Minutes for

May 22, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
   1. Time 6:43PM
2. ROLL CALL (Woolley)
   1. Director Fleming Present
   2. Director Ronge Present
   3. Director Woolley Present
   4. Director Peterson Present
   5. Director Jensen Present

Quorum Met

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

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

1. OFFICER REPORTS
   1. Board Transition Review (Fleming)

By the end of the month, 25% of board duties should be passed on to Mr. Neddo and Mr. Mann. The board will assist where needed.

* 1. Principal’s Report (Neddo)

Mr. Mann and Mr. Neddo provided an outline of the principal’s report to the board for review.

Mr. Neddo will send a document to directors with furniture information.

Mr. Mann informed the board that the advanced payment due date to the SDE is June 1st.

c. Oath for Director Zattiero (Woolley)

Director Zattiero completed her oath

1. OPEN BUSINESS (\* new)
   1. Stakeholders
      1. \*Advisory Council (Mrs. Neddo)

Mrs. Neddo presented an update on the advisory council. Advisory Council will meet in mid July

* + 1. \*Lottery Policy (Fleming)

Discussion ensued on what to include in the lottery policy about individuals who miss the 48 hour window of acceptance.

**M/S (Peterson/Ronge):** Amend the lottery policy to state that someone who does not respond in the 48 hour acceptance window moves to the bottom of their perspective wait list. *The motion passed unanimously.*

* 1. Finance
     1. Transportation (Mann)

Mr. Carpenter and Mr. Swanson from the Brown Bus Company were in attendance.

**M/S (Peterson/Jensen):** To move forward with the signing of the revised Brown Bus contact. *The motion passed unanimously.*

* + 1. Food/Milk/NSLP (Mann)

Mr. Mann and Director Woolley met with Tracy Hitchcock with Create Common Good about the possibility of partnering to provide student lunches. She will send a proposal.

Ridleys is also putting together a proposal. Mr. Mann will reach back out to them for an update.

iii. \*VOIP Phone purchase (Mann)

**M/S (Peterson/Woolley):**  To purchase a VOIP phone for $85. *The motion passed unanimously.*

* + 1. Fiscal Policies & Procedures (Fleming)

Fiscal policies and Procedures documents to review in the team drive.

Matt Lovell and Jeff Beisinger from Red Apple were in attendance to give a current budget review.

Bank balances were reported to board. There is a current ICCU balance of $67.58. Moving forward, the treasurer will review all bank statements and initial and date when reviewed.

Financial page will be created on the school website.

* 1. Governance
     1. \*Asana – Project & Tag Assignment (Fleming)

Director Fleming informed the board of the option to create “tags” and add comments in Asana on board agenda items.

* + 1. FERPA Training (Peterson)

Board members need to complete the online FERPA training.

* + 1. ISBA Training (Fleming)

Three dates in Asana were presented for board training. 2 dates will need to be selected. July 17th, 31st and August 2nd from 6-9 PM. August 2nd works for all board members but will need another option for a second date.

* + 1. \*Director Duty Review (Fleming)

Director duties document is in the team drive under governance. Board members need to review prior to the next meeting.

* 1. Instruction
     1. Curriculum (Neddo)

Mr. Neddo met with Kelly Brady from IMEN to discuss what curriculum means in a digital world. The state currently has competencies chosen for our students to learn. Competencies need to be mapped out and grade levels will be done away with. Rather, a badging system will be implemented. Director Ronge questioned what this “badging” would look like on a transcript in case of students relocating to a different school and for college/scholarships. A system will be put in place to transfer the badges to letter grades in these cases. Our SIS system, ALMA, may have the capability to do this.

* 1. Registrar
     1. Registration (Mann)

270 completed registrations have been submitted. 12 more recent verbal acceptances have been received. Waiting to hear back from 10. There are currently 5 open 9th grade seats.

* 1. Policy
     1. Policy Reviews (Jensen)

See attached policies that need are needed.

* + 1. 1st Review: 2140, 3575, 3570 (series), 4130, 4170, 4260 (series)

Policies reviewed and are ready for final adoption at the next meeting.

* + 1. Student Handbook (Neddo)

Tabled until the next meeting

* 1. Human Resources
     1. Hiring (Neddo/Mann)

Mr. Neddo- There are several K-3 candidates ready to review. The spreadsheet has been updated.

One hired teacher, Stephanie Blair, took a job elsewhere. An exit interview checklist needs to be created for future departures.

Mr. Mann- One secretary position has been filled. Three more interviews are scheduled for the other secretary position. Hope to have an offer extended by the end of the week. The currently hired secretary cannot begin until June 11th, so the start date has been changed to then.

A desktop computer needs to be purchased for the secretary.

**M/S Woolley/ Jensen**: To purchase a desktop computer for the secretary position at the quote provided. *The motion passed unanimously.*

Director Peterson will get quotes for charging carts for the chromebooks.

* + 1. Benefit Fair (Mann)

TBD

Once scheduled, Doug Bronson from Heiner’s Insurance needs to be informed and invited.

* + 1. Staff On-boarding (Mann)

Mr. Mann has a login for the Red Apple portal. The employee handbook needs to be uploaded and Mr. Mann will communicate with Red Apple to determine which tax forms and other uploads they provide.

Mr.Neddo-Summit training will take place from July 16th-20th. A letter will be sent to parents regarding Summit.

* + 1. Crisis Management Plan (Mann)

Mr. Mann has created a rough draft located in the team drive. Any changes or additions need to be noted. Director Fleming and Mr. Mann will look into the possibility of having a badge system for entrances.

* 1. Facilities
     1. \*City Council Meeting (Fleming)

On agenda for June 12th at 6PM

* + 1. Asset Tracking (Mann)

Need to track assets such as laptops. Directo Peterson sent information on asset trackers to Mr. Mann. Our current capitalization threshold is $5000 per adopted policy.

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

In accordance with [Idaho Code, Section § 74-206(1)] the Board may elect to hold an executive session (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student

M/S(Woolley/Peterson) to go into executive session pursuant to Idaho Code 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

1. ADJOURN

9:24PM