



Board of Directors Meeting Agenda

Team:	FBCS Board of Directors	Chairperson:	Shawn Burns
Meeting Date:	Sept. 16, 2026	Start Time:	4:00 PM
Minutes:	Secretary – Collin Day	Location:	FBCS Millar Building
Address:	615 S. Madison Ave, Sandpoint, ID 83864		

Call to Order @ 4:30 PM: BOD Chairperson – *Shawn Burns*

ITEM

Pledge of Allegiance

Shawn Burns

Action Item: Approval of minutes

Shawn Burns

Public Comment

Shawn Burns

Financials

- Action Item: Approval of Financial Reports

Greta Warren

Open Business

- Action Item: FBCS Bylaws revision: Term Limits
- Work Session: Interested in Board membership procedure
- Action Item: Amber Williams Van Driver
-

Shawn Burns
Stephanie Hawkins
Mary Jensen

Adjourn @ :00 PM: BOD Chairperson

Shawn Burns

Next Meeting Date: Oct. 14, 2026 (Audit Presentation scheduled for this day)



Board Meeting
 Forrest M. Bird Charter High School
 615 S. Madison,
 Sandpoint, ID 83864
 Date: August 16, 2026

	Board Meeting Minutes
Minutes taken by	Collin Day
Board members Present	Susan Roberts, Shawn Burns, Stephanie Hawkins
Excused Board Members	
Staff present	Mary Jensen, Amber Williams
Guests	
Call to Order	Meeting Called to Order at 4:28, Quorum established at 4:28

Minutes	Action Item: Approval of Minutes: ○ Motion – Stephanie Hawkins ○ 2nd – Susan Roberts Approved: Unanimously
Public Comment	NA

Executive Session: Student A Disciplinary Appeal	Action Item: Student A Disciplinary Appeal was denied by unanimous vote.
Financials	Action item: Summer Financials Approval ✓ Motioned – Stephanie Hawkins ✓ 2nd – Susan Roberts Approved Unanimously
Open Business	Action item: Policies 2253, 3295, 3295P, 3330, 3500, 3500F, 3515P, 3540, 5100, 5100F, 5210, 5260, 5335, 5500, 5900 Discussion: Adjustments for Policies below: • Policy 3295 – Add “Board Members” to “Contains obscene or discriminatory content directed at any public school employee, board of directors, students, parent/ guardian of a student or volunteer”

	- Policy 5100 – add “designee” to “The employment of any certified staff member is not official until the contract is approved by the Board and signed by both the Board Chair or designee and the applicant.” Approval ✓ Motioned to approve with corrections – Collin Day ✓ 2nd – Susan Roberts Approved Unanimously Action item:
	Discussion: Discussed updated to the student handbook, which included required legal updates. Dress code has been updated to include “Tops must cover the back, shoulders, sides of the torso, and underarm areas. Necklines may not extend more than 2 inches below the jugular notch. Sleeves are required and must cover the top, front and back of the shoulders.” Update to Expectations of student behavior now includes information about the Behavior Matrix. Attendance portion updated for Tier 3 interventions to remove board review of student’s attendance. Approval ✓ Motioned – Collin Day ✓ 2nd – Susan Roberts Approved Unanimously Discussion: Review of FBCS Bylaws
Adjourn	Meeting adjourned at 6:11pm ✓ Motion to adjourn – Susan Roberts ✓ 2nd – Stephanie Hawkins

Next Board Meeting	September 16th, 2026
--------------------	----------------------

Respectfully Submitted: Collin Day

Date: Sept. 14, 2026

Signed: _____
Board Chair, date

Signed: _____
Board Secretary, date

Forrest M Bird Charter School Check Detail Report

Type	Date	Num	Name	Amount
Mountain West Bank				
Check	08/10/2026	eft	Mountain West Bank	-15,927.15
Bill Pmt -Check	08/17/2026	12089	Anderson, Julian and Hull	-126.00
Bill Pmt -Check	08/17/2026	12090	High Mark Heating and Cooling LLC	-792.36
Bill Pmt -Check	08/17/2026	12091	Txtwire	-20.00
Bill Pmt -Check	08/17/2026	eft	AFLAC	-512.74
Bill Pmt -Check	08/17/2026	eft	American Fidelity Assurance-FSA	-929.93
Bill Pmt -Check	08/17/2026	eft	City of Sandpoint	-1,548.97
Bill Pmt -Check	08/17/2026	eft	Delta Dental	-1,678.26
Bill Pmt -Check	08/17/2026	eft	Fatbeam LLC	-262.50
Bill Pmt -Check	08/17/2026	eft	First Bankcard - 6058	-2,188.22
Bill Pmt -Check	08/17/2026	eft	First Bankcard - 3583	-15.94
Bill Pmt -Check	08/17/2026	eft	GreatAmerica Financial Svcs.	-372.31
Bill Pmt -Check	08/17/2026	eft	New York Life	-734.90
Bill Pmt -Check	08/17/2026	12092	Primepay, LLC	-191.34
Bill Pmt -Check	08/17/2026	eft	Waste Management of Idaho	-47.89
Paycheck	08/21/2026	eft	Skyler Kent	-1,605.51
Paycheck	08/21/2026	eft	Amber Williams	-5,408.85
Paycheck	08/21/2026	eft	Angela Evans	-1,980.13
Paycheck	08/21/2026	eft	Benjamin M Evans	-3,701.69
Paycheck	08/21/2026	eft	Blakey Wilkins	-3,595.69
Paycheck	08/21/2026	eft	Branden Lange	-3,945.02
Paycheck	08/21/2026	eft	Christine Burns	-973.59
Paycheck	08/21/2026	eft	Danika Jerald	-3,216.81
Paycheck	08/21/2026	eft	Darryl Claunch	-3,379.37
Paycheck	08/21/2026	eft	David Lien	-3,957.66
Paycheck	08/21/2026	eft	Deborah Eagley	-1,681.02
Paycheck	08/21/2026	eft	Derek May	-3,318.21
Paycheck	08/21/2026	eft	Greta M Warren	-3,435.39
Paycheck	08/21/2026	eft	Holland Walker	-3,970.11
Paycheck	08/21/2026	eft	Janenne Russell	-3,621.41
Paycheck	08/21/2026	eft	Kenda Russell	-4,506.10
Paycheck	08/21/2026	eft	Kevin Kless	-3,290.16
Paycheck	08/21/2026	eft	Lora Scott	-3,889.32
Paycheck	08/21/2026	eft	Lyndsay Holland	-4,502.83
Paycheck	08/21/2026	eft	Mary Jensen	-3,211.98
Paycheck	08/21/2026	eft	Mary Mikell Zimmerman	-3,179.96
Paycheck	08/21/2026	eft	Michael E Bigley	-3,341.77
Paycheck	08/21/2026	eft	Molly Bond	-1,975.56
Paycheck	08/21/2026	eft	Morgan Allen	-3,480.41
Paycheck	08/21/2026	eft	Orion Syth	-3,080.05
Paycheck	08/21/2026	eft	Rachel Askew	-3,818.97
Paycheck	08/21/2026	eft	Rachel Castor	-3,212.21

10:28 AM
09/14/26
Accrual Basis

Forrest M Bird Charter School Check Detail Report

Type	Date	Num	Name	Amount
Paycheck	08/21/2026	eft	Sarah Evans	-2,684.29
Paycheck	08/21/2026	eft	Scout Gates	-870.87
Paycheck	08/21/2026	eft	Shainnie Wade	-3,244.20
Paycheck	08/21/2026	eft	Wendy Thompson	-2,105.59
Paycheck	08/21/2026	eft	Sidney Brown	-1,117.44
Paycheck	08/21/2026	eft	Skyler Kent	-664.89
Paycheck	08/21/2026	eft	Timothy E. Stouvenel	-1,739.33
Paycheck	08/21/2026	12093	Mark Webber	-3,446.70
Liability Check	08/21/2026	12094	Washington State Support Registry	-255.60
Check	08/21/2026	eft	Empower	-4,995.26
Liability Check	08/26/2026	eftps	United States Treasury	-30,586.30
Liability Check	08/26/2026	eft	Idaho State Tax Commission	-3,682.00
Check	08/26/2026	eft	PERSI	-32,449.61
Bill Pmt -Check	08/31/2026	12095	Idaho Digital Learning	-80.00
Bill Pmt -Check	08/31/2026	12096	Joels	-343.40
Bill Pmt -Check	08/31/2026	12097	Read Naturally	-780.00
Bill Pmt -Check	08/31/2026	12098	Sears Fire Extinguisher Services	-280.00
Bill Pmt -Check	08/31/2026	eft	American Fidelity Assurance	-589.22
Bill Pmt -Check	08/31/2026	eft	Avista Utilities Commercial	-1,242.38
Bill Pmt -Check	08/31/2026	eft	Leaf	-294.85
Bill Pmt -Check	08/31/2026	eft	Regence Blue Shield of Idaho	-39,694.98
Bill Pmt -Check	08/31/2026	eft	State Insurance Fund	-1,763.00
Bill Pmt -Check	08/31/2026	eft	USABLE Life	-109.35
Bill Pmt -Check	08/31/2026	eft	Verizon Wireless	-352.99
Bill Pmt -Check	08/31/2026	eft	Ziply Fiber (052410-5)	-189.66
Check	08/31/2026		Mountain West Bank	-12.00
Total Mountain West Bank				-248,202.20
TOTAL				-248,202.20

10:25 AM
09/14/26
Accrual Basis

Forrest M Bird Charter School Credit Card Detail Report

August 2026

Type	Date	Name	Memo	Amount
Aug 26				
Credit Card Credit	08/06/2026	Amazon.com	tech supplies - refund	-20.00
Credit Card Charge	08/10/2026	WP Engine	website hosting	828.00
Credit Card Charge	08/11/2026	Stamps.com	monthly postage fee	20.99
Credit Card Charge	08/11/2026	Amazon.com	maint supplies	63.28
Credit Card Charge	08/16/2026	Intuit	QuickBooks payroll subscription	1,270.00
Credit Card Charge	08/25/2026	Millers	staff treats	69.32
Credit Card Charge	08/25/2026	Alaska Airlines	Fed Programs Dir Conf	708.00
Credit Card Charge	08/25/2026	Budget Car Rental	Fed Programs Dir Conf	243.76
Credit Card Charge	08/25/2026	US Mobile	school cell phones	46.00
Credit Card Charge	08/26/2026	LexisNexis	Idaho education law books	267.78
Credit Card Charge	08/28/2026	Banner Buzz	Behavior Expectation banner	227.36
Credit Card Charge	08/28/2026	Smart Press	Behavior Matrix booklets for staff	165.43
Aug 26				<u>3,889.92</u>

The 2019 Bylaws stated

“No member may serve for more than five (5) consecutive years.”

The 2023 Bylaws read:

1. The Term of Office of all members of the Board of Directors shall be five years. The Board shall provide for staggered terms of its members.
2. No member may serve for more than two (3) consecutive terms.

Current 2025 Bylaws reads:

1. No member may serve for more than five (5) consecutive years.

Forrest M. Bird Charter School

New Board Member Onboarding Procedure

Board Meeting Summary

Purpose

The proposed New Board Member Onboarding Procedure establishes a consistent process for welcoming, orienting, and supporting new members of the Forrest M. Bird Charter School Board of Directors. The goal is to ensure new members understand their governance responsibilities, become familiar with the school and its priorities, and feel supported as they transition into their role.

Onboarding Process

1. Initial Orientation — Governance Committee

Following appointment to the Board, new members will meet with the Governance Committee to review:

- Board member roles and responsibilities
- Attendance and participation expectations
- Confidentiality and ethical responsibilities
- Conflict of interest requirements
- The Board Member Commitment Agreement and other required acknowledgements
- The school's mission, vision, and strategic priorities

2. School & Board Orientation

New members will receive an overview of:

- Forrest M. Bird Charter School's history and mission
- Current strategic priorities and long-term goals
- Recent Board decisions and ongoing initiatives
- Upcoming projects and school improvements
- Board structure, committees, and governance procedures

New members will also receive access to key Board materials, including bylaws, policies, meeting schedules, minutes, financial reports, and other governance documents.

3. Program & Operations Overview

School leadership will provide an overview of the school's educational programs and operations, including:

- Academic programs and curriculum
- Student support services

- Extracurricular and enrichment opportunities
- School operations and administration
- Community partnerships
- Charter requirements and accountability

The focus will be on providing new Board members with a broad understanding of the school rather than requiring them to become experts in every operational area.

4. Board Mentor

New Board members will typically be paired with an experienced Board member to serve as a mentor.

The mentor will help the new member:

- Understand Board procedures and meeting expectations
- Become familiar with Board terminology and processes
- Navigate Board culture and committee work
- Prepare for and participate in meetings
- Have a resource for questions between meetings

5. Ongoing Support

Onboarding will be viewed as an ongoing process rather than a single orientation session. New Board members will be encouraged to ask questions, review materials before meetings, participate in committee work, and engage with Board members and school leadership as they become familiar with their responsibilities.

Forrest M. Bird Charter School

Board Member Recruitment, Selection, and Onboarding Procedure

Purpose

The purpose of this procedure is to establish a consistent and transparent process for recruiting, evaluating, selecting, appointing, and onboarding members of the Forrest M. Bird Charter School Board of Directors.

The process is intended to support a Board that is engaged, effective, representative of the school community, and aligned with the mission, vision, and strategic priorities of Forrest M. Bird Charter School.

1. Board Member Recruitment

Prospective Board members may be identified through:

- Community outreach and engagement
- Referrals from current Board members or members of the school community
- Participation in Board committees or school activities
- Expressions of interest from individuals who support the mission and vision of Forrest M. Bird Charter School

When appropriate, the Board may identify specific skills, experience, or community perspectives that would strengthen the Board and consider those needs during recruitment.

2. Letter of Interest

Individuals interested in serving on the Board shall submit a Letter of Interest to the Board Chair or Governance Committee. The letter may be submitted as a formal letter or email and should include:

- A brief summary of the candidate's background and experience
 - The candidate's connection to or interest in Forrest M. Bird Charter School
 - The candidate's reasons for seeking Board membership
 - Skills, expertise, experience, or perspectives the candidate would bring to the Board
-

3. Governance Committee Review and Interview

The Governance Committee shall review Letters of Interest and determine which candidates will move forward in the selection process.

Candidates selected for further consideration shall participate in an interview with the Governance Committee. The interview may address:

- The candidate's background, experience, and interest in Board service
 - Understanding and support of the school's mission and vision
 - The distinction between Board governance and school administration
 - Expectations and responsibilities of Board membership, including:
 - Attendance and participation in Board and committee meetings
 - Engagement in school activities and strategic initiatives
 - Adherence to Board policies, ethics, and confidentiality requirements
 - Advocacy for the school and engagement with the community
 - Acting in the best interest of Forrest M. Bird Charter School
-

4. Opportunity to Observe Board Operations

Candidates recommended for further consideration may be invited to attend a regular Board meeting as a guest. This provides an opportunity for candidates to become familiar with Board meeting procedures, governance practices, and Board culture before appointment.

5. Committee Participation

When appropriate, prospective Board members may be invited to participate in a standing Board committee prior to appointment.

Committee participation may provide an opportunity for both the candidate and the Board to better understand the candidate's interests, skills, engagement, and approach to Board service.

Committee participation is not required prior to appointment. When there is an existing Board vacancy and a candidate possesses skills, experience, or perspectives that meet an identified Board need, the Board may proceed directly to appointment without prior committee service.

6. Board Appointment

The Governance Committee shall make recommendations regarding prospective Board members to the full Board.

Appointment to the Board shall occur through a vote of the Board in accordance with the school's bylaws and applicable policies.

7. New Board Member Onboarding

Following appointment, each new Board member shall participate in an onboarding process coordinated by the Governance Committee and school administration.

Onboarding shall include, as appropriate:

- Review of Board bylaws, policies, and governance procedures
 - Orientation to the school's mission, programs, operations, and strategic priorities
 - Review of current Board initiatives and priorities
 - Overview of school finances and accountability requirements
 - Training regarding Board roles, responsibilities, and legal obligations
 - Introduction to school leadership, staff, and fellow Board members
 - Access to key Board materials, including meeting schedules, minutes, financial information, and other relevant governance documents
-

8. Board Mentor

Each new Board member may be assigned a mentor from the current Board.

The mentor will serve as an informal resource to help the new member:

- Become familiar with Board procedures and expectations
 - Understand Board terminology and processes
 - Navigate Board and committee meetings
 - Ask questions and gain familiarity with Board culture
 - Transition successfully into their role as a Board member
-

Guiding Principle

The Board recognizes that effective governance begins with thoughtful recruitment and continues through ongoing orientation, support, and engagement. This procedure is intended to create a consistent process while allowing the Board flexibility to respond to its

current composition, identified needs, and the unique qualifications of prospective Board members.