



Board of Directors Meeting Agenda

Team:	FBCS Board of Directors	Chairperson:	Chris Warren
Meeting Date:	Sept. 22, 2020	Start Time:	4:30 PM
Minutes:	BOD Secretary –Kate McAlister	Location:	FBCS High School/ Virtual Meeting
Address:	615 S. Madison Ave, Sandpoint, ID 83864		

Virtual Meeting Link:

Call to Order @ 4:30 PM: BOD Chairperson – *Chris Warren*

ITEM

Pledge of Allegiance Chris Warren

Approval of minutes for July 28, 2020 Chris Warren

Public Comment

Financials

- Action Item: Approval Financial Reports Greta Warren
- Discussion: CARES Funding Greta Warren/ Mary Jensen

Open Business

- Discussion and Update: Covid Plans – Allowing Clubs Mary Jensen
- Action Item: Allowing clubs Mary Jensen
- Discussion: New Board Members Chris Warren
- Action Item: Open application period for new board members Chris Warren
- Action Item: Sam McGlothlin Resignation Mary Jensen
- Information: Building Reports Mary Jensen
- Review: Policy 7000 Series Mary Jensen

Adjourn @ :00 PM: BOD Chairperson

Next Meeting Date and Time: October 20, 2020 @ 4:30



Forrest M. Bird Charter Schools

Board Meeting
 Forrest M. Bird Charter High School
 615 S. Madison,
 Sandpoint, ID 83864
Date: July 28, 2020

	Board Meeting Minutes
Minutes taken by	Jennifer Greve
Board members Present	Stacey Mueller, Kate McAlister, Jim Zuberbuhler, Chris Warren
Excused Board Members	
Staff present	Jennifer Greve, Mary Jensen, Amy O'Hara, Laura Maas, Holly Walker, Becky Campbell, Michael Bigley
Absent Staff	
Guests	Austin Maas
Call to Order	<p>Meeting called to order 4:33 pm Chris Warren</p> <p>Pledge of Allegiance</p>
Minutes	<p>Meeting Minutes Chris Warren</p> <p>Action Item: Approval of Meeting Minutes for the meeting June 23, 2020 Date: May 5th, 2020 ✓ Motioned – Kate Mc ✓ 2nd – Stacey M Approved Unanimously</p> <p>Action Item: Approval of Meeting Minutes for the meeting July 21, 2020 Date: May 5th, 2020 ✓ Motioned – Jim Z ✓ 2nd – Stacey M Approved Unanimously</p>

Public Comment	<p>Write in comment from teacher Sarah Evans read by Mary Jensen. Sarah Evans conveyed appreciation for the plan and one concern. Her concern is the number of students teachers will be exposed to every day and then weekly. She shared an idea of creating a pod of students based on their Advisory/Advocacy that they stay with every day for the first two weeks then re-evaluating. She then shared an idea for prep for teachers to allow for contacting families and students. Mary Jensen noted that each teacher has a prep in the current plan so that concern was covered.</p> <p>Teacher Amy O'Hara began by sharing a thank you for being able to share her voice. She also acknowledge she is coming from the lens of a teacher versus the whole picture and that she recognizes this is not the 'whole picture'. She then shared her concern around scheduling "echoing the idea shared</p>
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	<p>by Sarah Evans". She also shared her concern that we are remaining flexible within the planning noting that we don't really know what may happen in a few days or weeks. She hopes for continued open dialog to change course as necessary to meet the current need at any point. She addressed concerns around language shared from the State lawyer firm (Anderson, Julian, and Hull) memo regarding teachers and working. The memo stated "generalized fear" is not a reason to come to work. Amy O'Hara noted that it felt it was 'harsh' language regarding people's real fears.</p> <p>Laura Maas shared her agreement with Amy O'Hara and Sarah Evans. She stated her main concern revolves around students transitioning classes as well as her concern around students staying in one room all day. She is also worried about students sitting in her room having lunch with no masks. She thanked everyone for working so hard on this plan and that she doesn't like to complain about things out of our control. She noted her heightened concern is around the reaction of the community. She also shared concerns around the language of the lawyer memo. She noted that everyone does want to be at work but with plans to meet the concerns.</p> <p>Mary Jensen addressed the two teachers' concerns around the memo from the lawyers. She noted that FBCS' plan meets this concern of teachers. FBCS did not want teachers to feel coming to work was the only option. She shared the section of the re-opening plan in which options are laid out for teachers who have genuine concerns around their health.</p> <p>Holly Walker spoke about looking for a happy medium to what Sarah Evans had shared. She wondered about moving back to the 4 period day could work. She noted that she doesn't know what that would look like but wonders. She then asked what the goal of the school is; is it the social interaction. "Is this model really providing that if we are having them in the model we have?" She hopes that the board looks what the goal for having everyone back is which will guide all the next steps.</p> <p>Becky Campbell stated that she is so thankful that our current plan states teachers have the option to work from home if needed. She shared an interest in Sarah Evans' idea. She stated that she really like that FBCS has this autonomy within the reopen plan, that it is fluid, that it can be revised as necessary.</p>
Financials	No Financials to Report

Open Business	<p>School Re-Opening Plan for 2020-21 due to Covid-19</p> <p>Mary Jensen noted a few revisions based on feedback from the last meeting; specifically noting verbiage that more directly states the fluidity of the plan and option for revision. She then pointed out to the board that the plan sent out by the state law firm is stricter than the FBCS plan. Noted was FBCS is open to faculty teaching from home based on their health or family health concerns.</p> <p>Kate McAlister reviewed her notes from last week and that she sees the faculty concerns are in the plan. She appreciates the faculty's honesty and trust in the board and administration. Kate McAlister then noted a specific concern from a teacher last week regarding cleaning. She asked the specific teacher if having a checklist for cleaning would be helpful. The teacher explained that her concern is not trying to remember what to do but more what will students do while she is cleaning the room. Mary Jensen responded to Kate McAlister that this is a Think Tank item for the teacher teams to devise. Kate then noted her pride in the school for already having a plan that addresses the CDC and WHO recommendations.</p> <p>Mary Jensen noted an item that based on phone calls with families the past week needs to be added. Families requested all "Mask breaks" for faculty and students as long as the 6ft distancing is observed. The Board indicated they liked this idea.</p> <p>Stacey Mueller shared her hope that the school can created a strong plan so teachers feel safe enough to return. Her hope is that everyone can move forward with the plan in a positive manner in place of the fear "we are experiencing". She also stated that</p>
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the board shares their fears and want to alleviate that as much as possible.

Jim Zubhenbuler apologized for missing the last meeting and shared the reason. Jim asked a question regarding the requirement of masks. Mary Jensen clarified. Noted that we are currently in Level 2. As such, masks would be required in the classes/buildings. Clarified that Level 3 is completely online: no students would be in the building but staff could be. Jim Zubhenbuler then noted that if masks had been more of a requirement we would be better than where we are now. He recommended that we are consistent with our requirement of masks. He shared the idea that even in Level 1 we should consider requirement of masks until it is fully deemed unnecessary. Amy O'Hara asked if she could share a comment at this point. The Board agreed. Amy O'Hara noted similar concerns as laid out by Jim Zubenbuhler. Kate McAlister recommended language in the plan that stated instead of "optional" to "masks or face shields". She noted that this covers the choice. Jim Zubenbuler noted that his primary concern is for the safety of the faculty and staff as well as the students and student families. It was pointed out by Mary Jensen and Jennifer Greve that face shields are part of the plan already.

Stacey Mueller asked, based on her concerns around masks, 'what is the plan for the student who has a panic attack while wearing a mask?' Jennifer Greve noted that as in any situation like this the student would be sent to the office to help calm down and then problem solve. Mary Jensen noted those kinds of issues and solutions will be the topic of the next Think Tank with teachers to be held sometime in August.

Chris Warren shared his thoughts based on being 'ahead of the game' with the FBCS plan. Being aware that some schools and camps have opened early and then had to reclose. He also stated concern around what is the definition of Level 1. Mary Jensen reiterated the definition from PHD (no other cases in the area and hospitals free from COVID). He stated that he wondered if that is the time for alleviating the internal concerns. Kate McAlister stated that she felt FBCS should be the role model for the wearing of masks. When the community is finally at Level 0 then we are not wearing masks. She noted that if this is what will make our faculty to feel safe (wearing masks at Level 1). Mary Jensen noted it was important to share that some staff members have concerns around wearing masks all day. She shared that during the first Think Tank it was a big conversation and the compromise was to have the option of wearing masks in Level 1. Mary Jensen ask teacher Becky Campbell (who was part of the conversation to share). Becky Campbell shared concerns she heard from her colleagues and that it was a compromise made in the meeting.

Stacey Mueller asked about the ideas shared by teachers about the 6 period day. Mary Jensen noted that to have fewer than 6 periods the high school students would be behind on graduation credits and middle school students would not be covering all of the necessary classes for moving forward. It was also noted that there would be no electives for students with less than 6 periods.

Board Chairman Chris Warren asked if there were other questions. There were not.

Action item: *Voting for all changes to plan in one vote*

✓ Motioned – Kate M
✓ 2nd - Stacey M
Unanimously Approved

	<p>Action item: Approval of changes to the original plan: Approval of Plan ✓ Motioned – Kate M ✓ 2nd Stacey M Unanimously Approved</p> <p>Action item: Approval of plan for re-opening school in fall 2020 Approval of Plan ✓ Motioned – Kate M ✓ 2nd Jim Z Unanimously Approved</p> <p>Board Member Resignation: Bill Hertzberg Mr. Bill Hertzberg's sent an email resignation to the Board on July 14, 2020. Action item: Acceptance of resignation of board member Bill Hertzberg Approval of Plan ✓ Motioned – Kate M ✓ 2nd Stacey M Unanimously Approved</p> <p>Chris Warren added that this will be his last term on the board. His term will end June 2021. He would like a discussion at the next board meeting regarding recruiting three new members. He noted he would like fun, intellectual individuals. Kate McAlister also recommended picking people who have something to contribute, professionalism, and commitment. Jim Zubenbuler also noted picking individuals who are willing to stick to the policy board model, who are willing to meet the challenges and bring ideas that help the school. Kate McAlister then offered to bring information from the Chamber and her board training to help with selection and that also helps prospective individuals questions to ask. All Board members liked this idea.</p>
Policy	<p>Discussion Item: Review 6000 Policy Series Mary Jensen stated that there are no revisions necessary for this policy series. She brought attention to Police 6400-5. There is a blank based on information that is already present specifically referring to the evaluation process of administration as determined by SDE.</p> <p><i>Approval of the 6000 policy series set for next Board Meeting.</i></p>
Executive Session	<p>Called at 5:36 pm</p> <p>Taken out of Executive Session 5:44 pm Action item: Teacher 1 taken off administrative leave Approval of Plan ✓ Motioned – Kate M ✓ 2nd Stacey M Unanimously Approved</p>

Operations/ School Reports	<ul style="list-style-type: none"> N/A
Adjournment	<p>Meeting adjourned at 5:49 pm ✓ Motion to adjourn – Kate ✓ 2nd – Jim</p> <p style="text-align: right;">Chris Warren</p>

	Unanimously Approved
Next Board Meeting	September 22, 2020

Respectfully Submitted: Jennifer Greve

**Forrest M Bird Charter School
Profit & Loss Forecast Overview - All
July 2020 through June 2021**

	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	TOTAL Jul 20 - Jun 21
Ordinary Income/Expense													
Income													
419-200 Contributions/Donations													
419-920 · Miscellaneous Revenue		1,169,001.00											2,274,799.00
431-100 · State Base Support		7,440.50											248,865.00
431-900 · Other State Support													19,305.00
437-000 · Lottery/Add State Maint.													177,027.00
445-900 · Federal Revenue	66.10												66.10
Interest Income	66.10	1,176,441.50											2,720,062.10
Expense													
Teacher Salary, Tax, Benefits	67.22	6,242.12											6,309.34
Teacher Supplies, Texts, Misc.	-	4,488.67											4,488.67
Admin Salary, Tax, Benefits	-	17,647.65											17,647.65
Admin Svces, Supplies, Phone	19,619.24	5,576.43											25,195.67
Bldg Mgmt Salary, Tax, Benefits	2,679.38	8,116.59											10,795.97
Bldg Mgt Supplies & Services	774.38	296.85											1,071.23
Conference Travel/Registration													
Utilities	1,008.09	1,702.32											2,710.41
Transportation													
Capital - Building													
Capital - Equipment													
Debt Service	16,281.39	16,281.39	16,281.39	16,281.39	16,281.39	16,281.39	16,281.39	16,281.39	16,281.39	16,281.39	16,281.39	16,281.39	195,376.68
Estimated Monthly Expenses	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	2,400,000.00
Total Expense	40,429.70	60,352.02	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	2,663,595.62
Net Income	(40,363.60)	1,116,089.48	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	1,287,273.11	56,466.48
Bank Balance as of 8/31	2,233,484.80	1,377,203.41	1,720,922.02	1,464,640.63	1,208,359.24	952,077.85	695,796.46	439,515.07	183,233.68	(73,047.71)	1,214,225.40		



Board of Directors

Job Description and Expectations

Purpose: To advise, govern, oversee policy and set direction, and assist with the leadership and general promotion of the Greater Sandpoint Chamber of Commerce so as to support the organization's mission and needs.

The overall responsibility for administering the Chamber's day-to-day operations have been designated by the Board to the President/CEO who is employed by the Board, and who serves under the Board's direction. It is the job of the President/CEO to carry out the policies and instructions of the Board, or to see they are carried out, and see the goals set by the Board are actively pursued.

Mission: We are an advocate for Business Development and Tourism in the greater Sandpoint area.

Vision: Succeeding Together

Beliefs:

- ↓ We are the business leader for improving our Community's Quality of Life
- ↓ Our focus is building prosperity
- ↓ Our practice is partnership builds collective impact
- ↓ Our culture builds trust through community participation

***Major responsibilities:**

- Organizational leadership and advisement
- Organization of the board of directors, officers, and committees
- Setting of policies and direction for organization
- Financial management, including adoption and oversight of the annual budget
- Promotion of the organization
- Fundraising and outreach

**Members of the board share these responsibilities while acting in the interest of the Greater Sandpoint Chamber of Commerce. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

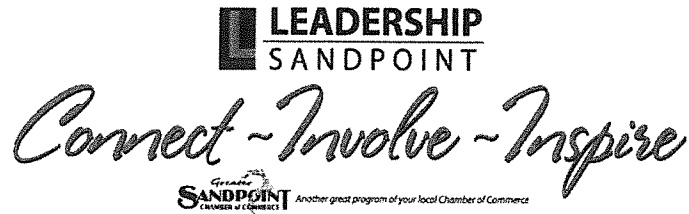
Length of term: Three years, which may be renewed up to a maximum of two consecutive terms, pending approval of the board.

Meetings and time commitment:

- The Board of Directors meets on the third Thursday of the month, 3:30 p.m., at the Chamber office. Meetings typically last 60 minutes or less.
- Committees of the board meet on an as needed basis, pending their respective work agenda.
- Board members are asked to support Chamber events by attending at least six events per year. Including but not limited to: Monthly GML's, Summer Sampler, Scenic Half Marathon, Beerfest and Ribbon Cuttings as personal scheduling permits.

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by Greater Sandpoint Chamber of Commerce mission, objectives, and programs.
- Help communicate and promote Greater Sandpoint Chamber of Commerce mission and programs to the community.
- Become familiar with Greater Sandpoint Chamber of Commerce finances, budget, and financial/resource needs.
- Understand the policies and procedures of Greater Sandpoint Chamber of Commerce.



Non-Profit Board of Directors – Questions to guide your decision

Have you been invited to participate on a non-profit Board of Directors and have questions as to how to get the most out of your experience? Thank you for taking your time and energy to help your community and make a difference. Below are a few questions to help guide you through your decision process.

What is the right Board of Directors for me?

To really put all your energy and passion into an organization, it is important you believe in the mission, vision and values of the organization and they align with your personal and professional goals. Are you interested in a specific topic – children, elderly, the environment or education? Once you decide on your topic of interest, research all the organizations in the area so you can make your decision based on the success strategy and business plan you can personally stand behind without conflict of interest. Is this an organization you would contribute to in the decision making process and the future of the organization? Are you willing to make the investment of time, energy and financial contribution if asked?

What type of Board do I want to serve on?

Is the Board:

- A working Board – a Board that is in a rebuilding period and directors are expected to fundraise, volunteer and market the organization. There are also a few organizations who have no overhead and all Board members are expected to fully participate in all aspects of the organization.
- A Governance Board – a board that oversees the governance of the organization (policies, procedures, annual goals and financials) and hires the Executive Director or President/CEO to run the operations.

What do I bring to this organization?

Everyone has talents and unique life experiences they bring to a Board of Directors. The more diverse a Board can be the better. Skills from project management to creating costumes for fundraisers are all valued. The best thing you can bring to a non-profit Board is your passion for the mission and the clients the organization serves. Your business acumen is a bonus.

Be honest with yourself when making your consideration. Only you can make this decision, based on your lifestyle. Are you willing to make a commitment to attend all meetings? Dedicate one or two evenings month? Make a monetary pledge? Attend the events and fundraisers? Refine your public speaking skills for your organization?

Take some time and think about these questions before you take a Board position. If you chose to take a seat on a Board, give some thought about a future executive Board position. These are great leadership training experiences and will help your organization and community.

What do I want out of this experience?

Before you accept the offer of the Board position, ask yourself what you hope to gain from this experience. Strive to achieve and push yourself to get a full return on your investment. Volunteer for committees you are interested in – finance, governance, board development or fundraising. If networking was your main objective, volunteer to help with the annual Board retreat or volunteer at the office.

Work and a non-profit Board of Directors, what can I expect?

If the organization meets during work hours, the first step is to notify your manager before you accept a position. Once you determine the time schedule of the Board meetings, discuss the required time commitment with your manager. Board meetings are a monthly event usually occurring on the same day and time every month. Some committee meetings might require additional time commitments so be sure to ask the additional time required for committee work. Representing your company on a Board of Directors is a great way to promote the business and show you care about the health and well-being of your community.

I've made my decision what is the next step?

Once you've made the decision to join a non-profit Board there is still work to do before making the final decision. Below are questions to ask about the organization to help complete your decision process.

Serving as a Board member is one of the most challenging and rewarding of volunteer assignments. While an appointment or election to a Board is an honor, Board members have important legal and fiduciary responsibilities requiring a commitment of time, skill, and resources. Start by asking some basic questions before joining an organization's Board. You can find the answers from the Board member who issues the invitation to join; the chief executive of the organization; the Board Chairperson; other Board members, current and former; or documented in written materials. Long-time Board members might also benefit from an organization review answering these questions.

Ask questions about the organization's programs

- What is the organization mission?
- How does current programs relate to the mission?
- Can I observe a program firsthand?
- Does the organization have a strategic plan, reviewed and evaluated on a regular basis? If no, ask when the last strategic planning was done for the organization. A healthy organization should have a plan, or update their plan, at least every five years.

Ask questions about the organization's financial stability

- Is the organization fiscally sound?
- Does the Board have final approval of the annual budget?
- Do Board members receive monthly reports?

Ask questions about the organization's clients

- Whom does the organization serve?
- Are the organization's clients satisfied with the organization?

Ask questions about the structure of the Board

- How is the Board structured (officers, executive, committee chairs, etc.)
- Are there job descriptions of the roles and responsibilities for Board members?
- Are there descriptions of Board committee functions and responsibilities?
- Who are the other Board members?
- Is there a system of checks and balances to prevent conflicts of interest between Board members and the organization?
- Does the organization have directors and officers liability insurance? If not, ask why. (This is a very important question. Because if someone should sue your organization without Directors and Officers Insurance, individual Board members can also be held liable. I would not recommend a Board without D&O insurance.)

Ask questions about individual Board members' responsibilities

- What are the ways I can contribute as a Board member?
- How much of my time will be required for meetings and special events?
- How are the committee assignments made?
- What orientation will I receive to the organization?
- What is the Board's role in fundraising?
- Will I be expected to make a specific annual financial contribution?
- Will I be required to solicit donors?
- Is there a list of expectations from each Board member?
- Is there a report card of performance evaluation for Board members?

Ask questions about the Board's relationship to the staff

- Is the Board satisfied with the performance of the executive staff?
- How do Board members and staff typically work with each other?
- Are staff members invited to attend meetings?
- Is there transparency throughout the organization?

After you have the answers to these questions, you will be able to make a well-informed, thoughtful decision.


Thank you for taking the time to volunteer in your community. Together we make a difference.

Letter of Resignation

This is to inform the Board of Forrest Bird Charter School that I am resigning my position here at Forrest Bird Charter School effective the end of Friday September 18th 2020.

Thank you for the opportunities and everything that I have learned.

Sincerely:

A handwritten signature in black ink, appearing to read "Sam McGlothlin". The signature is written in a cursive style with a large, stylized initial "S".

Sam McGlothlin



School Report

Board Meeting Date: Sept. 22, 2020

School Wide

Grade	Enrolled	SpEd	Advanced Opportunities Total (Includes both Overage classes and College Dual Enrolled)
School Wide	305		29

Grades Levels At A Glance

Grade	Enrolled	Enrolled during 2019 in September	Wait List	IEP	College Dual Enrolled	MS/HS advanced Opportunities (Not College Dual Enrolled)
6 th	34	36	0		X	X
7 th	44	55	0		X	x
8 th	46	52	0		X	2
9 th	48	57	0		X	2
10 th	42	52	0		4	2
11 th	47	42	0		5	0
12 th	44	38	0		13	0
Total	305	332	0		23	6

Total MS Students: 124 (Last year: 143)

Total HS Students: 181 (Last year: 189)

% Comparison from 2019 to 2020: 8.2% less students

Online Students

Grade	# of Students	% of Students
6	7	21%
7	5	11%
8	6	13%
9	6	13%
10	5	11%
11	7	14%
12	6	14%
Total	42	13.7%