



## Board of Directors Meeting Agenda

<b>Team:</b>	FBCS Board of Directors	<b>Chairperson:</b>	Kate McAlister
<b>Meeting Date:</b>	Jan. 18, 2022	<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: Approval of Van Drivers: David Lien and Bill Krutz
- Action Item: Approval of Updated COVID-19 plan
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Jennifer Greve  
Mary Jensen

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

Kate McAlister

**Next Meeting Date and Time:**





# Forrest M. Bird Charter Schools

Board Meeting  
 Forrest M. Bird Charter High School  
 615 S. Madison,  
 Sandpoint, ID 83864  
 Date: Nov. 16, 2022

	Board Meeting Minutes
Minutes taken by	Mary J. Jensen
Board members Present	Kate McAlister, Jacob Iverson, Stacey Mueller
Excused Board Members	Jim Zuberhuhler
Staff present	Mark Webber, Jennifer Greve, Mary J. Jensen
Guests	
Call to Order	Meeting Called to Order at 4:11pm by Kate McAlister
Minutes	<p><b>Action Item:</b> Approval of Oct 19, 2021 Board meeting minutes @ 5:20pm</p> <p>Correction on the minutes regarding the scholarship fund to \$15,000 to set up the fund</p> <ul style="list-style-type: none"> <li>✓ Motioned – Stacey Mueller</li> <li>✓ 2<sup>nd</sup> – Jacob Iverson</li> </ul> <p>Approved Unanimously</p>

Executive Session	<ul style="list-style-type: none"> <li>• Executive Session: Personnel Formal Complaint and process @ 4:28 by Kate McAlister. Session closed at 4:39 by Kate McAlister</li> <li>• Executive Session: Student Discipline Review @ 4:40 by Kate McAlister. Session closed @ 5:15</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• No public comment</li> </ul>

Financials	<p><b>Action Item:</b> Approval Financial Reports <span style="float: right;">Greta Warren</span></p> <p>Information: School numbers update. Currently at 243. Most movement out of the school were students moving to homeschool or out of the area. We are down 54 students from last year. The majority of the</p>
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	<p>students left during the time we were online last year. Board members are concerned about the education of students who do not come to school. Board members are planning to speak to our local legislatures on the needs of our school.</p> <ul style="list-style-type: none"> <li>✓ Motioned – Stacey Mueller</li> <li>✓ 2<sup>nd</sup> – Jacob Iverson</li> </ul> <p>Approved Unanimously</p>

Adjournment	<p>Meeting adjourned at 5:16 pm</p> <ul style="list-style-type: none"> <li>✓ Motion to adjourn – Jacob Iverson</li> <li>✓ 2<sup>nd</sup> – Stacey Mueller</li> </ul> <p>Approved Unanimously</p>
Next Board Meeting	Jan. 18, 2022 – Financial Review

Respectfully Submitted: Mary J. Jensen

Date: Nov. 17, 2021

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

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

9:02 AM  
01/11/22  
Accrual Basis

**Forrest M Bird Charter School**  
**Account Balances**  
As of December 31, 2021  
Dec 31, 21

**ASSETS**

**Current Assets**

**Checking/Savings**

Contingency Account	800,960.53
Mountain West Bank	19,224.95
Mtn. West Flex Acct.	<u>884,494.06</u>
<b>Total Checking/Savings</b>	<b>1,704,679.54</b>



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

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
419 200 · Contributions/Donations	9,130.00	0.00	9,130.00	100.0%
419-920 · Miscellaneous Revenue	1,150.64	0.00	1,150.64	100.0%
431-100 · State Base Support	1,511,180.00	2,133,937.00	-622,757.00	70.82%
431-900 · Other State Support	9,349.00	224,589.00	-215,240.00	4.16%
432-100 · Driver Education Program	6,225.00	10,000.00	-3,775.00	62.25%
432-400 · Professional Technical Program	5,926.00	7,900.00	-1,974.00	75.01%
437-000 · Lottery/Additional State Maint.	19,915.00	18,590.00	1,325.00	107.13%
439-000 · Other State Revenue	912.60	6,084.00	-5,171.40	15.0%
445-100 · Title I - ESEA	10,967.24	76,572.00	-65,604.76	14.32%
445-600 · Title VI-B IDEA	24,978.99	67,978.00	-42,999.01	36.75%
445-900 · Federal Revenue	61,631.75	385,799.64	-324,167.89	15.98%
Interest Income	424.14	0.00	424.14	100.0%
<b>Total Income</b>	<b>1,661,790.36</b>	<b>2,931,449.64</b>	<b>-1,269,659.28</b>	<b>56.69%</b>
<b>Gross Profit</b>	<b>1,661,790.36</b>	<b>2,931,449.64</b>	<b>-1,269,659.28</b>	<b>56.69%</b>
<b>Expense</b>				
<b>Teacher Salary, Tax, Benefits</b>				
515-100 · Teacher Salaries	346,570.62	1,033,462.00	-686,891.38	33.54%
515-210 · Teacher Retirement	41,431.30	122,750.86	-81,319.56	33.75%
515-220 · Teacher Social Security	24,719.03	78,033.60	-53,314.57	31.68%
515-230 · Teacher Life Insurance	423.00	1,100.00	-677.00	38.46%
515-240 · Teacher Health Insurance	53,352.00	194,964.00	-141,612.00	27.37%
515-270 · Teacher Workman's Comp.	9,191.00	14,525.00	-5,334.00	63.28%
515-290 · Teacher Other Benefits	501.66	1,000.00	-498.34	50.17%
521-100 · SPED Teacher Salaries	59,097.84	167,181.00	-108,083.16	35.35%
521-210 · SPED Teacher Retire	7,056.30	20,241.79	-13,185.49	34.86%
521-220 · SPED Teacher Social Sec	4,194.00	12,789.35	-8,595.35	32.79%
521-240 · SPED Teacher Health Ins	14,040.00	44,310.00	-30,270.00	31.69%
<b>Total Teacher Salary, Tax, Benefits</b>	<b>560,576.75</b>	<b>1,690,357.60</b>	<b>-1,129,780.85</b>	<b>33.16%</b>
<b>Teacher Supplies, Texts, Misc.</b>				
515-310 · Teacher contracted services	11,220.00	10,000.00	1,220.00	112.2%
515-313 · Teacher Professional Develop.	200.00	5,500.00	-5,300.00	3.64%
515-410 · Teaching Supplies and Materials	24,207.01	47,288.35	-23,081.34	51.19%
521-310 · Teacher contracted svcs - SPED	30,026.92	32,286.00	-2,259.08	93.0%
521-350 · SPED Communications	778.08	0.00	778.08	100.0%
521-410 · SPED Teaching Supplies	2,318.47	0.00	2,318.47	100.0%
<b>Total Teacher Supplies, Texts, Misc.</b>	<b>68,750.48</b>	<b>95,074.35</b>	<b>-26,323.87</b>	<b>72.31%</b>
<b>Admin Salary, Tax, Benefits</b>				
641-100 · School Administration Salaries	136,189.50	350,035.00	-213,845.50	38.91%
641-210 · School Admin. Retirement	15,826.34	40,062.88	-24,236.54	39.5%
641-220 · School Admins. Social Security	10,013.76	25,668.43	-15,654.67	39.01%
641-240 · School Admin. Health Insurance	26,676.00	79,758.00	-53,082.00	33.45%
<b>Total Admin Salary, Tax, Benefits</b>	<b>188,705.60</b>	<b>495,524.31</b>	<b>-306,818.71</b>	<b>38.08%</b>

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

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Admin Svces, Supplies, Phone</b>				
641-310 · School Admin. Professional Serv	15,389.50	16,500.00	-1,110.50	93.27%
641-313 · School Admin Prof Development	120.00			
641-322 · School Admin. Equipment Rental	2,361.18	6,000.00	-3,638.82	39.35%
641-350 · School Admin. Communications	7,264.97	15,200.00	-7,935.03	47.8%
641-390 · School Admin. Dues & Subscrip.	36,590.41	34,849.64	1,740.77	105.0%
641-395 · Public Relations	151.00	1,000.00	-849.00	15.1%
641-410 · School Admin. Supplies	9,103.75	3,967.36	5,136.39	229.47%
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%
<b>Total Admin Svces, Supplies, Phone</b>	<b>74,610.58</b>	<b>90,601.00</b>	<b>-15,990.42</b>	<b>82.35%</b>
<b>Bldg Mgmt Salary, Tax, Benefits</b>				
661-100 · Bldg. Management Salaries	19,877.90	43,483.00	-23,605.10	45.71%
661-210 · Building Mgmt - Retirement	2,244.05	5,191.87	-2,947.82	43.22%
661-220 · Bldg Mgmt SS & Unemployment	1,418.41	3,326.45	-1,908.04	42.64%
661-240 · Bldg Mgmt - Health Insurance	3,510.00	8,862.00	-5,352.00	39.61%
664-100 · Maintenance Building Salaries	11,281.33	25,075.00	-13,793.67	44.99%
664-210 · Maintenance Buildings-Retiremen	1,158.26	2,993.96	-1,835.70	38.69%
664-220 · Maint Bldg - SS & Unemployment	921.16	1,918.24	-997.08	48.02%
665-100 · Maint Grounds Salary	3,333.35	8,000.00	-4,666.65	41.67%
665-210 · Maint Grounds Retirement	436.65	955.20	-518.55	45.71%
665-220 · Maint Grounds SS & Unemployment	255.00	612.00	-357.00	41.67%
<b>Total Bldg Mgmt Salary, Tax, Benefits</b>	<b>44,436.11</b>	<b>100,417.72</b>	<b>-55,981.61</b>	<b>44.25%</b>
<b>Bldg Mgt Supplies &amp; Services</b>				
661-320 · Bldg. Mgmt. Contracted Services	7,002.32	10,000.00	-2,997.68	70.02%
661-410 · Bldg.Mgmt.Cust.Supplies/NonC.E.	1,063.42	11,485.73	-10,422.31	9.26%
664-320 · Maint. Bldg.&Equip.-Contracted	2,395.00	1,000.00	1,395.00	239.5%
664-410 · Maint. Bldg. & Equip.- Supplies	2,016.67	11,089.00	-9,072.33	18.19%
665-320 · Maint. Grounds-Contract Service	3,280.25	7,000.00	-3,719.75	46.86%
665-410 · Maint. Grounds-Supplies	0.00	300.00	-300.00	0.0%
<b>Total Bldg Mgt Supplies &amp; Services</b>	<b>15,757.66</b>	<b>40,874.73</b>	<b>-25,117.07</b>	<b>38.55%</b>
<b>Conference Travel/Registration</b>				
621-380 · Conference Travel	0.00	11,000.00	-11,000.00	0.0%
621-390 · Conference Fees-Reg.Dues,Train.	1,027.52	2,500.00	-1,472.48	41.1%
641-380 · School Admin. Travel	1,697.65	0.00	1,697.65	100.0%
<b>Total Conference Travel/Registration</b>	<b>2,725.17</b>	<b>13,500.00</b>	<b>-10,774.83</b>	<b>20.19%</b>
<b>Utilities</b>				
661-331 · Bldg. Management Electricity	12,700.39	25,000.00	-12,299.61	50.8%
661-332 · Bldg. Management Sewer/Water	7,909.47	7,600.00	309.47	104.07%
<b>Total Utilities</b>	<b>20,609.86</b>	<b>32,600.00</b>	<b>-11,990.14</b>	<b>63.22%</b>
<b>Transportation</b>				
682-340 · Pupil Trans.- Activity	275.05	0.00	275.05	100.0%
681-340 · Pupil Trans.-Contract Services	73,264.20	167,123.25	-93,859.05	43.84%
<b>Total Transportation</b>	<b>73,539.25</b>	<b>167,123.25</b>	<b>-93,584.00</b>	<b>44.0%</b>



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

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Capital - Equipment</b>				
810-550 · Cap Acquisitions-Equip (Bldg)	24,746.57	10,000.00	14,746.57	247.47%
<b>Total Capital - Equipment</b>	24,746.57	10,000.00	14,746.57	247.47%
<b>Debt Service</b>				
912-620 · Debt Payments-Interest	51,376.89	101,540.72	-50,163.83	50.6%
911-610 · Debt Payments-Principal	46,311.45	93,835.96	-47,524.51	49.35%
<b>Total Debt Service</b>	97,688.34	195,376.68	-97,688.34	50.0%
<b>Total Expense</b>	1,172,146.37	2,931,449.64	-1,759,303.27	39.99%
<b>Net Ordinary Income</b>	489,643.99	0.00	489,643.99	100.0%
<b>Net Income</b>	489,643.99	0.00	489,643.99	100.0%



**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
<b>Ordinary Income/Expense</b>														
<b>Income</b>														
419-200 Contributions/Donations	5,030.00	2,000.00	2,100.00											9,130.00
419-920 - Miscellaneous Revenue	40.00			222.00	326,884.00	888.64						622,757.00	1,150.64	2,133,937.00
431-100 - State Base Support		1,184,296.00												248,573.00
431-900 - Other State Support		3,000.00	1,575.00	4,624.00	9,151.00	4,062.60						226,160.40	19,915.00	530,350.00
437-000 - Lottery/Add State Maint.			19,673.00			242.00								432,772.02
445-900 - Federal Revenue		4,849.64		4,941.71		87,786.63								424.14
Interest Income	45.05	80.30	98.06	69.89	65.53	65.31								1,281,689.42
<b>Total Income</b>	5,115.05	1,194,225.94	23,446.06	9,857.60	336,100.53	93,045.18								2,943,479.78
<b>Expense</b>														
Teacher Salary, Tax, Benefits	5,075.44	2,821.43	135,392.85	141,527.06	137,679.88									422,496.66
Teacher Supplies, Texts, Misc.	2,279.76	7,829.09	14,068.33	22,747.25	10,083.90									57,008.33
Admin Salary, Tax, Benefits	-	18,868.89	40,451.78	41,559.62	42,253.63									143,133.92
Admin Svcs, Supplies, Phone	28,079.59	10,772.81	17,928.70	7,898.04	3,466.83									68,145.97
Bldg Mgmt Salary, Tax, Benefits	3,231.91	8,667.44	8,796.71	8,376.64	6,987.38									36,060.08
Bldg Mgt Supplies & Services	1,133.25	3,133.10	3,457.39	1,532.26	1,834.80									11,090.80
Conference Travel/Registration	402.00	-	1,079.61	964.56	279.00									2,725.17
Utilities	2,787.61	3,652.56	2,812.54	3,624.50	3,700.60									16,577.81
Transportation	-	-	20,070.00	21,414.00	18,621.25									60,105.25
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	195,376.68	
Estimated Monthly Expenses	69,108.17	81,214.56	260,339.30	265,925.32	241,188.66	245,000.00	260,000.00	240,000.00	240,000.00	240,000.00	240,000.00	240,000.00	1,705,000.00	
<b>Total Expense</b>	69,108.17	81,214.56	260,339.30	265,925.32	241,188.66	261,281.39	276,281.39	256,281.39	256,281.39	256,281.39	256,281.39	256,281.39	2,736,745.74	
<b>Net Income</b>	<b>(63,993.12)</b>	<b>1,113,011.38</b>	<b>(236,893.24)</b>	<b>(256,067.72)</b>	<b>94,911.87</b>	<b>(168,236.21)</b>	<b>(276,281.39)</b>	<b>(256,281.39)</b>	<b>(256,281.39)</b>	<b>(256,281.39)</b>	<b>(256,281.39)</b>	<b>(256,281.39)</b>	<b>1,025,408.03</b>	<b>206,734.04</b>

Bank Balance as of 11/30/21

1,864,533.30    1,696,297.09    1,420,015.70    1,163,734.31    907,452.92    651,171.53    394,890.14    1,420,298.17

Bank Balance 6/30/2021

1,464,247.07





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

Updated Jan. 10, 2022

### **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) – FBCS will have a normal schedule, with students attending live classes four days a week.**

**Level 2 (Yellow Level) – FBCS will move to a hybrid schedule with students attending live classes two days a week.**

**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.
  
- 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 optional for all members of the school community.
  - Level 2 and Level 3: Masks or Face Shields highly recommended yet optional in the school buildings for all students and staff. [To learn more about the proper wearing of masks, click here.](#)
    - 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.

### **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.
- 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.
  - 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
  - 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.
  - Campus visitors
    - 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
    - FBCS staff will be awarded an additional 10 days of COVID leave of absence. This may be used in the case of showing symptoms towards having COVID. In order to use this time, a staff member must take a COVID test and present the findings of the test to Mary Jensen, Charter Administrator. If the test proves to be negative for COVID, the staff member is to return to work or use their regular allotted sick leave days.
- Back-up Staffing Plan
  - If 20% 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 COVID-19 or Positive COVID-19 Test
  - We will follow CDC and Panhandle Health District Guidelines. [COVID-19 Quarantine and Isolation | CDC](#)
  - Families are to contact the school if a student tests positive for COVID-19.
- 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.
  - 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 symptoms have subsided and no fever is presenting itself.
- 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.

### **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/ffcr-a-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/>