Minutes for

October 2, 2018

Regular Meeting of Project Impact STEM Academy Board of Directors

6:30 PM 2275 W. Hubbard Rd. Kuna Idaho 4-6 House (Bldg. 3)

1. CALL MEETING TO ORDER
   1. Time 6:30 PM
2. ROLL CALL (Woolley)
   1. Director Fleming **Present**
   2. Director Ronge **Present**
   3. Director Woolley **Present**
   4. Director Peterson **Present**
   5. Director Grigg **Present**
   6. Director Martin **Present**
   7. Director Zattiero **Present**

Quorum **Met**

1. MISSION and/or CHARTER DESIGN ELEMENTS
   1. Reading: Director Peterson
2. CONSENT AGENDA

Removal of Executive Session from the agenda

Mr. Mann brought a state mandated policies and procedures document needing a formal adoption. To be added as an action item to agenda.

* 1. **Action Item:** ~~Adoption of the Agenda~~ and Prior Meeting Minutes (20180904, 20180910, 20180913, 20180927)

**M/S (Woolley/Martin):** To adopt prior meeting minutes as written. *Motion passed unanimously.*

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
   1. PPP Comments
   2. Public members wishing to speak

Mrs. Trina Neddo asked to address the board. She thanked Mr. Neddo and Director Martin for their vision of a school. She referenced PiSA bylaw 4.3(b). She referenced prior drafts of the bylaw, which stated, “After the initial year of operation, any founder will have the right to assume the role of any open Board position. If there are any remaining positions that are open, Directors shall be elected in accordance with the provisions of Section 4.3 (c).” She questioned why this section was removed in August 2017. She believes bylaws should include founder’s rights. She also said that new members need to attend training. She pointed out one of the candidates as not having a financial background and believed that member wouldn’t be able to separate take off their parent hat when conducting charter school business. She thought that the candidate that would be best for the job should have a financial background with experience so as to correctly report the financials. She emphasized that the board need others in the community, not just founders.

Director Peterson questioned Mrs. Neddo asking if she was in favor of the founder section being put back in. Mrs. Neddo responded that she would like 9 positions to be opened up which would allow all 3 candidates seats on the board.

Discussion of changing the bylaw and board number of directors will be added to the agenda for the board meeting to be held in November.

1. OFFICER REPORTS/INFORMATION
   1. Chairman Report

Nothing to report

* 1. Vice-Chairman Report
  2. Treasurer Report

Current budget and financial reports were not approved at this time. Clarification needs to occur for an acceptance at the November meeting.

* 1. Secretary Report

Director Woolley is preparing documents to hand off to Mr. Mann for retention. Additionally, a volunteer will be sought to take meeting minutes to allow her the ability to be actively engaged in the meetings.

* 1. Communications Report

Nothing to report

1. ADMINISTRATION REPORT/INFORMATION
   1. Student Enrollment/Attendance

Enrollment is at 281

ADA is 93-96%

Marketing-Mr. Neddo and Mr. Mann are considering purchasing staked signs advertising open seats/enroll now in the school.

* 1. Upcoming Activities

Fishbowl Fridays- Toured presentations through the school will begin the week of October 15th. A volunteer will take no more than 12 people through at a time. A sign up genius will be created for the events and will also be posted on the school calendar. The first tours will be as follows:

Oct 15-19th. Tues. K-3, Wed. 4-6, Thurs. 7,9. And will be primarily for parents/public.

Book club-Google community to discuss The Innovators Mindset

Belonging Week-Policy 3296 states that the first full week of October is set aside to discuss and educate on bullying.

* 1. Staffing Updates

The school is currently fully staffed.

* 1. Family/Policy Documentation

Certain forms n policies and handbook need to be signed by families, such as technology use, playground use, etc.

Mr. Neddo set the date of October 19th for handbooks to be signed by parents.

Mr. Mann noted that Arbor Ridge Park will no longer be used for recess due to lack of staff available for supervision of multiple locations.

Imagination Playground equipment should arrive by mid-October

Tech use agreement with handbook and Mrs. Prillaman.

* 1. Upcoming SDE/PCSC Reports

October 15th is when a lot is due. Title grants submitted. E-Rate report will be looked into.

* 1. NSLP Updates

Nothing to report

* 1. Lunch Process Improvements

Mr. Mann informed that My School Bucks is up and running with POS. Older kids are helping serve younger kids lunch. More success is being had at narrowing down the lunch count. The Board requested more details regarding the budget impact the initial lunch program had.

* 1. Construction Update

Mr. Mann informed that construction is on track. Concrete and sidewalks should be finished this week. Paving on School Ave. will occur next week. Finishing landscaping next week. Waiting to hear back on south fence. Was told it is a 3-day job. Flagpole ordered. Riverbed to be made next week.

* 1. Security/Access Plan

Mr. Mann is working on ordering signs to direct people to the office. Office door is the only unlocked door during the day. Security cameras have been recommended and will be ordered in the future. ID’s will be created after school pictures have been taken. Director Ronge questioned how check out is going and if parents have to show ID. Mr. Mann assured that ID’s are being checked for unrecognized individuals.

* 1. Finance Committee

Director Zattiero met with Red Apple. Mr. Mann was present for part of that meeting. A formal meeting will be held this month and will be scheduled this week to discuss budget.

* 1. Accreditation Status

Mr. Neddo applied for accreditation through Advanced Ed. PiSA is required to qualify by July 2019. Mr. Neddo assured the board that the school is on track for this qualified status.

* 1. Dual Enrollment

The board didn’t approve a dual enrollment request that was processed. At this time there is currently no budget for dual enrollment. A decision needed to be made determining that the dual enrollment contract was created. There is no policy in place for dual enrollment yet because there was no intention of providing it year one. This posed the question of whether a policy needs to be created for dual enrollment. Director Ronge asked if there were financial numbers to review on this. Mr. Neddo said that he would verify that information and send this information to send it out for review. Mr. Neddo suggested the possibly of capping the number of classes and students that could participate in dual enrollment.

m. Behavioral Interventionist Contract

The behavioral interventionist contract is with Access Living. Our vendor will bill Medicaid. It is not cost neutral. Director Grigg mentioned that it is possible to have it be cost neutral based on other district models. PiSA to pay 29%. Director Fleming asked if the cost has been estimated? Mr. Neddo replied that it is in the SPED budget. Mr. Neddo tasked with giving projections and what the Medicaid bill is coming in. Peterson noted that it should be contingent upon the availability of the funds.

1. Driver’s Education Contract

Mr. Neddo gave an overview of the Driver’s Education course put in place. He assured that there would be no expense to the school whatsoever. Director Peterson mentioned that nowhere in the contract does it say the student needs to provide a car. Director Grigg asked if we can we dual enroll to allow students from other schools. Mr. Neddo answered that the teacher in charge is only interested in providing it to just our students. If it is decided to offer to other districts, it needs to be communicated prior to the change being made. Director Fleming asked if it would have any adverse effect on the instructor’s her time at her regular job in SPED room? She also asked if it had been sent to the school lawyer for a liability review. Mr. Neddo stated that it would mess up the curriculum for December by having to wait until November to vote on the drivers ed contract. Director Peterson asked if it could be approved pending lawyer approval?

1. COMMITTEE REPORTS/INFORMATION
   1. Advisory Committee

Going to reach out and invite to November board meeting.

1. DISCUSSION/INFORMATION
   1. Local Government Investment Pool (LGIP)

No updates

* 1. Board Book

Electronic board packet system to be demo’d and an action item for next meeting. Finance committee can check funds and if there aren’t funds, it will not be added to agenda.

* 1. PCSC Performance Criteria

Board to review performance criteria that PiSA will be graded on from the PCSC. Full performance plan available on the PCSC website and in the Team Drive.

* 1. Timeline to resume Policy work

Policy work will start back up in November. Mr. Mann will decide when to prepare policies for review by November, or decide which policies need to be completed soonest. Prepare policies for the December meeting. E-mail Director Fleming policies that we are working on for first review for November.

* 1. P.O. Process

ISBA recommended reviewing the P.O. process. Process is such that no P.O. is to be paid until it has gone through the board. The policies have been written a bit different, but the P.O’s still need to come through each board meeting regardless. When financials are posted, what that is telling the public is that we as a board have reviewed and agreed upon all expenses. PO’s are public and can be reviewed at any time. Director Fleming recommended returning a reimbursement not relating to grant back to STEM Action Center. Mr. Mann is to note that if there is a large stack, to please let board members know ahead of time. Mr. Neddo recommended board members arrive a half-hour early to meetings to review P.O’s.

* 1. Communication Plan (Board updates, Incident notifications/follow up)

From the board training through the ISBA, it was recommended the board meet and decide what the expectations are. Admin to send out incident notifications and to follow up on incidents. Board members should be aware of incidents that occur in the school so they can answer questions correctly and be an advocate.

* 1. Board Clerk

Director Woolley is stepping down from the task of taking minutes at board meetings. A volunteer replacement shall be sought as it is not a paid position. Director Grigg suggested asking the PPP if there is anyone who would like to volunteer to take the minutes.

Director Zattiero suggested recording the minutes and having Director Woolley put them together as a contingency plan.

* 1. Continuous Improvement Plan

Is completed and posted on website.

* 1. Shared Information/Website (Policy 4130)

Director Peterson mentioned that he does not have expenditures for posting, but that it is currently being worked on. Once the report is completed, it will be posted. Budget, minutes, agenda, policies have been added to website. Teacher contracts have not been posted. Leave on the agenda for November.

1. ~~EXECUTIVE SESSION~~
   1. **~~Action Item:~~** ~~Under Idaho State Code 74-206 (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.~~
2. ACTION AGENDA
   1. **Action Item:** Director Evaluation Process

Martin- The evaluation committee met. The rubric from the SDE was good for the Director of Education evaluation. The Director of Operations evaluation was modeled after the Director of Education evaluation and only Domain 3 was changed to facility management. Mr. Neddo asked how he would report to the committee and what the process is. The evaluation committee will use the entire state process. Mr. Neddo and Mr. Mann will choose and provide artifacts to prove proficiency. The first meeting will be collaborative and should take place late October/early November. It can change on a yearly basis. Director Martin to head up a date and time for the first meeting.

**M/S (Peterson/Zattiero):** To accept the process as presented for the evaluation of the directors. *Motion passed unanimously.*

* 1. **Action Item:** Board Position – each candidate was provided an opportunity to discuss their thoughts and comment on attributes noted during Mrs. Neddo’s presentation to the Board (financial background).

**M/S (Grigg/Woolley):**  To elect Sharina Jensen to the open board position. *Motion passed unanimously.*

Fleming-Aye

Zattiero- Aye

Peterson- Aye

Ronge- Aye

Martin- Aye

Grigg- Aye

Woolley- Aye

* 1. **Action Item:** Calendar Adjustment

**M/S (Martin/Peterson):** To select option 2 for the calendar adjustment.*Motion passed unanimously.*

* 1. **Action Item:** Behavioral Interventionist Contract

**M/S (Peterson/Ronge):** To accept the contract as previously discussed. *Motion passed unanimously.*

* 1. **Action Item:** Driver’s Education Contract

**M/ S Peterson/Martin:** Accept contract with the lawyer contingency. *Motion passed unanimously.*

f. **Added Action Item:** Sign Idaho State document presented by Mr. Mann as required to attest PiSA will follow policies in regard to SPED.

**M/S (Peterson/Zattiero):** Accept the contract as presented. *Motion passed unanimously.*

1. ADJOURN

**M/S (Martin/Ronge)** To adjourn. *Motion passed unanimously.*

* 1. Time **8:33PM**