Agenda for

June 19, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
   1. Time: 6:35 pm
2. ROLL CALL (Jensen)
   1. Director Fleming: Present
   2. Director Ronge: Absent
   3. Director Woolley: Absent
   4. Director Peterson: Present
   5. Director Jensen: Present

Quorum: Yes

1. MEETING ASSIGNMENT
   1. CHECKER: Director Jensen, TIMEKEEPER: Director Jensen, MISSION: Director Peterson
2. CONSENT AGENDA
   1. Adoption of the Agenda – Agenda was modified to add policies 4120, 4120F, and 4135. Agenda was modified to add discussion of playground and fence. **M/S (Peterson/Jensen):** To accept the modified agenda. *The motion passed unanimously.*
   2. Approval of Prior Meeting Minutes. **M/S (Peterson/Jensen):** To accept the previous meeting minutes. *The motion passed unanimously.*
3. BUDGET ADOPTION
   1. Adoption of FY19 Budget – The finalized budget was presented before the board. All the adjustments from the previous meeting had been made. **M/S (Peterson/Jensen):** To accept the budget for FY19. *The motion passed unanimously.*
4. OFFICER REPORTS
   1. New Board Member Oath (Fleming) – Jim Grigg was sworn in as the newest director. He will begin his role as director at the July 3rd meeting.
5. OPEN BUSINESS (\* new)
   1. Safety
      1. Crisis Management Plan (Mann) – Mr. Mann met with the Police and Fire department about the crisis management plan. The Fire department was good with the plan. The Police department suggested a couple of improvements when possible. First, install an entry door with a remote unlock system. This door would lead to a secondary area where check-in would happen before they would be allowed into the school. Second, install cameras throughout the school. Directory Fleming was going to look to see if there is any funding opportunities available for adding these features.
   2. Finance
      1. Fiscal Policies & Procedures (Fleming) – The final suggested changes were made to the document. It was presented to the board for adaption. **M/S (Peterson/Jensen):** To accept the Fiscal Policies and Procedures Document. *The motion passed unanimously.*
      2. Printer/Copier Contract Selection (Peterson) – Each of the proposals from Xerox, Fishers, and Office Valley Systems were discussed. **M/S (Jensen/Peterson):** To accept the bid from Xerox without the 3-hole punch option. *The motion passed unanimously.*
      3. Award Food Contract (Mann) – Bids were solicited from three vendors: Nampa School District, Create Common Good, and Ridley’s. Each bid was discussed. **M/S (Peterson/Jensen):** To accept the bid for Ridley’s. *The motion passed unanimously.*

The Vending machine system met a small setback. After reviewing the school the vending machine company denied the credit application. Mr. Mann is still in discussions to see if there is a way to work around this problem. The backup plan is to use Fridges to store the lunches with a volunteer scanning the meal cards using an iPad.

* 1. Governance
     1. Leadership Evaluations (Fleming) – Director Fleming found the policies that would relate to evaluating the Director of Operations and Education. The policies are 6100, 6100F, 6100P. There are also state outlines for evaluation. Director Fleming suggested that they be evaluated in the following domains from the state outlines: 1. School climate, 2. Collaborative leadership, 3. Instructional/Operational Leadership. The evaluations would be presented in Sept/Oct and the review would happen in June.
  2. Human Resources
     1. \*Benefits Fair/Aflac option (Mann) – Going to wait to have the fair until all the employees are hired. Still need to find and hire the paraprofessionals. Having information from all the employees will be a factor in getting an accurate quote. Benefits will begin 30 days after contracts start. The benefits fair is tentatively scheduled for the beginning of August. Mr. Mann met with Aflac. They will be at the fair to provide an option to the employees. The entire cost of this option will be the responsibility of the employees.
  3. Policy
     1. Policy Reviews (see details below) – The policies were discussed and reviewed. Details are in the spreadsheet below. **M/S (Peterson/Jensen):** To accept policies 7210, 7407, and 7410. *The motion passed unanimously.* **M/S (Peterson/Jensen):** To complete first review for all other below listed policies. *The motion passed unanimously.*
  4. Facilities
     1. City Council Meeting (Fleming) – City approved the plans for the school building. The following modification were added during the meeting: 1. Make the trim on the school a darker shade of blue. 2. Sod the entire grass area. In review of the plans it was found the curb and gutter along Hubbard is not required by ACHD. This is due to the fact they will be working on this road in the future and would just tear it out.
     2. Playground and Fence (Fleming) – Giza would like us to decide about what kind of playground we would like. A discussion about whether the park can be used. Director Fleming is going to find out if the city will allow that. Giza is also going to send some options. The final decision needs to be made at the next board meeting. Giza also suggested a simple chain-link fence along the back of the property. The board was fine with adding the fence.

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
   1. Public members wishing to speak – No public members were in attendance.
2. ADJOURN: 7:31 pm.

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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 | X |  |  | 1650 | New Board Members |
| 6/19/2018 | X |  |  | 3015 | Admission Preferences |
| 6/19/2018 | X |  |  | 5105 | Certificated Personnel Reemployment |
| 6/19/2018 | X |  |  | 5400 | Leaves of Absence |
| 6/19/2018 | X |  |  | 5410 | Family and Medical Leave |
| 6/19/2018 | X |  |  | 5410P | Family and Medical Leave Procedure |
| 6/19/2018 | X |  |  | 5450 | Vacation Leave |
| 6/19/2018 | X |  |  | 5480 | Leadership Premiums |
| 6/19/2018 | X |  |  | 5825 | Evaluation of School Bus Drivers |
|  |  | 6/19/2018 | X | 7210-R | Fixed Assets and Management Discussion and Analysis (GASB Statement 34) |
| 6/19/2018 | X |  |  | 7235 | Fiscal Accountability and IDEA Part B Funds |
| 6/19/2018 | X |  |  | 7250 | Fund Accounting System |
| 6/19/2018 | X |  |  | 7260 | Student Activity Funds |
|  |  | 6/19/2018 | X | 7407-R | Public Procurement of Goods and Services |
|  |  | 6/19/2018 | X | 7410 | Financial Management |
| 6/19/2018 | X |  |  | 8210 | Charter School Nutrition Committee |
| 6/19/2018 | X |  |  | 8220 | Food Services |
| 6/19/2018 | X |  |  | 8230 | Nutrition Standards |
| 6/19/2018 | X |  |  | 8235 | Water Consumption/Water Bottle Policy |
| 6/19/2018 | X |  |  | 8240 | School Meals |
| 6/19/2018 | X |  |  | 8245 | Unpaid School Meal Charges |
| 6/19/2018 | X |  |  | 8250 | Guidelines for Food and Beverages Sales |
| 6/19/2018 | X |  |  | 8710 | Board of Directors Use of Electronic Mail |
| 6/19/2018 | X |  |  | 9100 | Acquisition, Use, and Disposal of School Property |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 6/19/2018 | X |  |  | 4135 | Website Accessibility and Nondiscrimination |
| 6/19/2018 | X |  |  | 4120 | Uniform Grievance Procedure |
| 6/19/2018 | X |  |  | 4120F | Uniform Grievance Procedure Form |