Board of Directors Meeting Agenda

Team:	FBCS Board of Directors	**Chairperson:**	Shawn Burns
Meeting Date:	Oct. 7, 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 @ 4:00 PM: BOD Chairperson – *Shawn Burns*

ITEM	
Pledge of Allegiance	Shawn Burns
Action Item: Approval of minutes	Shawn Burns
Public Comment	Shawn Burns
Executive session:	
Financials	
• Action Item: Approval of Financial Reports	Greta Warren
Open Business	
• Action Item: 2025 -26 School Hayden-Ross Yearly Audit	Hayden-Ross
• Discussion: Future financial planning	Mary Jensen
• Action Item: Board Term Limits	Shawn Burns
• Action Item: Board meeting Schedule	Shawn Burns

Adjourn @ :00 PM: BOD Chairperson — Shawn Burns

Next Meeting Date and Time: November 11, 2026

FORREST M. BIRD CHARTER SCHOOL

Board Meeting
Forrest M. Bird Charter High School
615 S. Madison Avenue
Sandpoint, ID 83864
Date: September 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: o Motion – Stephanie Hawkins o 2nd – Susan Roberts Approved: Unanimously
Public Comment	NA

Financials	o Approval of Financial Reports o Motion – Stephanie Hawkins o 2nd – Susan Roberts Approved: Unanimously
Open Business	• Review of FBCS Bylaws (Term Limits) – Shawn Burns o Motion to table – Susan Roberts o 2nd – Stephanie Hawkins o Unanimous • Work Session: Board Membership procedure o Add procedure into policies o Motion to approve as edited and add to Policy 1110 as Procedure – Susan Roberts o 2nd – Stephnie Hawkins o Approved: Unanimous • Amber Williams – Van Driving Privileges o Motion to approve: Susan Roberts o 2nd – Stephnie Hawkins o Approved: Unanimous

Forrest M Bird Charter School
Account Balances
As of August 30, 2026

	Aug 30, 26
ASSETS	
Current Assets	
Checking/Savings	
Mountain West Bank	135,062.70
Mtn. West Flex Acct.	1,483,772.74
Memorial Scholarship Acct	14,043.23
STCU Checking	74.61
STCU Money Market	529,574.61
Total Checking/Savings	2,162,527.89

Forrest M Bird Charter School
Cash Flow Forecast Overview
July 2026 through June 2027

	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Dec 26	Jan 27	Feb 27	Mar 27	Apr 27	May 27	Jun 27	TOTAL Jul 27 - Jun 28
Ordinary Income/Expense													
Income													
419-200 Contributions/Donations		104.00									3,750.00		3,854.00
419-920 · Miscellaneous Revenue		410.62										-	410.62
431-100 · State Base Support		1,443,912.00			677,000.00			675,000.00			343,707.00	-	3,139,619.00
431-900 · Other State Support												222,209.00	222,209.00
445-900 · Federal Revenue												155,626.00	155,626.00
Interest Income	1,332.00	1,556.36										21,111.64	24,000.00
Total Income	1,332.00	1,445,982.98	-	-	677,000.00	-	-	675,000.00	-	-	347,457.00	398,946.64	3,545,718.62
Expense													
Teacher Salary, Tax, Benefits	5,185.84	2,923.88											8,109.72
Teacher Supplies, Texts, Misc.	5,429.72	989.72											6,419.44
Admin Salary, Tax, Benefits	33,383.91	43,362.24											76,746.15
Admin Svces, Supplies, Phone	28,798.15	4,582.87											33,381.02
Liability & Prof Insurance	9,681.00	-											9,681.00
Bldg Mgmt Salary, Tax, Benefits	10,679.46	11,340.01											22,019.47
Bldg Mgt Supplies & Services	6,697.92	1,492.17											8,190.09
Conference Travel/Registration		967.36											967.36
Utilities	2,008.58	2,791.35											4,799.93
Transportation													-
Capital Expenses													-
Debt Service	15,927.15	15,927.15	15,927.15	15,927.15	15,927.15	15,927.15	15,927.15	15,927.15	15,927.15	15,927.15	15,927.15	15,927.15	191,125.80
Estimated Monthly Expenses			325,000.00	325,000.00	325,000.00	320,000.00	325,000.00	325,000.00	325,000.00	325,000.00	325,000.00	325,000.00	3,245,000.00
Total Expense	117,791.73	84,376.75	340,927.15	340,927.15	340,927.15	335,927.15	340,927.15	340,927.15	340,927.15	340,927.15	340,927.15	340,927.15	3,606,439.98
Net Income	**(116,459.73)**	**1,361,606.23**	**(340,927.15)**	**(340,927.15)**	**336,072.85**	**(335,927.15)**	**(340,927.15)**	**334,072.85**	**(340,927.15)**	**(340,927.15)**	**6,529.85**	**58,019.49**	**(60,721.36)**
Bank Balance as of 8/31/2026			2,014,125.99	1,673,198.84	2,009,271.69	1,673,344.54	1,332,417.39	1,666,490.24	1,325,563.09	984,635.94	991,165.79	1,049,185.28	
Bank Balance 6/30/2026												1,207,072.28	

Forrest M Bird Charter School
Profit & Loss Budget vs. Actual YTD
July through August 2026

	Jul - Aug 26	Budget	$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
320-000 · Unreserved Fund Balances	0.00	120,497.55	-120,497.55	0.0%	
419-200 · Contributions/Donations	104.00	3,750.00	-3,646.00	2.77%	
419-900 · Miscellaneous Revenue	410.62	0.00	410.62	100.0%	
431-100 · State Base Support	1,443,912.00	2,605,338.72	-1,161,426.72	55.42%	
431-200 · State Transportation Support	0.00	180,000.00	-180,000.00	0.0%	will show as $0 until year end
431-800 · Benefit Apportionment	0.00	354,280.00	-354,280.00	0.0%	will show as $0 until year end
431-900 · Other State Support	0.00	210,059.00	-210,059.00	0.0%	will show as $0 until year end
432-400 · Professional Technical Program	0.00	9,000.00	-9,000.00	0.0%	Actual amount to be received is $10k
439-000 · Other State Revenue	0.00	3,150.00	-3,150.00	0.0%	
445-100 · Title I - ESEA	0.00	65,135.00	-65,135.00	0.0%	
445-600 · Title VI-B IDEA	0.00	49,500.00	-49,500.00	0.0%	
445-900 · Federal Revenue	0.00	40,991.00	-40,991.00	0.0%	
415-000 · Interest Income	2,888.66	24,000.00	-21,111.34	12.04%	
Total Income	1,447,315.28	3,665,701.27	-2,218,385.99	39.48%	
Gross Profit	1,447,315.28	3,665,701.27	-2,218,385.99	39.48%	
Expense					
Teacher Salary, Tax, Benefits					
515-100 · Teacher Salaries	0.00	1,086,705.00	-1,086,705.00	0.0%	salaries run Sept-Aug
515-210 · Teacher Retirement	0.00	145,016.90	-145,016.90	0.0%	
515-220 · Teacher Social Security	0.00	82,298.17	-82,298.17	0.0%	
515-230 · Teacher Life Insurance	0.00	1,320.00	-1,320.00	0.0%	
515-240 · Teacher Health Insurance	0.00	240,647.40	-240,647.40	0.0%	
515-270 · Teacher Workman's Comp.	5,788.00	12,500.00	-6,712.00	46.3%	
515-290 · Teacher Other Benefits	191.34	1,500.00	-1,308.66	12.76%	
521-100 · SPED Teacher Salaries	0.00	254,634.00	-254,634.00	0.0%	
521-210 · SPED Teacher Retire	0.00	33,353.40	-33,353.40	0.0%	
521-220 · SPED Teacher Social Sec	0.04	19,479.50	-19,479.46	0.0%	
521-240 · SPED Teacher Health Ins	2,130.34	76,680.00	-74,549.66	2.78%	
Total Teacher Salary, Tax, Benefits	8,109.72	1,954,134.37	-1,946,024.65	0.42%	
Teacher Supplies, Texts, Misc.					
515-310 · Teacher contracted services	80.00	700.00	-620.00	11.43%	
515-313 · Teacher Professional Develop.	0.00	21,313.00	-21,313.00	0.0%	
515-410 · Teaching Supplies and Materials	4,950.00	29,000.00	-24,050.00	17.07%	
521-310 · Teacher contracted svcs - SPED	0.00	115,620.00	-115,620.00	0.0%	
521-350 · SPED Communications	259.44	760.00	-500.56	34.14%	
521-410 · SPED Teaching Supplies	1,130.00	500.00	630.00	226.0%	
Total Teacher Supplies, Texts, Misc.	6,419.44	167,893.00	-161,473.56	3.82%	
Admin Salary, Tax, Benefits					
641-100 · School Administration Salaries	51,126.51	456,127.02	-405,000.51	11.21%	
641-210 · School Admin. Retirement	6,319.46	57,701.53	-51,382.07	10.95%	
641-220 · School Admins. Social Security	4,466.73	35,191.02	-30,724.29	12.69%	
641-240 · School Admin. Health Insurance	14,833.45	117,192.60	-102,359.15	12.66%	
Total Admin Salary, Tax, Benefits	76,746.15	666,212.17	-589,466.02	11.52%	
Admin Svces, Supplies, Phone					
641-310 · School Admin. Professional Serv	7,979.51	41,800.00	-33,820.49	19.09%	
641-321 · School Admin. Building Rental	0.00	1,200.00	-1,200.00	0.0%	
641-322 · School Admin. Equipment Rental	1,376.30	8,400.00	-7,023.70	16.39%	

Forrest M Bird Charter School
Profit & Loss Budget vs. Actual YTD
July through August 2026

	Jul - Aug 26	Budget	$ Over Budget	% of Budget	
641-350 · School Admin. Communications	1,637.75	7,250.00	-5,612.25	22.59%	
641-390 · School Admin. Dues & Subscrip.	21,441.14	30,600.00	-9,158.86	70.07%	
641-395 · Public Relations	0.00	3,500.00	-3,500.00	0.0%	
641-410 · School Admin. Supplies	553.60	5,000.00	-4,446.40	11.07%	
641-455 · School Admin. Meals	412.72	3,750.00	-3,337.28	11.01%	
641-460 · School Admin Tech Supplies	-20.00	27,460.00	-27,480.00	-0.07%	
Total Admin Svces, Supplies, Phone	33,381.02	128,960.00	-95,578.98	25.89%	
Liability & Prof Insurance					
641-700 · School Admin.InsuranceJudgement	9,681.00	0.00	9,681.00	100.0%	Budgeted in Admin Prof Serv, moved per auditors
Total Liability & Prof Insurance	9,681.00	0.00	9,681.00	100.0%	
Bldg Mgmt Salary, Tax, Benefits					
661-100 · Bldg. Management Salaries	8,195.50	49,173.00	-40,977.50	16.67%	
661-210 · Building Mgmt - Retirement	980.18	5,881.09	-4,900.91	16.67%	
661-220 · Bldg Mgmt SS & Unemployment	626.96	3,761.73	-3,134.77	16.67%	
661-240 · Bldg Mgmt - Health Insurance	2,130.34	12,780.00	-10,649.66	16.67%	
664-100 · Maintenance Building Salaries	6,881.23	24,125.00	-17,243.77	28.52%	
664-210 · Maintenance Buildings-Retiremen	548.51	2,885.35	-2,336.84	19.01%	
664-220 · Maint Bldg - SS & Unemployment	526.41	1,845.56	-1,319.15	28.52%	
664-240 · Maint Bldg - Health Insurance	2,130.34	12,780.00	-10,649.66	16.67%	
Total Bldg Mgmt Salary, Tax, Benefits	22,019.47	113,231.73	-91,212.26	19.45%	
Bldg Mgt Supplies & Services					
661-320 · Bldg. Mgmt. Contracted Services	47.89	15,000.00	-14,952.11	0.32%	
661-410 · Bldg.Mgmt.Cust.Supplies/NonC.E.	280.00	1,000.00	-720.00	28.0%	
664-320 · Maint. Bldg.&Equip.-Contracted	957.48	0.00	957.48	100.0%	
664-410 · Maint. Bldg. & Equip.- Supplies	5,504.72	4,000.00	1,504.72	137.62%	
665-320 · Maint. Grounds-Contract Service	1,400.00	20,000.00	-18,600.00	7.0%	
Total Bldg Mgt Supplies & Services	8,190.09	40,000.00	-31,809.91	20.48%	
Conference Travel/Registration					
621-380 · Conference Travel	967.36	4,000.00	-3,032.64	24.18%	
621-390 · Conference Fees-Reg.Dues,Train.	0.00	1,000.00	-1,000.00	0.0%	
Total Conference Travel/Registration	967.36	5,000.00	-4,032.64	19.35%	
Utilities					
661-331 · Bldg. Management Electricity	2,435.44	35,000.00	-32,564.56	6.96%	
661-332 · Bldg. Management Sewer/Water	2,364.49	14,000.00	-11,635.51	16.89%	
Total Utilities	4,799.93	49,000.00	-44,200.07	9.8%	
Transportation					
681-340 · Pupil Trans.-Contract Services	0.00	346,270.00	-346,270.00	0.0%	Due to fuel prices, will probably be over budget
Total Transportation	0.00	346,270.00	-346,270.00	0.0%	
Debt Service					
912-620 · Debt Payments-Interest	23,616.32	100,000.00	-76,383.68	23.62%	
911-610 · Debt Payments-Principal	8,237.98	95,000.00	-86,762.02	8.67%	
Total Debt Service	31,854.30	195,000.00	-163,145.70	16.34%	
Total Expense	202,168.48	3,665,701.27	-3,463,532.79	5.52%	
Net Ordinary Income	1,245,146.80	0.00	1,245,146.80	100.0%	
Net Income	1,245,146.80	0.00	1,245,146.80	100.0%	

Forrest M Bird Charter School
Check Detail Report

Type	Date	Num	Name	Amount
Mountain West Bank				
Check	09/10/2026	eft	Mountain West Bank	-15,927.15
Bill Pmt -Check	09/15/2026	eft	AFLAC	-412.42
Bill Pmt -Check	09/15/2026	eft	American Fidelity Assurance-FSA	-643.85
Bill Pmt -Check	09/15/2026	eft	City of Sandpoint	-2,009.45
Bill Pmt -Check	09/15/2026	eft	Delta Dental	-1,678.26
Bill Pmt -Check	09/15/2026	eft	Elias Mandela	-700.00
Bill Pmt -Check	09/15/2026	eft	Fatbeam LLC	-262.50
Bill Pmt -Check	09/15/2026	eft	First Bankcard - 3583	-663.08
Bill Pmt -Check	09/15/2026	eft	First Bankcard - 6058	-2,141.30
Bill Pmt -Check	09/15/2026	eft	GreatAmerica Financial Svcs.	-372.31
Bill Pmt -Check	09/15/2026	eft	Waste Management of Idaho	-1,304.09
Bill Pmt -Check	09/15/2026	12099	Pointe Pest Control	-170.00
Bill Pmt -Check	09/15/2026	12100	Primepay, LLC	-95.67
Bill Pmt -Check	09/15/2026	12101	Renaissance	-2,125.00
Bill Pmt -Check	09/15/2026	12102	Royal Business Systems, Inc (Spokane)	-15.00
Bill Pmt -Check	09/15/2026	12103	Selkirk Glass	-401.00
Bill Pmt -Check	09/15/2026	12104	Txtwire	-10.00
Paycheck	09/21/2026	eft	Scout Gates	-992.92
Paycheck	09/21/2026	eft	Skyler Kent	-820.28
Paycheck	09/21/2026	eft	Alice Griffith	-1,029.12
Paycheck	09/21/2026	eft	Brenda Morton	-795.27
Paycheck	09/21/2026	eft	Megan Herron	-2,450.44
Paycheck	09/21/2026	eft	Sidney Brown	-697.24
Paycheck	09/21/2026	eft	Skyler Kent	-1,363.79
Paycheck	09/21/2026	eft	Timothy E. Stouvenel	-1,388.25
Paycheck	09/21/2026	eft	Elizabeth Miller	-3,785.31
Paycheck	09/21/2026	eft	Greta M Warren	-3,445.39
Paycheck	09/21/2026	eft	Orion Syth	-3,084.05
Paycheck	09/21/2026	eft	Shainnie Wade	-3,220.20
Paycheck	09/21/2026	eft	Amber Williams	-5,418.85
Paycheck	09/21/2026	eft	Angela Evans	-1,985.11
Paycheck	09/21/2026	eft	Benjamin M Evans	-3,710.69
Paycheck	09/21/2026	eft	Blakey Wilkins	-3,606.43
Paycheck	09/21/2026	eft	Branden Lange	-4,062.03
Paycheck	09/21/2026	eft	Christine Burns	-973.59
Paycheck	09/21/2026	eft	Danika Jerald	-3,331.89
Paycheck	09/21/2026	eft	Darryl Claunch	-3,711.93
Paycheck	09/21/2026	eft	David Lien	-3,966.67
Paycheck	09/21/2026	eft	Deborah Eagley	-1,754.75
Paycheck	09/21/2026	eft	Holland Walker	-2,992.10
Paycheck	09/21/2026	eft	Janenne Russell	-3,745.90
Paycheck	09/21/2026	eft	Kenda Russell	-4,574.85

Forrest M Bird Charter School
Check Detail Report

Type	Date	Num	Name	Amount
Paycheck	09/21/2026	eft	Kevin Kless	-3,599.94
Paycheck	09/21/2026	eft	Lora Scott	-3,893.31
Paycheck	09/21/2026	eft	Mary Jensen	-3,216.97
Paycheck	09/21/2026	eft	Michael E Bigley	-3,346.78
Paycheck	09/21/2026	eft	Molly Bond	-3,571.96
Paycheck	09/21/2026	eft	Morgan Allen	-3,789.21
Paycheck	09/21/2026	eft	Rachel Askew	-3,828.98
Paycheck	09/21/2026	eft	Rachel Castor	-3,208.96
Paycheck	09/21/2026	eft	Sarah Evans	-2,832.29
Paycheck	09/21/2026	eft	Scout Gates	-607.79
Paycheck	09/21/2026	eft	Wendy Thompson	-2,171.33
Paycheck	09/21/2026	12105	Krista Webber	-1,987.09
Paycheck	09/21/2026	12106	Mark Webber	-3,456.70
Liability Check	09/25/2026	eftps	United States Treasury	-30,614.90
Liability Check	09/25/2026	eft	Idaho State Tax Commission	-3,652.00
Check	09/25/2026	eft	Empower	-4,997.30
Check	09/25/2026	eft	PERSI	-32,597.35
Check	09/25/2026	eft	Mountain West Bank	-35.00
Bill Pmt -Check	09/30/2026	12107	Idaho Department of Education	-72.00
Bill Pmt -Check	09/30/2026	12108	Kenda Russell (v)	-90.00
Bill Pmt -Check	09/30/2026	12109	Mary Jensen (v)	-90.00
Bill Pmt -Check	09/30/2026	12110	Royal Business Systems, Inc (Spokane)	-15.00
Bill Pmt -Check	09/30/2026	12111	United Data Security, Inc.	-2.00
Bill Pmt -Check	09/30/2026	12112	Victory Life Church	-500.00
Bill Pmt -Check	09/30/2026	eft	American Fidelity Assurance	-589.22
Bill Pmt -Check	09/30/2026	eft	American Fidelity Assurance-FSA	-643.85
Bill Pmt -Check	09/30/2026	eft	Avista Utilities Commercial	-1,699.17
Bill Pmt -Check	09/30/2026	eft	Delta Dental	-1,757.18
Bill Pmt -Check	09/30/2026	eft	Leaf	-294.85
Bill Pmt -Check	09/30/2026	eft	New York Life	-734.90
Bill Pmt -Check	09/30/2026	eft	Regence Blue Shield of Idaho	-41,746.40
Bill Pmt -Check	09/30/2026	eft	USAble Life	-109.35
Bill Pmt -Check	09/30/2026	eft	Verizon Wireless	-339.26
Check	09/30/2026			-12.00
Total Mountain West Bank				-255,941.17
TOTAL				**-255,941.17**

Forrest M Bird Charter School
Credit Card Detail Report
September 2026

Type	Date	Name	Memo	Amount
Sep 26				
Credit Card Charge	09/02/2026	Stamps.com	postage	400.00
Credit Card Charge	09/08/2026	Amazon.com	teaching supplies	55.00
Credit Card Charge	09/08/2026	Amazon.com	teaching supplies	50.38
Credit Card Charge	09/10/2026	Amazon.com	office supplies	18.59
Credit Card Charge	09/10/2026	ATIXA	Title IX coordinator training	525.00
Credit Card Charge	09/11/2026	Stamps.com	monthly postage fee	20.99
Credit Card Charge	09/11/2026	Amazon.com	maint supplies	47.49
Credit Card Charge	09/11/2026	Amazon.com	teaching supplies	82.19
Credit Card Charge	09/11/2026	Wal Mart	CTE supplies	101.44
Credit Card Charge	09/18/2026	Teachers Pay Teachers	teaching supplies	100.00
Credit Card Charge	09/22/2026	Mountain Food Co.	class research on Food Trucks	105.68
Credit Card Charge	09/23/2026	iFixit	teaching supplies	89.70
Credit Card Charge	09/24/2026	Little Munich	research for Food Truck Class	99.62
Credit Card Charge	09/30/2026	US Mobile	school cell phones	36.00
Sep 26				**1,732.08**