



Board of Directors Meeting Agenda

Team:	FBCS Board of Directors	Chairperson:	Kate McAlister
Meeting Date:	February 13, 2024	Start Time:	4:30
Minutes:	Bonnie Jakubos	Location:	FBCS Millar Building
Address:	615 S. Madison Ave, Sandpoint, ID 83864		

Call to Order @ 8:00 AM: BOD Chairperson – *Kate McAlister*

ITEM

Pledge of Allegiance Kate McAlister

Approval of minutes Kate McAlister

Public Comment Kate McAlister

Executive Session

- Student A Academic Intervention
- Student B Discipline Hearing

Financials

- Action Item: Approval Financial Reports Mary J. Jensen
- Action Item: Approval of Revenues and Expenditures Statement Mary J. Jensen
- Action Item: Removal of Kate McAlister from bank Accounts Mary J. Jensen
- Action Item: Add Shawn Burns and Stephanie Hawkins as signers to STCU Banck Accounts Mary J. Jensen

Executive Director Report Mary J. Jensen

Open Business

- Action Item: Emergency Closure Days: 1/17/24, 1/19/24 Mary J. Jensen
- Action Item: Ben Evans, Shainnie Wade, Holly Walker, and Todd Claunch as van drivers Mary J. Jensen
- Action Item: Number of total Van Drivers Mary J. Jensen
- Action Item: Montgomery Taylor Resignation Mary J. Jensen
- Action Item: Mikell Zimmerman hire Mary J. Jensen
- Action Item: Mikell Zimmerman Charter Certification Mary Jensen
- Action Item: Jacob Iverson resignation from Board Kate McAlister
- Action Item: Kate McAlister retirement from the Board Kate McAlister
- Action Item: Selection of Board Treasurer Kate McAlister
- Action Item: Selection of board chairperson Kate McAlister

Adjourn @ :00 PM: BOD Chairperson

Kate McAlister

Next Meeting Date and Time: March 19, 2024



Forrest M. Bird Charter Schools

Board Meeting
 Forrest M. Bird Charter High School
 615 S. Madison,
 Sandpoint, ID 83864
 Date: November 28, 2023

	Board Meeting Minutes
Minutes taken by	Bonnie Jakubos
Board members Present	Shawn Burns, Bonnie Jakubos, Stephanie Hawkins, Collin Day
Excused Board Members	Kate McAlister
Staff present	Mary Jensen, Greta Warren, Eric Fulgenzi
Guests	<ul style="list-style-type: none"> Susan Roberts
Call to Order	Meeting Called to Order at 4:31; Quorum established at 4:31
Minutes	<p>Action Item: <i>October 21, 2023 Board meeting minutes</i></p> <ul style="list-style-type: none"> ✓ Motioned – Collin Day ✓ 2nd – Bonnie Jakubos <p>Approved Unanimously</p>

Executive Session	<p>Action Item: <i>Student A Disciplinary Hearing</i></p> <p>Notes: Student A will be retained at FBCS and will follow a behavior plan.</p> <ul style="list-style-type: none"> ✓ Motioned – Collin Day ✓ 2nd – Stephanie Hawkins <p>Approved Unanimously</p>
Public Comment	<ul style="list-style-type: none"> No public comment

Financial Reports	<p>Action item: <i>Approval of Financial Reports</i></p> <p>Notes: No discussion on this item.</p> <p>Approval</p> <ul style="list-style-type: none"> ✓ Motioned – Bonnie Jakubos ✓ 2nd – Stephanie Hawkins <p>Approved Unanimously</p>
Executive Director Report	<p>Mary updated the Board on student numbers and how many applicants there are for each grade level at the present time. She also reported that daily student attendance has increased since last year. There are fewer NC's, so Academic Intervention seems to be working.</p>

Open Business	<p>Action Item: FBCS Marketing Committee</p> <p>Notes: Stephanie Hawkins and Collin Day have offered to serve on the committee.</p> <p>Approval ✓ Motioned – Stephanie Hawkins ✓ 2nd – Collin Day Approved Unanimously</p> <p>Action Item: Open Enrollment Dates</p> <p>Notes: Mary suggested starting open enrollment on February 15, 2024, with the lottery taking place during the week of March 18, 2024, which is just before Spring Break.</p> <p>Approval ✓ Motioned – Bonnie Jakubos ✓ 2nd – Stephanie Hawkins Approved Unanimously</p> <p>Motion to Adjourn</p> <p>Approval ✓ Motioned – Stephanie Hawkins ✓ 2nd – Collin Day Approved Unanimously</p>

Adjournment	Meeting adjourned at 5:27 pm
Next Board Meeting	February 13, 2024

Respectfully Submitted: Bonnie Jakubos

Date: December 4, 2023

Signed: _____
 Board Chair, date

Signed: _____
 Board Secretary, date

Forrest M Bird Charter School Account Balances Sheet

As of December 31, 2023

Dec 31, 23

ASSETS

Current Assets

Checking/Savings

Contingency Account	50,840.53
Mountain West Bank	50,230.17
Mtn. West Flex Acct.	1,525,836.50
Scholarship Account	14,918.23
STCU Checking	74.61
STCU Money Market	<u>250,496.52</u>
Total Checking/Savings	1,892,396.56

Forrest M Bird Charter School
Cash Flow Forecast Overview
 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 23 - Jun 23	TOTAL
Ordinary Income/Expense														
Income														
419-200 Contributions/Donations		5.00	320.00	4,120.00		1,330.00								5,775.00
419-920 - Miscellaneous Revenue			75.00		87.50	528.75	551.00							1,242.25
431-100 - State Base Support		1,477,895.00			600,637.00									2,797,669.00
431-900 - Other State Support			19,012.00	1,575.00		6,768.00	14,400.00							171,195.00
437-000 - Lottery/Add State Maint.			24,406.00											24,406.00
445-900 - Federal Revenue		11,901.27	4,752.20	52,969.39	68,532.71	37,340.23	28,508.74							433,802.00
Interest Income	280.92	615.64	1,122.85	1,522.36	3,305.49	3,467.24								10,314.50
Total Income	280.92	1,490,416.91	49,688.05	60,186.75	672,562.70	49,434.22	43,459.74					1,078,374.46		3,444,403.75
Expense														
Teacher Salary, Tax, Benefits	7,288.55	5,049.05	152,912.12	164,165.09	155,434.87	157,462.04								642,311.72
Teacher Supplies, Texts, Misc.	2,167.03	7,037.05	11,779.23	40,005.75	14,940.10	9,324.78								85,253.94
Admin Salary, Tax, Benefits	22,532.64	23,256.66	46,959.79	45,539.22	46,534.92	44,940.56								229,763.79
Admin Svcs, Supplies, Phone	34,473.81	13,465.30	37,355.03	9,429.17	4,034.41	3,411.10								102,168.82
Bldg Mgmt Salary, Tax, Benefits	6,963.39	7,620.12	7,620.12	7,357.42	7,751.47	7,094.75								44,407.27
Bldg Mgt Supplies & Services	3,813.03	1,775.49	4,915.54	7,406.02	3,336.83	4,912.04								26,158.95
Conference Travel/Registration			704.46	(8.00)	122.60									819.06
Utilities	2,676.87	2,569.46	3,449.22	3,352.16	4,916.07	7,062.88								24,026.66
Transportation			24,200.02	29,778.86	22,071.42	12,444.24								88,494.54
Capital - Building														
Capital - Equipment		17,218.03			5,341.74									22,559.77
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														1,615,000.00
Total Expense	96,196.71	94,272.55	306,176.92	323,307.08	280,765.82	262,933.78	281,281.39	286,281.39	286,281.39	286,281.39	286,281.39	286,281.39	286,281.39	3,076,341.20
Net Income	(95,915.79)	1,396,144.36	(256,488.87)	(263,120.33)	391,796.88	(213,499.56)	(237,821.65)	(286,281.39)	(286,281.39)	(286,281.39)	(286,281.39)	(286,281.39)	(286,281.39)	388,062.55
Bank Balance as of 12/31/2023						1,892,396.56	1,654,574.91	1,368,293.52	1,082,012.13	795,730.74	509,449.35	1,301,542.42		
Bank Balance 6/30/2023														1,618,421.70

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

Ordinary Income/Expense	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Income				
419-200 · Contributions/Donations	5,775.00	0.00	5,775.00	100.0%
419-900 · Miscellaneous Revenue	691.25	0.00	691.25	100.0%
431-100 · State Base Support	2,078,532.00	2,405,066.00	-326,534.00	86.42%
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	8,343.00	168,045.00	-159,702.00	4.97%
437-000 · Lottery/Additional State Maint.	24,406.00	25,445.00	-1,039.00	95.92%
439-000 · Other State Revenue	19,012.00	0.00	19,012.00	100.0%
445-100 · Title I - ESEA	20,215.72	86,525.00	-66,309.28	23.36%
445-600 · Title VI-B IDEA	24,800.00	53,500.00	-28,700.00	46.36%
445-900 · Federal Revenue	130,480.08	293,777.00	-163,296.92	44.42%
415-000 · Interest Income	10,314.50	0.00	10,314.50	100.0%
Total Income	2,322,569.55	3,424,961.00	-1,102,391.45	67.81%
Gross Profit	2,322,569.55	3,424,961.00	-1,102,391.45	67.81%
Expense				
Teacher Salary, Tax, Benefits				
515-100 · Teacher Salaries	383,570.12	1,144,922.00	-761,351.88	33.5%
515-210 · Teacher Retirement	48,197.40	143,886.23	-95,688.83	33.5%
515-220 · Teacher Social Security	28,376.07	86,821.18	-58,445.11	32.68%
515-230 · Teacher Life Insurance	447.00	1,060.00	-613.00	42.17%
515-240 · Teacher Health Insurance	67,208.92	263,172.00	-195,963.08	25.54%
515-270 · Teacher Workman's Comp.	10,195.00	13,000.00	-2,805.00	78.42%
515-290 · Teacher Other Benefits	1,277.50	1,600.00	-322.50	79.84%
521-100 · SPED Teacher Salaries	70,166.75	193,922.00	-123,755.25	36.18%
521-210 · SPED Teacher Retire	8,679.04	24,183.89	-15,504.85	35.89%
521-220 · SPED Teacher Social Sec	5,089.68	14,835.03	-9,745.35	34.31%
521-240 · SPED Teacher Health Ins	19,104.24	50,610.00	-31,505.76	37.75%
Total Teacher Salary, Tax, Benefits	642,311.72	1,938,012.33	-1,295,700.61	33.14%
Teacher Supplies, Texts, Misc.				
515-310 · Teacher contracted services	3,528.75	2,300.00	1,228.75	153.42%
515-313 · Teacher Professional Develop.	4,018.50	4,000.00	18.50	100.46%
515-390 · Teaching - Other Purchased Serv	8,720.42	0.00	8,720.42	100.0%
515-410 · Teaching Supplies and Materials	33,619.22	80,893.26	-47,274.04	41.56%
515-624 · Books and Periodicals	411.35	0.00	411.35	100.0%
521-310 · Teacher contracted svcs - SPED	31,042.00	68,500.00	-37,458.00	45.32%
521-350 · SPED Communications	776.98	1,430.00	-653.02	54.33%
521-410 · SPED Teaching Supplies	2,787.64	500.00	2,287.64	557.53%
521-624 · SPED Books and Periodicals	349.08	0.00	349.08	100.0%
Total Teacher Supplies, Texts, Misc.	85,253.94	157,623.26	-72,369.32	54.09%
Admin Salary, Tax, Benefits				
641-100 · School Administration Salaries	161,544.99	375,123.00	-213,578.01	43.07%
641-210 · School Admin. Retirement	18,747.58	43,020.05	-24,272.47	43.58%

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

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
641-220 · School Admins. Social Security	12,275.47	27,632.03	-15,356.56	44.43%
641-240 · School Admin. Health Insurance	37,195.75	91,098.00	-53,902.25	40.83%
Total Admin Salary, Tax, Benefits	229,763.79	536,873.08	-307,109.29	42.8%
Admin Svces, Supplies, Phone				
641-310 · School Admin. Professional Serv	25,149.50	25,850.00	-700.50	97.29%
641-313 · School Admin Prof Development	180.00	0.00	180.00	100.0%
641-322 · School Admin. Equipment Rental	2,549.03	4,500.00	-1,950.97	56.65%
641-350 · School Admin. Communications	6,667.99	12,700.00	-6,032.01	52.5%
641-390 · School Admin. Dues & Subscrip.	34,049.99	40,571.00	-6,521.01	83.93%
641-395 · Public Relations	199.40	1,500.00	-1,300.60	13.29%
641-410 · School Admin. Supplies	7,440.98	14,732.24	-7,291.26	50.51%
641-455 · School Admin. Meals	1,414.61	800.00	614.61	176.83%
641-460 · School Admin Tech Supplies	24,517.32	28,284.00	-3,766.68	86.68%
Total Admin Svces, Supplies, Phone	102,168.82	128,937.24	-26,768.42	79.24%
Bldg Mgmt Salary, Tax, Benefits				
661-100 · Bldg. Management Salaries	18,499.98	37,000.00	-18,500.02	50.0%
661-210 · Building Mgmt - Retirement	2,034.78	4,136.60	-2,101.82	49.19%
661-220 · Bldg Mgmt SS & Unemployment	1,415.26	2,830.50	-1,415.24	50.0%
661-240 · Bldg Mgmt - Health Insurance	4,776.06	10,122.00	-5,345.94	47.19%
664-100 · Maintenance Building Salaries	10,831.94	23,748.00	-12,916.06	45.61%
664-210 · Maintenance Buildings-Retiremen	1,244.55	2,655.03	-1,410.48	46.88%
664-220 · Maint Bldg - SS & Unemployment	828.64	1,816.72	-988.08	45.61%
664-240 · Maint Bldg - Health Insurance	4,776.06	10,122.00	-5,345.94	47.19%
Total Bldg Mgmt Salary, Tax, Benefits	44,407.27	92,430.85	-48,023.58	48.04%
Bldg Mgt Supplies & Services				
661-320 · Bldg. Mgmt. Contracted Services	5,587.05	14,000.00	-8,412.95	39.91%
661-410 · Bldg.Mgmt.Cust.Supplies/NonC.E.	4,027.56	1,100.00	2,927.56	366.14%
664-320 · Maint. Bldg.&Equip.-Contracted	3,330.11	3,500.00	-169.89	95.15%
664-410 · Maint. Bldg. & Equip.- Supplies	4,779.97	10,907.56	-6,127.59	43.82%
665-320 · Maint. Grounds-Contract Service	6,906.75	40,000.00	-33,093.25	17.27%
665-410 · Maint. Grounds-Supplies	1,527.51	1,000.00	527.51	152.75%
Total Bldg Mgt Supplies & Services	26,158.95	70,507.56	-44,348.61	37.1%
Conference Travel/Registration				
621-380 · Conference Travel	606.46	13,000.00	-12,393.54	4.67%
621-390 · Conference Fees-Reg.Dues,Train.	188.60	2,000.00	-1,811.40	9.43%
641-380 · School Admin. Travel	24.00	0.00	24.00	100.0%
Total Conference Travel/Registration	819.06	15,000.00	-14,180.94	5.46%
Utilities				
661-331 · Bldg. Management Electricity	15,922.21	42,000.00	-26,077.79	37.91%
661-332 · Bldg. Management Sewer/Water	8,104.45	8,200.00	-95.55	98.84%
Total Utilities	24,026.66	50,200.00	-26,173.34	47.86%
Transportation				
682-340 · Pupil Trans.- Activity	1,084.46	0.00	1,084.46	100.0%
681-340 · Pupil Trans.-Contract Services	87,410.08	230,000.00	-142,589.92	38.0%

Forrest M Bird Charter School

Profit & Loss Budget vs. Actual YTD

July through December 2023

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Total Transportation	88,494.54	230,000.00	-141,505.46	38.48%
Capital - Building				
810-540 · Capital Acquisitions-Building	0.00	10,000.00	-10,000.00	0.0%
Total Capital - Building	0.00	10,000.00	-10,000.00	0.0%
Capital - Equipment				
811-500 · Capital Acquisitions -Equipment	2,809.00	0.00	2,809.00	100.0%
811-557 · Technology Infrastructure	19,750.77	0.00	19,750.77	100.0%
Total Capital - Equipment	22,559.77	0.00	22,559.77	100.0%
Debt Service				
912-620 · Debt Payments-Interest	47,253.99	93,924.19	-46,670.20	50.31%
911-610 · Debt Payments-Principal	50,434.35	101,452.49	-51,018.14	49.71%
Total Debt Service	97,688.34	195,376.68	-97,688.34	50.0%
Total Expense	1,363,652.86	3,424,961.00	-2,061,308.14	39.82%
Net Ordinary Income	958,916.69	0.00	958,916.69	100.0%
Net Income	958,916.69	0.00	958,916.69	100.0%

Jacob R Iverson
PO Box 123
Ponderay, ID 83852

November 28, 2023

Kate McCalister, Chairperson
Forrest M. Bird Charter Board of Directors
615 S Madison Ave
Sandpoint, ID 83864

Dear Kate,

It is with regret that I need to inform you about my decision to resign from the Board of Trustees for Forrest M Bird Charter School.

My family commitments and work schedules have made it impossible to give the board the time it requires to be truly effective in my position. I have seen substantial growth during the time that I have served and am confident the board will continue to evolve in my absence.

Thank you for the opportunity to contribute to such an incredible team focusing on student success. I've truly valued the opportunity to work with such a strong and dedicated team.

I wish the best to you and the other members going forward.

Sincerely,

Jacob R Iverson

Jacob R Iverson
208.304.4067

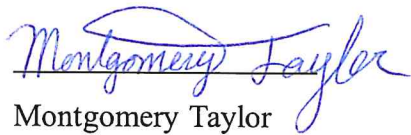
Cc: Mary Jensen Executive Director

Mary Jenson
Executive Director
Forrest Bird Charter School

I regret to inform you I am putting in my two-week notice. The reason for this is twofold. First, my inability to help the students. My limitations and inabilities combined with the lack of confidence the students have in me has made it hard to progress and make a difference. Secondly, my daughter is going into 3D animation and will need more help financially for the next school year.

I have real disappointment in myself leaving the school before the end of the term. I truly am sorry for all the undue stress this puts on the school finding a replacement. The students and school will be better served by someone whose disability is not in direct conflict with their ability to help the student.

In the brief time here at FBCS I have seen the talented staff with subtle tack direct students in profoundly purposeful and constructive ways. I have tried to make a positive mark. Thank you for the chance to help and be engaged with this institution's wonderful community.


Montgomery Taylor

STATE OF IDAHO: CATEGORY 1 CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT

THIS CONTRACT, made this 4th day of January year of 2024, by and between Forrest M. Bird Charter School in Sandpoint, Idaho ("the School"), and M. Mikell Zimmerman ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Section 33-5206(4), Idaho Code, on a limited one school-year basis, solely for the duration of the 2023-2024 school year, consisting of a period of approximately 95 days, and agrees to pay the Certified Personnel for said services a sum of Twelve Thousand Dollars (\$12,000), of which \$1,500.00 shall be payable on or about the 21st day(s) of the months January, year of 2024, to August, year of 2024, inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Part-Time Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The parties hereto agree that this is a one-year Contract entered into pursuant to Section 33- 514 , Idaho Code, which is limited in duration to the school year set forth above, and that no property rights attach to this Contract beyond the term of this Contract. No further notice is required by the School to terminate the Contract at the conclusion of the school year, and such Contract will automatically terminate at the end of the school year.
4. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for certification or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
5. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein.
6. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this Contract.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified personnel has executed the same all on the date first above written.

FORREST M. BIRD CHARTER SCHOOL SANDPOINT, STATE OF IDAHO

_____ CERTIFIED PERSONNEL

_____ CHAIRMAN, BOARD OF DIRECTORS

Attest: _____ ADMINISTRATOR OR CLERK

SUPPLEMENTAL EMPLOYEE LETTER OF AGREEMENT 2023-2024

Forrest M. Bird Charter School (employer) is entering into this agreement with Mikell Zimmerman (employee) for the period beginning February 12th, 2024 and ending June 7th, 2024.

The employee, Mikell Zimmerman, has agreed to perform the duties related to the job of Classroom Aid.

The employer agrees to pay \$12.43 dollars an hour. Timesheets are to be submitted to the Business Manager on the 15th of each month. Payroll is processed monthly on or about the 21st of each month.

The employee agrees to abide by the regulations of the school as noted in the school handbook.

If for some reason, the employee separates from the Forrest M. Bird Charter School, other than agreement completion, the agreement will be terminated.

I understand and agree to the above statements.

Signed, Employee

Date

Board Chairman

Date