <p><b>Approval of Alternate Authorization slate</b></p> <ul style="list-style-type: none"> <li>✓ <b>Motioned – Stacey M.</b></li> <li>✓ <b>2<sup>nd</sup> – Jim Z.</b></li> </ul> <p><b>Unanimously accepted</b></p> <p><b>Action item:</b> Review and Sign Code of ethics for Board members <span style="float: right;">Chris W.</span></p> <p>Signed and dated by all attending board members. Bill H. Will sign at the next meeting.</p>
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Policies	N/A
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Community Planning Committee	N/A
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Financials	See Audit review for financials
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Operations/ School Reports	<p><b>Building Reports</b></p> <ul style="list-style-type: none"> <li>• Building Reports <ul style="list-style-type: none"> <li>○ High School <ul style="list-style-type: none"> <li>○ Freshman Orientation was on Aug 27. Gave the parents the experience of a morning from a student perspective.</li> <li>○ Social studies have decided to move government class from sophomore to junior. Students will have a better understanding in the upper grades.</li> <li>○</li> </ul> </li> <li>○ Middle School <ul style="list-style-type: none"> <li>○ Back to school saw more students on campus than in past two years.</li> <li>○ MS teachers determined not to pursue ICTE pilot program, it wasn't a good fit for FBCS</li> <li>○ Maddie Herron is at the front office in the middle school. New receptionist and is doing great!</li> <li>○</li> </ul> </li> <li>○ All School <ul style="list-style-type: none"> <li>○ Chris Hughes will be full time janitor.</li> <li>○ Teachers kept on learning through the summer and are bringing back what they learned.</li> <li>○ Staff who went to the Mastery Based Conference felt FBCS is ahead of the state.</li> <li>○ All locks have been changed</li> <li>○ Phones installed</li> <li>○ New teachers are fitting in well with rest of staff.</li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Staff professional development was Aug 27, 28 and 29.</li> <li>○ South bust route has been narrowed with stops.</li> </ul>
Misc. School Business	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Adjournment	<p><b>Meeting adjourned at 8:00p – By Vice Chair Chris Warren</b></p> <ul style="list-style-type: none"> <li>✓ <b>Motion to adjourn – Jim Z.</b></li> <li>✓ <b>2<sup>nd</sup> – Stacey M.</b></li> </ul> <p><b>Approved Unanimously</b></p>
Next Board Meeting	<p><b>Tuesday, December 10, 2019 – 5p@FBCE</b></p>

**Respectfully Submitted: Kate McAlister**

Date: September 29, 2019

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

Signed: \_\_\_\_\_  
Board Secretary