Agenda for

March 6, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
   1. Time 6:40PM
2. ROLL CALL
   1. Director Fleming
   2. Director Ronge
   3. Director Woolley
   4. Director Peterson
   5. Director Jensen
3. CONSENT AGENDA
   1. CHECKER: Director Ronge, TIMEKEEPER: Director Woolley, MISSION: Mr. Neddo
   2. Adoption of the Agenda
   3. Approval of Prior Meeting Minutes

M/S (Fleming/Woolley): To accept consent agenda as written.

1. OFFICER REPORTS
   1. Financial Reports

See attached cash flow report

Moving forward, Red Apple will provide reports

1. OPEN BUSINESS (\* new)
   1. Governance
      1. \* Board Meeting location discussion

M/S (Fleming/Peterson):To relocate to Multicom Insurance office space, donated by the Neddos, located at 362 Main St. Kuna, ID, beginning next week, March 13th, 2018.

* + 1. \* Charter Boot Camp (April 26-27)

Director Peterson, Director Zattiaro, Mr. Neddo, Mr. Mann, and Director Fleming to attend

* + 1. \* ‘Principal’s’ Report discussion (Fleming)

This will be called the Director of Education and Director of Operations reports.

Will report on enrollment counts/engagement. Board to decide on topics to be covered. Academic (look at design elements), operational/financial (compliance), reporting to the state and PCSC. Mr. Neddo suggested looking at other school’s boards meeting minutes to see what things they are reporting.

Hit on the design elements. Choose one to show and present to the board.

* 1. Finance
     1. \* Insurance quote review

Quote was sent out through e-mail. Possible April 1st start date.

* 1. Stakeholders
     1. Advisory Council (Mrs. Neddo)

Goal for members is to think about the skills they would like to see in employees. Discussed IMEN changes. Possibility of having meetings more often, possibly during business hours. Director Fleming asked the board to outline the purpose of the advisory council.

Director Fleming-Insight from government officials about their understanding and guidance of laws concerning education/rules.

Director Woolley-Authentic projects for students

Director Peterson-Get honest feedback of how community members feel about the school.

Mr. Neddo-CTE guidelines: need to advise in specific areas, how to improve in certain areas, assist in judging events. Advocate the school/programs.

Provide employers input, rules and regulations and how to adjust, judge at events, advocacy, promotion, marketing.

Mrs. Neddo to report agenda items to advisory council.

* + 1. Website change process proposal (Peterson)

No update. Will come back to it once E-Rate is complete.

* + 1. Marketing
       1. 21 days and counting!
          1. Door to door planning (Ronge)

Director Ronge to coordinate times to go door-to door. Flyers need to be created-slips of paper with website information. Bookmarks can be handed out as well as business cards.

* + - * 1. Luster quote (Fleming)

$11K for concept and plan and pay to fly workers to event. Will not move forward with this company. Will assign to students. Liam Dixon volunteered.

* + - * 1. What does STEM mean to you? hashtag (Peterson)

Once entry was received. A form is being used to track entries. Contest will end after lottery.

* 1. Culture
     1. School Calendar (Neddo)

Mr. Neddo presented a draft of calendar for school year. Waiting to hear on seat waiver. State requirements say 990 hours instruction time for high school and divide by 6 hours means we need to be in school 171 days. “Deep Dive” would be elective/project times and days. Completion week could be virtual days if all work is completed. If we need to add days for “padding”, where would we add them? Could we offer a few days after the last day of school for students who missed too much school? Director Ronge asked if there is an “Independent study” option. Director Fleming will look into the option. Mr.Neddo said we will need to be creative in the way we have students make up time missed.

M/S (Fleming/Jensen) To approve the 2018-2019 school calendar as presented by Mr. Neddo.

See attached draft

* + 1. Daily Schedule (Neddo)

Mr. Neddo presented a draft of daily schedule. School will begin at 8am and will end at 3:25pm. Kindergarten schedule will be 8am- 11:30am. Percentage of time spent on computer will be roughly 40% of the day, broken up, using various programs.

M/S (Peterson/Fleming): to adopt schedule as beginning at 8am- 3:25pm.

M/S (Fleming/Woolley): To amend above motion with the addition of Kindergarten schedule begin at 8am and end at 11:30am

* + 1. Driver’s Ed proposal (Neddo)

Staff position, not hiring a private company. Has to be run through the school for state to accept the program. Included a breakdown to how employee would be paid. Possibility of offering as an elective during school. Would we offer dual enrollment to other Kuna students. Not sure the school structure can support the program. Need clarification about state reimbursement regarding hiring staff to run drivers education vs hiring a service. Mrs. Neddo to get some clarification from State Department of Education. Will prepare fully developed proposal.

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

Neighborhood meeting information sent out. To be held at the library.

* + 1. (Executive Session: Real Property discussions)
  1. Policy
     1. Policy Reviews (All)
        1. See separate list below agenda

Administrative team to be used where DoE and DoO are used. Director of Education (DoE) then can refer to as DoE later in document.

Do not comment “reviewed” on policies. First review to be done by next meeting.

Use list on agenda to keep track of reviewed policies

* + 1. Student Handbook (Neddo)

Mr. Neddo reached out to Summit Learning about adopting

and adapting their student handbook.

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

Enrollment continues to grow. Next week’s meeting will be a lottery run through.

* 1. Human Resources
     1. Job Postings – Education (Neddo)

Reopened Indeed until March 9th. Expecting question responses until March 12th.

Interview will be open to all applicants so they can see the type of environment they would be working in.

Interviews to be conducted March 14th-16th.

Rubric has been developed for the interview.

Hiring committee has been developed.

* + 1. Time Off Form (Neddo)

Nothing to report. Needed for benefits and policies. Look through policies for information.

* 1. Technology
     1. \* Telephone Services discussion (Peterson)

Director Fleming would like a phone number for Directors. Peterson- Let individuals use current phones and getting a Google number or a simple company phone. Ask Giza for 2 school phones.

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

At this time, we’d like to excuse Mr. Neddo and Mr. Mann.

M/S (Woolley/Peterson): To accept the real estate plan as discussed in the Executive session.

1. ADJOURN

Policy Review:

| **Policy #** | **Policy Name** | **1st Review Date** | **2nd Review Date** | **Adopted** |
| --- | --- | --- | --- | --- |
| 1000 | Legal Status and Operation |  |  |  |
| 1100 | Membership |  |  |  |
| 1110P | Candidate Edification |  |  |  |
| 1120 | Taking Office |  |  |  |
| 1120P | Oath of Office |  |  |  |
| 1130 | Resignation |  |  |  |
| 1140 | Vacancies |  |  |  |
| 1200 | Annual Organizational Meeting |  |  |  |
| 1205 | Board of Directors Powers and Duties |  |  |  |
| 1210 | Qualifications, Terms, and Duties of Board Officers |  |  |  |
| 1220 | Clerk/Secretary |  |  |  |
| 1230 | Duties of the Treasurer |  |  |  |
| 1240 | Duties of Individual Directors |  |  |  |
| 1250 | Committees |  |  |  |
| 1260 | Authorization of Signatures and Electronic Signatures |  |  |  |
| 1270 | Charter and Performance Certificate |  |  |  |
| 1280 | Charter Renewal and Revocation |  |  |  |
| 1300 | Charter School Policy |  |  |  |
| 1310 | Administrative Procedures |  |  |  |
| 1315 | Charter School Planning |  |  |  |
| 1320 | Management Rights |  |  |  |
| 1400 | Communications |  |  |  |
| 1405 | School Board Use of Electronic Mail and Social Media |  |  |  |
| 1410 | Board-School Leaders Relationship |  |  |  |
| 1420 | Director Expenses |  |  |  |
| 1430 | Director Insurance |  |  |  |
| 1440 | Board Participation in Activities |  |  |  |
| 1500 | Board Meetings |  |  |  |
| 1500P | Board of Directors Meeting Procedures |  |  |  |
| 1510 | Open Meeting Law Compliance and Cure |  |  |  |
| 1520 | Public Participation in Board Meeting |  |  |  |
| 1520F | Request to Appear Before the Board |  |  |  |
| 1525 | Board Meeting News Coverage |  |  |  |
| 1530 | Records Available to Public |  |  |  |
| 1530F | Charter School Record Request Form |  |  |  |
| 1610 | Conflict of Interest |  |  |  |
| 1615 | Director Spouse Employment |  |  |  |
| 1620 | Board Goals and Objectives |  |  |  |
| 1630 | Evaluation of Board |  |  |  |
| 1640 | In-Service Conference for Directors |  |  |  |
| 1645 | Board Development Opportunities |  |  |  |
| 5000 | Board Goal/Personnel |  |  |  |
| 5100 | Hiring Process and Criteria |  |  |  |
| 5100F1 | Authorization for Release of Information Form |  |  |  |
| 5100F2 | Request to Employer Form |  |  |  |
| 5100F3 | Request for Verification of Certificate Form |  |  |  |
| 5100P | Procedures for Obtaining Personnel Records for Applicants |  |  |  |
| 5107 | Informal Review |  |  |  |
| 5110 | Criminal History / Background Checks |  |  |  |
| 5120 | Equal Employment Opportunity and Non-Discrimination |  |  |  |
| 5125 | Reporting New Employees |  |  |  |
| 5130 | Administrative Leave |  |  |  |
| 5200 | Applicability of Personnel Policies |  |  |  |
| 5205 | Job Descriptions |  |  |  |
| 5210 | Work Day |  |  |  |
| 5220 | Assignments, Reassignments, Transfers |  |  |  |
| 5230 | Accommodating Individuals with Disabilities |  |  |  |
| 5235 | Health Examination |  |  |  |
| 5240 | Sexual Harassment/Sexual Intimidation in the Workplace |  |  |  |
| 5240F | Sexual Harassment/ Intimidation in the Workplace Policy Acknowledgment |  |  |  |
| 5250 | Certificated Staff Grievances |  |  |  |
| 5260 | Abused and Neglected Child Reporting |  |  |  |
| 5260F | Report of Suspected Child Abuse, Abandonment, or Neglect |  |  |  |
| 5265 | Employee Responsibilities Regarding Student Harassment |  |  |  |
| 5270 | Personal Conduct |  |  |  |
| 5280 | Professional Standards Commission (PSC) Code of Ethics |  |  |  |
| 5285 | Solicitations |  |  |  |
| 5300 | Political Activity - Staff Participation |  |  |  |
| 5310 | Tobacco Free Policy |  |  |  |
| 5320 | Drug- and Alcohol-Free Workplace |  |  |  |
| 5320F1 | Drug and Alcohol Abuse Testing Acknowledgement |  |  |  |
| 5320F2 | Drug and Alcohol Abuse Testing Agreement |  |  |  |
| 5320P | Drug and Alcohol Abuse Testing Program and Procedures |  |  |  |
| 5325 | Employee Use of Social Media Sites, Including Personal Sites |  |  |  |
| 5325P | Recommended Practices for Use of Social Media Sites |  |  |  |
| 5330 | Employee Electronic Mail and Online Services Usage |  |  |  |
| 5330F | Employee Electronic Mail and Online Services Use Policy Acknowledgment |  |  |  |
| 5335A1 | Employee Use of Electronic Communications Devices |  |  |  |
| 5340 | Evaluation of Certificated Personnel |  |  |  |
| 5340F | Parent and Guardian Input Form |  |  |  |
| 5350 | Certified Personnel Resignation (Release from Contract) |  |  |  |
| 5360 | Dress and Appearance |  |  |  |
| 5370 | Non-school Employment by Professional Staff Members |  |  |  |
| 5380 | Professional Research and Publishing |  |  |  |
| 5400 | Leaves of Absence |  |  |  |
| 5405 | Proof of Illness for Sick Leave |  |  |  |
| 5410 | Family and Medical Leave |  |  |  |
| 5410P | Family and Medical Leave Procedure |  |  |  |
| 5412 | Jury Duty |  |  |  |
| 5413 | Witness for Court Appearance Leave |  |  |  |
| 5420 | Long-Term Illness/Temporary Disability |  |  |  |
| 5420P | Long-Term Illness/Temporary Disability Procedure |  |  |  |
| 6000 | Administration Goals |  |  |  |
| 7000 | Financial Management Goals |  |  |  |
| 7100 | Budget and Program Planning |  |  |  |
| 7110 | Budget Implementation and Execution |  |  |  |
| 7120 | Budget Adjustments |  |  |  |
| 7200 | Accounting System Design |  |  |  |
| 7210 | Fixed Assets and Management Discussion and Analysis (GASB Statement 34) |  |  |  |
| 7220 | Documentation and Approval of Claims |  |  |  |
| 7225 | Financial Fraud and Theft Prevention |  |  |  |
| 7230 | Financial Reporting and Audits |  |  |  |
| 7240 | Programs for Indian Children |  |  |  |
| 7240B | Programs for Indian Children |  |  |  |
| 7400 | Purchasing |  |  |  |
| 7400P | Procurement Under a Federal Award |  |  |  |
| 7405 | Public Works Contracting and Procurement |  |  |  |
| 7407 | Public Procurement of Goods and Services |  |  |  |
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