Agenda for

June 19, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
   1. Time \_\_\_\_\_\_\_\_\_\_\_
2. ROLL CALL (Jensen)
   1. Director Fleming \_\_\_\_
   2. Director Ronge \_\_\_\_
   3. Director Woolley \_\_\_\_
   4. Director Peterson \_\_\_\_
   5. Director Jensen \_\_\_\_

Quorum Y/N

1. MEETING ASSIGNMENT
   1. CHECKER: Director Woolley, TIMEKEEPER: Director Jensen, MISSION: Director Peterson
2. CONSENT AGENDA
   1. Adoption of the Agenda
   2. Approval of Prior Meeting Minutes
3. BUDGET ADOPTION
   1. Adoption of FY19 Budget
4. OFFICER REPORTS
   1. New Board Member Oath (Fleming)
5. OPEN BUSINESS (\* new)
   1. Safety
      1. Crisis Management Plan (Mann)
   2. Finance
      1. Fiscal Policies & Procedures (Fleming)
      2. Printer/Copier Contract Selection (Peterson)
      3. Award Food Contract (Mann)
   3. Governance
      1. Leadership Evaluations (Fleming)
   4. Human Resources
      1. \*Benefits Fair/Aflac option (Mann)
   5. Policy
      1. Policy Reviews (see details below)
   6. Facilities
      1. City Council Meeting (Fleming)
6. ANNOUNCEMENTS/PUBLIC DISCUSSION
   1. Public members wishing to speak
7. ADJOURN

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|  | ***Project Impact STEM Academy*** | | |  |  |
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|  |  |  |
|  |  |  |  |  | **FY19 Original Budget** |
| *Revenue* | | |  |  |  |
|  | 1000 | Local |  |  |  |
|  |  | 1610 | Food Service |  | $ 50,000 |
|  |  | 1710 | Student Activities |  | $ - |
|  |  | 1920 | Donations |  | $ - |
|  |  | 1930 | Transportation Fees |  | $ - |
|  |  | 1990 | Miscellaneous |  | $ - |
|  |  |  | *Total 1000:* |  | *$ 50,000* |
|  | 3000 | State |  |  |  |
|  |  | 3110 | Salary Apportionment |  | $ 914,548 |
|  |  | 3110 | Entitlement Funding |  | $ 407,740 |
|  |  | 3120 | Transportation Support |  | $ 104,325 |
|  |  | 3180 | Benefit Apportionment |  | $ 149,463 |
|  |  | 3190 | Other State Support/Special Distributions |  | $ 246,633 |
|  |  | 3900 | Food Service Revenue |  | $ - |
|  |  |  | *Total 3000:* |  | *$ 1,822,709* |
|  | 4000 | Federal |  |  |  |
|  |  | 4510 | Title I |  | $ 66,987 |
|  |  | 4520 | Title II |  | $ 11,539 |
|  |  | 4530 | Title IV |  | $ 10,000 |
|  |  | 4550 | Child Nutrition Reimbursement |  | $ 89,250 |
|  |  | 4560 | IDEA Part B & Preschool |  | $ 36,865 |
|  |  | 4590 | Other Restricted - E-Rate |  | $ 39,027 |
|  |  | 4820 | Impact Aide |  | $ - |
|  |  |  | *Total 4000:* |  | *$ 253,668* |
|  | 5000 | Other Sources | |  |  |
|  |  | 5100 | Debt Proceeds - PISA Holdings LLC |  | $ 90,000 |
|  |  |  | *Total 5000:* |  | $ 90,000 |
|  |  |  | *Total Revenue:* |  | *$ 2,216,377* |
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| *Expenses* | | |  |  |  |
|  | 100 | Salaries |  |  |  |
|  |  | 121 | Executive Director |  | $ 75,000 |
|  |  | 121 | Office Manager/Admin Assistant |  | $ - |
|  |  | 121 | Front Office Staff |  | $ 85,000 |
|  |  | 141 | School Counselor |  | $ - |
|  |  | 131 | Teachers (Certified) |  | $ 549,891 |
|  |  | 133 | Special Education Director |  | $ - |
|  |  | 121 | Administrator (Certified) |  | $ - |
|  |  | 161 | Paraprofessionals (General) |  | $ 78,000 |
|  |  | 162 | Paraprofessionals (Special Ed) |  | $ - |
|  |  | 190 | Food Service |  | $ - |
|  |  |  | *Total 100:* |  | *$ 787,891* |
|  | 200 | Benefits | |  |  |
|  |  | 210 | Retirement |  | $ 89,189 |
|  |  | 220 | FICA |  | $ 60,274 |
|  |  | 230 | Life Insurance |  | $ - |
|  |  | 240 | Health Benefits |  | $ 96,941 |
|  |  | 250 | Unemployment Insurance |  | $ 8,000 |
|  |  | 270 | Worker's Compensation |  | $ 4,552 |
|  |  | 290 | Other Benefits (PTO) |  | $ 9,455 |
|  |  |  | *Total 200:* |  | *$ 268,411* |
|  | 300 | Purchased Professional Services | |  |  |
|  |  | 324 | Custodial Services |  | $ 9,000 |
|  |  | 311 | Educational Consultant/Start Up Services |  | $ - |
|  |  | 315 | Special Education Services |  | $ 30,000 |
|  |  | 312 | Professional Development |  | $ 34,455 |
|  |  | 313 | Legal |  | $ 5,000 |
|  |  | 314 | Business Services |  | $ 44,000 |
|  |  | 352 | Audit Services |  | $ - |
|  |  | 315 | Technology Services |  | $ - |
|  |  | 390 | Background Checks |  | $ 1,000 |
|  | 300 | Purchased Property Services | |  |  |
|  |  | 330 | Utilities |  | $ 32,000 |
|  |  | 320 | Repairs & Maintenance |  | $ - |
|  |  | 320 | Landscaping & Snow Removal |  | $ 5,000 |
|  |  | 341 | Lease of Land & Building |  | $ 261,000 |
|  |  | 344 | Lease of Copy Machines |  | $ 5,000 |
|  |  | 350 | Property Taxes |  | $ 10,000 |
|  | 300 | Other Purchased Services | |  |  |
|  |  | 350 | Communication (Phone/Internet) |  | $ 21,737 |
|  |  | 394 | Marketing |  | $ 5,000 |
|  |  | 318 | Board Training |  | $ 6,600 |
|  |  | 393 | Authorizer Fee |  | $ 12,000 |
|  |  | 391 | Dues & Fees |  | $ - |
|  |  | 380 | Travel (Training) |  | $ 4,000 |
|  |  | 380 | Travel (Field Trips) |  | $ 3,500 |
|  |  | 380 | Travel (Contract) |  | $ 157,000 |
|  |  |  | *Total 300:* |  | *$ 646,292* |
|  | 400 | Supplies and Materials | |  |  |
|  |  | 412 | Office Supplies |  | $ 10,000 |
|  |  | 413 | Classroom Supplies |  | $ 15,000 |
|  |  | 414 | Special Education Supplies |  | $ - |
|  |  | 410 | Testing Materials |  | $ 6,000 |
|  |  | 410 | Professional Development Supplies |  | $ - |
|  |  | 410 | School Event Supplies |  | $ - |
|  |  | 440 | Curriculum |  | $ 30,000 |
|  |  | 430 | Library Materials |  | $ - |
|  |  | 450 | Food Program |  | $ 122,000 |
|  |  | 442 | Technology Software Licensing & Fees |  | $ 10,000 |
|  |  | 470 | Subscriptions & Dues |  | $ 6,485 |
|  |  | 480 | Maintenance & Cleaning Supplies |  | $ 5,000 |
|  |  |  | *Total 400:* |  | *$ 204,485* |
|  | 500 | Capital Objects | |  |  |
|  |  | 540 | Furniture & Fixtures |  | $ 90,000 |
|  |  | 550 | Equipment |  | $ - |
|  |  | 555 | Technology Related Hardware-Instructional |  | $ 82,000 |
|  |  | 555 | Technology Related Hardware-Staff |  | $ 3,500 |
|  |  |  | *Total 500:* |  | *$ 175,500* |
|  | 600 | Debt Service and Misc. | |  |  |
|  |  | 610 | Redemption of Principal |  | $ - |
|  |  | 620 | Interest |  | $ - |
|  |  | 630 | Loan Repayment |  | $ - |
|  |  |  | *Total 600:* |  | *$ -* |
|  | 700 | Insurance Judgement | |  |  |
|  |  | 710 | Insurance (Property/Liability/D&O) |  | $ 8,200 |
|  |  |  | *Total 700:* |  | *$ 8,200* |
|  | 800 | Transfers/Investments | |  |  |
|  |  | 861 | Contingency Reserve |  | $ - |
|  |  |  | *Total 800:* |  | *$ -* |
|  |  |  | *Total Expenses:* |  | *$ 2,090,779* |
|  |  |  |  |  |  |
|  |  |  | *Net Income:* |  | *$ 125,598* |
|  |  |  | ***Goal is 5% of revenues:*** |  | ***$ 110,819*** |

Policy Work:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ready for Review** | **REVIEWED** | **Ready to Adopt** | **DONE** | **Policy Number** | **Policy Title** |
| 6/19/2018 |  |  |  | 1650 | New Board Members |
| 6/19/2018 |  |  |  | 3015 | Admission Preferences |
| 6/19/2018 |  |  |  | 5105 | Certificated Personnel Reemployment |
| 6/19/2018 |  |  |  | 5400 | Leaves of Absence |
| 6/19/2018 |  |  |  | 5410 | Family and Medical Leave |
| 6/19/2018 |  |  |  | 5410P | Family and Medical Leave Procedure |
| 6/19/2018 |  |  |  | 5450 | Vacation Leave |
| 6/19/2018 |  |  |  | 5480 | Leadership Premiums |
| 6/19/2018 |  |  |  | 5825 | Evaluation of School Bus Drivers |
|  |  | 6/19/2018 |  | 7210-R | Fixed Assets and Management Discussion and Analysis (GASB Statement 34) |
| 6/19/2018 |  |  |  | 7235 | Fiscal Accountability and IDEA Part B Funds |
| 6/19/2018 |  |  |  | 7250 | Fund Accounting System |
| 6/19/2018 |  |  |  | 7260 | Student Activity Funds |
|  |  | 6/19/2018 |  | 7407-R | Public Procurement of Goods and Services |
|  |  | 6/19/2018 |  | 7410 | Financial Management |
| 6/19/2018 |  |  |  | 8210 | Charter School Nutrition Committee |
| 6/19/2018 |  |  |  | 8220 | Food Services |
| 6/19/2018 |  |  |  | 8230 | Nutrition Standards |
| 6/19/2018 |  |  |  | 8235 | Water Consumption/Water Bottle Policy |
| 6/19/2018 |  |  |  | 8240 | School Meals |
| 6/19/2018 |  |  |  | 8245 | Unpaid School Meal Charges |
| 6/19/2018 |  |  |  | 8250 | Guidelines for Food and Beverages Sales |
| 6/19/2018 |  |  |  | 8710 | Board of Directors Use of Electronic Mail |
| 6/19/2018 |  |  |  | 9100 | Acquisition, Use, and Disposal of School Property |