Minutes for

April 10, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
   1. Time

**6:28 PM**

1. ROLL CALL (Woolley)
   1. Director Fleming X
   2. Director Ronge X
   3. Director Woolley X
   4. Director Peterson X
   5. Director Jensen X

Quorum Met

1. MEETING ASSIGNMENT
   1. CHECKER: Director Jensen, TIMEKEEPER: Director Peterson, MISSION: Mr. Mann
2. CONSENT AGENDA
   1. Adoption of the Agenda
   2. Approval of Prior Meeting Minutes

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

1. OFFICER REPORTS
   1. Board Transition (Fleming)

Working towards having 50% of work load handed off to Mr. Mann and Mr. Neddo by the end of the month

* 1. Financial Reports (Red Apple/Mann)

Jeff Baesinger and Matt Lovell from Red Apple were in attendance to go over the pre-opening budget and addressed any questions or changes that needed to be made.

1. OPEN BUSINESS (\* new)
   1. Stakeholders
      1. PiSA Parent’s Project (Peterson)

A flyer has been created to be introduced by Mrs. Peterson at orientation.

* + 1. Groundbreaking (Fleming)

To be held the19th of May. Closing date on the property is scheduled for May 15th.

**M/S (Fleming/Ronge):** To allow a $1000 budget for groundbreaking ceremony expenses. *Motion passed unanimously.*

* + 1. \*Orientation/MLTS Date/Time (Neddo)

Outline for orientation night: Presentation to be 20-25 minutes. Q/A to follow for no more than 10 minutes. Most Likely to Succeed video screening afterwards which is 86 minutes in length. Orientation dates will be April16th, 19th, and 26th at 6:30PM at Columbia High School.

* 1. Reporting
     1. April PCSC Meeting (April 16th)

* 1. Finance
     1. Food Bids, NSLP (Mann)

Paperwork is getting finished up. Mr. Mann reached out to the head of the nutrition department at Nampa SD to discuss the possibility of using their services for the main dish portion of lunches and is waiting to hear back. The state has an open contract with Meadow Gold for milk and Mr. Mann is waiting to hear back from them.

* + 1. Transportation (Mann)

Request for proposal was sent out last week as well as the ad for the newspaper. Two e-mails were received for request for proposal. The pre-bid meeting is scheduled for April 21st. Bids are due May 2 with a meeting to open bids May 3rd.

* + 1. \*State Unemployment Insurance (Fleming)

After discussion with Red Apple, a motion was made.

**M/S (Fleming/Peterson):** To pay state unemployment insurance in a quarterly fashion. *Motion passed unanimously.*

* + 1. Red Apple Portal Demo (Roger Simpson)

Roger Simpson will give a demo of the Red Apple portal and time clock on April 11th. Approval will be made at the next board meeting.

* 1. Governance
     1. \*Bylaw Correction – Meetings are 1st Tuesday (not Monday)

There is an error in the bylaws.

**M/S( Fleming/Peterson):** To correct the stored document of the bylaws where it states that meetings are the first Monday to be changed to the first Tuesday of the month. *Motion passed unanimously.*

* + 1. \*Annual Meeting Date – 6/19/18

**M/S (Fleming/Ronge):** To set the annual meeting to June 19th, 2018. *Motion passed unanimously.*

* 1. Policy
     1. Policy Reviews (All) – see attached

**M/S (Fleming/Peterson):** To adopt policy 2100. *Motion passed unanimously.*

**M/S (Fleming/Peterson):** To pass a first review off on policies 2110-2425. *Motion passed unanimously.*

**M/S (Fleming/Peterson):** To pass a first review off on policies 2435-2540. *Motion passed unanimously.*

**M/S (Fleming/Woolley):** To pass a first review off on policies 2550-2610. *Motion passed unanimously.*

**M/S (Fleming/Woolley):** To adopt policy 2620. *Motion passed unanimously.*

**M/S (Fleming/Jensen):** To pass a first review off on policy 2625. *Motion passed unanimously.*

**M/S (Fleming/Woolley):** To adopt policy 2700. *Motion passed unanimously.*

**M/S (Fleming/Ronge):** To pass a first review off on policy 2700P. *Motion passed unanimously.*

**M/S (Fleming/Jensen):** To adopt policies 2705, 2800, 3010P, 3020, 3020P, 3040, 3060, 3070, 3100, 4600P. *Motion passed unanimously.*

* + 1. \*Employee Handbook DRAFT PiSA\_Emp\_Handbook\_V2-4 (Neddo)

Employee handbook draft is ready for review

* 1. Registrar
     1. \*Post-Lottery Update (Fleming)

2, 9th grade spots open with wait lists for all grades.

* + 1. \*Motion Regarding Student Record Requests (Fleming)

**M/S (Fleming/Peterson):** Set initial record request for April 30th with May 21st follow up. *Motion passed unanimously.*

* + 1. \* Online Registration – Google (Fleming)

ALMA will not be ready to go in time. Will need to fill out on our own. Registration is planned to open this week.

* 1. Human Resources
     1. Hiring (Neddo)

MS Science, Tech, English teachers hired. 3 Elem positions fare filled. Special education director position will open April 11th.

* + 1. PERSI (Woolley)

Waiting on information

* + 1. Health Benefits (Woolley)

Waiting on information

* 1. Facilities
     1. Portable Layout (Fleming)

Discussion about location of third door on portable units ensued. Consideration of lunch area and having two doors. Question about whether to have ceiling tiles or not.

* 1. Technology
     1. \*Website (Peterson)

No change process yet. Board members were encouraged to e-mail Director Peterson with any changes needed to the website.

* 1. \*Document Review
     1. Review all DRAFT documents for any needed discussion and/or approvals
        1. DRAFT 2018-2019 PiSA Staffing Plan

Ready for review

* + - 1. 2018-2019 Salary Schedule

**M/S (Fleming/Woolley):** To approve the proposed 2018- 2019 salary schedule. *Motion passed unanimously.*

* + - 1. New Employee Checklist
      2. DRAFT PiSA\_Sick Days Transfer Form

Discussed FMLA and sick leave to prepare forms for PERSI

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

Byron Buthman-Concerned about 3 on IEP’s and one on 504 (gifted) plan ADHD. 5th grader doing 8th grade math, 7th grade ELA, science, history. MAP testing to level students and tailor work to individual students.

1. 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.
2. ADJOURN

**9:03PM**