Minutes for

January 16, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
	1. Time 6:28PM
2. ROLL CALL- Board Members in Attendance:
	1. Director Fleming
	2. Director Ronge
	3. Director Woolley
	4. Director Peterson
	5. Director Jensen
3. CHECKER: Director Peterson TIMEKEEPER: Director Woolley
4. Reading of the Mission: Director Jensen
5. ADOPTION OF THE AGENDA
	1. **M/S (Fleming/Peterson):** *The motion passed unanimously*
6. Approval of Prior Meeting Minutes
	1. **M/S (Fleming/Ronge):** *The motion passed unanimously*
7. OFFICER REPORTS
8. UNFINISHED BUSINESS
	1. Finance
		1. Grants: Bluum, Steelcase, New Schools (Fleming)

 Bluum- No response yet

 New Schools Venture-Application was not accepted at this time

 Steelcase-Due February 2nd- Director Fleming will e-mail out the application for assistance

* + 1. Kitchen/Lunch Service bids (Jensen)

 Director Fleming received a bid from Vend-ucation, a food vending machine company. Along with purchasing the machines, PiSA would need to also purchase a POS system to take care of free/reduced lunches. Breakfast, lunch and snacks will be available in the machines. An E-mail has been sent to the State Department of Education for assistance in understanding food service, bussing, and other bids we will need.

* + 1. Transportation bids (Jensen)

 Director Jensen brought questions needed for the RFP. He will outline these needs/questions in Asana before the next meeting.

* 1. Stakeholders
		1. City Council Meeting review (Neddo)

 Went well. Several council members thanked the board for all the work being put forth for this school.

* + 1. Kindergarten decision (Peterson)

 Discussion of Kindergarten schedule ensued. Director Peterson mentioned the community desire for all day Kindergarten. Director Fleming asked if we would like to move forward in offering AM Kindergarten with the option of an extended care at a reasonable price. Director Woolley supported the idea stating that in her experience working with small children, full day is too long. Director Jensen also supported that reason.

 **M/S (Fleming/Ronge):** The Kindergarten schedule will be AM Kindergarten with the option for extended care for children after school at a reasonable price. *The motion passed unanimously*

 With the passing of the above motion, bussing was discussed and was decided that parents will be responsible for the pick up of their Kindergarten students when their school day is over. Bussing will be provided to school in the morning, and home at the end of the full school day, if children are in extended care.

* + 1. Community Meetings (Ronge)

 Will advertise again this week for the Community Meeting to be held at the Kuna Community Hall, located at 360 W Main St. next Thursday, January 25th. Set up will begin at 5:30 PM for a 6:00 PM start time. We will live stream to Facebook during the meeting.

* 1. Facilities
		1. Discussed in executive session
	2. Policy
		1. Employee Handbook (Neddo)

 Mr. Dan Neddo put together a rough draft of the employee handbook to be reviewed on Asana. He requested a working day as a board to look over the document together for continuity.

* 1. Registrar
		1. Enrollment: general update (Peterson)

 There are currently 116 students enrolled.

 A request has been paced on Facebook for a marketing committee to assist in getting the word out to unreached citizens. (see marketing committee request on Facebook for more information)

* + 1. Lottery Policy draft (Peterson) Director Peterson offered the draft for review. Director Fleming received new information regarding sibling preference. It will be based on selection, not acceptance.
		2. Lottery Process (Fleming)

 The board will go through a mock lottery for practice. The lottery is scheduled to take place on April 3rd, 2018 at 4 pm at the Kuna library. Director Fleming asked the board how many spots should be kept open for staff children. **M/S(Fleming/Ronge):**  One seat per grade will be held for staff children and will be noted in our policy. *The motion passed unanimously*

* 1. Human Resources
		1. Admin position updates (Fleming)

 Admin applications have been closed and questions have been sent out to potential candidates.

* + 1. Staffing Plan (Neddo)

 Mr. Dan Neddo would like a Saturday morning to review the plan. Curriculum policy can be put in staffing plan. The rough draft is finished for it and available on Asana for review

* + 1. Job Descriptions – general (Neddo)

 Mr. Dan Neddo has the job descriptions ready for review. Teachers will be hired after Directors have been hired.

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

 Nothing new. To finish, we need physical location. February 22 is the due date.

* 1. Nutrition
		1. NSLP Application (Neddo)

 National student lunch program. Needed for ERate process.

1. NEW BUSINESS
	1. Finance
		1. Red Apple Contract

 Service agreement ready to be signed. **M/S (Fleming/Woolley):** To approve the Red Apple service agreement. *The motion passed unanimously*

* 1. Registrar
		1. Alma Contract

 Approved for the price of $6485

* 1. Stakeholders
		1. Authorization Condition – Giza MOU (Fleming)

 We have approval from the state that our condition has been met.

* + 1. Website updates: org structure, job postings (Peterson)

 Org structure not on the website yet. Need to modify to make clickable links. Job postings are on the website.

 Mission statement needs to be added.

* + 1. Motion for purchase - Marketing Bookmarks (Peterson)

 Prices to print 1000 bookmarks: $43.39. 2000 bookmarks: $15 more. **M/S (Fleming/Woolley):** To purchase 2000 bookmarks for marketing at approximately $58. *The motion passed unanimously*

* + 1. Motion for Lottery Ad Statesman (Fleming)

 Received a revised statement from Idaho Press Tribune for $500. Idaho Statesman quoted the price at $49.25. **M/S (Fleming/Jensen):** to purchase 3 ads for the lottery in the Idaho Statesman for $49.25. *The motion passed unanimously*

* 1. Governance
		1. Board Succession, Orientation & Termination (Fleming)

 Director Fleming asked the board to review amendment in by-laws. July 1, 2018 is the initial year for board. The transition set to be complete at June 2018 board meeting.

 Board binders have been distributed and members need to include parliamentary procedure in them.

* 1. Policy
		1. ISBA – Motion for policy purchase; Motion for update subscription service purchase (Fleming)

 ISBA will allow us to purchase the policy set now and give us the charter policies in the late spring. They recommend an update service at $450. If policy set is purchased before June, the cost is $1500. It is an additional $45 after June. Updates after initial year will be $495. **M/S (Fleming/Woolley):** To purchase the ISBA policy set for $1500 and receive an updated charter version in the spring. *The motion passed unanimously*. **M/S (Fleming/Peterson):** To purchase the service for quarterly updates for first year at charge of $450. *The motion passed unanimously*.

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

 Mrs. Neddo presented corrugated sign options. **M/S (Fleming/Ronge):** To amend prior approved sign purchase and purchase 100 signs for approximately $400. *The motion passed unanimously*.

 Alicia Bullock-“Is funding based on enrollment?” Director Fleming answered that we hope for grants. We currently have an external funding source, but no contract has been finalized.

1. EXECUTIVE SESSION

 Began at 7:38PM

* 1. 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.

 ADJOURN 8:08 PM