



Board of Directors Meeting Agenda

Team:	FBCS Board of Directors	Chairperson:	Kate McAlister
Meeting Date:	November 16, 2021	Start Time:	4:00 PM
Minutes:	BOD Secretary – Jim Zuberbuhler	Location:	FBCS High School
Address:	615 S. Madison Ave, Sandpoint, ID 83864		

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

ITEM

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| <u>Pledge of Allegiance</u> | Kate McAlister |
| <u>Approval of minutes</u> | Kate McAlister |
| <u>Public Comment</u> | Kate McAlister |
| <u>Financials</u> | |
| • Action Item: Approval Financial Reports | Greta Warren |
| <u>Executive session:</u> Personnel Complaint | Mary J. Jensen |

Adjourn @ :00 PM: BOD Chairperson Kate McAlister

Next Meeting Date and Time:



Board Special Meeting
 Forrest M. Bird Charter High School
 615 S. Madison,
 Sandpoint, ID 83864
Date: October 19, 2021

	Board Meeting Minutes	
Minutes taken by	Jennifer Greve	
Present Board Members	Stacey Mueller, Kate McAlister, Jacob Iverson	
Absent Board Members	Jim Zuberbuhler	
Staff present	Jennifer Greve, Mary Jensen, Greta Warren, Lyndsay Holland, Eric Fulgenzi, John Stevens	
Guests		
Call to Order	Meeting called to order 4:05 pm Pledge of Allegiance	Kate McAlister
Minutes	Action Item: Approval of Meeting Minutes for the meeting September Date: Sept , 2021 ✓ Motion – Jacob Iverson ✓ 2nd – Stacey Mueller Approved Unanimously	Kate McAlister

Public Comment		
Financials	Action item: Approval of financials Approval of financial reports ✓ Motion – Stacey Mueller ✓ 2nd - Jacob Iverson Unanimously Approved	Greta Warren
	Action item: Annual Statement of Financial Condition The publishing of FBCS' current financial condition based on the budget and the final audit. Approval of document of the financial condition ✓ Motion – Jacob Iverson ✓ 2nd - Stacey Mueller Unanimously Approved	Greta Warren
	Action item: Approval of Student Scholarship Fund When P Tech closed, Albertson's Foundation gave the remainder of funds to FBCS.	Mary Jensen

They requested that FBCS set up a scholarship fund for our students. This needs to be set up as a separate account. It is called a board designated account. The account will begin with \$1,500.

Approval of

- ✓ Motion – Stacey Mueller
- ✓ 2nd - Jacob Iverson

Unanimously Approved

Because of the loss of PTech this year, it looks as though FBCS has lost some students. This decreases some of FBCS' federal dollars. FBCS is fine with it's budget.

Information: Math Department Presentation **Lydnsay Holland**
 Department looked at ISAT results from last year, really digging into the specifics at where kids are struggling and where they are succeeding. Began asking 'why are students not retaining information from the prior year?', 'Did they really learn it the first time?' Focusing on retention of information this year, back fill skills missed last year due to Covid. Solutions: 1)Implementing benchmark tests. 2) Using the Star Renaissance testing program. 3) The math tool box notebooks.

Information: Electives Department Presentation **Eric Fulgenzi**
 The electives department is four different subjects. This creates a challenge for creating a cohesive department goal. They have devised pre/post assessments in their own areas and are sharing the data with one another. Self-assessments are also happening to determine confidence levels and participation.

Action item: Social Studies DC Field Trip **John Stevens**
 Looking at a trip to DC for high school students. Around springbreak. The trip would include hotel, security, food, air travel. Current cost is \$3000. This could change based on price fluctuations. Five day trip: Smithsonian, Arlington, Holocaust Museum and as well as other big options. Targeting this years 8, 9, and 10 grade students. Just students and three teachers. Looking at 15 students total. Minimum is 12. Wanting to make sure it is just our school and not combining with another school.

Approval of future field trip to Washington DC.

- ✓ Motion – Stacey Mueller
- ✓ 2nd - Jacob Iverson

Unanimously Approved

Action item: Update School Dog Policy **Mary Jensen**
 It was recommended early on that the school dogs be on leash at all times. This was the approved policy. Laura Maas, owner and handler of the middle school dog, noted that there was a shift in how the students related to the dog. They tended to be less interactive with the dog; defeating the purpose of the dog. The recommendation is that a new dog is leashed for the first two years and monitored for their behavior and certification. In year three, if all has gone well the dog can be off leash in the classroom.
 KMcAlister asked about how dogs receive their certification. MJensen shared the process of gaining certification before being in the classroom.
 SMueller asked why two years. MJensen shared that the dog is still in their puppy years. This is a way to have them on campus but continue training on campus.
 JIverson asked if there was a timeline in the current policy. MJensen stated this will be added if approved.

Approval of policy to amend for dog to be leash free in the classroom after probation period.

- ✓ Motion – Jacob Iverson
- ✓ 2nd - Stacey Mueller

Unanimously Approved

Open
Business

Policy **NA**

Executive Session	NA
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Adjournment	Meeting adjourned at 4:42 pm ✓ Motion to adjourn – Stacey Mueller ✓ 2 nd – Jacob Iverson Unanimously Approved	Kate McAlister
Next Board Meeting	October 19, 2021 4:00 pm	

Respectfully Submitted: Jennifer Greve

2:10 PM
11/08/21
Accrual Basis

Forrest M Bird Charter School
Account Balances
As of October 31, 2021
Oct 31, 21

ASSETS

Current Assets

Checking/Savings	
Contingency Account	800,960.53
Mountain West Bank	46,461.78
Mtn. West Flex Acct.	<u>940,348.35</u>
Total Checking/Savings	<u>1,787,770.66</u>

Forrest M Bird Charter School
Profit & Loss Forecast Overview - All
 July 2021 through June 2022

	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 21 - Jun 22	TOTAL
Ordinary Income/Expense														
Income														
419-200 Contributions/Donations	5,030.00	2,000.00	2,100.00											9,130.00
419-920 - Miscellaneous Revenue	40.00			222.00										262.00
431-100 - State Base Support		1,184,296.00										949,641.00		2,133,937.00
431-900 - Other State Support		3,000.00	1,575.00	4,624.00								239,374.00		248,573.00
437-000 - Lottery/Add State Maint.			19,673.00											19,673.00
445-900 - Federal Revenue		4,849.64		4,941.71								520,558.65		530,350.00
Interest Income	45.05	80.30	98.06	69.89										293.30
Total Income	5,115.05	1,194,225.94	23,446.06	9,857.60								1,709,573.65		2,942,218.30
Expense														
Teacher Salary, Tax, Benefits	5,075.44	2,821.43	135,392.85											143,289.72
Teacher Supplies, Texts, Misc.	2,150.00	7,699.33	13,938.69											23,788.02
Admin Salary, Tax, Benefits		18,868.89	40,451.78											59,320.67
Admin Svces, Supplies, Phone	28,209.35	10,902.57	15,991.10											55,103.02
Bldg Mgmt Salary, Tax, Benefits	3,231.91	8,667.44	8,796.71											20,696.06
Bldg Mgt Supplies & Services	1,133.25	3,133.10	3,457.39											7,723.74
Conference Travel/Registration	402.00		1,079.61											1,481.61
Utilities	2,787.61	3,652.56	2,812.54											9,252.71
Transportation			20,070.00											20,070.00
Capital - Building														
Capital - Equipment	9,837.22	9,187.85												19,025.07
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	16,281.39	195,376.68
Estimated Monthly Expenses			250,000.00	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	2,190,000.00
Total Expense	69,108.17	81,214.56	258,272.06	266,281.39	256,281.39	256,281.39	276,281.39	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	2,745,127.30
Net Income	(63,993.12)	1,113,011.38	(234,826.00)	(256,423.79)	(256,281.39)	(256,281.39)	(276,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	(256,281.39)	197,091.00
Bank Balance as of 10/31/21				1,787,770.66	1,531,489.27	1,275,207.88	998,926.49	742,645.10	486,363.71	230,082.32	(26,199.07)	1,427,093.19		
Bank Balance 6/30/2021														1,464,247.07

Forrest M Bird Charter School Profit & Loss Budget vs. Actual YTD July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
419 200 · Contributions/Donations	9,130.00	0.00	9,130.00	100.0%
419-920 · Miscellaneous Revenue	262.00	0.00	262.00	100.0%
431-100 · State Base Support	1,184,296.00	2,133,937.00	-949,641.00	55.5%
431-900 · Other State Support	6,199.00	224,589.00	-218,390.00	2.76%
432-100 · Driver Education Program	3,000.00	10,000.00	-7,000.00	30.0%
432-400 · Professional Technical Program	0.00	7,900.00	-7,900.00	0.0%
437-000 · Lottery/Additional State Maint.	19,673.00	18,590.00	1,083.00	105.83%
439-000 · Other State Revenue	0.00	6,084.00	-6,084.00	0.0%
445-100 · Title I - ESEA	3,319.20	76,572.00	-73,252.80	4.34%
445-600 · Title VI-B IDEA	0.00	67,978.00	-67,978.00	0.0%
445-900 · Federal Revenue	6,472.15	385,799.64	-379,327.49	1.68%
Interest Income	293.30	0.00	293.30	100.0%
Total Income	1,232,644.65	2,931,449.64	-1,698,804.99	42.05%
Gross Profit	1,232,644.65	2,931,449.64	-1,698,804.99	42.05%
Expense				
Teacher Salary, Tax, Benefits				
515-100 · Teacher Salaries	172,274.06	1,033,462.00	-861,187.94	16.67%
515-210 · Teacher Retirement	20,825.38	122,750.86	-101,925.48	16.97%
515-220 · Teacher Social Security	12,258.46	78,033.60	-65,775.14	15.71%
515-230 · Teacher Life Insurance	208.50	1,100.00	-891.50	18.96%
515-240 · Teacher Health Insurance	26,676.00	194,964.00	-168,288.00	13.68%
515-270 · Teacher Workman's Comp.	9,191.00	14,525.00	-5,334.00	63.28%
515-290 · Teacher Other Benefits	352.13	1,000.00	-647.87	35.21%
521-100 · SPED Teacher Salaries	29,081.92	167,181.00	-138,099.08	17.4%
521-210 · SPED Teacher Retire	3,472.39	20,241.79	-16,769.40	17.16%
521-220 · SPED Teacher Social Sec	2,052.94	12,789.35	-10,736.41	16.05%
521-240 · SPED Teacher Health Ins	8,424.00	44,310.00	-35,886.00	19.01%
Total Teacher Salary, Tax, Benefits	284,816.78	1,690,357.60	-1,405,540.82	16.85%
Teacher Supplies, Texts, Misc.				
515-310 · Teacher contracted services	4,845.00	10,000.00	-5,155.00	48.45%
515-313 · Teacher Professional Develop.	0.00	5,500.00	-5,500.00	0.0%
515-410 · Teaching Supplies and Materials	21,576.89	47,288.35	-25,711.46	45.63%
521-310 · Teacher contracted svcs - SPED	14,948.36	32,286.00	-17,337.64	46.3%
521-350 · SPED Communications	518.80			
521-410 · SPED Teaching Supplies	2,318.47	0.00	2,318.47	100.0%
Total Teacher Supplies, Texts, Misc.	44,207.52	95,074.35	-50,866.83	46.5%
Admin Salary, Tax, Benefits				
641-100 · School Administration Salaries	71,924.67	350,035.00	-278,110.33	20.55%
641-210 · School Admin. Retirement	8,205.97	40,062.88	-31,856.91	20.48%
641-220 · School Admins. Social Security	5,305.65	25,668.43	-20,362.78	20.67%
641-240 · School Admin. Health Insurance	15,444.00	79,758.00	-64,314.00	19.36%
Total Admin Salary, Tax, Benefits	100,880.29	495,524.31	-394,644.02	20.36%

Forrest M Bird Charter School
Profit & Loss Budget vs. Actual YTD
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Admin Svces, Supplies, Phone				
641-310 · School Admin. Professional Serv	14,172.00	16,500.00	-2,328.00	85.89%
641-322 · School Admin. Equipment Rental	1,586.02	6,000.00	-4,413.98	26.43%
641-350 · School Admin. Communications	4,727.66	15,200.00	-10,472.34	31.1%
641-390 · School Admin. Dues & Subscrip.	29,551.15	34,849.64	-5,298.49	84.8%
641-395 · Public Relations	151.00	1,000.00	-849.00	15.1%
641-410 · School Admin. Supplies	8,297.67	3,967.36	4,330.31	209.15%
641-455 · School Admin. Staff Meals/Party	932.90	0.00	932.90	100.0%
641-460 · School Admin Tech Supplies	2,696.87	13,084.00	-10,387.13	20.61%
Total Admin Svces, Supplies, Phone	62,115.27	90,601.00	-28,485.73	68.56%
Bldg Mgmt Salary, Tax, Benefits				
661-100 · Bldg. Management Salaries	10,870.74	43,483.00	-32,612.26	25.0%
661-210 · Building Mgmt - Retirement	1,274.79	5,191.87	-3,917.08	24.55%
661-220 · Bldg Mgmt SS & Unemployment	805.14	3,326.45	-2,521.31	24.2%
661-240 · Bldg Mgmt - Health Insurance	2,106.00	8,862.00	-6,756.00	23.76%
664-100 · Maintenance Building Salaries	9,700.66	25,075.00	-15,374.34	38.69%
664-210 · Maintenance Buildings-Retiremen	1,158.26	2,993.96	-1,835.70	38.69%
664-220 · Maint Bldg - SS & Unemployment	742.10	1,918.24	-1,176.14	38.69%
665-100 · Maint Grounds Salary	2,000.01	8,000.00	-5,999.99	25.0%
665-210 · Maint Grounds Retirement	261.99	955.20	-693.21	27.43%
665-220 · Maint Grounds SS & Unemployment	153.01	612.00	-458.99	25.0%
Total Bldg Mgmt Salary, Tax, Benefits	29,072.70	100,417.72	-71,345.02	28.95%
Bldg Mgt Supplies & Services				
661-320 · Bldg. Mgmt. Contracted Services	4,720.00	10,000.00	-5,280.00	47.2%
661-410 · Bldg.Mgmt.Cust.Supplies/NonC.E.	987.85	11,485.73	-10,497.88	8.6%
664-320 · Maint. Bldg.&Equip.-Contracted	2,070.00	1,000.00	1,070.00	207.0%
664-410 · Maint. Bldg. & Equip.- Supplies	1,478.15	11,089.00	-9,610.85	13.33%
665-320 · Maint. Grounds-Contract Service	0.00	7,000.00	-7,000.00	0.0%
665-410 · Maint. Grounds-Supplies	0.00	300.00	-300.00	0.0%
Total Bldg Mgt Supplies & Services	9,256.00	40,874.73	-31,618.73	22.65%
Conference Travel/Registration				
621-380 · Conference Travel	0.00	11,000.00	-11,000.00	0.0%
621-390 · Conference Fees-Reg.Dues,Train.	748.52	2,500.00	-1,751.48	29.94%
641-380 · School Admin. Travel	1,697.65			
Total Conference Travel/Registration	2,446.17	13,500.00	-11,053.83	18.12%
Utilities				
661-331 · Bldg. Management Electricity	6,279.51	25,000.00	-18,720.49	25.12%
661-332 · Bldg. Management Sewer/Water	6,597.70	7,600.00	-1,002.30	86.81%
Total Utilities	12,877.21	32,600.00	-19,722.79	39.5%
Transportation				
681-340 · Pupil Trans.-Contract Services	41,484.00	167,123.25	-125,639.25	24.82%
Total Transportation	41,484.00	167,123.25	-125,639.25	24.82%
Capital - Equipment				
810-550 · Cap Acquisitions-Equip (Bldg)	19,025.07	10,000.00	9,025.07	190.25%

Forrest M Bird Charter School
Profit & Loss Budget vs. Actual YTD
 July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Total Capital - Equipment	19,025.07	10,000.00	9,025.07	190.25%
Debt Service				
912-620 · Debt Payments-Interest	34,912.73	101,540.72	-66,627.99	34.38%
911-610 · Debt Payments-Principal	30,212.83	93,835.96	-63,623.13	32.2%
Total Debt Service	65,125.56	195,376.68	-130,251.12	33.33%
Total Expense	671,306.57	2,931,449.64	-2,260,143.07	22.9%
Net Ordinary Income	561,338.08	0.00	561,338.08	100.0%
Net Income	561,338.08	0.00	561,338.08	100.0%

