

## Board of Directors Meeting Agenda

<b>Team:</b>	FBCS Board of Directors	<b>Chairperson:</b>	Kate McAlister
<b>Meeting Date:</b>	August 17, 2021	<b>Start Time:</b>	4:00 PM
<b>Minutes:</b>	BOD Secretary – Jim Zuberbuhler	<b>Location:</b>	FBCS High School
<b>Address:</b>	615 S. Madison Ave, Sandpoint, ID 83864		

**Call to Order @ 4:00 PM:** BOD Chairperson – *Kate McAlister*

### ITEM

Pledge of Allegiance

Kate McAlister

Approval of minutes

Kate McAlister

Public Comment

Kate McAlister

Executive session

Financials

- Action Item: Approval Financial Reports
- Discussion: CARES Funding

Greta Warren  
Greta Warren/ Mary Jensen

Open Business

- Action Item: School Psychologist Contract
- Information: SPED Significant Disproportionality
- Information: 2021 Spring Standardized Test Scores
- Action Item: Science Club
- Action Item: Continuous Plan of Improvement
- Action Item: 2021-22 COVID Plan

Mary J. Jensen  
Kenda Russel/ Jennifer Greve  
Mary J. Jensen  
  
Mary J. Jensen  
Mary J. Jensen

**Adjourn @ :00 PM:** BOD Chairperson

Kate McAlister

**Next Meeting Date and Time:**



# Forrest M. Bird Charter Schools

Board Special Meeting  
 Forrest M. Bird Charter High School  
 615 S. Madison,  
 Sandpoint, ID 83864  
**Date: June 22, 2021**

	Board Meeting Minutes
Minutes taken by	Jennifer Greve
Board members Present	Stacey Mueller, Kate McAlister, Jim Zuberbuhler, Chris Warren, Jacob Iverson (via GoToMeeting)
Staff present	Jennifer Greve, Mary Jensen, Greta Warren
Guests	Mose Dunkel, Graham Dunkel, Tom Barrows
Call to Order	<p><b>Meeting called to order at 4:33pm</b> <span style="float: right;"><b>Chris Warren</b></span></p> <p>Pledge of Allegiance</p>
Minutes	<p><b>Meeting Minutes</b> <span style="float: right;"><b>Chris Warren</b></span></p> <p><b>Action Item:</b> Approval of Meeting Minutes for the meeting April 27, 2021</p> <p>Date: April 27<sup>th</sup>, 2021</p> <ul style="list-style-type: none"> <li>✓ Motioned – Kate</li> <li>✓ 2<sup>nd</sup> – Jim</li> </ul> <p>Approved Unanimously</p>

Public Comment	Mary expressed from the FBCS staff their appreciation of all the board had done for them this year. She then presented the board with thank you cards from staff/faculty.
Executive Session	<p><b>Executive Session Called 4:36 pm</b> <span style="float: right;"><b>Chris Warren</b></span></p> <p><b>Moved out of Executive Session 5:25 pm</b></p>
Financials	<p><b>Action item: Approval of Financial Reports</b> <span style="float: right;"><b>Greta Warren</b></span></p> <p>Approval of current financial reports</p> <ul style="list-style-type: none"> <li>✓ Motioned – Kate</li> <li>✓ 2<sup>nd</sup> - Stacey</li> </ul> <p>Unanimously Approved</p> <p><b>Action item: Approval of 2021-2022 Budget</b> <span style="float: right;"><b>Greta Warren</b></span></p> <p>Approval of the school budget for next school year.</p> <ul style="list-style-type: none"> <li>✓ Motioned – Stacey</li> <li>✓ 2<sup>nd</sup> - Jim Z</li> </ul> <p>Unanimously Approved</p>

**Discussion: ESSER Funding Update**

**Greta Warren/Mary Jensen**

Discussion based on how the ESSER funds can be used for staff/faculty pay. Numbers are low which allows for this allocation of funds for personnel. The federal government has stated that these funds are to be utilized to keep staffing and that state governments cannot withhold funding because of these federal dollars. 20% must be spent on "learning loss": after school programs, tutoring. FBCS is looking to add two para pros, add curriculum to enhance learning, keep classes small, etc.

**Action item: Early Graduate Theodore Winton**

**Mary Jensen**

Approval of this early graduate.

- ✓ Motioned – Kate
- ✓ 2<sup>nd</sup> - Stacey

Unanimously Approved

**Action item: Busing Contract**

**Jennifer Greve**

FBCS' busing contract with Harlow's School Bus Service Inc. is up this year. To date, FBCS has been with Harlow's for ten years. Based on Idaho code 33-402 and 33-1510, FBCS needs to put the busing contract out for bid. An ad will need to be posted twice.

Approval of putting out for bid busing contract.

- ✓ Motioned – Stacey
- ✓ 2<sup>nd</sup> – Jim Z

Unanimously Approved

**Action item: Resignation of Jay Myers**

**Mary Jensen**

Approval of resignation

- ✓ Motioned – Jim Z
- ✓ 2<sup>nd</sup> - Jacob

Unanimously Approved

**Action item: Hire of Beverly Maitland and Debbie Eagley**

**Mary Jensen**

Beverly Maitland is a math teacher with also a special education background. She is being hired for high school math and 8<sup>th</sup> grade STEM. Debbie Eagley is being hired for the two para pro position.

Approval of these two hires

- ✓ Motioned – Kate
- ✓ 2<sup>nd</sup> - Jacob

Unanimously Approved

**Action item: Approval of 2021-21 Student Handbooks**

**Mary Jensen/Jennifer Greve**

Jennifer Greve reviewed changes in the MS and HS handbooks regarding student discipline, knives on campus, and charges for broken/lost computers & chargers. Mary Jensen reviewed updates on the board listing and faculty/staff lists as well as changes in the HS handbook regarding academic intervention and the math on credits for graduation.

Approval of the two student handbooks with their revisions.

- ✓ Motioned – Jim
- ✓ 2<sup>nd</sup> - Stacey

Unanimously Approved

**Action item: Board Evaluator for FBCS Administrators**

**Chris Warren**

Chris Warren advocated for a board member to continue with the administrator evaluations. Mary Jensen clarified that whomever signs off on the evaluations must be trained in Danielson through the state. The idea is that FBCS board picks someone to continue with the evaluations with the Charter Administrator signing off for the State. The plan indicates the Board Chairman would be in charge of these evaluations.

Approval of board chairman will be the person who will run the evaluations with the Charter Administrator signing off.

Open  
Business

	<ul style="list-style-type: none"> <li>✓ Motioned – Kate</li> <li>✓ 2<sup>nd</sup> - Jacob</li> </ul> <p><b>Unanimously Approved</b></p> <p><b>Action item: Resignation of Chris Warren from the Board</b> <span style="float: right;"><b>Chris Warren</b></span> Approval of resignation</p> <ul style="list-style-type: none"> <li>✓ Motioned – Jim Z</li> <li>✓ 2<sup>nd</sup> - Kate</li> </ul> <p><b>Unanimously Approved</b></p> <p><b>Action item: Election of Officers for the 2021-22 School Year</b> <span style="float: right;"><b>Chris Warren</b></span> Approval of the following officers: Chairman: Kate McAlister Vice Chairman: Stacey Mueller Secretary: Jim Zuberbuler Treasurer: Jacob Iverson</p> <ul style="list-style-type: none"> <li>✓ Motioned – Kate</li> <li>✓ 2<sup>nd</sup> - Stacey</li> </ul> <p><b>Unanimously Approved</b></p> <p><b>Action item: Board Chair Oath of Office</b> <span style="float: right;"><b>Mary Jensen</b></span> Mary swore in Kate McAlister as new chairperson.</p> <p><b>Action item: Board Oath of Office</b> <span style="float: right;"><b>Kate McAlister</b></span> Kate McAlister swore in Stacey Mueller, Jim Zuberbuhler, Jacob Iverson for the coming year.</p> <p><b>Action item: Selection of Meeting dates for 2021-22</b> <span style="float: right;"><b>Chris Warren</b></span> Mary shared current situations in Idaho charter schools being scrutinized for financials and board meeting minutes. State is indicating that we need to meet more often to review/accept financials. Quarterly does not work to meet this need. This past year, meetings occurred every other month. Chris Warren noted that this year because of our regular meetings, student meetings, policy meetings the board has been meeting nearly every month. Jim Zuberbuler discussed meetings in the past were monthly and were very long, with those meetings often repeating information and less focused. He advocates for quarterly for very focused meetings that are not requiring monthly work by employees. Mary Jensen offered that monthly meeting could be only for financials (with possible discipline if needed) with quarterly meetings being focused on all of the other work. Kate McAlister asked if those meetings could be online. They can be with the Chair and Charter Admin being live, all other members are online, and the link is put out to the public.</p> <p>Approval of meetings being monthly. Monthly meetings focus on financials primarily (unless discipline meeting is necessary). Every other month meetings will have all other business will be added. Meetings will start at 4:00 pm. Third week of each month on Tuesday. August and September (unless the audit meeting needs to be in October) will be longer board meetings. There will be no meeting in December and March due to the school breaks. There are no meetings in July.</p> <ul style="list-style-type: none"> <li>✓ Motioned – Jim Z</li> <li>✓ 2<sup>nd</sup> - Kate</li> </ul> <p><b>Unanimously Approved</b></p>
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Adjournment	<p><b>Meeting adjourned at 6:20 pm</b> <span style="float: right;"><b>Chris Warren</b></span></p> <ul style="list-style-type: none"> <li>✓ Motion to adjourn – Kate</li> <li>✓ 2<sup>nd</sup> – Stacey</li> </ul> <p><b>Unanimously Approved</b></p>
Next Board Meeting	<p><b>August 17, 2021 4:30 pm</b></p>

**Respectfully Submitted: Jennifer Greve**

Signed: \_\_\_\_\_  
Board Chair, date

Signed: \_\_\_\_\_  
Board Secretary, date



New Directions Solutions, LLC dba ProCare Therapy ("ProCare Therapy"), and Forrest M. Bird Charter (Sandpoint) ("Client") enter into this non-exclusive Client Services Agreement for the purpose of referring and placing its employees ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Assignment Confirmation (Addendum A) for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

## **SCOPE OF WORK/SCOPE OF SERVICES**

ProCare Therapy will use its commercially reasonable efforts to provide Consultants for assignment with Client. ProCare Therapy will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including worker's compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, ProCare Therapy will use its commercially reasonable efforts to find a replacement in a timely manner.

### Section 1: Competency

ProCare Therapy will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. ProCare Therapy will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While ProCare Therapy will make every effort to pre-screen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, ProCare Therapy will make available to Client all appropriate Consultant records that ProCare Therapy may permissibly disclose (e.g. skills checklist(s), work history, etc.) and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. To further establish and monitor Consultant competency, ProCare Therapy and Client will perform orientation and performance evaluations.

### Section 2: Independent Contractor

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of ProCare Therapy and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. ProCare Therapy agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. ProCare Therapy does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, ProCare Therapy will notify Client in advance of the assignment in order to receive approval of this arrangement.

### Section 3: Equal Opportunity

It is the policy of ProCare Therapy to provide equal opportunity to all Consultants for employment. ProCare Therapy and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

### Section 4: Insurance

ProCare Therapy will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employers Liability - \$1,000,000.

Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability of \$1,000,000 per occurrence and \$3,000,000 aggregate.



#### Section 5: Limitation of Liability

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

#### Section 6: Administrative Responsibilities

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify ProCare Therapy in writing within three (3) business days of alleged failure. Failure to notify ProCare Therapy within the three (3) day period shall negate any Client claim to withhold payment due to paperwork non-compliance by Consultant. Within three (3) business days following the conclusion of a contracted assignment, Client shall conduct a final review to determine whether the completion of additional paperwork is needed from the Consultant. Failure to notify ProCare Therapy prior to the fourth (4th) day after conclusion of the assignment will negate any Client claim to withhold payment due to paperwork noncompliance by Consultant.

#### Section 7: Incident and Error Tracking

Client will report to ProCare Therapy any performance issues, incidents, errors and other events related to the care and services provided by ProCare Therapy employees. ProCare Therapy will document reported incidents in employee's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within forty-eight (48) hours of the occurrence.

#### Section 8: Reporting of Work-Related Injuries

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which ProCare Therapy's Consultant has been assigned. Client ensures compliance with all applicable OSHA obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to ProCare Therapy within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to ProCare Therapy concurrently with Client for the purpose of reporting such even to ProCare Therapy's workers compensation carrier. If ProCare Therapy's Consultants are not eligible for treatment of workplace injury, incident or exposure by Client or if reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both ProCare Therapy and ProCare Therapy's Consultant.

#### Section 9: On-Site Responsibility

Client is responsible for providing all support, facilities, training, direction, and means for the Consultant to complete the assignment. Client acknowledges that ProCare Therapy is not providing nursing or healthcare services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of care and acknowledges that ProCare Therapy is not responsible for the Consultant's on-site performance. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.



#### Section 10: Employment of Consultants

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by ProCare Therapy for a period of one year after the latest date of introduction, referral, placement, or end of the contract assignment. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$18,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to ProCare Therapy upon start date.

#### Section 11: Professional Fees

Client will pay ProCare Therapy based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. Client will pay a one-time fee of four hundred dollars (\$400.00) to cover travel and relocation expenses for each Consultant assigned to Client facility(ies).

#### Section 12: Payment Terms

Client will be billed on a weekly basis for all services provided during the previous week. Payment is due within fifteen (15) days of receipt of invoice.

#### Section 13: Default Charges

Invoices shall be considered Past Due thirty (30) days from date of invoice and begin to incur the applicable default charge of one and one-half percent (1½%) per month based on unpaid balances (annual percentage rate of eighteen percent (18%)) or the maximum legal interest rate, whichever is lower. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. ProCare Therapy reserves the right, at its option, to discontinue any extension of credit.

#### Section 14: Termination of Contracted Assignment with Cause

If Client requests removal of Consultant due to performance issues, misconduct or failure to pass any physical, drug screen or other assessment, immediate written and verbal notice is required within forty-eight (48) hours including all supporting documentation specifying the reasons and facts of the termination. If the Client does not provide such documentation within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that ProCare Therapy's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by ProCare Therapy in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 13 of this agreement. ProCare Therapy shall have seventy-two (72) hours to refill the position in the event of termination with cause.

#### Section 15: Termination of Contracted Assignment without Cause

Client may cancel an assignment with forty-five (45) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the forty-five (45) day period of notice. In the event Client is unable to provide forty-five (45) days' notice of termination, Client will be billed for forty-five (45) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by ProCare Therapy as a result of such cancellation.

#### Section 16: Guaranteed Minimum Hours

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Addendum A. Cancellation of prescheduled shift(s) or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours.





Section 17: Holiday Policy

Client agrees to pay 1.5 times the regular Bill Rate for hours worked on the following observed holidays: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

Section 18: On Call Policy

Client will be billed an hourly On Call Rate specified by each Addendum A for hours in which a Consultant is On Call but not working in the Client's facility.

Section 19: Paid Sick Leave

For those Client's whose state has passed or will pass specific legislation regarding mandated Paid Sick Leave, such Paid Sick Time will be billed back to Client at the straight-time bill rate for all hours taken by any Consultant placed with Client and whose assignment meets the criteria for Paid Sick Leave. This clause is not applicable until the effective date of applicable legislation has been reached.

Section 20: Floating Policy

Client agrees only to float Consultants into areas which are appropriate based on the Consultant's skills, qualifications and experience. In addition, Client agrees to float Consultants in accordance with its own policies and in rotation with its own employees.

Section 21: Multiple Locations

If client requires Consultant to travel to and perform services at more than one location, Client will compensate ProCare Therapy for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

Section 22: Issue Resolution

In the event Client encounters an issue that is not satisfactorily resolved by its ProCare Therapy representative, Client should escalate the issue to the appropriate ProCare Therapy manager by calling 800-849-5502. Please ask for your account representative's manager.

Section 23: Indemnification

Each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

Section 24: Confidentiality

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information. The only exceptions will be: (a) Information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement, (b) disclosures as required by law. Confidential Information of ProCare Therapy shall include, but is not limited to, any and all unpublished information owned or controlled by ProCare Therapy and/or its employees, that relates to the clinical, technical, marketing, business or financial operations of ProCare Therapy and which is not generally disclosed to the public including but not limited to employee information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.



Section 25: Conflicts of Interest

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party’s business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

Section 26: Survival

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

Section 27: Governing Law

This Agreement shall be governed by the laws of the state of Delaware.

Section 28: Modification of Agreement

This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement.

Section 29: Entire Agreement

This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties. This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

**Forrest M. Bird Charter (Sandpoint)**

**New Directions Solutions, LLC dba  
ProCare Therapy**

\_\_\_\_\_  
Client Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ProCare Therapy Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title



**ADDENDUM A  
Terms of Teleservices Assignment**

This Terms of Teleservices Assignment is subject to the terms and conditions of that certain Client Services Agreement between the parties outlined below.

**Assignment Details**

ProCare Therapy will contract with VocoVision for the provisions of telepractice services to Client. Client will pay ProCare Therapy for the hours worked by Telepractitioner under the following terms:

**Telepractitioner:** Elizabeth Walden  
**Client:** Forrest M. Bird Charter (Sandpoint)  
**Assignment Start Date:** 08/23/2021      **Assignment End Date:** 06/10/2022  
**Position:** School Psychologist  
**Hours per Week:** 16.00  
**Bill Rate per Hour:** \$ 75.00      *Bill Rate is all-inclusive\**  
**Technology Fee:** \$ n/a

One VocoVision station per full time position at no cost. Additional stations can be provided with a \$1,000 per unit refundable deposit and \$200 per unit nonrefundable configuration and shipping charge. Deposit will be refunded to the school district upon return of the station(s) in working condition within fifteen (15) days of the assignment being completed.

**Miscellaneous:** Not Applicable

Hours per week can exceed 16, approval must be given by client in writing via email.

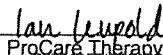
*\* Sales tax will be added to professional fees if required by state law and client is not a tax-exempt entity.*

**Forrest M. Bird Charter (Sandpoint)**

**PROCARE THERAPY, LLC**

\_\_\_\_\_  
Client Representative Signature

\_\_\_\_\_  
Date

DocuSigned by:  
 7/2/2021  
 \_\_\_\_\_  
 ProCare Therapy Signature      Date

\_\_\_\_\_  
Print Name

Ian Leupold  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

VocoVision Account Executive - ProCare Therapy  
\_\_\_\_\_  
Title



**ADDENDUM B  
Teleservices Provisions**

**Client Responsibilities.** Client agrees to the following items to facilitate VocoVision's provision of Services:

- (a) Client shall be responsible for providing a secure environment for VocoVision hardware and software ("Equipment") installed and operated at Client's designated location(s).
- (b) Client will provide sufficient infrastructure to support the proper operation of the Equipment, including network connectivity equal or superior to DSL access.
- (c) Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards.
- (d) Client warrants that it will not use the Equipment for any purpose other than as contemplated hereunder, and acknowledges that VocoVision is not responsible for any damages associated with such impermissible use.
- (e) Client agrees to provide appropriate local support to facilitate remote telepractitioner's ability to fulfill the responsibilities outlined in Addendum C: Duties and Responsibilities.

**Scheduling.** Client agrees to the minimum hours of Services per week as stipulated in Addendum A: Terms of Teleservices Assignment, and will schedule the appropriate number of student speech sessions and other related services each week to meet or exceed the minimum hours requirement. Client and telepractitioner will agree upon a weekly schedule for Services which will be loaded into the VocoVision system. Any revisions to the schedule must be submitted to the VocoVision Operations Department no later than 12:00 PM EST Friday for Services the following week. VocoVision requires a 24-hour notice to cancel scheduled Services. One cancellation without notice is permitted per school year. Additional cancellations with less than 24 hours' notice will be billed at the regular rate. Note that VocoVision telepractitioners are encouraged to complete non-therapy work (e.g., paperwork, planning, file reviews, etc.) during any such cancellation time.

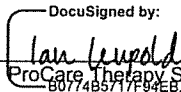
**Administrative Responsibilities.** Client shall be responsible for orienting telepractitioners to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to individual education plans or Client-specific program plans. During the contracted assignment, should telepractitioners fail to submit paperwork as required per Client's policies and procedures, Client must notify VocoVision in writing within three (3) business days of alleged failure. Failure to notify VocoVision within the three (3) day period shall negate any Client claim to withhold payment due to paperwork non-compliance by telepractitioners. Within three (3) business days following the conclusion of a contracted assignment, Client shall conduct a final review to determine whether the completion of additional paperwork is needed from the telepractitioners. Failure to notify VocoVision prior to the fourth (4th) day after conclusion of the assignment will negate any Client claim to withhold payment due to paperwork non-compliance by telepractitioner.

**Forrest M. Bird Charter (Sandpoint)**

**PROCARE THERAPY, LLC**

\_\_\_\_\_  
Client Representative Signature

\_\_\_\_\_  
Date

DocuSigned by:  
  
7/2/2021  
\_\_\_\_\_  
ProCare Therapy Signature

7/2/2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Ian Leupold  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

VocoVision Account Executive - ProCare Therapy  
\_\_\_\_\_  
Title



**ADDENDUM C  
Duties and Responsibilities**

**Duties and Responsibilities**

The duties and responsibilities of a Telepractitioner include, but are not limited to the following:

- Collaborates with the school district to identify students' communication characteristics, support resources, as well as any physical, sensory, cognitive, behavioral and motivational needs to determine the benefit a student may receive through telepractice.
- Collaborates with the school district to determine assessment resources - including their potential benefits and limitations - in the telepractice setting, and to develop a plan to assess students appropriately.
- Monitors effectiveness of services, and modifies evaluation and treatment plans as needed.
- Maintains appropriate documentation of delivered services in a format consistent with professional standards and client requirements.
- Complies with state and federal regulations to maintain student privacy and security.
- Facilitates behavior management strategies in students as appropriate.
- Provides information and counseling to families and school personnel as needed

**Forrest M. Bird Charter (Sandpoint)**

**PROCARE THERAPY, LLC**

\_\_\_\_\_  
Client Representative Signature

\_\_\_\_\_  
Date

DocuSigned by:

*Ian Leupold*

7/2/2021

\_\_\_\_\_  
ProCare Therapy Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Ian Leupold

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

VocoVision Account Executive - ProCare Therapy

\_\_\_\_\_  
Title



**ADDENDUM D  
VocoVision Equipment Policies**

**VocoVision Damaged Equipment Policy**

If, during the course of contracted services, VocoVision computer equipment sustains damage or is missing components (keyboard, audio accessories, etc.), it should be reported immediately to the VocoVision Operations Department at 1-866-779-7005. Replacement equipment will be shipped to Client as needed. The costs of repairing or replacing the equipment (including shipping) will be charged to Client, but in no case shall exceed \$1,000 per unit.

At the end of the VocoVision contract period, all equipment must be returned in original packaging within 15 days of completion of services. All returned equipment will be inspected for both physical and internal damage. If equipment is found to be damaged, VocoVision reserves the right to withhold from Client deposit the cost of repairing or replacing the damaged equipment. If no Client deposit exists, VocoVision will bill Client for such charges and will provide supporting documentation of all costs.

**Please initial**

**Packaging**

All packaging, boxes and containers used to ship VocoVision equipment are considered property of VocoVision and must not be discarded. Packaging should be stored and kept in good condition during the course of the contract and must be used for return shipping at the conclusion of services. If VocoVision packaging is lost or damaged, Client is solely responsible for obtaining replacement packaging to ensure undamaged return of equipment to VocoVision. In such cases, we strongly recommend the use of a professional packaging and shipping service, such as the UPS Store or a FedEx retail location.

**Please initial**

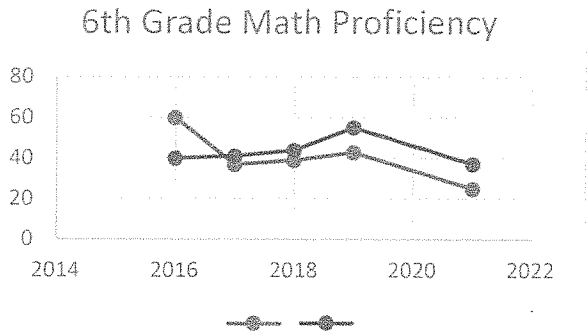
## 2020-21 Forrest M. Bird Charter School Standardized Test Scores

Graph: Orange = Idaho State; Blue = FBCS

### Math

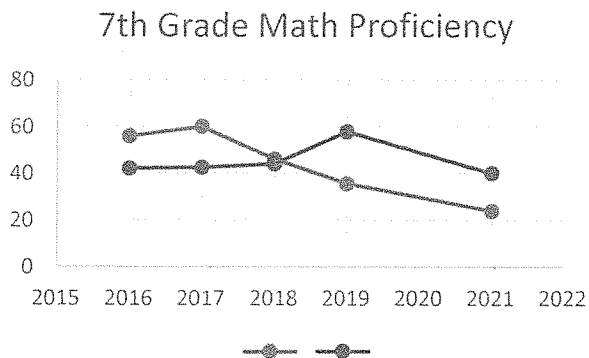
#### **6th Grade Math Proficiency**

	FBCS	State
2016	60	39.8
2017	37	40.9
2018	39	43.78
2019	42.9	55
2021	25	37



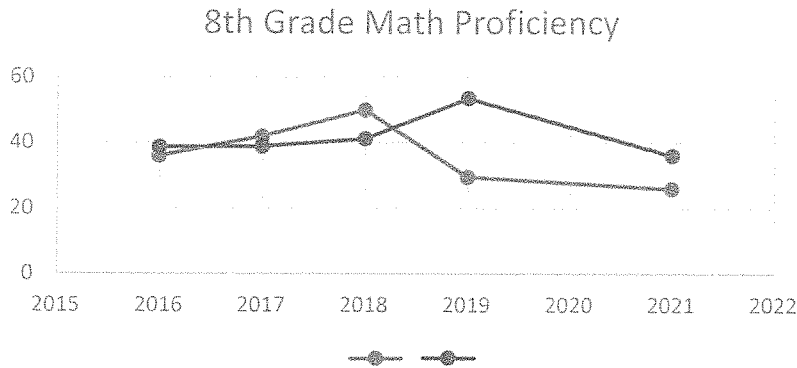
#### **7th grade Math Proficiency**

	FBCS	State
2016	56	41.9
2017	60	42.4
2018	46	43.88
2019	35.6	57.8
2021	24	40



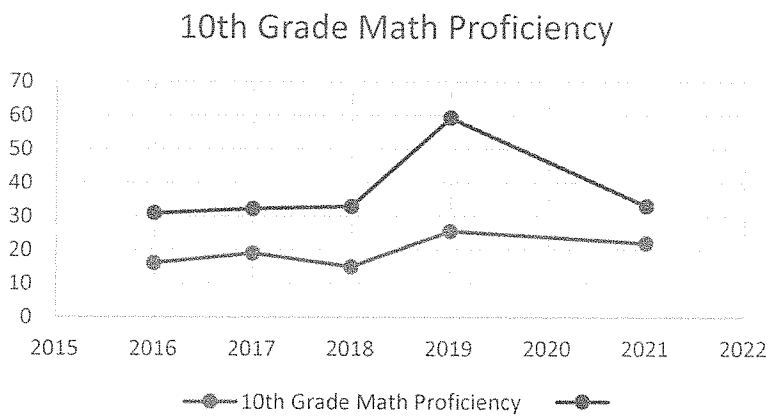
**8th grade Math Proficiency**

	FBCS	State
2016	36	38.5
2017	42	38.72
2018	50	41.08
2019	29.5	53.5
2021	26	36



**10th Grade Math Proficiency**

	FBCS	State
2016	16	30.8
2017	19	32.1
2018	15	32.86
2019	25.6	59.2
2021	22	33

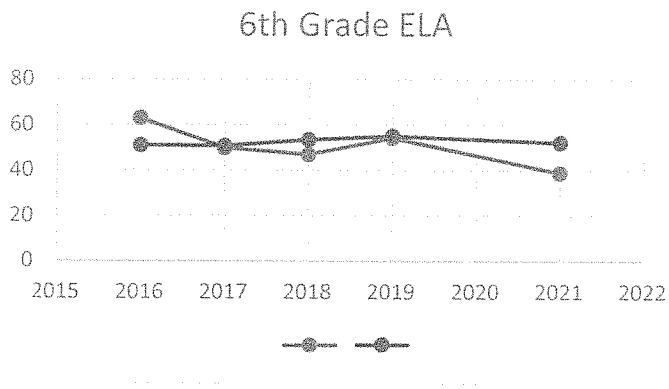




## ELA

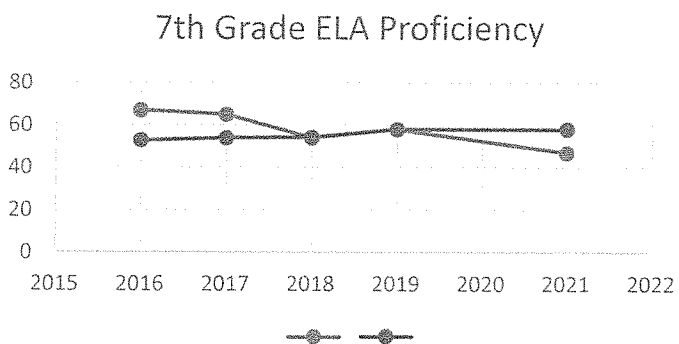
### **6th Grade ELA Proficiency**

	FBCS	State
2016	63	51
2017	50	50.78
2018	47	53.38
2019	54.3	55
2021	39	52



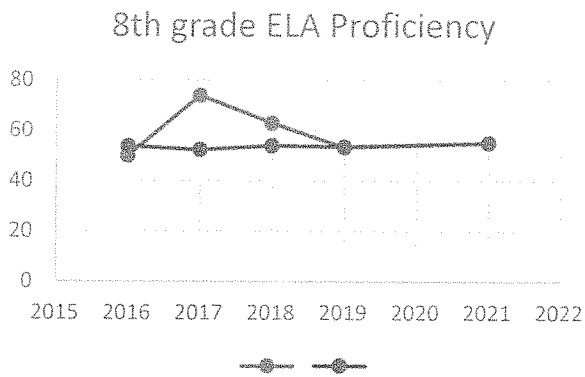
### **7th grade ELA Proficiency**

	FBCS	State
2016	67	52.7
2017	65	53.76
2018	54	54.1
2019	57.8	57.8
2021	47	58



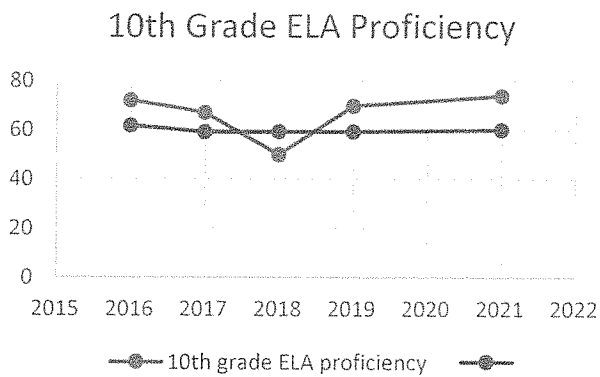
**8th grade ELA proficiency**

	FBCS	State
2016	50	53.6
2017	74	52.32
2018	63	53.87
2019	53.3	53.5
2021	55	55



**10th grade ELA proficiency**

	FBCS	State
2016	72	61.7
2017	67	59.1
2018	50	59.28
2019	69.8	59.2
2021	74	60





## **Forrest M. Bird Charter School Opening Plan for the 2021-22 School Year**

Updated July 2021

### **NARRATIVE:**

Forrest M. Bird Charter School (FBCS) ensures quality education while safeguarding the safety and health of all school community members. Due to the COVID-19 Pandemic, FBCS will continue to provide quality education while providing additional student resources in order to address learning needs and staff needs.

- All Students: Developing and enhancing the a variety of educational materials to meet the needs of all students, hiring additional paraprofessionals, maintaining our current staff while keeping student class numbers small, and providing additional Social and Emotional (SEL) resources with our dedicated SEL counselor will aide with our students' academic needs.
- IEP Students: An additional special education teacher has been hired, additional hours have been added to the school psychologist contract, and two special education paraprofessionals have been hired to aid in increased learning in the special education department.
- Staff: Staff social, emotional, mental health and other needs will be addressed throughout the school year with additional professional development resources and having a professional counselor available if needed. Additional coaching will also be provided to staff who require it. During the 2020-21 school year, additional planning time by moving Friday Required Online Access Days (ROADS) was built into the yearly schedule, which will continue for the 2021-22 school year.
- Technology: FBCS will continue to update technology needs of students. Additional work hours will continue for members of the technology team, LMS will be updated, and technology needs of the staff will be implemented when appropriate.
- Plan Updates: FBCS will continually review and update the plan at least every six months. Input by all stakeholders, community, and board will be obtained and valued by FBCS.

### **CORE BELIEFS AND INTERESTS**

**Forrest M. Bird Charter School believes all public schools play a critical role in our community and as such we will abide by the following core beliefs and interests:**

- We will offer high-quality, appropriate mastery-based education.
- We will be as consistent in as many areas of the educational experience as possible during the school year, whether in person or online.
- We will be empathetic and respectful of each individual's choices and needs.

- We will be creative and flexible in our instruction and school operations while being responsible stewards of our resources.
- We will be flexible and sustainable in our problem-solving.
- We will respect the CDC, State Board of Education and Health District guidelines and adopt practices/ procedures we can control.
- We will continue to foster the power of the teacher-student-family relationship.
- We will be compassionate as we listen to, respect, and consider input and feedback from staff, students, families and patrons.
- We will be transparent and timely in all communications with an eye toward maintaining the credibility and trust that we have worked to foster with all stakeholders.
- In pivoting to respond to the unpredictable future, we will remain firmly grounded in our core values and beliefs.
- We will provide the social and emotional services necessary to ensure our students and staff can be successful.
- We will provide our parents, students and staff with the training and tools needed to adapt to an ever-evolving educational environment.
- We will make adjustments and be flexible to the plan to what is best for FBCS staff and families as new developments occur during the school year, including changes in CDC, State, and State Board of Education recommendations.

### Secondary School Pandemic Operation Plan

#### Information

This plan will navigate the reestablishment of our school where employees, students, and families feel safe and reduces the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics, the State of Idaho, and the Idaho State Board of Education. While adhering to consistency, appropriate updates will be made to this plan based on information provided by CDC and applicable federal, state and local agencies. Forrest M. Bird Charter School (FBCS) also values the input provided by our families and staff while developing a workable plan for our school community.

**Level 1 (Green Level) – No Community Transmission: Evidence of isolated cases or limited community transmission, case investigations underway, no evidence of exposure in large communal settings, e.g. healthcare facility, school, mass gathering.**

**Level 2 (Yellow Level) – Minimal to Moderate Community Transmission: Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings, with potential for rapid increase in suspected cases.**

**Level 3 (Red Level)– Substantial Community Transmission/ FBCS will move to 100% distance learning/ ROADS if one of the following occurs:**

- 1) Lake Pend Oreille School District moves to online.
- 2) Substantial School Community Transmission.
- 3) Not enough substitutes to cover staff absences.

\*\*\* Level determinations will be made in conjunction with the Panhandle Health Districts' information, FBCS School Community Transmission, as well as any state or federal determinations.

\*\*\* ROADS = Required Online Access Days for Success = Distance Learning

### **2021-2022 School Schedule**

FBCS will be returning to a normal school schedule for the 2021-22 school year with a block schedule of "A" and "B" days. Students will be assigned five classes a day, which included a 30 minute advocacy/ advisory period at the beginning of the day. Three levels of attendance are available depending upon the level of school community transmission: Green, Yellow, and Red.

Green Level: Students will be in the physical classroom Monday through Thursday. Fridays are online access days where students will complete work online with the opportunity to come into the school building from 12:00pm to 3:00pm for help from their individual teachers. Students are to make appointments with their individual teachers before coming into the school building.

Yellow Level (Hybrid school): Students will be in the physical classroom two days a week, and online three days a week. One day will be an A day and one day will be a B day. Students and families will be notified which days they will be attending in the physical building. This will allow for proper social distancing within the classrooms. No change to the busing routes will occur.

Red Level (online school online): Students will be online during the week until further notice.

Note: FBCS is not an online school. Students who require long-term online services may consider choosing a different school that meets their needs. Students who require short-time online services due to COVID will be accommodated with online work. Students who are online are required to complete all work daily, have consistent and constant communication with teachers, and reply to communications from FBCS staff.

### **Promoting Behaviors that Reduce Spread**

- Staff and students should stay at home or will be sent home if they
  - Recently had close contact with a person with COVID-19 and had not been vaccinated.
  - Are awaiting the test results for COVID-19
  - Have been diagnosed with COVID-19
  - Have a cough, fever of 100.4 degrees or higher, or shortness of breath or other symptoms of COVID-19
  
- Social Distancing
  - FBCS employees, students, parents, and visitors should practice staying approximately 3-6 feet away from others as feasibly as possible and should avoid physical contact with others, such as hugs, handshakes, high-fives, etc.
  - Ad-hoc Interactions/Gatherings – Non-essential/informal meetings and visitors without appointments at the school should be avoided.
  
- Hand hygiene and respiratory etiquette

- Teach and reinforce handwashing with soap for at least 20 seconds and increase monitoring to ensure adherence among students and staff. Hand washing is recommended before class, after restroom use, before eating food, and after lunchtime.
- Provide hand sanitizer in various areas in the school, such as in classrooms and office areas.
- Encourage covering coughs and sneezes with a tissue or into the crook of an arm. Tissues are to be placed in the garbage by the person who coughed or sneezed. After coughing or sneezing, wash hands or use hand sanitizer.
- Masks/ Face Shield Protections
  - Level 1: Masks and/or Face Shields are options for all members of the school community.
  - Level 2 and Level 3: Masks or Face Shields required in the school buildings for all students and staff. Visitors are required to wear face shields or masks in the school buildings. To learn more about the proper wearing of masks, click here. Students and staff may take their masks off may occur outside when the 6' social distancing guidelines occur during levels 2 and 3.
    - Masks/ Face Shields must cover both the nose and mouth.
    - Face Shields must be full face shields to cover the full face.
  - Note: Regardless of operating level, FBCS will adhere to any mask mandate for K-12 schools by the Panhandle Health District, Idaho State government, Idaho State Board of Education, Idaho State Department of Education or the Federal government.
- Temperature Checks
  - Level 1 and 2: If a temperature is at or above 100.4 degrees, students and staff are to remain home to work via online.
    - Families will check student temperatures before leaving to school.
    - Staff will check their own temperatures before arriving to work.
    - If a student or staff member feels unwell at school, a temperature check will occur. If a temperature read is at or above 100.4 degrees, the student or staff member must go home.

### **Maintaining Healthy Environments**

- Cleaning and Disinfection
  - Sanitize desks and any shared keyboards and screens at least twice a day.
  - Staff/ teachers will complete desk and classroom doorknobs sanitation.
  - Classroom phones
    - Level One: Classroom phones will not be available for student use unless an immediate emergency occurs in the classroom. Student-use phones in office areas will be sanitized multiple times throughout the school day.
    - Level Two: Classroom phones and student use phones in the office areas will not be available for student use unless an immediate emergency occurs within the school building.
  - Custodial staff routinely clean highly touched surfaces throughout the day and in the evenings.
  - Bussing: Cleaning and Disinfection developing and maintaining guidelines are the responsibility of Harlows Bus Company.

- Cleaning/ disinfecting will be done after morning and afternoon routes to allow time to dry, especially with high-touch-areas such as seats, handrails, dash, steering wheel, key, switches, and gear shifts.
  - Cleaning is the responsibility of the driver.
- Shared objects
  - Students will be discouraged from sharing items.
  - Each student, middle school and high school, will be assigned their own computer and will not be allowed to share computers. Middle school students will be assigned a computer to leave at school and a computer to leave at home. High school students will be assigned one computer for school and home use.
  - Minimize sharing of high-touch-materials to the extent possible, such as assigning each student their own art supplies or limiting the use of supplies and equipment by one group of students at a time with cleaning and disinfecting between use.
  - Students and staff are encouraged to bring their own water bottles. They will use the bottle filling stations located in each school building. Water fountains will be turned off.
- Ventilation
  - When possible, classroom windows will be opened to allow outside air flow throughout the room.
  - Teachers are encouraged to have class outside as much as possible while maintaining social distancing guidelines.
- Classroom
  - Staff and students will be trained in the areas of physical distancing, handwashing, respiratory etiquette and mask use to mitigate exposure.
  - When possible, student seating arrangements are to be no less than 3 feet.
  - Turn desks to face the same direction or have students not directly facing each other, unless sneeze guards are in place.
  - Integrate good hygiene practices into instruction and classroom expectations.
  - Avoid outside food in the classroom, except during lunch times.
- Physical Barriers and Guides
  - Physical barriers, such as sneeze guards and partitions, are installed around the office front desk areas.
  - A physical barrier and a separate workspace will be provided for the speech therapist.
  - Physical guide signs promoting everyday protective measures and describing how to stop the spread of illness will be posted in highly visible locations throughout the school.
- Communal Spaces
  - Staff rooms/ offices
    - Level 1: Limited occupation up to four staff members, plus one office staff
    - Level 2: Limited occupation up to two staff members plus one office staff with no seating availability.
  - Equipment
    - Routine sanitization of equipment, such as copy machines, telephones, refrigerator handles, microwaves, etc. will be done throughout the workday as well as at night by custodial staff.
    - The staff member using the equipment will sanitize the items after each use.
  - Conference Rooms

- Level 2 and 3: Conference rooms will be closed for student workspaces.
  - Conference rooms will be the designated sick areas of the school. If used as a sick space, the conference room will be not available for use for one hour after a sick person was in the room.
  - Level 1: Live meetings with small groups of people while maintaining social distancing. An option of meeting virtually will be offered.
  - Level 2: Meetings are encouraged to occur virtually with the use of Canvas Conferencing, Zoom, or Go-To-Meeting. If meetings are held live, all members of the meeting must consent to meet in live sessions while maintaining social distancing.
  - Level 3: All meetings are required to use Canvas Conferencing, Zoom or Go-to-Meeting as a virtual option including employees in the office or school.
- Facility Use Agreements: No new outside Facility Use Agreements with outside entities during Level 2 or 3.
- Restrooms
  - Post signs indicating capacity limits and hygiene etiquette.
  - With the permission of the teacher, one student at a time may leave the room to use the restroom.
- Food Service
  - Level 1: Students will bring their own meals and snacks. Students should not share food or utensils. School may provide food with the adherence of properly food handling. Students will have lunch either in the designated lunch areas or outside with proper staff supervision. Grades 9-12 will have the option to leave campus to eat with written family permission.
  - Level 2: Students will bring their own meals and snacks. Students should not share food or utensils. School will not provide food to students. Students will have lunch in with their 2<sup>nd</sup> period classes instead of the lunchroom. Grades 9-12 will have the option to leave campus to eat with written family permission.

### **Maintain Healthy Operations**

- Protections for Staff and Students at Higher Risk for Severe Illness from COVID-19
  - Families may have their students work virtually for their FBCS educational experience. Full time students may be required to take IDLA classes as full-time online students.
  - Staff may request to work virtually for health reasons.
  - Students and staff entering an area of a staff member requesting the use of masks/face shields will wear masks/face shields.
- Regulatory Awareness
  - Be aware of local, state and federal regulatory guidelines and policies related to group gatherings to determine if events can be held or for any changes to guidelines and policies.
- Gatherings, Visitors, Field Trips
  - Level 2 and 3: Cancellation of all live events and multiday or overnight field. Any school day field trip must strictly adhere to the elements of this plan, including the wearing of masks/ face shields when mandated, social distancing and good hygiene practices.



- Level 2 and 3: When possible, pursue virtual activities and events in lieu of field trips, school assemblies, special performances, school-wide parent meetings, etc.
  - Post *Stop The Spread* signs at entry points to school and in highly visible areas.
  - Limit visitors to parents, by-appointment visitors, and critically important visitors on campus.
    - Level 2: All visitors are encouraged to make appointments. Each school building will limit the number of non-appointment visitor into the building.
    - Level 3: All visitors are required to make appointments to enter the building.
  - Discourage gathering in areas such as the bus lane, restrooms, breaks, lockers, hallways, lunch, before and after school
- Grading/ Discipline
    - ROADS (Required Online Access Days for Success) Expectations
      - Every Friday will be ROADS.
      - Level 1, 2, and 3: Students and families may make appointment with individual staff members to meet live in the afternoons on Fridays or during the day if the school is online Monday to Thursdays. Students and families are encouraged to meet virtually with staff if possible.
        - Appointments are made with the teachers/staff. Not all teachers/ staff will be able to meet live with students and families.
        - During this time, no more than three students will be allowed during an appointment time. Staff may make the determination to have fewer in the room during appointment time.
        - Appointments are to be no longer than 2 hours per day/ per student.
        - Families are responsible for the transportation of the student to and from the school for the appointments.
        - Students/ families may not make appointments if any symptoms are present or if a person in the household has either tested positive for COVID, has been quarantined, or has been identified as a probable case.
    - Grading: Students will earn the letter grade A, B, C or NC. No “pass” grades will be given.
    - Discipline
      - Level 2: Due to limited space, prolonged In-School Suspensions (ISS) will be suspended until further notice. Instead of ISS, students will be required to have Out of School Suspension (OSS) and will continue working on school work during this time.
      - Students who do not comply to the reopening plan expectations will move to full-time distance learning for a determined amount of time.
  - Communication Systems
    - Hygiene etiquette, physical distancing, symptoms of COVID-19 and when to stay home due to illness education will be provided to staff, students and families.
    - Provide consistent and regular communications to families, staff, students, school board and community through school website, email, social media sites (Facebook and Instagram) and mailings.
    - Request staff and families to self-report to the school if showing symptoms of COVID-19, receiving a positive test for COVID-19 or being exposed to someone with COVID-19 within the last 10 days.

- Designated COVID-19 Point of Contact
  - Middle School office (Maddie Heron or Jennifer Greve)
  - High School Office (Christi Burns or Mary Jensen)
- Leave (Time-off) Policies and Excused Absence Policies
  - If a student turns in required daily assignments while online, they will not be marked as absent. Regular student attendance for brick and mortar attendance will be taken by the teacher.
  - Students who leave school in order to receive a vaccination dose will not be marked as absent for the time to receive the vaccination.
  - Staff sick leave policy
    - Sick leave will not be taken if a staff member who has been diagnosed with COVID-19 can successfully fulfill their duties working from home.
- Back-up Staffing Plan
  - If 15% or more of the teaching staff is unable to be brick-and-mortar teaching, FBCS will revert to ROADS.
- Staff Training
  - Additional staff training will be allocated to promote and share dynamic and effective online teaching practices.
  - Staff will collaborate to share ideas and practices to enhance online teaching practices.
- COVID-19 Vaccinations
  - FBCS highly encourages but does not require students and staff to be vaccinated for COVID-19.

### **When Someone Gets Sick, Regardless of Community Transmission**

- Becoming sick while at school
  - If a person becomes sick during the course of the school day, that person will be required to go home.
  - Sick Rooms
    - Conference rooms are designated as the sick room while a student waits to be picked up by an approved family member.
    - Additional rooms may be designated as sick rooms if the conference room is not available due to cleaning and disinfecting.
    - Sick rooms will be disinfected after each student. If possible, the sick room will not be used for one hour after disinfecting.
- Direct Exposure to someone diagnosed with COVID19
  - If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.
  - Please do the following:
    - Quarantine yourself in a specific room away from others in your home.
    - Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions. 1) Your health care provider; 2) the school's designated contact for COVID19 cases.
- School-Confirmed Case in School, Regardless of Community Transmission

- Local health officials' recommendations for the scope and duration of school distance learning/ ROADS will be made on a case-by-case basis.
- During school distance learning/ ROADS, school facilities will be disinfected according to CDC and local public health officials' guidance.
- Return to school/ work after being diagnosed with COVID19
  - Return to school may occur once all 3 criteria are met:
    - At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
    - Improved respiratory symptoms, such as cough, shortness of breath, etc; and
    - At least 7 days have passed since symptoms first occurred.
  - If COVID19 symptoms appear and do not get evaluated by a medical professional or if not tested for COVID19, it is assumed you may have COVID19 and may not to return to school/ work until the 3 criteria are met.
- Isolate and Transport Those Who are Sick
  - Students who have a fever of more than 100.4 degrees or show symptoms of COVID-19 while in school will be placed in a designated area until a designated family member may pick them up from school.
  - Staff members who have a fever of more than 100.4 degrees or show symptoms of COVID-19 must leave the school campus.
- Clean and Disinfect
  - Designated sick rooms will be disinfected after the student is sent home.
  - Windows, if possible, to the room will be open to allow for the room to "air out."
  - Staff members, including teachers, who are cleaning and disinfecting the school will wear appropriate PPE, such as masks and gloves.
- Notify Health Officials and Close Contacts in the event of a student, staff, or visitors have a positive COVID-19 test. If a student, staff or visitor who have been in the school building is diagnosed with COVID, FBCS will work with Health Officials to determine length of school closure, which will be no less than three days.

### **Distance Learning**

- Opting to continue distance learning
  - Families have the right to continue online learning for their students when FBCS is at Level Two. When FBCS is at Level One, healthy students are expected to physically attend class.
  - Distance learning may include packets, Canvas and/or IDLA. FBCS will work with families to determine what will best for the student.
- Packet Preparation
  - In the event a distance learning family has no access to the internet, packets will be prepared. Whenever possible, packets will be developed and placed on an USB drive (AKA thumb drive). Thumb drives and materials will be compatible with student-issued laptops.
  - A student's advisory/ advocacy teacher will be the lead person in packet creation, distribution and retrieval of the packet. The student's advisory/ advocacy teacher will work with the student's classroom teachers to create a packet. Once the packet is complete, the advisory/ advocacy teacher will give the packet to the office for distribution.

- Receiving and returning of student work
  - All online work and instruction will be found and turned in on the FBCS Canvas page or via the IDLA classes learning platforms (for students taking IDLA classes).
  - Packets: When necessary for a student, electronic packets will be made and will be placed on USB drives. Families are responsible to pick up the USB drives and deliver the work back to the school. If families have difficulties in retrieving and delivering work, the family will work with FBCS administration or advisory/ advocacy teacher to develop a receiving/ retrieval plan.
    - Level 2: Families opting to do online learning: If a packet is necessary, the family will work with FBCS administration or advisory/ advocacy teacher to develop a receiving/ retrieval plan.
    - Level 3: In the event FBCS must go to Level 3 and a student requires a USB drive packet, the student/ family will inform the school and advocacy/ advisory teacher. The instructions to receive packets or return student work will be communicated to families who indicate USB packets are necessary.
    - In the event a family member needs to drop off the packet, FBCS will establish a drop-off location in the foyer entrance of each school building. A clearly marked bin will be used for families to drop off assignments. Assignments/ thumb drives should be clearly marked with the student's name.
    - Families should adhere to the 6 foot social distancing while at the drop off. Families should retrieve or drop off packets if symptomatic.

Resources:

1. Anderson, Julian and Hull Law Firm
2. American Academy of Pediatrics: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
3. CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
4. Families First Coronavirus Response Act: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
5. Forrest M. Bird Charter School Family Input Surveys
6. Forrest M. Bird Charter School Staff Input Sessions
7. Idaho Board of Education: <https://boardofed.idaho.gov/wp-content/uploads/2020/07/BackToSchool0709-02.pdf>
8. Idaho Counties Risk Management Program
9. Panhandle Health District: <https://panhandlehealthdistrict.org/covid-19/>