Minutes for

January 8, 2019

Regular Meeting of Project Impact STEM Academy Board of Directors

6:30 PM 2275 W. Hubbard Rd. Kuna Idaho 4-6 House (Bldg. 3)

1. CALL MEETING TO ORDER
	1. Time **6:33PM**
2. ROLL CALL (Woolley)
	1. Director Fleming **Present**
	2. Director Ronge **Present**
	3. Director Woolley **Present**
	4. Director Peterson **Present**
	5. Director Martin **Present** Director Jensen **Present** Quorum **MET**
3. MISSION and/or CHARTER DESIGN ELEMENTS
	1. Reading: Director Peterson
4. CONSENT AGENDA
	1. **Action Item:** Adoption of the Agenda and Prior Meeting Minutes (20181204, 20181217)

Amendment-Action

**(M/S Martin/Peterson):** To amend the agenda for an action item to renew the insurance. *Motion passed unanimously.*

**(M/S Peterson/Woolley):** To approve minutes from December 4th. *Motion passed unanimously.*

December 17th minutes are unavailable and will be approved in February.

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
	1. PPP Comments

PPP thanked for updates.

* 1. Student Showcase

The Lego League presented. They read their core values and the robots they made.

They shared that they learned problem-solving and cooperation skills.

* 1. Student Body Report

Nothing to report today

* 1. Public members wishing to speak

None

* 1. Improvement Plan Updates (see table below)

Completed items were relayed to the general public by Director Fleming.

1. OFFICER REPORTS/INFORMATION
	1. Chairman Report
		1. Due Process Hearing Scheduled (1/24/19)

Will begin at 10AM not sure if it is an open or closed meeting.

A meeting is scheduled with Bluum on the 15th.

* 1. Vice-Chairman Report
	2. Treasurer Report

Nothing to report

* 1. Secretary Report

Nothing to report

* 1. Communications Report
1. COMMITTEE REPORTS/INFORMATION
	1. Advisory Committee

Director Ronge reached out to Director Fleming on how to revamp the committee and how it should work. It is too difficult to get members to a meeting.

Members were invited to board meetings, nut no response was given.

It is difficult to get business partners involved. May need teacher connections.

Director Jensen asked if it can be an admin committee. The answer was yes, it can be.

Added as an action item to next month’s agenda.

* 1. Finance Committee
		1. **Action Item:** December Financial Reports

**M/S (Peterson/Jensen):** To accept the December Financial Reports. *Motion passed unanimously.*

Matt Lovell sent out the budget a week ago. The reports are pre-reconciled. January 14th is the next scheduled meeting to get more accurate numbers.

Legos were charged to the wrong category.

The school is 50% through the fiscal year. Updated financials need to be turned in by Feb 1st to the PCSC.

* 1. Policy Committee

Director Jensen formed the policy committee and the first meeting will be on Thursday the 10th. Agenda posted on the calendar.

* 1. Building & Space Committee

Director Fleming will host the first meeting on Wednesday the 9th.

* 1. Administrative Evaluation Committee

Director Martin informed the board that the process and rubric was created several months ago based off the SDE. Need to meet with Admin about how the rubric works and components they would like to focus on. Chosen components should show data and growth. The first meeting will occur after the hearing. Director Martin recommends another meeting in March.

1. ADMINISTRATION REPORT/INFORMATION
	1. Student Recruitment, Retention & Attendance Report
		1. Enrollment count, enrollment changes, attendance rates

Current enrollment is at 224. 92% attendance today.

* + 1. Patron involvement activities

Building and cleaning activities occurred over break. Built cubbies, deep cleaned, waxed floors, temporary wall put in, and an intercom system with Echo Dots.

Leadership team in 7-9 building will provide announcements and pledge of allegiance.

Volunteers are in buildings now, particularly K-3.

* + 1. SY19-20 Lottery plan

No date planned yet. Will look at dates of other schools in the area. Will have a plan by the February meeting.

* 1. Staffing Updates
		1. Proposal: Director of Operation’s tasks

 Rather than fill the vacant DoO position, tasks will be shared by Mrs. Prillaman, Dr. Hettinger, Mrs. Brashears, and Red Apple. Dr. Hettinger recommended changing Mrs. Brashears title to business manager and increase her pay. Dr. Hettinger did her research between Office Manager title and business manager title in making the decision. An interim decision will be made at this meeting and will be decided during the summer whether to change the organizational structure or not.

* + - 1. **Action Item:** Director of Operations duties

 **M/S (Martin/Jensen):** Change Mrs. Brashears title to business manager along with a salary change. *Motion passed unanimously.*

* + 1. Staff personnel files (Policy 5500) status

 Dr. Hettinger is working on updating and completing them. Documentation is being completed. All employees have clear background checks.

* + 1. CSN, Ready Sub, School Spring update

 Waiting for the charter school network to invite the school to use readysub. An e-mail was recently sent. Hoping to hear back within a week.

 School spring is a $50 fee through the Idaho Admin Association. Jobs are being posted on SchoolSpring and SDE websites.

 Director Peterson was asked to change the job posting information on the school website to add school spring

* 1. SDE/PCSC Reports

 ICEE has been updated and is complete. Attendance has been fixed, teacher roles and pay have been fixed. Relates to reimbursement from state. Brandon Philips at SDE thinks he can make it available in February.

* 1. Facility/System Updates
		1. Proposal: Janitorial Contract Review

 Consider a different contract. The current company thinks they need more pay because it takes more time, but jobs aren’t being completed. Director Fleming stated that there was an email to Mr. Mann requesting more money from the current janitorial service.

 Director Martin asked if are there other companies we can look at?

 Director Fleming mentioned that the company that waxed the floors are interested in working with us.

* + - 1. **Action Item:** Allow for review of janitorial contract

 **M/S (Peterson/Ronge):** To look for a new janitorial company. *Motion passed unanimously.*

* + 1. Snow Removal Contract – status

 A volunteer has offered to remove snow. There is concern that if there is a time when he is out of town, there won’t be anyone to remove snow.

 The company that waxed floors can plow as a backup and will be asked.

* + 1. NSLP Status

 Missed the deadlines in the summer. Missed trainings. More than likely NSLP will begin next year.

* + 1. Official school social media sites

 Began working with the PPP and getting names of parents to keep social media sites current. PPP website Mrs. Brashears will be an admin so she can ok pictures based off of registration requests.

* + 1. Site Security and Access update

 Volunteers- Once background is clear, an email is sent.

 Volunteers will also need to complete onboarding packet before volunteering to make them aware of confidentiality, roles, etc.

 Badges have been in place.

 Check in and out clip boards are available.

 Volunteer clip board is available

 Guest clip board is available.

 Echo Dot can broadcast for lockdowns.

* 1. Academic Programs
		1. Proposal: Extended Day for Kindergarten

 6-7 students are currently in extended day Kindergarten. Breakeven numbers need to be addressed. The current program takes an aide away. If extended day continues, it needs to be rebooted. The current tuition cannot cover the cost of the teacher. Need to charge enough to cover cost . Director Fleming asked for a proposal be put together for more information. Director Peterson added that he would like to investigate whether it can stay open until the end of the year. More data is needed.

* + - 1. **Action Item:** Extended Day for Kindergarten update

 No action. Will be on February agenda.

* + 1. Dual enrollment discussion

Still investigating. No current students academically enrolled. Just 5 students in sports. $175 p/kid per sport per season.

DISCUSSION/INFORMATION

* 1. Purchase Card, Policy updates (7410 or 7440)

 Purchase cards are generally used by separate individuals. Dr. Hettinger recommends one credit card for admin, business manager. She says the school is small enough for one credit card to use.

 Mix of three different districts to create policy. Director Martin suggested that it can be evaluated for efficacy.

* + 1. **Action Item:** Policy Updates

 **M/S (Peterson/ Jensen):** To accept the first review of policy 7440. *Motion passed unanimously.*

* 1. Open Board Director position results

 Director Martin went over the results of the 5 applicants for the open board position. The rubric was effective and public input was taken into consideration. Based off of results, Ramona Martin was the top candidate. Director Woolley asked that resumes be attached in the future.

* + 1. **Action Item:** New Board Member

 **M/S (Martin/Woolley):** For Ramona Martin to be placed in the open board seat as the new board member. *Motion passed unanimously.*

* 1. Performance Criteria

 Reaching out to PCSC to go through criteria. Scheduled for the 16th at 4 PM with Jenn Thompson. Results will decide whether the school will be placed on probation.

* 1. Investment Team 360 meeting

 Met with Giza development on January 7th. Was a positive meeting.

* 1. Policy Work

 Ongoing (will be taken off agenda)

* 1. Local Government Investment Pool (LGIP) – no update

 May not look into this year

1. ACTION AGENDA
	1. **Action Item:** Director of Operations duties
	2. **Action Item:** Allow for review of janitorial contract
	3. **Action Item:** Extended Day for Kindergarten update
	4. **Action Item:** December Financial Reports
	5. **Action Item:** Policy Updates
	6. **Action Item:** New Board Member
	7. **Action Item:** Insurance renewal

Same policy, just need updates to questions.

ISBA company of choice

**M/S (Peterson/Woolley):** To renew the insurance with Morton. *Motion passed unanimously.*

1. EXECUTIVE SESSION

 **M/S (Jensen/Ronge):** To enter executive session. *Motion passed unanimously.*

* 1. **Action Item:** Under Idaho State Code 74-206 (b) To consider personnel matters. Possible action items to occur proceeding session.

 **8:55 PM** motioned out of executive session

 **(M/S Peterson/Jensen):** To move employee “A” to a part-time contract based off of request from said employee. *Motion passed unanimously.*

1. ADJOURN

 **M/S (Peterson/Jensen):** To adjourn the meeting at 8:57PM. *Motion passed unanimously.*

Improvement Tasks

| **Task** | **When** | **Who** | **Status** |
| --- | --- | --- | --- |
| Meeting recap | Friday following | Director Martin | implemented and ongoing |
| Board Bios created | 1/1/2019 | All Board |   |
| Board Bios posted online | 1/8/2019 | Director Peterson |   |
| Schedule 'State of the School' | 1/8/2019 | Director Fleming |   |
| Schedule 'Listening Session' | 2/5/2019 | Director Fleming |   |
| Student Showcases | 1/8/2019 | Molly | implemented and ongoing |
| Agenda to patrons | Friday prior | Director Fleming | implemented and ongoing |
| Weekly DinoBytes | each Monday | Molly | implemented and ongoing |
| House Reports | weekly | Dr. H |   |
| Update staff info on site | 1/8/2019 | Director Peterson |   |
| Set staff communication expectations | 1/8/2019 | Dr. H |   |
| Fishbowl Thursday | each Thursday | Dr. H | implemented and ongoing |
| Add to site FAQ | need set | Director Peterson? |   |
| Add all Board to Alma | 1/8/2019 | Molly |   |
| Admin weekly report template | 1/8/2019 | Director Martin |   |
| Website redesign | need set | Director Peterson/volunteer |   |
| Issue contact shown on each page of website | need set | Director Peterson |   |
| Summit page on website | 1/8/2019 | Director Peterson | completed |
| Request PPP outline volunteer process | 1/8/2019 | Dr. H |   |
| Detail out visitor process | 1/8/2019 | Dr. H |   |
| Post visitor processes on site | 2/5/2019 | Director Peterson |   |
| Make corrections/updates to Alma calendar | need set | Molly |   |
| Assign PPP volunteer to manager official school FB | 1/8/2019 | Dr. H |  On 1/8 agenda |
| Add feedback forum on site | need set | Director Peterson |   |
| Develop policy committee | 1/8/2019 | Board | created and ongoing |
| Develop building committee | 1/8/2019 | Board | created and ongoing |
| Determine DoO duty plan | 1/8/2019 | Dr. H / Board | On 1/8 agenda |
| Substitute Process Plan | 1/8/2019 | Dr. H |   |
| Staffing schedules/efficiency plan | 1/8/2019 | Dr. H |   |
| STEM Nights | 1/8/2019 | Director Peterson | On 1/8 agenda |
| Assist Admin with Acquisition calendar review | 1/8/2019 | Director Fleming |   |
| Implement ID badges | 1/8/2019 | Dr. H / Molly |   |
| Clearly define check-in/out process | 1/8/2019 | Dr. H / Molly |   |
| Review Raptor like systems | 2/5/2019 | Dr. H |   |
| Review janitorial contract | 1/8/2019 | Dr. H / Board | On 1/8 agenda |