



## Board of Directors Meeting Agenda

<b>Team:</b>	FBCS Board of Directors	<b>Chairperson:</b>	Kate McAlister
<b>Meeting Date:</b>	Sept. 19, 2023	<b>Start Time:</b>	4:30 PM
<b>Minutes:</b>	BOD Secretary – Bonnie Jakubus	<b>Location:</b>	FBCS Millar Building
<b>Address:</b>	615 S. Madison Ave, Sandpoint, ID 83864		

**Call to Order @ 4:30 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: Audit Report
- Action Item: Approval Financial Reports
- Action Item: Opening a new bank account with STCU

Kevin Smith  
Greta Warren  
Greta Warren

#### Open Business

- Action Item: Dave Lien Bus Driver
- Action Item: Accept Colin Day Petition to join the board
- Board Training

Mary J. Jensen  
Mary J. Jensen  
Kate McAlister

**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: August 22, 2023

	Board Meeting Minutes
Minutes taken by	Bonnie Jakubos
Board members Present	Kate McAlister, Shawn Burns, Bonnie Jakubos
Excused Board Members	Jacob Iverson
Staff present	Mary Jensen
Guests	Stephanie Hawkins, Collin Day
Call to Order	Meeting Called to Order at 4:31 pm; Quorum established at 4:40 pm
Minutes	<p><b>Action Item:</b> Approval of July 6, 2023 Board meeting minutes</p> <ul style="list-style-type: none"> <li>✓ Motioned – Bonnie Jakubos</li> <li>✓ 2<sup>nd</sup> – Shawn Burns</li> </ul> <p>Approved Unanimously</p>

Executive Session	Student A - Academic Intervention
Public Comment	<ul style="list-style-type: none"> <li>• No public comment</li> </ul>

Financial Reports	<p><b>Action item:</b> <i>Approval of Financial Reports</i></p> <p>Notes: No discussion on this item.</p> <p>Approval</p> <ul style="list-style-type: none"> <li>✓ Motioned – Shawn Burns</li> <li>✓ 2<sup>nd</sup> – Bonnie Jakubos</li> </ul> <p>Approved Unanimously</p>
Open Business	<p><b>Action item:</b> <i>Onboarding New Board Members Hawkins and Trumbull</i></p> <p>Notes: The board continued discussion from the July 6, 2023 meeting about the present by-laws, which limit new board members to joining once a year. It was pointed out that prospective board members are more likely to maintain their interest if they don't have to wait until the next annual meeting. There was continued discussion about following consistent procedures for prospective board members, making sure that they understand the expectations for members. In addition, there should be a more formal</p>

interview process.

Mary Jensen and Kate McAlister offered to rewrite the pertinent by-laws and bring them to the next meeting. Therefore, this action item will be tabled until the next meeting.

Approval to table this item

- ✓ Motioned – Bonnie Jakubos
- ✓ 2nd – Shawn Burns

Approved Unanimously

**Action Item:** *COVID school plan for Fall 2023*

Notes: Mary explained that COVID protocols will be the same. This is the last year to spend COVID funds. Funds will be used for an extra-fast computer lab used for creating videos and to have virtual field trips.

Approval

- ✓ Motioned – Shawn Burns
- ✓ 2nd – Bonnie Jakubos

Approved Unanimously

**Action Item:** *Rachel Castor hire as HS Science Teacher by Alternate Teacher Certification.*

Notes: Rachel already has a Biology endorsement and will be taking the Physical Science Praxis in September.

Approval

- ✓ Motioned – Bonnie Jakubos
- ✓ 2nd – Shawn Burn

Approved Unanimously

**Action Item:** *Employee Handbook Updates*

Notes: Staff will have an additional personal day, which will match current LPOSD policy. Teachers will have the option to opt out of overnight field trips. There have been teacher concerns over personal liability issues on those trips.

Approval

- ✓ Motioned – Shawn Burns
- ✓ 2nd – Bonnie Jakubos

Approved Unanimously

**Action Item:** *2023/24 Student Handbooks*

Notes: The High School and Middle School Handbooks have been merged to eliminate repetitive pages. The new Handbook will also give Middle School students and their families the opportunity to see High School expectations.

Approval

- ✓ Motioned – Bonnie Jakubos
- ✓ 2nd – Shawn Burns

Approved Unanimously

**Action Item:** *Planning Committee Board Member Participant*

Notes: This year, the Planning Committee will be exploring the possibility of FBCS becoming a STEM accredited school. Shawn Burns volunteered to join the committee with Board approval.

Approval

- ✓ Motioned – Bonnie Jakubos
- ✓ 2nd – Kate McAlister

Approved Unanimously

***Discussion Item: Board Trainings: How and When***

Notes: The Board agree that more training would increase effectiveness. Board members will be reading The Governance Core during this fall and early winter, with discussions about assigned chapters after each meeting. In addition, ISBA will hold a ½ day training at FBCS in October. Board members preferred to have the training on a Saturday. Mary Jensen will coordinate with ISBA to establish the date and time.

***Informational: Accreditation and Performance Certificate***

Notes: Mary informed the Board that teachers are gathering data and analyzing it for the FBCS Accreditation review, which takes place during Fall 2023. The Performance Certificate, which requires the same data, will also be taking place.

***Action: Attendance Procedures***

Notes: Mary informed the Board that attendance has become more of an issue since COVID happened. School funding will be going back to pre-COVID standards, which are based on school attendance. Chronic absences also make it difficult to achieve the school mission of fostering community. A student's ability to graduate on time is directly related to regular school attendance. Lindsay Holland drafted a new attendance accountability procedure for Board review and approval.

Approval

- ✓ Motioned – Shawn Burns
- ✓ 2nd – Bonnie Jakubos

Approved Unanimously

Action: Policy review and updates

Notes: No discussion on this item.

Approval

- ✓ Motioned – Shawn Burns
- ✓ 2nd – Bonnie Jakubos

Approved Unanimously

***Action: Election of Officers for 2023-24 School Year***

Notes: Slate of officers

- Chair: Kate McAlister
- Vice-Chair: Shawn Burns
- Secretary: Bonnie Jakubos
- Treasurer: Jacob Iverson

Approval

- ✓ Motioned – Bonnie Jakubos
- ✓ 2nd – Shawn Burns

Approved Unanimously

***Action: Board Chair Oath of Office***

Completed

	<p><b>Action:</b> Board Oath of Office</p> <p>Completed</p>
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Adjournment	<p>Meeting adjourned at 5:15 pm</p> <ul style="list-style-type: none"> <li>✓ Motion to adjourn – Bonnie Jakubos</li> <li>✓ 2<sup>nd</sup> – Shawn Burns</li> </ul> <p>Approved Unanimously</p>
Next Board Meeting	TBA

Respectfully Submitted: Bonnie Jakubos

Date: August 28, 2023

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

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

**Forrest M Bird Charter School**  
**Profit & Loss Budget vs. Actual YTD**  
 July through August 2023

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
419-200 · Contributions/Donations	5.00	0.00	5.00	100.0%
431-100 · State Base Support	1,477,895.00	2,405,066.00	-927,171.00	61.45%
431-200 · State Transportation Support	0.00	75,000.00	-75,000.00	0.0%
431-800 · Benefit Apportionment	0.00	317,603.00	-317,603.00	0.0%
431-900 · Other State Support	0.00	168,045.00	-168,045.00	0.0%
437-000 · Lottery/Additional State Maint.	0.00	25,445.00	-25,445.00	0.0%
445-100 · Title I - ESEA	0.00	86,525.00	-86,525.00	0.0%
445-600 · Title VI-B IDEA	0.00	53,500.00	-53,500.00	0.0%
445-900 · Federal Revenue	11,901.27	293,777.00	-281,875.73	4.05%
415-000 · Interest Income	896.56	0.00	896.56	100.0%
<b>Total Income</b>	<b>1,490,697.83</b>	<b>3,424,961.00</b>	<b>-1,934,263.17</b>	<b>43.53%</b>
<b>Gross Profit</b>	<b>1,490,697.83</b>	<b>3,424,961.00</b>	<b>-1,934,263.17</b>	<b>43.53%</b>
<b>Expense</b>				
<b>Teacher Salary, Tax, Benefits</b>				
515-100 · Teacher Salaries	0.00	1,144,922.00	-1,144,922.00	0.0%
515-210 · Teacher Retirement	0.00	143,886.23	-143,886.23	0.0%
515-220 · Teacher Social Security	0.00	86,821.18	-86,821.18	0.0%
515-230 · Teacher Life Insurance	0.00	1,060.00	-1,060.00	0.0%
515-240 · Teacher Health Insurance	3,184.04	263,172.00	-259,987.96	1.21%
515-270 · Teacher Workman's Comp.	5,496.00	13,000.00	-7,504.00	42.28%
515-290 · Teacher Other Benefits	626.77	1,600.00	-973.23	39.17%
521-100 · SPED Teacher Salaries	0.00	193,922.00	-193,922.00	0.0%
521-210 · SPED Teacher Retire	0.00	24,183.89	-24,183.89	0.0%
521-220 · SPED Teacher Social Sec	0.00	14,835.03	-14,835.03	0.0%
521-240 · SPED Teacher Health Ins	3,184.04	50,610.00	-47,425.96	6.29%
<b>Total Teacher Salary, Tax, Benefits</b>	<b>12,490.85</b>	<b>1,938,012.33</b>	<b>-1,925,521.48</b>	<b>0.65%</b>
<b>Teacher Supplies, Texts, Misc.</b>				
515-310 · Teacher contracted services	0.00	2,300.00	-2,300.00	0.0%
515-313 · Teacher Professional Develop.	113.30	4,000.00	-3,886.70	2.83%
515-410 · Teaching Supplies and Materials	5,726.66	80,893.26	-75,166.60	7.08%
521-310 · Teacher contracted svcs - SPED	0.00	68,500.00	-68,500.00	0.0%
521-350 · SPED Communications	258.92	1,430.00	-1,171.08	18.11%
521-410 · SPED Teaching Supplies	1,653.90	500.00	1,153.90	330.78%
521-624 · SPED Books and Periodicals	151.30	0.00	151.30	100.0%
<b>Total Teacher Supplies, Texts, Misc.</b>	<b>7,904.08</b>	<b>157,623.26</b>	<b>-149,719.18</b>	<b>5.02%</b>
<b>Admin Salary, Tax, Benefits</b>				
641-100 · School Administration Salaries	31,243.04	375,123.00	-343,879.96	8.33%
641-210 · School Admin. Retirement	3,492.97	43,020.05	-39,527.08	8.12%
641-220 · School Admins. Social Security	2,369.42	27,632.03	-25,262.61	8.58%
641-240 · School Admin. Health Insurance	8,683.87	91,098.00	-82,414.13	9.53%
<b>Total Admin Salary, Tax, Benefits</b>	<b>45,789.30</b>	<b>536,873.08</b>	<b>-491,083.78</b>	<b>8.53%</b>
<b>Admin Svces, Supplies, Phone</b>				

**Forrest M Bird Charter School**  
**Profit & Loss Budget vs. Actual YTD**  
 July through August 2023

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
641-310 · School Admin. Professional Serv	4,700.00	25,850.00	-21,150.00	18.18%
641-322 · School Admin. Equipment Rental	770.80	4,500.00	-3,729.20	17.13%
641-350 · School Admin. Communications	1,935.89	12,700.00	-10,764.11	15.24%
641-390 · School Admin. Dues & Subscrip.	32,205.20	40,571.00	-8,365.80	79.38%
641-395 · Public Relations	0.00	1,500.00	-1,500.00	0.0%
641-410 · School Admin. Supplies	2,175.03	14,732.24	-12,557.21	14.76%
641-455 · School Admin. Meals	796.21	800.00	-3.79	99.53%
641-460 · School Admin Tech Supplies	592.64	28,284.00	-27,691.36	2.1%
<b>Total Admin Svces, Supplies, Phone</b>	<b>43,175.77</b>	<b>128,937.24</b>	<b>-85,761.47</b>	<b>33.49%</b>
<b>Bldg Mgmt Salary, Tax, Benefits</b>				
661-100 · Bldg. Management Salaries	6,166.66	37,000.00	-30,833.34	16.67%
661-210 · Building Mgmt - Retirement	655.90	4,136.60	-3,480.70	15.86%
661-220 · Bldg Mgmt SS & Unemployment	471.75	2,830.50	-2,358.75	16.67%
661-240 · Bldg Mgmt - Health Insurance	1,592.02	10,122.00	-8,529.98	15.73%
664-100 · Maintenance Building Salaries	3,426.43	23,748.00	-20,321.57	14.43%
664-210 · Maintenance Buildings-Retiremen	416.61	2,655.03	-2,238.42	15.69%
664-220 · Maint Bldg - SS & Unemployment	262.12	1,816.72	-1,554.60	14.43%
664-240 · Maint Bldg - Health Insurance	1,592.02	10,122.00	-8,529.98	15.73%
<b>Total Bldg Mgmt Salary, Tax, Benefits</b>	<b>14,583.51</b>	<b>92,430.85</b>	<b>-77,847.34</b>	<b>15.78%</b>
<b>Bldg Mgt Supplies &amp; Services</b>				
661-320 · Bldg. Mgmt. Contracted Services	691.37	14,000.00	-13,308.63	4.94%
661-410 · Bldg.Mgmt.Cust.Supplies/NonC.E.	293.90	1,100.00	-806.10	26.72%
664-320 · Maint. Bldg.&Equip.-Contracted	0.00	3,500.00	-3,500.00	0.0%
664-410 · Maint. Bldg. & Equip.- Supplies	2,128.40	10,907.56	-8,779.16	19.51%
665-320 · Maint. Grounds-Contract Service	1,261.75	40,000.00	-38,738.25	3.15%
665-410 · Maint. Grounds-Supplies	28.28	1,000.00	-971.72	2.83%
<b>Total Bldg Mgt Supplies &amp; Services</b>	<b>4,403.70</b>	<b>70,507.56</b>	<b>-66,103.86</b>	<b>6.25%</b>
<b>Conference Travel/Registration</b>				
621-380 · Conference Travel	0.00	13,000.00	-13,000.00	0.0%
621-390 · Conference Fees-Reg.Dues,Train.	0.00	2,000.00	-2,000.00	0.0%
<b>Total Conference Travel/Registration</b>	<b>0.00</b>	<b>15,000.00</b>	<b>-15,000.00</b>	<b>0.0%</b>
<b>Utilities</b>				
661-331 · Bldg. Management Electricity	2,656.35	42,000.00	-39,343.65	6.33%
661-332 · Bldg. Management Sewer/Water	2,589.98	8,200.00	-5,610.02	31.59%
<b>Total Utilities</b>	<b>5,246.33</b>	<b>50,200.00</b>	<b>-44,953.67</b>	<b>10.45%</b>
<b>Transportation</b>				
681-340 · Pupil Trans.-Contract Services	0.00	230,000.00	-230,000.00	0.0%
<b>Total Transportation</b>	<b>0.00</b>	<b>230,000.00</b>	<b>-230,000.00</b>	<b>0.0%</b>
<b>Capital - Building</b>				
810-540 · Capital Acquisitions-Building	0.00	10,000.00	-10,000.00	0.0%
<b>Total Capital - Building</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>	<b>0.0%</b>
<b>Capital - Equipment</b>				
811-557 · Technology Infrastructure	9,980.99	0.00	9,980.99	100.0%
<b>Total Capital - Equipment</b>	<b>9,980.99</b>	<b>0.00</b>	<b>9,980.99</b>	<b>100.0%</b>

**Forrest M Bird Charter School**  
**Profit & Loss Budget vs. Actual YTD**  
 July through August 2023

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Debt Service</b>				
912-620 · Debt Payments-Interest	15,426.54	93,924.19	-78,497.65	16.42%
911-610 · Debt Payments-Principal	17,136.24	101,452.49	-84,316.25	16.89%
<b>Total Debt Service</b>	32,562.78	195,376.68	-162,813.90	16.67%
<b>Total Expense</b>	176,137.31	3,424,961.00	-3,248,823.69	5.14%
<b>Net Ordinary Income</b>	1,314,560.52	0.00	1,314,560.52	100.0%
<b>Net Income</b>	1,314,560.52	0.00	1,314,560.52	100.0%



# Forrest M Bird Charter School Account Balances Sheet

As of August 31, 2023

Aug 31, 23

Checking/Savings

Contingency Account	800,960.53
Mountain West Bank	17,564.00
Mtn. West Flex Acct.	1,844,820.86
Scholarship Account	<u>13,468.23</u>
Total Checking/Savings	2,676,813.62

**Forrest M Bird Charter School**  
**Profit & Loss Forecast Overview - All**  
 July 2023 through June 2024

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 22 - Jun 23
<b>Ordinary Income/Expense</b>													<b>TOTAL</b>
Income													
419-200 Contributions/Donations		5.00											5.00
419-920 - Miscellaneous Revenue		1,477,895.00											2,797,669.00
431-100 - State Base Support		-										1,319,774.00	1,319,774.00
431-900 - Other State Support		-	24,406.00									171,195.00	171,195.00
437-000 - Lottery/Add State Maint.		11,901.27										421,900.73	421,900.73
445-900 - Federal Revenue		615.64											433,802.00
Interest Income	280.92												896.56
Total Income	280.92	1,490,416.91	24,406.00									1,912,869.73	3,427,973.56
Expense													
Teacher Salary, Tax, Benefits	7,288.55	5,122.79											12,411.34
Teacher Supplies, Texts, Misc.	2,167.03	5,737.05											7,904.08
Admin Salary, Tax, Benefits	22,532.64	23,256.66											45,789.30
Admin Svcs, Supplies, Phone	34,473.81	8,194.80											42,668.61
Bldg Mgmt Salary, Tax, Benefits	6,963.39	7,620.12											14,583.51
Bldg Mgt Supplies & Services	3,813.03	547.51											4,360.54
Conference Travel/Registration	-												-
Utilities	2,676.87	2,569.46											5,246.33
Transportation	-	-											-
Capital - Building	-	-											-
Capital - Equipment	-	9,980.99											9,980.99
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	20,000.00	20,000.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00	270,000.00	2,720,000.00
Total Expense	96,196.71	99,310.77	286,281.39	286,281.39	286,281.39	286,281.39	286,281.39	286,281.39	286,281.39	286,281.39	286,281.39	286,281.39	3,058,321.38
<b>Net Income</b>	<b>(95,915.79)</b>	<b>1,391,106.14</b>	<b>(261,875.39)</b>	<b>(286,281.39)</b>	<b>(286,281.39)</b>	<b>(286,281.39)</b>	<b>(286,281.39)</b>	<b>(286,281.39)</b>	<b>(286,281.39)</b>	<b>(286,281.39)</b>	<b>(286,281.39)</b>	<b>(286,281.39)</b>	<b>369,652.18</b>
Bank Balance as of 8/31/2023		2,676,813.62	2,414,938.23	2,128,656.84	1,842,375.45	1,556,094.06	1,269,812.67	983,531.28	697,249.89	410,968.50	124,687.11	1,751,275.45	
Bank Balance 6/30/2023												1,618,421.70	

## STCU ACCOUNT OPTIONS

Leigh-Ann Florence <leigh-annc@stcu.org>

Thu 9/7/2023 11:38 AM

To:Greta Warren <gretawarren@forrestbirdcharterschool.org>;Mary Jensen <maryjensen@forrestbirdcharterschool.org>

Cc:Medora Nagle <medoran@stcu.org>

Hi Greta and Mary,

I was able to get on a quick call with my manager and the business team, so I won't make you wait until next week to get this information!

As a new business member, we have an excellent rate promotion of 3.5% APY on our business money market account for balances over 100K. That rate is guaranteed until August 31, 2024. The money market account allows for up to 6 checks per month to be written from the account, and there is no penalty for withdraws. This account is the best fit for the checking account we talked about, since it is not the main operating account that would have need for more transactions, and with our money market accounts, the funds are liquid, meaning they can be moved, transferred, or withdrawn easily. The other offer we have is a 9-month CD that is currently paying 5.38% APY, this is a promotional CD, so we can set it up to roll into the money market when it matures, and then look at other rates at that time. I have CC'd my assistant branch manager as well, so if you have any questions and I am not available, please feel free to reach out to Medora Nagle.

It was a pleasure to meet both of you, and I hope that we can be a good fit with the Charter School. I look forward to seeing you both again soon!

### Leigh-Ann Florence

**MEMBER CONSULTANT**

STCU Bonner County Branch

**TEL** (208) 619.4047 | **FAX** (208)457-9431

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