Minutes For

January 23, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
	1. Time 6:32 PM
2. ROLL CALL
	1. Director Fleming
	2. Director Ronge
	3. Director Woolley
	4. Director Peterson
	5. Director Jensen

 All Directors Present

1. CHECKER: Director Jensen TIMEKEEPER: Director Ronge
2. Reading of the Mission: Director Peterson
3. ADOPTION OF THE AGENDA
	1. **M/S (Fleming/Peterson):** *The motion passed unanimously*
4. Approval of Prior Meeting Minutes
	1. **M/S (Fleming/Ronge):** *The motion passed unanimously*
5. OFFICER REPORTS
6. UNFINISHED BUSINESS
	1. Finance
		1. Red Apple (in attendance)

 Jeff Biesinger and Steve Finley Director of Business Services in attendance.

 Moving forward, Matt Lovell and Jeff will be our contacts with Red Apple

* + 1. Grants: Bluum, Steelcase, STEM Action (Fleming)

 Bluum- Mr. Neddo reached out to Mr. Ryan for support and the response was negative. Bluum is not looking to work with PiSA at this time. No solid reason was given, except that our timeline pace was too quick for their comfort.

 Steelcase- Application finished and e-mailed to board for review.

 STEM Action-STEM club was awarded $900+ from a grant through STEM Action center. Mrs. Neddo is planning a CSI night and hopes to get assistance from local police and fire personnel.

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

 Morrison at Latte Da, a local coffee shop, has offered her assistance in working out the lunch program details. She has experience in such matters.

 Jeff Biesinger asked if the lunch services would be part of a federal program, with vendors used in the first year? The answer was yes.

* + 1. Transportation bids (Jensen)

 Director Jensen referred to questions currently in ASANA. As far as bids go, it was decided that the standard format for transportation bids are acceptable to use. Director Fleming said that Michelle Clement Taylor from the Department of Education will put us in contact with the right people.

 The Chairperson at Falcon Ridge Charter School is supportive in having a positive relationship with PiSA. Falcon Ridge’s bussing contact is not up for renewal, so cannot partner with us in that area at this time, but is open to future possibilities. Mr. Neddo and Director Fleming have meeting with Wendy Johnson to discuss PiSA’s relationship with Kuna School District and hope to also discuss the possibility of shared bussing, dual enrollment, and Synergy preference group.

* 1. Stakeholders
		1. Advisory Committee (Ronge)

 Letters have been formatted and will be going out to current members of PiSA’s advisory committee. Currently there are 7 members, possibly one youth member in the future. Letters will be sent out through the info@pistem e-mail. The first advisory committee meeting is tentatively scheduled for mid-February.

* + 1. Kindergarten decision (Peterson)

 The decision made at the board meeting held on January 16th, 2018 was posted on FaceBook

* + 1. Community Meetings (Ronge)

 Sandwich boards for marketing have been tasked to Director Woolley

* + 1. Website (Peterson)

 Bookmarks are scheduled to arrive on Monday. 1000 were ordered. Kindergarten announcement needs to be added to the website.

* + 1. Curriculum Selection Process (Neddo)

 Need individuals to sign up to be on committees. Committees will not be typical of traditional curriculum adoption committees. Rather, there will be a focus on authentic projects and competitions for students to participate in.

* + 1. Kindergarten, extended day charge

 Positive response on FaceBook post regarding Kindergarten choice.

 **M/S (Fleming/Woolley):** To accept the charge of $100 per month for extended care Kindergarten for the duration of the school year. *The* *motion passed unanimously*

* 1. Facilities
		1. (Executive discussion)
		2. Playground discussion

 Director Fleming received a quote for pour in place rubber at $14.99 per sq/ft.

 Director Woolley suggested looking into a combination of a regular playground and a natural playground.

* 1. Governance
		1. Training plan, Bylaw changes (Fleming)

 Director Fleming asked the board what they would like to see for the first board training. It was suggested that we consider training in charter school finances. She also reminded to board to review the bylaw changes.

* 1. Policy
		1. Employee Handbook (Neddo)

 No changes. Steve mentioned that Red Apple has examples of employee handbooks for our use.

* + 1. ISBA Policy Purchase (Fleming) – no update
	1. Registrar
		1. Enrollment: general update (Peterson)

 Currently 135 enrolled.

* + - 1. Yard signs, billboard (Fleming

 Yard signs are available for distribution. As signs are placed, each member is to make a note where they are placed, because they will need to be picked up eventually.

Billboard-Mrs. Neddo was told the billboard on S. Avalon is available and can be used for the duration of March. More details from the billboard owner are needed.

* + 1. Lottery Policy draft (Peterson)

 Adding final changes this week to post to ASANA

* + 1. Lottery Process (Fleming)
			1. Statesman notices will run 1/22, 2/12 & 3/12

 During the lottery, chips with numbers on them will not be used. Instead, full cards with child’s name and information will be given to parents and they can write the draw number on their child’s card.

* + 1. Alma Site (Fleming)

 Need to start using for registration

* 1. Human Resources
		1. Admin position updates (Fleming)
			1. Interviews 1/27

* + 1. Staffing Plan (Neddo)

 For assistance with the staffing plan, Mr. Neddo needs to add members as followers in Asana. Director of Education to hire teachers and paraprofessionals. General staff will be hired once Director of Operations is hired.

 Columbia High School is interested in partnering up with PiSA for professional development.

 Summit Application requires teachers to fill out a questionnaire. This will be used in the interview process. Director Peterson suggested Mr. Neddo look at the website skillstack.idaho.gov

* + 1. Job Descriptions – general (Neddo)

 More eyes are needed to review rough draft job descriptions.

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

 Need an actual building plan with physical school address to move forward with e-Rate.

* 1. Nutrition
		1. NSLP Application (Neddo)

 Red Apple can assist

Red Apple can help

1. NEW BUSINESS
	1. Finance
		1. Develop budget committee (Fleming)

 Jeff Biesinger, Cassie Zattero, and Director Fleming will comprise the budget committee

* 1. Stakeholders
		1. Marketing Committee

 No leads so far

* + 1. STEM Exploration Day (BSU) registrations by 1/30
		2. KSD Meeting (Fleming)

 Meeting with Kuna School District Superintendent, Wendy Johnson scheduled for February 1st at 2:30PM.

* 1. Governance
		1. Document Day (Fleming)

 A list will be available for review and board members need to mention if you have worked on it.

 Day/Time of document day TBD

* + 1. Google emails (Peterson)

 Google wants to verify that we are using pistem before moving forward

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
	1. Public members wishing to speak
2. EXECUTIVE SESSION

 Began at 7:50 PM

* 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.
1. ADJOURN 8:08 PM