Agenda for

January 2, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. The meeting was called to order at 6:30PM by Director Fleming. The following directors were in attendance:

Director Fleming

Director Ronge

Director Woolley

Director Peterson

Director Jensen

1. CHECKER: Director Ronge TIMEKEEPER: Director Woolley
2. Reading of the Mission: Director Fleming
3. ADOPTION OF THE AGENDA
	1. **M/S (Fleming/Ronge):** *The motion passed unanimously*
4. Approval of Prior Meeting Minutes
	1. **M/S (Fleming/Ronge):** *The motion passed unanimously*
5. OFFICER REPORTS
	1. Chair – Director Fleming requested input from the board on how Asana is working out as a communications and organization tool. Board members like Asana and are still learning how to navigate some of the features. Director Fleming directed board members to watch the training videos offered online from Asana.

 Finance – January report

 Director Peterson prepared a current spreadsheet with current balances

 **See attached spreadsheet**

1. UNFINISHED BUSINESS
	1. Finance
		1. Grants: Bluum, Steelcase, New Schools

 Bluum has been submitted. No reponse yet.

 Steelcase-Has not been submitted yet

 New Schools Venture has been submitted. No response yet.

* + 1. Bank account

 Director Peterson is now added on PiSA’s bank account. A card needs to be issued to him.

* + 1. Giza

 **To be discussed in executive session**

* + 1. Red Apple

 Jeff from Red Apple Finance is now working with PiSA for bookkeeping services. Red Apple will cost $12,000 at start up, then $4000 a month once the school is in operation.

* 1. Stakeholders
		1. Advisory Council: current members

 Director Ronge is currently working on generating a list of advisory council members. Currently, those who have accepted council positions are:

* + - 1. Senator Den-Hartog
			2. Steve Lovelace, Les Schwab
			3. Bailey Wilder, ICCU Kuna Manager
			4. Dr. Anneliese Taylor Haws, Swan Falls Dentistry

 Directors Woolley and Ronge will coordinate with Trina Neddo to talk to local business owners about possibly joining the advisory board.

* 1. Facilities
		1. Property Update

 **To be discussed in executive session**

1. NEW BUSINESS
	1. Finance
		1. After a suggestion from Dan Neddo a motion was put forward stating that the Board will know the dollar amount of petty cash available and the administration will decide how much of a prepaid allowance each department gets per pre-budgeted plan, rather than a traditional reimbursement plan. **M/S (Fleming/Jensen):** *The motion passed unanimously*

 **When the policy is created, we will write it as a prebudget type (ACTION)**

* + 1. Teacher Salary Scale

 Dan Neddo looked at local schools and salary schedules when determining the salary schedule for PiSA. He stated that starting salaries are tricky because everything else builds on top of it. Our starting salary is higher than Nampa and Kuna.

 Dan Neddo will attach his comprehensive salary schedule plan in Asana **(ACTION)**

* + 1. Kitchen/Lunch Service bids

 Trina Neddo will work with Director Jensen on getting prices from a lunch vending company. Director Jensen will reach out to local food services and get 3 bids before February PCSC meeting. **(ACTION)**

* + 1. Transportation bids

 Director Fleming reached out to Chairman Erica Kallin at Falcon Ridge Charter School to propose shared bussing. This item of business will be discussed at the next Falcon Ridge board meeting to be held on Tuesday, January 9th, 2018.

* 1. Governance
		1. Legal Counsel

 Anderson, Julian, and Hull is a law form firm that ISBA uses. They represent 97% of schools in Idaho. 4 free hours are offered with PiSA’s ISBA membership and there is no retainer fee.

Another firm looked into is based out of Utah and have not received a response from them.

**M/S (Jensen/Woolley):** To select Amy White from Anderson, Julian, and Hull as our legal counsel. *The motion passed unanimously*

* + 1. Board Meeting Calendar (Fleming)

 As written in the by–laws, monthly board meetings will be held on t he first Tuesday of every month.

* + 1. Board/Committee Job descriptions – STEM Klub position

 **M/S (Fleming/Ronge):** STEM Klub Coordinator- Motion to make the STEM Klub committee chair an official position and name Trina Neddo this person until the end of year when a review will be conducted to determine the continuation of Klub and review the position. *The motion passed unanimously*

* + 1. Board Agenda and Minutes review

 Director Woolley reviewed current agendas and minutes and determined they are suffiecent as-is. PCSC will review agenda and minutes periodically.

* 1. Policy
		1. ISBA – purchase policy packet?

 ISBA updates policies regularly and is currently working on a charter specific policy packet to be done this summer. The packet is $1500. Dan Neddo commented that Falcon Ridge purchased the policy packet. There are some policies that contradict, and in that case, an attorney needs to look at removing/modifying said policy. PiSA has a plan to purchase the ISBA packet, but will wait for the charted school version contingent on it being completed in the summer of 2018.

* + 1. IASA review

 Idaho Association of School Administrators is a place our job descriotions could be posted. It could cost $880 for an account. Indeed is currently successful for our purposes. Will review IASA at a later date if adminisrators get a deal. Recruitment Policy (Fleming)

 PCSC gave example for recruitment policy. This policy will be posted on ASANA. Board members need to take a look at this policy once it is posted. **(ACTION)**

 Director Peterson asked if we have a current flyer for recruitment. There are no current flyers, so the communications team will create flyer.

* + 1. Enrollment: general update, posting lottery announcement, community meeting?

 Currently 74 applications since opening.

 PiSA is required to post lottery announcement in 3 specific types of locations, i.e. Post Office, Bank, Newspaper, public notification (official) at least 3x, 14 days prior to lottery. Official announcement is on the website. Date will be stamped on notifications to go up at businesses. Places to advertise: Idaho Statesman, Press Tribune, Kuna Melba news, possibly a billboard. PiSA has account with Kuna- Melba News. Trina will to send that account information to Director Ronge. A community meeting will be organized by Directors Ronge and Woolley to be held on a Thursday night in the next dew weeks. **(ACTION)**

* + 1. Lottery: general discussion, offer notification and process

 Lottery will be held at the Kuna Library 4:30 PM on April 3rd. Michelle Clement Taylor from the State Department of Education will be in attendance.

 **Discussion:** How do we do the lottery? By grade? Randomly select grade? List with every student with number? Then we know which numbers to draw? How long will parents have to accept student’s place? Director Peterson emphasized the importance of time stamps on applications.

 A wait list will be created after the lottery. How do we want our wait list? Director Ronge suggested we keep drawing names/numbers after the class is full to develop wait list. Another suggestion was a wait list based on the time stamp. Director Woolley voiced her support of creating the wait list based on the time stamp.

 Director Peterson will to develop a comprehensive lottery plan to present to the board. **(ACTION)** Director Ronge will follow up with a phone call or e-mail

* + 1. SIS system: Alma demo/discussion

 Student information system-Director Fleming, Dan Neddo, and Kevin Christensen demo’d ALMA, a student information system. The cost for this system would be $6600. Currently ALMA does not have Idaho reporting, but plan to by the summer of 2018. The system generates automatic reports for the state. There would be no charge until PiSA’s doors open, but we can begin using it now. Their website is Getalma.com to check out. Director Fleming will get demonstration to present to the board as well as reviews for next meeting.

* 1. Human Resources
		1. Admin positions posted

 Potitions for Director of Operations and Director of Education have been posted to Indeed.com. There are currently 18 applicants for Director of Operations and 3 for Director of Education. Director Fleming will e-mail board members access information to review candidates. The listing will close on the 15th of January.

 Director Fleming will create a task in Asana requiring board members to look at interview rubric questions. **(ACTION)**

* 1. Technology
		1. 5-year IT plan, e-Rate process

 As discussed in the last meeting, the document found by Kevin Christensen will not work. It is too vague and we need a more detailed plan. Director Peterson is still working on it. This plan needs to be submitted by the February PCSC meeting.

 Director Woolley suggested looking into grants to cover costs for computers and software. Director Ronge will talk to contacts who have experience applying for these grants.

* + 1. Website compliance

 Director Peterson said there are free compliance servers. They don’t catch everything, but we are compliant .

* 1. Stakeholders
		1. Org Chart

 Members listed on the Org chart prefer to have their e-mail addresses listed. Director Peterson suggested waiting until PiSTEM e-mails are created. For now, community questions will be directed to info, Director Fleming, or Dan Neddo.

* + 1. Curriculum Selection Process

 Dan Neddo informed the board that curriculum committees are typically comprised of half public, half staff and curriculum meetings are subject to open meeting laws. The K-3 committee will need to be robust, as the Summit Learning Platform does not apply to these grades.

 Mr. Neddo informed that when you look at curriculum, it needs to be guaranteed verafiable. You need to know what the students will be learning, but PBL is flexible.

 Director Fleming asked how many people should be on each committee? It was decided that 5-7 members will be on each curriculum committee. Applications will go out on social media, as well as the community event to be held in coming weeks.

 Committees needed: K-3, 4-6, 7-9, 10-12.

* 1. Special Populations
		1. Home Language Survey

 Director Ronge will create a home language survey to document to be part of application process. **(ACTION)**

* 1. Reporting
		1. PCSC Performance Certificate: design elements, mission specific goals, max enrollment number

 PCSC requires 5 design elements that explain/describe who we are as a school. Director Fleming created a rough draft that Dan Neddo will e-mail to board members.

 PiSA will not be adding more goals in first year.

 PiSA’s max enrollment number is 429

* + 1. SDE – requested forms

 Director Fleming has taken care of these forms.

* + 1. SDE Boot Camp April 2018 - 2 days

 Charter School boot camp: 24th-26th Director Fleming highly recommends every board member attend.

* 1. Nutrition
		1. NSLP Application

 Postponed (into Feb?)

* 1. Asset Management
		1. Tracking for asset access

 Director Ronge will create a spreadsheet to keep track of access accounts, i.e. Bank, Media, UPS **(ACTION)**

* 1. Kindergarten-What will it look like?

 i. Director Flming asked the board if we do a poll to the community about their vision for Kindergarten. Questions asked will address desires for ½ day, full day, paying for second half, etc. Director Ronge suggested “extended care” for ½ day students needing to stay for a full day. Parents would pay a certain amount per extra hour.

* 1. Synergy

 i. Educators involved with the Synergy program at Kuna Middle School were contacted about the possibility of Synergy students having preference in enrolling at PiSA. They advised to contact Wendy Johnson, superintendant of Kuna School District.

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
	1. Public members wishing to speak

 Alicia Bullock-Director or Education applicant. Current employee of Compass Public Charter School.

ADJOURN 8:29PM

 BEGIN EXECUTIVE SESSION: In accordance with [Idaho Code, Section § 74-206(1)(a)&(f)] the Board may elect to hold an executive session to discuss (a) personnel matters and (f) legal matters.