Agenda for

February 27, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
	1. Time
2. ROLL CALL
	1. Director Fleming
	2. Director Ronge Not Present
	3. Director Woolley
	4. Director Peterson
	5. Director Jensen
3. CONSENT AGENDA
	1. CHECKER: Director Ronge, TIMEKEEPER: Director Jensen, MISSION: Director Jensen
	2. Adoption of the Agenda
	3. Approval of Prior Meeting Minutes

 M/S (Fleming/ Peterson) To approve consent agenda

1. OFFICER REPORTS

 House bill 581 passed to expand IMEN. Mr. Neddo talked to the person in charge and since Mr. Neddo is the admin, we are in.

 Mr. Neddo suggested we open board meetings a half hour early for any questions directly related to him.

 Discussion via e-mail about moving locations for board meeting

1. OPEN BUSINESS (\* new)
	1. Governance
		1. \* Bylaw Revision (Fleming)

 M/S (Fleming/Woolley): To accept bylaw revision as written.

* + 1. \* Advisory Board (Fleming)

 Non-voting members up to 7 seats for prior founding members and can attend meetings and have voice. They can request things to be put on agenda. They have a seat at the table. Can openly discuss during meetings. Seats offered to Mrs. Neddo, Mrs. Peterson, Mrs. Jensen. Mrs. Neddo and Mrs. Peterson accepted positions.

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

 Mrs. Jensen has been working on it, but needs some help. Can solicit for bids. Look at Farm to School. Ask nutrition specialists at other schools. Gem Prep, Falcon Rdige, KSD.

* + 1. Budget committee (Fleming)

 No current update

* + 1. Grants (Fleming)

 No current update

* + 1. Transportation bids (Jensen)

 Would like Mr. Mann to review bid form on Asana. Everything looks good on there from what Mr. Mann could tell. Date bids going out? March 1st?

* + 1. \* USDA (Fleming)

 On their own, Giza reached out to verify that anything were doing together will not hinder our chances for getting USDA

* 1. Stakeholders
		1. Advisory Council (Fleming)

 Meeting is this Thursday. Recommended to attend, but don’t have to. Mayor Stear will not attend until after we have had our city council meeting.

 Will Mrs. Neddo head up the council? Possible create an advisory council contact e-mail on Google. Mrs. Peterson to head up parent group.

* + 1. Website (Peterson)
			1. \* Change Request

 D. Peterson will figure out how to easily roll into ticket system. PCSC we need to have our notification process posted on our website. Parents have 48 hours to respond to acceptance. Maybe in FAQ’s

* + - 1. \* Status of requested updates

* + 1. Curriculum Selection Process (Neddo)-Nothing new to add
		2. Marketing
			1. Library sponsorship (Peterson)

 Gathering information to make sure check gets sent to the right place.

* + - 1. \*28 days and counting! (Ronge/Peterson)
				1. Door to door planning- Would like to start doing the Arbor Park area. 4th street area. Director Ronge to set up the door to door planning?
				2. Luster idea (Fleming)- It’s a bid service for events. Mosaic of instagram photos from community events to make a logo. Director Fleming to get a quote for Kuna Days.
				3. What does STEM mean to you? hashtag (Peterson)

 Waiting to hear back from Discovery Center. Will reach out again this week to purchase annual family pass for prize.

* + - 1. Boys & Girls Club (Fleming)

 Colleen Braga Great meeting. Can’t wait to work with us. Starting a project but can’t commit to a project with us until 18 months or so. We can publicly announce that we are discussion about our partnership.

* + 1. Feb PCSC Meeting (Fleming)- Went well
	1. Culture
		1. \* School Calendar (Neddo) Something will be ready for presentation next week
		2. \* Daily Schedule (Neddo)-
		3. Dependent on school calendar. A credit is a loose term, not defined by time. Schedule will look different. E-mailed a template from Summit on guidelines for schedule.
	2. Facilities
		1. \* Lease status (Fleming)

 Still in progress of working through that and getting exhibits put together.

* + 1. \* Concept Site Drawing (Fleming)

 Available to see

* + 1. \* Community Meeting -3/17/18 11am – 1pm (Fleming)

 Has been scheduled. At the library. Small conference room. All board members present preferred.

* 1. Policy
		1. Policy Reviews (All)
			1. 1000, 1100, 1110P, 1120, 1120P, 1130, 1140, 1200, 1205, 1210, 1220, 1230, 1240, 1250, 1260, 1270, 1280, 1300, 1310, 1315, 1320, 1400, 1405, 1410, 1420, 1430, 1440, 1500, 1500P, 1510, 1520, 1520F, 1525, 1530, 1530F, 1600 (should we just use the Code of Ethics we already did), 1610, 1615, 1620, 1630, 1640, 1645, 1650 (New Board member training plan – need input)

 Everyone do your best guess, make comments on “ready for review”. To be reviewed by next week. Put questions regarding in next agenda.

 5100 and 5100P Need to add number of days. 5500 F2 up there? Ben to create an office e-mail to add to my forms and who will be monitoring it.

* + 1. Student Handbook (Neddo)-Next week
		2. \* Procurement Policy (Fleming)

 Procurement policy 7407.Please review. Have to take the lowest bid.Be specific in bid requirements.

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

 Numbers are still going up.

* + 1. \* 8th & 10th Grade (Neddo)-Mr, Neddo received an e-mail from potential student. Xane Grogan-Concerns about math and advanced classes. Director Fleming reached out to parents of 8th and 10th grade parents about enrolling students in lower grades with the intent to teach kids at their own level.

 Mrs. Neddo will talk to parents of students she knows

Reach out to parents of current 7th and 9th grade students to offer above

* + 1. Registration documents & process (Ronge)-Next meeting
	1. Human Resources
		1. Job Postings – Education (Neddo)-Hiring committee to interview prospective candidates.
		2. Job Postings – Non-ED (Mann)- Secretary start date June 1st. See notes from last meeting. April 15th post date.
		3. \* Time Off Form (Neddo)-Talk to Red Apple to ask for time off form ideas. What is our obligation? Do we want to go up from there?
		4. \* (Executive Session: Administrative Contract Review)
	2. Nutrition
		1. NSLP Application (Woolley)

 Documenting process on Asana. Supplied SDE our Low income documentation to help with NSLP.

* + - 1. \* SDE LI documentation (Fleming)
	1. Technology
		1. e-Rate process (Peterson)

 Someone is creating a bid. The e-Rate is visible. Might solicit bids at the end of the week. Can tell people the bid is out there. Simple e-mails. March18th-22nd review timeline.

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
	1. Public members wishing to speak
2. EXECUTIVE SESSION 7:54PM
	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

 8:14PM