Minutes for

March 13, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
   1. Time 6:30 PM
2. ROLL CALL
   1. Director Fleming
   2. Director Ronge
   3. Director Woolley
   4. Director Peterson
   5. Director Jensen

**All Directors Present**

1. CONSENT AGENDA
   1. CHECKER: Director Woolley, TIMEKEEPER: Director Peterson, MISSION: Director Ronge
   2. Adoption of the Agenda

**M/S (Fleming/Woolley):** To adopt the consent agenda as written. *The motion passed unanimously*

* 1. Approval of Prior Meeting Minutes

1. OFFICER REPORTS
   1. Chairman: Board Transition – 75%

Intent is by the end of the month, a quarter of the work will be transferred to Mr. Mann and Mr. Neddo.

1. OPEN BUSINESS (\* new)
   1. Finance
      1. Insurance Enactment Date (Fleming)

Enactment dates for Director’s and Operator’s insurance cannot be split. After discussion to decide when to enact the insurance, a motion was made.

**M/S (Fleming/Jensen):** To enact insurance date as July 1st, 2018. *The motion passed unanimously*

* + 1. Budget Committee (Mann)

A meeting is scheduled with Red Apple on March 27th. Mr. Mann will be required to present the official budget to the board at the June 6th board meeting. The annual meeting will be after that in June to officially approve it.

* 1. Stakeholders
     1. Marketing
        1. 14 days and counting!
           1. Door to door (Ronge)

Directors Fleming and Ronge went out to one neighborhood on the weekend. The outcome was positives and more applicants for the lottery was a result. More door-to-door canvassing will take place meeting on Saturday, March 17th. Board members are encouraged to communicate other availabilities via e-mail. There are 2 weeks left until the lottery.

* 1. Culture
     1. Dual Enrollment discussion (Neddo)

Mr. Neddo reached out to the Nampa School District Registrar and e- mailed her boss too. Nampa SD said we can partner with them offer dual enrollment to 6-12th grade students, as we see a need.

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

Policies were reviewed

* + 1. \* Employee Handbook/Policy discussion

Anything we have a policy for needs to be removed from the handbook and reference the policies that will be documented on the website.

Need to complete policy reviews before the student handbook can be put together. Mr. Neddo will give the board access to the employee handbook draft. For adopted policies, a short description of that policy will be referenced in the handbook.

* + 1. (All)
    2. Student Handbook (Neddo)

Mrs. Peterson and Mrs. Neddo worked on one, but Mr. Neddo is waiting on the student handbook from Summit Learning to use. Logos and Mascots-Going along with prehistoric idea and Kuna Kaveman, a motion was made.

**M/S (Fleming/Ronge)**: To accept the proposal from Mr. Neddo to be the PiSA Dinos. *The motion passed unanimously.*

Each “house” (K-3, 4-6, 7-9, 10-12) will then pick “their” dinosaur to represent their house.

* 1. Registrar
     1. Enrollment: status towards goal – without numbers (Peterson)

Enrollment hasn’t stopped growing and we are on the path to where we want to be. The goal is 500. Application closes at 6PM 2 weeks from today, On March 27th.

* + 1. \* Lottery Test Run (Fleming)

* 1. Human Resources
     1. \* DoO Arrival (Mann)

Mr. Mann will get into town on the 25th of March and will be at the board meeting on the 27th.

* 1. Technology
     1. \* Administrative Team Telephone Services (Fleming)

Director Fleming reached out to Verizon, AT&T and T-Mobile. Verizon contacted back. Cost is $50.70 a month per phone. Unlimited talk, text , and 10GB data. No contracts. Phone options are Samsung Galaxy, Iphone6S.

**M/S (Fleming/Jensen)**: Move forward with Verizon to get 2 standard lines. *The motion passed unanimously*

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

Russell Stamps

Q: Do you expect to be an open or closed campus?

A. When we get to upper grades, we will think about it.

Q. What is your full enrollment numbers?

A. 297 is target enrollment numbers. 33 per grade.

Q. What is the expected traffic impact.

A. The traffic survey is currently being done. Possible widening to the road will need to be done to make for a turn. Hoping to have a report this week.

Q. How many students are expected to bus in?

A. We are offering bussing to all students and assume to bus everyone. Until the lottery is done, we won’t know.

Q. How is lottery being done?

A. It’s open to anyone who wants to come. If you enroll by a particular date (March 27th), names are put into a draw. Then acceptances are sent out.

Q. How is marketing done?

A. Billboard, yellow signs, door-to-door, word of mouth, social media, Kuna Days, grocery store booth, newspaper articles, information posted in public locations.

Q. Expected hours?

A. 8AM-3:25. After school programs will be offered. STEM club, Boys and Girls Club. No sports (pay to play)

Q. Expected cut off time for those activities

A. Around 5 to end.

Q. Source of funding?

A. Source of funding is from the state. Can’t participate in levies or bonds. Can apply for grants.

Q. Core curriculum?

STEM, Project-based, mastery learning. Still have State requirements to meet.

Q. What will be done with the current buildings on the property?

A. Current buildings will be demolished. There will be a parking lot and portable structures.

Q. There are 2 power lines run that through the property. One is a low priority line. How is our electricity going to be connected? You don’t want to be on the lower power line that has 18 homes connected to it.

Melissa Nielsen

Q. What is the grade range?

A. Year one is K-7, 9. No 8th grade. Grades will “roll up” every year.

Q. what is the official address?

A. 2275 W Hubbard Rd. on South side of road.

1. EXECUTIVE SESSION

**M/S (Fleming/Woolley):** To enter Executive Session. *The motion passed unanimously*

Entered executive session at 8:01PM to discuss the budget and real property

* 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.

Came out of executive session at 8:20PM

**M/S (Fleming/Woolley)**: Motion to accept the Ensign proposal as seen in the budget. *The motion passed unanimously*

1. ADJOURN

8:20PM

Policy Review:

| **Ready for Review** | **Policy Number** | **Policy Title** | **1st Review Date** | **2nd Review Date** | **Adopted** |
| --- | --- | --- | --- | --- | --- |
| X | 1000 | Legal Status and Operation | X |  |  |
| X | 1100 | Membership | X |  |  |
|  | 1110 | Appointment of Directors (Doesn’t exist in the packet) |  |  |  |
| X | 1110P | Candidate Edification | X |  |  |
| X | 1120 | Taking Office | X |  |  |
| X | 1120P | Oath of Office | X |  |  |
| X | 1130 | Resignation | X |  |  |
| X | 1140 | Vacancies | X |  |  |
| X | 1200 | Annual Organization Meeting | X |  |  |
| X | 1205 | Board of Directors Powers and Duties | X |  |  |
| X | 1210 | Qualifications, Terms, and Duties of Board Officers | X |  |  |
| X | 1220 | Clerk | X |  |  |
| X | 1230 | Duties of the Treasurer | X |  |  |
| X | 1240 | Duties of Individual Directors | X |  |  |
| X | 1250 | Committees | X |  |  |
| X | 1250F | Committee Form | X |  |  |
| X | 1260 | Authorization of Signatures | X |  |  |
| X | 1270 | Charter and Performance Certificate | X |  |  |
| X | 1280 | Charter Renewal and Revocation | X |  |  |
| X | 1300 | Charter School Policy | X |  |  |
| X | 1310 | Administrative Procedures | X |  |  |
| X | 1315 | Charter School Planning | X |  |  |
| X | 1320 | Management Rights | X |  |  |
| X | 1400 | Board/Staff Communications | X |  |  |
| X | 1405 | School Board Use of Electronic Mail and Social Media | X |  |  |
| X | 1410 | Board-Principal Relationship | X |  |  |
| X | 1420 | Director Expenses | X |  |  |
| X | 1430 | Director Insurance | X |  |  |
| X | 1440 | Board Participation in Activities | X |  |  |
| X | 1500 | Board Meetings | X |  |  |
| X | 1500P | Board of Directors Meeting Procedure | X |  |  |
| X | 1510 | Open Meeting Law Compliance and Cure | X |  |  |
| X | 1520 | Public Participation in Board Meeting | X |  |  |
| X | 1520F | Request to Appear Before the Board | X |  |  |
| X | 1525 | Board Meeting News Coverage | X |  |  |
| X | 1530 | Records Available to Public | X |  |  |
| X | 1530F | Charter School Record Request Form | X |  |  |
| X | 1600 | Code of Ethics for Directors | X |  |  |
| X | 1610 | Conflict of Interest | X |  |  |
| X | 1615 | Director Spouse Employment | X |  |  |
| X | 1620 | Board Goals and Objectives | X |  |  |
| X | 1630 | Evaluation of Board | X |  |  |
| X | 1640 | In-Service Conference for Directors | X |  |  |
| X | 1645 | Board Development Opportunities | X |  |  |
|  | 1650 | New Board Members |  |  |  |
|  | 2000 | Goals |  |  |  |
|  | 2100 | Curriculum Development and Assessment |  |  |  |
|  | 2110 | Lesson Plan |  |  |  |
|  | 2120 | Program Evaluation and Diagnostic Tests |  |  |  |
|  | 2125 | K-3 Reading Intervention |  |  |  |
|  | 2130 | Research Studies |  |  |  |
|  | 2140 | Student and Family Privacy Rights |  |  |  |
|  | 2140F | Student and Family Privacy Rights—Consent Form |  |  |  |
|  | 2150 | Copyright |  |  |  |
|  | 2150P | Copyright Compliance |  |  |  |
|  | 2200 | School Year, Calendar, and Instructional Hours |  |  |  |
|  | 2210 | School Closure |  |  |  |
|  | 2210P | School Closure Procedure |  |  |  |
|  | 2240 | Class Size |  |  |  |
|  | 2300 | Guidance and Counseling |  |  |  |
|  | 2305 | Nutrition Services |  |  |  |
|  | 2310 | Nutrition Education |  |  |  |
|  | 2315 | Physical Activity Opportunities and Physical Education |  |  |  |
|  | 2310 | Nutrition Education |  |  |  |
|  | 2320 | Health Enhancement Education |  |  |  |
|  | 2325 | Driver Training Education |  |  |  |
|  | 2330 | Community and Adult Education |  |  |  |
|  | 2335 | Digital Citizenship and Safety Education |  |  |  |
|  | 2340 | Controversial Issues and Academic Freedom |  |  |  |
|  | 2340F | Parental Opt-Out Form for Sex Education |  |  |  |
|  | 2345 | Speakers in the Classroom and at School Functions |  |  |  |
|  | 2345P | Controversial Speakers Procedure |  |  |  |
|  | 2350 | Student Religious Activity at School |  |  |  |
|  | 2355 | Release Time |  |  |  |
|  | 2360 | Interscholastic Activities |  |  |  |
|  | 2365 | Participation of Private School Students in Federally Funded School Programs |  |  |  |
|  | 2370 | Homebound, Hospital, and Home Instruction |  |  |  |
|  | 2375 | Service Animals in School |  |  |  |
|  | 2380 | Head Start Program Coordination |  |  |  |
|  | 2385 | English Learners Program |  |  |  |
|  | 2390 | Education of Migratory Children |  |  |  |
|  | 2395 | Idaho Digital Learning Academy Classes |  |  |  |
|  | 2410 | Section 504 of the Rehabilitation Act of 1973 |  |  |  |
|  | 2410P | Section 504 of the Rehabilitation Act of 1973 P |  |  |  |
|  | 2420 | Parent and Family Engagement |  |  |  |
|  | 2420P | Parent and Family Engagement Procedure |  |  |  |
|  | 2425 | Parental Rights |  |  |  |
|  | 2430 | Gifted and Talented Program |  |  |  |
|  | 2435 | Advanced Opportunities |  |  |  |
|  | 2435F | Advanced Opportunities Participation Form |  |  |  |
|  | 2440 | Online Courses and Alternative Credit Options |  |  |  |
|  | 2450 | Contracted Student Services |  |  |  |
|  | 2500 | Library Materials |  |  |  |
|  | 2510 | Selection of Library Materials |  |  |  |
|  | 2510P | Selection of Library Materials Procedure |  |  |  |
|  | 2520 | Curricular Materials |  |  |  |
|  | 2530 | Learning Materials Review |  |  |  |
|  | 2540 | Selection, Adoption, and Removal of Curricular Materials |  |  |  |
|  | 2545 | Technology Advisory Council |  |  |  |
|  | 2550 | Field Trips, Excursions, and Outdoor Education |  |  |  |
|  | 2560 | Contests for Students |  |  |  |
|  | 2570 | Use of Commercially Produced Video Recordings |  |  |  |
|  | 2570F | Parental Movie Opt-Out/Consent Form |  |  |  |
|  | 2600 | Promotion/Retention (K-8) |  |  |  |
|  | 2605 | Advancement Requirements (6-9) |  |  |  |
|  | 2610 | Advancement Requirements (9-12) |  |  |  |
|  | 2620 | Grading and Progress Reports |  |  |  |
|  | 2625 | Parent-Teacher Conferences |  |  |  |
|  | 2630 | Homework |  |  |  |
|  | 2700 | High School Graduation Requirements |  |  |  |
|  | 2700P | High School Graduation Requirements Procedure |  |  |  |
|  | 2705 | Military Compact Waiver |  |  |  |
|  | 2720 | Participation in Commencement Exercises |  |  |  |
|  | 2800 | Objectives |  |  |  |
|  | 3000 | Entrance, Placement, and Transfer |  |  |  |
|  | 3010 | Open Enrollment |  |  |  |
|  | 3010P | Open Enrollment Procedures |  |  |  |
|  | 3010F | Open Enrollment Application Form |  |  |  |
|  | 3015 | Admission Preferences |  |  |  |
|  | 3020 | Enrollment and Attendance Records |  |  |  |
|  | 3020P | Enrollment and Attendance Records Procedure |  |  |  |
|  | 3030 | Part-Time Attendance / Dual Enrollment |  |  |  |
|  | 3040 | Compulsory Attendance |  |  |  |
|  | 3050A1 | Attendance Policy (Alternative 1) |  |  |  |
|  | 3050A2 | Attendance Policy (Alternative 2) |  |  |  |
|  | 3050A3 | Attendance Policy (Alternative 3) |  |  |  |
|  | 3050A4 | Attendance Policy (Alternative 4) |  |  |  |
|  | 3060 | Education of Homeless Children |  |  |  |
|  | 3070 | Students of Legal Age |  |  |  |
|  | 3080 | Nonresident Student Attendance Policy |  |  |  |
|  | 3090A1 | Foreign Exchange Students (Alternative 1) |  |  |  |
|  | 3090A2 | Foreign Exchange Students (Alternative 2) |  |  |  |
|  | 3090P | Foreign Exchange Students |  |  |  |
|  | 3100 | Programs for At-Risk/Disadvantaged Students |  |  |  |
|  | 3200 | Student Rights and Responsibilities |  |  |  |
|  | 3220 | Student Use of Buildings: Equal Access |  |  |  |
|  | 3225 | Student Clubs: Equal Access |  |  |  |
|  | 3225F | Student Club Risk Management Plan |  |  |  |
|  | 3230 | Student Government |  |  |  |
|  | 3240 | Student Publications |  |  |  |
|  | 3250 | Distribution and Posting of Materials |  |  |  |
|  | 3255 | Student Dress |  |  |  |
|  | 3260 | Bring Your Own Technology Program |  |  |  |
|  | 3260F | Bring Your Own Technology Program Permission Form |  |  |  |
|  | 3265A1 | Student Owned Electronic Communications Devices (Complete Ban) |  |  |  |
|  | 3265A2 | Student Owned Electronic Communications Devices (Devices Allowed) |  |  |  |
|  | 3270 | Charter School-Provided Access to Electronic Information, Services, and Network |  |  |  |
|  | 3270P | Acceptable Use of Electronic Networks |  |  |  |
|  | 3270F | Internet Access Conduct Agreement |  |  |  |
|  | 3275A1 | Charter School Provided Mobile Computing Devices (Allowed to Take Home) |  |  |  |
|  | 3275A2 | Charter School Provided Mobile Computing Devices (Not Allowed) |  |  |  |
|  | 3275FA1 | Mobile Computing Device Agreement (Allowed to Take Home) |  |  |  |
|  | 3275FA2 | Mobile Computing Device Agreement (Not Allowed to Take Home) |  |  |  |
|  | 3280 | Equal Education, Nondiscrimination, and Sex Equity |  |  |  |
|  | 3281 | Gender Identity and Sexual Orientation |  |  |  |
|  | 3285 | Relationship Abuse and Sexual Assault Prevention and Response |  |  |  |
|  | 3290 | Sexual Harassment/Intimidation of Students |  |  |  |
|  | 3290F | Harassment Reporting Form for Students |  |  |  |
|  | 3295 | Hazing, Harassment, Intimidation, Bullying, Cyber Bullying |  |  |  |
|  | 3295P | Hazing, Harassment, Intimidation, Bullying, Cyber Bullying |  |  |  |
|  | 3295F | Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, and Menacing |  |  |  |
|  | 3296 | Bullying Awareness Week |  |  |  |
|  | 3300 | Drug Free School Zone |  |  |  |
|  | 3305 | Prohibition of Tobacco Possession and Use |  |  |  |
|  | 3310 | Gangs and Gang Activity |  |  |  |
|  | 3320 | Substance and Alcohol Abuse |  |  |  |
|  | 3330 | Student Discipline |  |  |  |
|  | 3335 | Academic Honesty |  |  |  |
|  | 3340 | Corrective Actions and Punishment |  |  |  |
|  | 3340P | Corrective Actions and Punishment Procedure |  |  |  |
|  | 3345 | Use of Restraint, Seclusion, and Aversive Techniques for Students |  |  |  |
|  | 3350 | Detention |  |  |  |
|  | 3360 | Discipline of Students with Disabilities |  |  |  |
|  | 3365 | Student Sex Offenders |  |  |  |
|  | 3370 | Searches and Seizures |  |  |  |
|  | 3370P | Searches and Seizures Procedure |  |  |  |
|  | 3380 | Extracurricular and Co-Curricular Participation Policy |  |  |  |
|  | 3390 | Extra- and Co-Curricular Chemical Use Policy |  |  |  |
|  | 3400 | Extracurricular Activities Drug-Testing Program |  |  |  |
|  | 3400F | Extracurricular Consent Form |  |  |  |
|  | 3410 | School Sponsored Student Activities |  |  |  |
|  | 3420 | Student Fund Raising Activities |  |  |  |
|  | 3430 | Distribution of Fund Drive Literature Through Students |  |  |  |
|  | 3440 | Student Fees, Fines, and Charges/Return of Property |  |  |  |
|  | 3450 | Student Vehicle Parking |  |  |  |
|  | 3450F | Student Vehicle Parking Application |  |  |  |
|  | 3460 | Charter School-Related Foreign Travel by Students |  |  |  |
|  | 3500 | Student Health/Physical Screenings/Examinations |  |  |  |
|  | 3505 | Concussion Protocol |  |  |  |
|  | 3505F1 | Acknowledgment of Receipt of Concussion Guidelines |  |  |  |
|  | 3505F2 | Authorization to Return to Play or Participate in Student Sports |  |  |  |
|  | 3510 | Administering Medicines to Students |  |  |  |
|  | 3510F1 | Authorization for Self-Administered Medication |  |  |  |
|  | 3510F2 | Indemnification/Hold Harmless Agreement for Self-Administration of Medication |  |  |  |
|  | 3515 | Food Allergy Management |  |  |  |
|  | 3515P | Food Allergy Management Procedure |  |  |  |
|  | 3515B | Food Allergy Management Background |  |  |  |
|  | 3515F | Emergency Care Plan |  |  |  |
|  | 3520 | Contagious or Infectious Diseases |  |  |  |
|  | 3525 | Immunization Requirements |  |  |  |
|  | 3530 | Suicide |  |  |  |
|  | 3540 | Emergency Treatment |  |  |  |
|  | 3545 | Student Interviews, Interrogations, or Arrests |  |  |  |
|  | 3545F1 | Form for Signature of Arresting Officer |  |  |  |
|  | 3545F2 | Form for Signature of Interviewing Officer |  |  |  |
|  | 3550 | Removal of Student During School Hours |  |  |  |
|  | 3550P | Removal of Student During School Hours Procedure |  |  |  |
|  | 3560 | Video Surveillance |  |  |  |
|  | 3565 | Termination of Driving Privileges |  |  |  |
|  | 3570 | Student Records |  |  |  |
|  | 3570P | Student Records Procedure |  |  |  |
|  | 3570F | Student Records Form |  |  |  |
|  | 3575 | Student Data Privacy and Security |  |  |  |
|  | 3580A1 | Relations with Non-custodial Parents (Alternative 1) |  |  |  |
|  | 3580A2 | Relations with Non-custodial Parents (Alternative 2) |  |  |  |
|  | 3610 | Records of Missing Children |  |  |  |
|  | 3620 | Transfer of Student Records |  |  |  |
|  | 4000 | Goals |  |  |  |
|  | 4100 | Public Relations |  |  |  |
|  | 4105 | Public Participation in Board Meeting |  |  |  |
|  | 4105F | Request to Address the Board |  |  |  |
|  | 4110 | Public Complaints |  |  |  |
|  | 4120 | Uniform Grievance Procedure |  |  |  |
|  | 4120F | Uniform Grievance Procedure |  |  |  |
|  | 4130 | Public Access to Charter School Website |  |  |  |
|  | 4130F | Charter School Record Request Form |  |  |  |
|  | 4135 | Website Accessibility and Nondiscrimination |  |  |  |
|  | 4140 | Visitors to the Schools |  |  |  |
|  | 4150 | Accommodating Individuals with Disabilities |  |  |  |
|  | 4160 | Parents Right-to-Know Notices |  |  |  |
|  | 4170 | School Operated Social Media |  |  |  |
|  | 4200 | School-Support Organizations |  |  |  |
|  | 4210 | Community Use of Charter School Facilities |  |  |  |
|  | 4210P | Community Use of School Facilities |  |  |  |
|  | 4210F | Fee Schedule for Community Use of School Facilities |  |  |  |
|  | 4220 | Facilities Use Agreement |  |  |  |
|  | 4225 | Equipment Usage |  |  |  |
|  | 4230 | Use of School Property for Posting Notices |  |  |  |
|  | 4240 | Distribution of Fund Drive Literature Through Students |  |  |  |
|  | 4250 | Educational Research |  |  |  |
|  | 4260 | Records Available to Public |  |  |  |
|  | 4260F | Record Request Form |  |  |  |
|  | 4300 | Conduct on School Property |  |  |  |
|  | 4310 | Contact with Students |  |  |  |
|  | 4320 | Disruption of School Operations |  |  |  |
|  | 4330 | Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events |  |  |  |
|  | 4400 | Relations with the Law Enforcement and Child Protective Agencies |  |  |  |
|  | 4410 | Investigations and Arrests by Police |  |  |  |
|  | 4420 | Sex Offenders |  |  |  |
|  | 4420F1 | Letter to Parents |  |  |  |
|  | 4420F2 | Letter to Employers & Contractors |  |  |  |
|  | 4500 | Public Gifts/Donations to the Schools |  |  |  |
|  | 4500P1 | Public Gifts/Donations to the Schools Procedure |  |  |  |
|  | 4500P2 | Public Gifts to the Schools |  |  |  |
|  | 4520 | Soliciting and Accepting Grants or Donations |  |  |  |
|  | 4600 | Volunteer Assistance |  |  |  |
|  | 4600P | Volunteer Assistance Procedures |  |  |  |
|  | 4600F1 | Volunteer Application |  |  |  |
|  | 4600F2 | Volunteer Confidentiality |  |  |  |
| X | 5000 | Board Goal/Personnel |  |  |  |
| X | 5100 | Hiring Process and Criteria |  |  |  |
| X | 5100P | Procedures for Obtaining Personnel Records for Applicants |  |  |  |
| X | 5100F1 | Authorization for Release of Information Form |  |  |  |
| X | 5100F2 | Request to Employer Form |  |  |  |
| X | 5100F3 | Request for Verification of Certificate Form |  |  |  |
|  | 5105 | Certificated Personnel Reemployment |  |  |  |
| X | 5107 | Informal Review |  |  |  |
| X | 5110 | Criminal History / Background Checks |  |  |  |
| X | 5120 | Equal Employment Opportunity and Non-Discrimination |  |  |  |
| X | 5125 | Reporting New Employees |  |  |  |
| X | 5130 | Administrative Leave |  |  |  |
| X | 5200 | Applicability of Personnel Policies |  |  |  |
| X | 5205 | Job Descriptions |  |  |  |
| X | 5210 | Work Day |  |  |  |
| X | 5220 | Assignments, Reassignments, Transfers |  |  |  |
| X | 5230 | Accommodating Individuals with Disabilities |  |  |  |
| X | 5235 | Health Examination |  |  |  |
| X | 5240 | Sexual Harassment/Sexual Intimidation in the Workplace |  |  |  |
| X | 5240F | Sexual Harassment/ Intimidation in the Workplace Policy Acknowledgment |  |  |  |
| X | 5250 | Certificated Staff Grievances |  |  |  |
| X | 5260 | Abused and Neglected Child Reporting |  |  |  |
| X | 5260F | Report of Suspected Child Abuse, Abandonment, or Neglect |  |  |  |
| X | 5265 | Employee Responsibilities Regarding Student Harassment |  |  |  |
| X | 5270 | Personal Conduct |  |  |  |
| X | 5280 | Professional Standards Commission (PSC) Code of Ethics |  |  |  |
| X | 5285 | Solicitations |  |  |  |
|  | 5290A1 | Political Activity - Staff Participation (Alternative 1) |  |  |  |
|  | 5290A2 | Political Activity - Staff Participation (Alternative 2) |  |  |  |
| X | 5300 | Political Activity - Staff Participation |  |  |  |
| X | 5310 | Tobacco Free Policy |  |  |  |
| X | 5320 | Drug- and Alcohol-Free Workplace |  |  |  |
| X | 5320P | Drug and Alcohol Abuse Testing Program and Procedures |  |  |  |
| X | 5320F1 | Drug and Alcohol Abuse Testing Acknowledgement |  |  |  |
| X | 5320F2 | Drug and Alcohol Abuse Testing Agreement |  |  |  |
| X | 5325 | Employee Use of Social Media Sites, Including Personal Sites |  |  |  |
| X | 5325P | Recommended Practices for Use of Social Media Sites |  |  |  |
| X | 5330 | Employee Electronic Mail and Online Services Usage |  |  |  |
| X | 5330F | Employee Electronic Mail and Online Services Use Policy Acknowledgment |  |  |  |
| X | 5335A1 | Employee Use of Electronic Communications Devices (Alternative 1) |  |  |  |
|  | 5335A2 | Employee Use of Electronic Communications Devices (Alternative 2) |  |  |  |
|  | 5335FA1 | Mobile Computing Device Agreement (Alternative 1) |  |  |  |
|  | 5335FA2 | Mobile Computing Device Agreement (Alternative 2) |  |  |  |
| X | 5340 | Evaluation of Certificated Personnel |  |  |  |
|  | 5340F | Parent and Guardian Input Form |  |  |  |
| X | 5350 | Certified Personnel Resignation (Release from Contract) |  |  |  |
| X | 5360 | Dress and Appearance |  |  |  |
| X | 5370 | Non-school Employment by Professional Staff Members |  |  |  |
| X | 5380 | Professional Research and Publishing |  |  |  |
| X | 5400 | Leaves of Absence |  |  |  |
| X | 5405 | Proof of Illness for Sick Leave |  |  |  |
| X | 5410 | Family and Medical Leave (FMLA-less than 50 employees, not obligated. Not ready for review) |  |  |  |
| X | 5410P | Family and Medical Leave Procedure (Not ready to review) |  |  |  |
| X | 5412 | Jury Duty |  |  |  |
| X | 5413 | Witness for Court Appearance Leave |  |  |  |
| X | 5420 | Long-Term Illness/Temporary Disability |  |  |  |
| X | 5420P | Long-Term Illness/Temporary Disability Procedure |  |  |  |
| X | 5430 | Insurance Benefits for Employees and the Board of Directors |  |  |  |
| X | 5440 | School Holidays |  |  |  |
| X | 5450 | Vacation Leave (not ready for review) |  |  |  |
| X | 5460 | Workers’ Compensation Benefits |  |  |  |
| X | 5470 | Leaves of Absence – Military Leave |  |  |  |
| X | 5480 | Leadership Premiums |  |  |  |
| X | 5500 | Personnel Files |  |  |  |
| X | 5500P | Procedures for Releasing Personnel Records to Hiring Schools |  |  |  |
| X | 5600 | Staff Health |  |  |  |
| X | 5610 | Prevention of Disease Transmission |  |  |  |
| X | 5700 | Substitutes |  |  |  |
|  | 5710 | Teachers’ Aides and Para-educators |  |  |  |
| X | 5725 | Private Service Providers and Consultants |  |  |  |
| X | 5730 | Volunteer--Authorization to Release Information |  |  |  |
| X | 5740 | Reduction in Force |  |  |  |
| X | 5740PA1 | Reduction in Force Procedures (Alternative 1) |  |  |  |
|  | 5740PA2 | Reduction in Force Procedures (Alternative 2) |  |  |  |
| X | 5740PA2F | Reduction in Force Form |  |  |  |
| X | 5750 | Employing Retired Teachers and Administrators |  |  |  |
| X | 5800 | Classified Employment, Assignment, and Grievance | X |  |  |
| X | 5800P | Classified Employee Grievance |  |  |  |
| X | 5810 | Compensatory Time and Overtime/Classified Employees |  |  |  |
| X | 5820 | Evaluation of Non-Certificated Staff |  |  |  |
| X | 5825 | Evaluation of School Bus Drivers |  |  |  |
| X | 5830 | Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers |  |  |  |
| X | 5830P | Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers Procedure |  |  |  |
| X | 6000 | Goals (definition of what administrative team means to us) |  |  |  |
| X | 6100 | Principal |  |  |  |
| X | 6100P | Board/Principal Relations |  |  |  |
| X | 6320F | Parent or Guardian Input Form—Principal Evaluation |  |  |  |
| X | 6200 | Charter School Organization |  |  |  |
| X | 6300 | Duties and Qualifications of Administrative Staff Other Than Principal |  |  |  |
| X | 6310 | Employment Restrictions for Administrative Personnel |  |  |  |
| X | 6320 | Evaluation of Administrative Staff |  |  |  |
| X | 6330 | Professional Growth and Development |  |  |  |
| X | 7000 | Goals |  |  |  |
| X | 7100 | Budget and Program Planning |  |  |  |
| X | 7110 | Budget Implementation and Execution |  |  |  |
| X | 7120 | Budget Adjustments |  |  |  |
| X | 7200 | Accounting System Design |  |  |  |
| X | 7210 | Fixed Assets and Management Discussion and Analysis (GASB Statement 34) |  |  |  |
| X | 7220 | Documentation and Approval of Claims |  |  |  |
| X | 7225 | Financial Fraud and Theft Prevention |  |  |  |
| X | 7230 | Financial Reporting and Audits | X |  |  |
|  | 7235 | Fiscal Accountability and IDEA Part B Funds |  |  |  |
| X | 7240 | Programs for Indian Children | X |  |  |
| X | 7240B | Programs for Indian Children Background | X |  |  |
|  | 7240P | Federal Impact Funds |  |  |  |
|  | 7250 | Fund Accounting System |  |  |  |
|  | 7260 | Student Activity Funds |  |  |  |
|  | 7270 | Property Records |  |  |  |
|  | 7300 | Revenues |  |  |  |
|  | 7310 | Advertising in Schools/Revenue Enhancement |  |  |  |
|  | 7320 | Allowable Uses for Grant Funds |  |  |  |
| X | 7400 | Purchasing (none of staff can purchase from vendors that we have relationships with) Check into it, reword it | X |  |  |
| X | 7400P | Procurement Under a Federal Award | X |  |  |
|  | 7400F | Time and Effort Documentation |  |  |  |
| X | 7405 | Public Works Contracting and Procurement | X |  |  |
| X | 7407 | Public Procurement of Goods and Services | X |  |  |
|  | 7410 | Petty Cash Funds |  |  |  |
|  | 7415 | Authorizer Fee |  |  |  |
|  | 7420 | Personal Reimbursements |  |  |  |
|  | 7430 | Travel Allowances and Expenses |  |  |  |
|  | 7440 | Charter School Credit Cards |  |  |  |
|  | 7440F | Credit Card Holder Agreement |  |  |  |
|  | 7450 | Federal Cash Management |  |  |  |
|  | 7600 | Declaration of Financial Emergency |  |  |  |
|  | 7600P | Declaration of Financial Emergency Procedure |  |  |  |
|  | 7600FA1 | Declaration of Financial Emergency Resolution (Alternative 1) |  |  |  |
|  | 7600FA2 | Declaration of Financial Emergency Resolution (Alternative 2) |  |  |  |
|  | 8000 | Goals |  |  |  |
|  | 8100 | Transportation |  |  |  |
|  | 8105 | Extracurricular Transportation |  |  |  |
|  | 8105P | Extracurricular Transportation Discipline |  |  |  |
|  | 8105F | Extracurricular Transportation Liability Waiver |  |  |  |
|  | 8110 | Safety Busing |  |  |  |
|  | 8115 | Hours of Service of Drivers |  |  |  |
|  | 8120 | Bus Routes, Stops, and Non-Transportation Zones |  |  |  |
|  | 8130 | Transportation of Students with Disabilities |  |  |  |
|  | 8140 | Student Conduct on Buses |  |  |  |
|  | 8150 | Unauthorized School Bus Entry |  |  |  |
|  | 8160 | Contracting for Transportation Services |  |  |  |
|  | 8170 | Charter School-Owned Vehicles |  |  |  |
|  | 8170P | Charter School-Owned Vehicles Procedure |  |  |  |
|  | 8180 | Driver Training and Responsibility |  |  |  |
|  | 8185 | Use of Wireless Communication Devices by Bus Drivers |  |  |  |
|  | 8190 | Emergencies Involving Transportation Vehicles |  |  |  |
|  | 8195 | Charter School Vehicle Idling |  |  |  |
|  | 8200 | Local School Wellness |  |  |  |
|  | 8210 | Charter School Nutrition Committee |  |  |  |
|  | 8220 | Food Services |  |  |  |
|  | 8230 | Nutrition Standards |  |  |  |
|  | 8235 | Water Consumption/Water Bottle Policy |  |  |  |
|  | 8240 | School Meals |  |  |  |
|  | 8245 | Unpaid School Meal Charges |  |  |  |
|  | 8250 | Guidelines for Food and Beverages Sales |  |  |  |
|  | 8270 | Teacher-to-Student Incentive |  |  |  |
|  | 8300 | Emergencies and Disaster Preparedness |  |  |  |
|  | 8300P1 | Disaster Preparedness |  |  |  |
|  | 8300P2 | Explosion or Fallen Aircraft Procedure |  |  |  |
|  | 8300P3 | Hazardous Material Spill |  |  |  |
|  | 8300P4 | Bomb Threat |  |  |  |
|  | 8300PF4 | Bomb Threat Report Form |  |  |  |
|  | 8300P5 | Violent or Criminal Behavior |  |  |  |
|  | 8300P6 | Earthquake |  |  |  |
|  | 8300P7 | Severe Weather Emergency: Tornado or Lightning |  |  |  |
|  | 8300P8 | Natural Gas Leak |  |  |  |
|  | 8300P9 | Broken Water Main |  |  |  |
|  | 8310 | Automated External Defibrillator |  |  |  |
|  | 8310P | Automated External Defibrillator Procedure |  |  |  |
|  | 8310F1 | Automated External Defibrillators: Certified Users |  |  |  |
|  | 8310F2 | Automated External Defibrillators: Inspection and Inventory |  |  |  |
|  | 8310F3 | Automated External Defibrillators: Incident Report |  |  |  |
|  | 8320 | Fire Drills and Evacuation Plans |  |  |  |
|  | 8320P | Emergency Drills Rules and Procedures |  |  |  |
|  | 8500 | Risk Management |  |  |  |
|  | 8510 | Charter School Safety |  |  |  |
|  | 8520 | Inspection of Charter School Facilities |  |  |  |
|  | 8530 | Property Damage |  |  |  |
|  | 8600 | Records Management |  |  |  |
|  | 8605 | Retention of Charter School Records |  |  |  |
|  | 8610 | Health Insurance Portability and Accountability Act |  |  |  |
|  | 8700 | Computer Software |  |  |  |
|  | 8710 | Board of Directors Use of Electronic Mail |  |  |  |
|  | 9000 | Goals |  |  |  |
|  | 9100 | Acquisition, Use, and Disposal of School Property |  |  |  |
|  | 9200 | Contractor License, Surety Bonds, and Insurance |  |  |  |
|  | 9300 | Operation and Maintenance of Charter School Facilities |  |  |  |
|  | 9400 | Safety Program |  |  |  |
|  | 9500 | Security |  |  |  |
|  | 9600 | Facilities Operations |  |  |  |
|  | 9610 | Waste Management and Recycling |  |  |  |
|  | 9700 | Charter School Asbestos Program |  |  |  |