Minutes for

January 30, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
	1. Time 6:31PM
2. ROLL CALL
	1. Director Fleming
	2. Director Ronge
	3. Director Woolley
	4. Director Peterson
	5. Director Jensen

 All Members Present

1. CHECKER: Director Fleming TIMEKEEPER: Director Woolley
2. Reading of the Mission: Director Jensen
3. ADOPTION OF THE AGENDA
	1. **M/S (Fleming/Ronge):** *The motion passed unanimously*
4. Approval of Prior Meeting Minutes
	1. **M/S (Fleming/Peterson):** *The motion passed unanimously*
5. OFFICER REPORTS
6. UNFINISHED BUSINESS
	1. Finance
		1. Grants: Bluum, Steelcase-ALC (Fleming)

 Steelcase submitted. Decisions will be presented March 23rd, 2018

* + 1. Kitchen/Lunch Service bids (Jensen)

 Director Fleming received e-mail from the state with information regarding lunch service that was confusing. She will meet with Elmira Feather next Thursday for some clarification. Need to determine CEP (Community Eligibility Provision).

 PiSA’s LEA number is: 513-Project Impact STEM Academy Inc.

* + 1. Transportation bids (Jensen)

 Director Jensen questioned whether or not to have our recently hired Director of Operations, Justin Mann, be the point of contact for transportation bids. It was determined that once his contract begins on February 15th, he will in fact be the contact, with PiSA’s UPS address. Director Fleming mentioned that Michelle from state department of education suggested reaching out to a Mrs. McCann. Director Fleming also requested Director Jensen to send any information he has acquired relating to transportation.

* + 1. Budget committee (Fleming)

 Director Fleming sent out an e-mail to Jeff Biesinger of Red Apple Finance and Cassie Zattiero as members of the budget committee. This committee will also include the Director of Operations, Mr. Mann.

* 1. Stakeholders
		1. Advisory Committee (Ronge)

 Director Ronge will send the current list to be sent to Director Fleming.

* + 1. Community Meetings (Ronge)
			1. Follow up from 1/25, plans for 2/8

 Community Meeting held on 1-25-18 was dertermined to be successful. Parents came with some great questions and concerns. Director Ronge will be out of town for the meeting to be help on February 8th, so Mrs. Courtney Peterson, Director Peterson, and Mr. Neddo will oversee it.

 Director Peterson suggested having board members positioned at individual tables with name tags and a note of their area of expertise so specific questions can be asked of specific board members.

* + 1. Website (Peterson)

 Mr. Neddo asked Director Peterson if he can things, such as videos, to a specific place on the webpage. Director Fleming suggested a “principal page”, although PiSA intends on calling the “principal” the Director of Education. Director Peterson said that would be okay and said he is always open for suggestions regarding the webpage.

* + 1. Curriculum Selection Process (Neddo)

 Mr. Neddo requested a FB post to ask for interest from the public in being on a curriculum selection committee.

 Mr. Neddo said that the State of Idaho is working on a rubric that will define what a STEM school is and is currently on a committee that is creating that rubric. He assured the board that PiSA is currently creating a STEM school in line with what State is defining as a STEM school.

 Director Peterson mentioned that there is a need for curriculum posted on website, as there have been many inquiries.

* + 1. KSD Meeting (Fleming) – no update
	1. Facilities
		1. (Executive discussion)
	2. Governance
		1. First year training topic, Bylaw changes (Fleming)

 Cassie Zatteiro suggested to Director Fleming that the first board meeting be a review of Idaho code as it relates to charter schools. **M/S (Fleming/Woolley):** Motion for first board training to be a review of Idaho code and how it relates to charter schools. *The motion passed unanimously*

* + 1. Document Review (Fleming)

 Director Fleming asked how the board wants to organize completed tasks/files for document review. Attach finished files to Asana task? Mr. Neddo suggested making the current the word document a live document where individuals can note the documents they have personally worked on or completed and note where the file is located. Director Peterson reminded the board of a shared Google drive on the “info” account as a place where completed files can be stored. Once the “pistem” e-mails are live, we can create a team drive. Director Ronge asked if Director Fleming would like board members to only work on ones assigned, or if they should go through the Word document and complete any on the list? Since there is a timeline for each task, Director Fleming asked that board members only complete them as they are assigned.

* + 1. Google emails (Peterson)

 Google needs confirmation from Mr. Neddo but gave an incorrect return e-mail address. Otherwise, we are on-track for the “pistem” e- mail addresses.

* 1. Policy
		1. Employee Handbook (Neddo)

 Mr. Neddo has the completed rough draft in Asana and is currently working on a master contract.

* + 1. ISBA Policy Purchase (Fleming) – no update
	1. Registrar
		1. Enrollment: general update (Peterson)

 Currently 204 children enrolled

* + - 1. Yard signs, billboard (Fleming)

 Billboard-Mrs. Neddo got back in touch with the billboard company and PiSA will advertise on the north side of the billboard on Meridian Rd by the old rabbit farm. Mrs. Neddo has also been on a design. Rough drafts created by different members to share and be voted on. The goal is to have the advertisement up by Feb 26th for the duration of March.

* + 1. Lottery Policy draft (Peterson)

 Sibling preference will happen during the lottery and will be adjusted then. Lottery groups will be as follows: A-returning students B-Children of Founders/Staff C-siblings D-In Kuna boundaries E-Out of boundaries

* + 1. Lottery Process (Fleming)
			1. Statesman notices will run 1/22, 2/12 & 3/12

 Legal notice ran already

* + 1. Alma Site (Fleming)

 Waiting for “pistem” e-mails

* 1. Human Resources
		1. Admin position updates (Fleming)

 Administration positions have been filled. Official announcement will be made at the community event to be held on February 8th., a sort of “meet the directors” night.

 As a member of the state STEM committee, Mr. Neddo is making connections.

 It was also suggested to have a FaceBook live event in the near future with PiSA’s directors.

* + 1. Staffing Plan (Neddo)

 Mr. Neddo send out a request for board members to review job descriptions and they are completed. There is an employment page on website. Director Fleming said to upload job descriptions on Indeed and they will automatically link up to the webpage. Director Fleming to walk through.

* + 1. Job Postings (Neddo)
	1. Technology
		1. 5-year IT plan, e-Rate process (Peterson)

* 1. Nutrition
		1. NSLP Application (Woolley)

 Will connect with Steve Finlay and Jeff Biesinger of Red Apple for assistance.

1. NEW BUSINESS
	1. Registrar
		1. Records Request process (Ronge)

 What will our process be? Director Ronge will create a records request form to be filled out and faxed to students’ previous schools. For now, the UPS address will be used.

* 1. Stakeholders
		1. Marketing to upper grade levels – discussion (Ronge)

Director Ronge doesn’t have many ideas, but brainstormed with teenagers. Some teenagers are concerned that there won’t be social events, sports, music programs, etc. as currently offered at other schools. It was suggested to have student committees to plan activities. Mr. Neddo added that it is important to have students invite friends to enroll. Director Fleming mentioned that Falcon Ridge 8th graders and parents will have a special meeting and suggested PiSA has one too, possibly at Circus Trix. Children can play while parent meet with PiSA directors.

Courtney Peterson suggested having a PPP- PiStem Parents Project- Not PTO to begin after the lottery. It would be a support group for parents of children at STEM school to help them adjust and understand mastery/project-based learning.

Community members will have the opportunity to vote on a logo at the February 8th community event.

* 1. Human Resource
		1. Hourly/Salary contracts established (Neddo)

 Director Fleming to reassign task of non-education employees to Mr. Mann

* 1. Governance
		1. March PCSC meeting – task review/discuss (Fleming)

 Mr. Neddo and Director Fleming to attend.

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

Joann Piper, a community member who resides in Nampa but works in Kuna. She has gifted and talented students. She praised the website but requested more on the FAQ page. She asked if dual credits would be offered, to which Mr. Neddo answered that PiSA would try and partner with a local college, such as CWI. She also asked if PiSA was governed by the Kuna School District, the answer being no, we are governed by the Idaho State Public Charter School Commission. She asked if giften and talented students could be supported in our environment and the answer was yes, because they are free to advance at their own pace/rate. It was suggested that it should be added on the website that students are supported in mastery.

1. ADJOURN 7:46PM