Minutes for

February 13, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
	1. Time 6:37 PM
2. ROLL CALL
	1. Director Fleming
	2. Director Ronge
	3. Director Woolley
	4. Director Peterson
	5. Director Jensen

**All Members Present**

1. CHECKER: Director Ronge TIMEKEEPER: Director Woolley
2. Reading of the Mission: Director Woolley
3. ADOPTION OF THE AGENDA

 Agenda was amended with the absence of Mr. Neddo. All items pertaining to his responsibilities are postponed until next meeting.

* 1. **M/S**: **(Fleming/Ronge):** To adopt amended agenda**.** *The motion passed unanimously*
1. Approval of Prior Meeting Minutes
	1. **M/S**: **(Fleming/Woolley)** *The motion passed unanimously*
2. OFFICER REPORTS
3. OPEN BUSINESS (\* new)
	1. Finance
		1. Grant Updates (Fleming) – no update
		2. Kitchen/Lunch Service bids (Jensen)

 Request for bids for milk is on Asana for review. Bids to remain open May 1st-31. Proposed to make a decision on milk bid at June meeting.

* + - 1. Capital purchase initial list (Jensen)

 List is complete and to be put in Asana.

* + 1. Transportation bids (Jensen)

 Transportation bid request is on Asana and ready for review. A pre- bid meeting needs to be held for bidders to come ask questions. **M/S (Fleming Peterson):** Motion for the pre-bid meeting to be held at the March 27th board meeting. *The motion passed unanimously*

 Mr. Neddo and Director Fleming met with Superintendent Wendy Johnson. So far it is looking that there will be no collaboration with KSD on bussing, but possibly lunch/kitchen.

* + 1. Budget committee (Fleming)

 Director Fleming attended a meeting with Jeff and Matt of Red Apple Finance. Matt will be PiSA’s main point of contact. They recommended not using prepaid Visa cards for teacher reimbursement and said it is best to budget and use PO forms. Staff will have to ask ahead before purchasing items. It will then be signed off by Director of Operations or Director of Education. The initial budget will be sent this week from Red Apple.

* 1. Stakeholders
		1. Advisory Committee (Fleming)

 E-mail sent out to advisory committee members with a recommendation to attend upcoming advisory committee meeting

* + 1. 2/8 Community Meeting Follow Up (Peterson)

 Meeting went well. Billboard image was chosen and submitted. The ad will run from Feb 26th. To March 26th.

* + 1. Website (Peterson)

 Need to add some FAQ’s, but make them concise.

* + 1. Curriculum Selection Process (Neddo)
		2. \*Student Handbook (Neddo)
		3. Marketing
			1. Circustrix (Fleming)

 This Thursday. Still some spots left.

* + - 1. Library sponsorship (Peterson)

 Nothing to report

* 1. Facilities
		1. (Executive discussion)
	2. Governance
		1. \*Performance Certificate (Fleming)

 Done until 2023. Design elements are what we will be “graded” on every year. Each board member is advised to print the first section for their records.

* + 1. \*Board Director Terms (Fleming)

 Board terms were determined, to officially begin July 1, 2018. Current positions held will continue for year one. After a year, a vote will occur and positions *could* change. Officers and terms decided: 3 year terms-Directors Fleming, Ronge, and Peterson. 2 year terms- Directors Woolley, Zattiero and Martin. 1 year term-Director Griggs.

* + 1. \*Training Review (Fleming)

 PCSC suggested finance as the initial board training. ISBA suggested board roles and responsibilities. After discussion, the board decided to focus on finance as the initial board training.

* + 1. \*Asana Reminder (Fleming)

* + 1. \*Board Transitioning (Fleming)

 Use July 1st as transition point to governing board. Directors Griggs, Zattiero, and Martin will be required to attend one board meeting a month beginning next month. June 2018 transition of duties will occur.

* 1. Policy
		1. ISBA Policy (Fleming)

 Received ZIP drive to review. Board members will receive sections of policy to review. Director Fleming will make assignments.

* 1. Registrar
		1. Enrollment: general update without counts (Peterson)

 Numbers still climbing towards goal

* + 1. Lottery Policy (Peterson)

 Lottery policy was e-mailed for review. A mock lottery will be held March 13th. **M/S (Peterson/Ronge)**: To accept the lottery process as written. *The motion passed unanimously*

* + 1. Alma Site (Fleming)

* + 1. Records Request process (Ronge)

 Form completed to send to former school.

* + 1. Registration documents & process (Ronge)

 Records request will be part of registration process. Home language survey form is complete. All forms will be available online on ALMA.

* 1. Human Resources
		1. Staffing Plan (Neddo/Mann)
		2. Job Postings (Neddo)
		3. Hourly/Salary contracts established (Mann/Neddo)
	2. Technology
		1. 5-year IT plan, e-Rate process (Peterson)

 Director Peterson asked how many buildings we need to have access points in. It was decided that there needs to be enough technology for 5 buildings with 2 access points in each building. $150/piece. 2 access points per building. 8 network connections per building. Main building will have 16. Each vending machine needs its own and there will be 5 vending machines total. Extra ports will be added in case. Phone lines will need to be added to E-rate. E-rate is due Feb 22nd. The bid needs to be available for 28 days giving us 2 days to choose bids.

* 1. Nutrition
		1. NSLP Application (Woolley)

 Steve Finlay of Red Apple was contacted. Director Woolley will reach out to him again. Director Fleming mentioned that Justin Mann, the Director of Operations, has experience with NSLP.

* + 1. SDE Meeting update (Fleming)

 Mrs. Feather suggested applying for income based grants and recommends Title 1A and Title 2A. She will walk us through the process. NSLP data will be beneficial. **M/S (Fleming/Ronge):** To move forward with the application for Title 1A and 2A grants.*The motion passed unanimously*

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
	1. Public members wishing to speak
2. EXECUTIVE SESSION began at 7:49 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.
3. ADJOURN 8:43 PM