Minutes for

November 6, 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 **6:28PM**
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 Jensen **PRESENT**

Quorum **MET**

1. MISSION and/or CHARTER DESIGN ELEMENTS
   1. Reading: Director Grigg
2. CONSENT AGENDA
   1. **Action Item:** Adoption of the Agenda and Prior Meeting Minutes (20181002, 20181012, 20181030)

**MAKE AN AMENDMENT FOR THE HIRING OF A PARAPROFESSIONAL POSITION ADD ONE SECTION TO EXECUTIVE SESSION AND MOVE ONE “B” COMPONANT UP PAST PUBLIC COMMENTS FOR EXECUTIVE SESSION**

**M/S (PETERSON/JENSEN)**: Move a special executive session up until after public comment and add an additional executive session under subsection A. *Motion passed unanimously.*

**M/S (RONGE/MARTIN)**: To accept prior meeting minutes. *Motion passed unanimously.*

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
   1. PPP Comments

Courtney Peterson gave a report on the PPP. See attached notes.

Parents want more communication from Brown Bus Company. They also would like to know who to contact about the bussing. A graphic containing contact information would be helpful on the website.

Parking info graph would be helpful on the website.

Director Peterson commented saying that policies are still a work in progress. A ballpark was given for January for better search functionality to policies already published.

* 1. Public members wishing to speak

**Trina Neddo**-Mrs. Neddo pointed out that in the October board meeting, it was noted that the board would refund misallocated funds back to the STEM Action Center for a grant that was received and used for the CSI event at Kuna Days. Mrs. Neddo felt the board was wrong in this and had an audit done by the STEM Action Center. Crispin Gravatt at the STEM Action Center declared that PiSA was not requested to refund any funds after said audit.

**Elizabeth Neddo**-Mrs. Neddo wanted to know why board meeting minutes have not been posted on the website since September 27th, 2018. Director Peterson explained that they need to be approved at an open meeting, typically the monthly board meeting, before posting to the general public.

**Melissa Foster**-Mrs. Foster mentioned that she has a lot invested in the school. She will have 5 kids in attendance next year. She is concerned that, as having read through the situation that happened with Mr. Neddo, that there were not many voices there to discuss the situation. She requested that the board open up more positions so more voices can be heard. She said her kids are at the school because of Mr. Neddo. When the Circus Trix activity was held in the spring, she spoke with Mr. Neddo and he talked them into coming to the school. She doesn’t feel that Mr. Neddo should be let go from his position, ever. She would not trust her kids to anyone else but Mr. Neddo. She has entrusted the vision of the school to Mr. Neddo and she wants to make sure this kind of thing doesn’t happen again.

Noel Hudon-Mr. Hudon is concerned about what is going on. He doesn’t read Facebook, but the actions in the school are being felt from the stress and tension at school. Something needs to happen and things need to be resolved. He wants his kids taught and for this to be over. He volunteered services for mediation. He said the administration and board need to work together and be cohesive.

VI. **AMENDED AGENDA ITEM-EXECUTIVE SESSION**

1. **Action Item:** Under Idaho State Code 74-206 (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. Possible action items to occur proceeding session.

M/S (Ronge/Martin): To enter into executive session. *Motion passed unanimously.*

Roll call-Quorum met

**M/S (Woolley/Peterson):** To exit executive session.  *Motion passed unanimously.*

**M/S (Martin/Jensen):** To accept the resignation and release from contract, employee A. *Motion passed unanimously.*

VII. OFFICER REPORTS/INFORMATION

1. Chairman Report

*Format of the agenda has been changed slightly.*

1. Vice-Chairman Report

*Nothing to report*

1. Treasurer/Finance Report

*Matt Lovell of Red Apple finance in attendance. The budget report was given.*

*Debt proceeds from PISA landholding will need to be addressed for the next finance meeting. It can still be drawn from. Disbursement from the state coming in soon. May need to adjust some revenue projections. Cash flow will be adjusted every month.*

*Revenues- On track for federal funds. Title funds/applications are in. January is the due date. No changes under federal funds. Director Peterson asked about the E-rate reimbursement. Mr. Mann assured that all forms have been submitted for reimbursement. Mr. Mann is still waiting on information for Cable One and has spoken with the state regarding that contract.*

1. Secretary Report – (Minutes collection change)

*William Gogan has volunteered to take over note taking at the board meetings.*

1. Communications Report

*The website is hard to navigate. A UX design expert/parent will help design new menus to make the site flow better and will reach out to parents for beta testing*.

1. COMMITTEE REPORTS/INFORMATION
   1. Advisory Committee

*Director Ronge had nothing to report at this time.*

* 1. Finance Committee

*Mr. Mann went through Expenditures with Matt Lovell to make sure they were under the correct budget lines. Mr. Lovell updated the PO form so it’s a little cleaner. A meeting to discuss will be held sometime in November.*

*Director Fleming asked to look at any budget adjustments that need to be made. Expansion talks need to begin.*

1. DIRECTOR OF OPERATIONS REPORT/INFORMATION
   1. *Student Enrollment – student loss/day/grade, exit interviews, financial review*

*Mann-document was sent out to board on student enrollment information.*

Attendance

*Director Fleming asked if exit surveys were emailed to parents who left? Mr. Mann answered that they are. Director Ronge asked if they go out to everyone who exits the school? She also asked whom to contact if such an email wasn’t received. Mr. Mann responded that he could be contacted for that information.*

*Director Fleming requested that the enrollment information be reported weekly. Budget will be adjusted according to ADA.*

*Currently 256 enrolled*

*94% attendance*

*2 grade levels have wait lists.*

*Director Jensen asked for a plan on what is being done to retain students whose families are trying to un-enroll.*

*Director Fleming also asked for the procedure for students who are absent, are the families being reached out to? Mr. Mann responded that it was something that needed to be improved upon.*

* 1. Staffing Updates – classified personnel updates

*Director Fleming also asked about office staff and paraprofessionals and whom they report to. Mr. Mann answered that office staff report to him and paraprofessionals report to Mr. Neddo.*

* 1. Upcoming SDE/PCSC Reports

*ISEE due next week as well as staff data and retention report. One ISEE representative will be coming to do some training to prepare reports.*

* 1. NSLP Updates

*No update. Donations for a school snack pantry have been coming in.*

*Director Fleming asked if there has been any follow up on the NSLP application. She asked if things are on track.*

*Mr. Mann replied that he has not worked on it this last month.*

* 1. Lunch Process – initial fiscal impact report

*The number of lunches needed have been dialed down. There isn’t much waste. The fiscal impact will be discussed at the next finance meeting.*

* 1. Facility Status – furniture, storage, grounds contracts

*PPP has been reaching out to administration and board. How can parents help? Mr. Mann met with them this week. Volunteer donations and service are going forward. PPP would like to know what the school’s needs are so they can help get them filled. Communication needs to be improved.*

*Working with Pacific Mobile to get kinks figured out as they occur.*

*Grounds contracts-*

*Landscaping: The first mow is free. It was asked whether schools do annual or seasonal contracts. Mr. Mann was told to wait for bids in the spring when the grass begins to grow.*

*A parent who owns a snow removal company has offered to do snow removal for free. Mr. Mann is working with that parent to get that contract together and insurance worked out. Director Fleming suggested writing up a general contract but invoice $0.*

*Director Grigg asked if there was a contingency plan in case it doesn’t work out. Mr. Mann is hopeful that a contract would prevent that. He assured that he would look elsewhere if the contract didn’t work out. Director Grigg requested a formal contingency plan be created.*

*Director Fleming had a question about the Xerox machine. She mentioned that the lease was signed in July. Mr.. Mann replied that the machine came and he was told the contract wasn’t valid. He has gone back and forth with the state and spoke with the head of purchasing who was not sure if the school falls under a state agency or not for the Xerox to be covered.*

* 1. Construction Update

*Mr. Mann stated that things are pretty close to being done. Curbs around the buildings were done. The end of bus loop and dumpster enclosure are being poured. The landscaping is done. The flagpole will be put in Thursday or Friday this week. The work on the corner of the parking lot where they are laying water pipe is being done this week. Digging will be done by the end of the week. Crosswalk will be painted. Sidewalk to connect to the park will be completed shortly. Street signs (School zone) were paid for a couple months ago, but just waiting on ACHD to install.*

*Director Grigg mentioned that it would be a liability if a child got hit and there weren’t sufficient signs.*

*PPP will be asked for assistance in reaching out to ADCD for an improved timeline for installation.*

* 1. Security/Access Plan – site rekey quotes

*Quotes are in and we can move forward with rekeying. The lowest quote was $499.50.Mr. Mann spoke with Mr. Kevin Christiansen for recommendations on security systems and intercoms.*

*Director Fleming asked if anyone looked into funding from the state for security? She will get more information to Mr. Mann.*

* 1. School Online Presence – Website, Official FB site, others

*Mr. Mann was asked to archive dino bite newsletters on website. The school Facebook page needs to be revamped. And better utilized. Will add dinobites and information there on the FB page. Better utilize. Director Fleming asked Director Peterson if the school has multiple social media sites to which he responded that there is an Instagram, Twitter, and Facebook account.*

* 1. Purchasing Policy

*Administrators would like to find an easier way to purchase what needs to be purchased. Mr. Neddo asked about a debit card (P card) for school administrators at the last meeting. He said that he looked at models of other schools and wants the P card so teachers can have more flexibility in purchasing. Board to look into that and have a discussion to change the policy.*

*Director Fleming asked what the current issues are, as there is petty cash and a PO process.*

*Matt Lovell answered that many schools use a purchasing card. If there is a last minute need it is good for that. Online purchases can currently be made with a card.*

*Director Martin clarified that P cards allow for flexibility to teachers and administrators.*

*Director Fleming asked if there was a policy that was adopted on the issue. Mr. Mann replied that they currently couldn’t spend more than $50 per purchase from petty cash.*

*Currently, the PO process is $500 limit on unbudgeted items and $5000 on budgeted expenses.*

*Matt Lovell gave an example of field trips-Teachers/Administrators can guess on the amount of students who will show up, but you never know far in advance how many.*

*Director Grigg mentioned that it helps, especially if there are cancellations and use the card the day of. He asked what kind of policy change would we need?*

*Director Fleming answered that it would need to be presented to the board.*

*Matt Lovell said that with P cards, the spending still needs preapproval, same processes, could reconcile after.*

*Director Peterson added that some PO processes online are hard to do without a P card.*

*Director Martin said that the board would need to trust that administrators would not overspend on P card.*

*Director Fleming said that initially Red Apple and Cassie Zattiero suggested we do not have a P card.*

*Matt Lovell answered that when you’re starting out, its best practice to not have one because it opens up the door for fraud. If there are proper procedures, and certain individuals who can use it, that would be ok.*

*Director Fleming- said that the current policy and procedure manual would need to be adjusted to allow for a P card.*

*Mr. Neddo said there was a school in Utah who had a good example, for P card use.*

*Director Fleming recommended the administration presenting what amendment they would like for the policies regarding this type of spending.*

1. DIRECTOR OF EDUCATION REPORT/INFORMATION
   1. Upcoming/Past PiSA Activities

PAST EVENTS:

*5 fishbowl Thursdays have occurred. Another is scheduled for this Thursday.*

*Trunk or Treat at Albertsons was successful.*

*Hudons and Mrs. Neddo and some parents came and painted faces on Halloween*

*K-6 reading program-=- The students read 20 minutes a night, beginning Oct 25th. Families signs off and then student’s name goes in hat and they get to have lunch with Mr. Neddo and a free pan pizza.*

FUTURE EVENTS:

*Fishbowl Thursdays-City council wants a tour. Mr. Cardoza on city council said the school is an asset to the city of Kuna. Mr. Mann said someone at the bank said the same thing. Mr. Neddo reached out to the City Clerk to invite.*

*Parent Education Night November 15th. Summit and IMEN recommended an informational night for parents. An overview of K-3 tracking and grading will be presented. Mrs. Koeppen will be helping and presenting that section now that there is data.*

*Director Jensen asked if there would be any opportunity for 1:1 communication, like parent/teacher conferences? Mr. Neddo responded “No, teachers will have parent/teacher conferences sometime soon.”*

*Signed up for the Kuna Country Christmas. A booth with student projects will be at the 4th St Gym. The school will have a float at the parade. Students have the opportunity to participate in essay contest.*

*Spirit Week will be the 1st week of December.*

*Director Woolley asked if there would be an event for Veteran’s Day. Mr. Neddo replied that they are writing letters to Veterans on Veteran’s day.*

* 1. Marketing Plans

*Over 400 flyers were handed out to invite families to school at the Trunk or Treat. It was well received, but hasn’t really brought parents to the school. There were good discussions though. A booth at the Kuna Country Christmas will have flyers and information will be given out at the parade.*

*A teacher has an in-law at a radio station. They might set up satellite broadcast.*

* 1. Staffing Updates – certified personnel changes, PD

*K-3 teacher position has been posted on Indeed. Not on School spring, yet, but account is being set up at a small cost. Reached out to IMEN, and BSU. There are currently 7 applicants for Kindergarten teacher position. The budget needs to be evaluated, but a FT Kindergarten teacher is sought who will teach and do STEM activities in the afternoon.*

*Paraprofessional positions-one interviewed out of 4 applicants. More discussion will ensue during executive session.*

* 1. Curriculum, Testing

*IRI testing is completed, reports to be distributed. MAP testing in math is completed 4- 9. K-3 is in process.*

*Moby Max testing in K-3 math is completed. Data is being collected. MAP testing will help clarify needs. Director Woolley asked if the children are practicing using the computers and program prior to testing, for more accurate results. Mr. Neddo answered that the tests are administered dimply for data, but that teachers give the best data.*

*Mrs. Koeppen is preparing personal learning binders for students based off of data.*

*Director Woolley asked how often they are going to be changed out. Mrs. Koeppen stated that they would hold a week or more of activities. The binders will help prep for projects. They do not contain STEM materials because that would happen during project time.*

*Director Fleming asked how they are shared with parents. Mrs. Koeppen answered that small achievements will be shared and proficiencies will be put on the wall.*

*Director Ronge asked if the binders are used as a supplement to projects. Mrs. Koeppen answered that they will align with the project and build on the skills they will be using for the project.*

*She also said there will be lesson plans for projects.*

*Director Ronge asked if the students would be working on the binders in a leveled group or during personal learning time. Mrs. Koeppen answered that they will be using them on their own.*

*Director Peterson asked if the teachers building the binders each week and if they have time for that. He asked if they would need parent help.*

*Mrs. Koeppen answered that they would like parent volunteers and could maybe put together a volunteer box that contains projects for parents to help with.*

*Director Martin recommended using seesaw to share videos with parents. Mrs. Koeppen was interested in learning more. Director Grigg asked if test results could be posted. Mr. Neddo responded that Mrs. Koeppen has a training meeting soon and can ask. Director Peterson added that scores are posted online on the state website. Mr. Neddo said that PiSA is right at the same spot other schools are at, data wise and that other school districts aren’t doing the amount of testing we’re doing.*

* 1. Family Documentation – Handbook, various policies

*Mr. Neddo shared that requests for families to sign the handbook were emailed out with little response. An electronic form for signing will be created and sent out tomorrow.*

* 1. Staff Documentation – Policy 5500

*Currently in progress of complying with that policy*

* 1. Employee Handbook – Policy alignment

*In progress of complying*

*Director Martin asked when a reasonable time would be to have them in alignment? Mr. Neddo answered sometime in January.*

* 1. Staff Hiring Policy

*Mr. Neddo recommended that classified staff be hired by administration with preliminary approval from the board. Full approval would still occur at regular board meetings.*

*Director Peterson answered that the board cannot approve via email.*

*Director Fleming suggested giving applicants a 2-week temporary position until board approval. It cannot be done by email. Policy will need to be adjusted and presented. Mr. Neddo asked how that is done. Director Peterson said to find the policy then write the new one by using strike-through through the old sections and underline added sections.*

*Director Fleming recommended looking at the bottom of the policy for references to other policies.*

* 1. Volunteer Status

*Background checks are slow. Changes have been made in the price. 30-40 have been filled out, only 7 have gone through. Policy 4600P says we can pay for the volunteer checks. The school can have an escrow at the SDE for these. Then the school takes the fingerprints in.*

*Director Fleming and Mr. Mann discussed that the policy states that the school should pay for the checks and need to reimburse parents who have already paid.*

*Mr. Neddo suggested asking potential volunteers to fill out an application for those we’re paying for and give them job descriptions.*

*Mr. Mann said that the SDE defines those volunteers needing to have background checks as those who will be unsupervised. The administrators would rather not have a volunteer than risk it. They are erring on the side of caution then create a potential situation. Policy 4600P also states that volunteers need to have a background check.*

*Director Fleming asked if there are any upcoming projects or activities where volunteers would not be engaging with students so individuals can have opportunity to help out.*

*Mr. Neddo said they are not prepared for that. He mentioned that one use could be helping clean buildings when cleaning crew isn’t present in the school.*

*Director Fleming said that the administration is free to change the procedure*

*Mr. Neddo wants everyone to have a background check.*

* 1. Substitute Process

*Mr. Neddo said the substitute pool was going to be created from the volunteer pool. He has reached out to the charter school network before but didn’t have response. Dr Hettinger got a response. They vote in November who can be a part of their sub pool. They have already budgeted for the year. The cost is per year and would need to renew each year. There are 2 separate costs.*

*Director Fleming asked if there are any benefits to being in charter school network?*

*Mr. Neddo answered that other schools say no.*

*Director Peterson if schools can still be on their sub pool without being a member.*

*Mr. Neddo said that the substitute teaching description is on Indeed and intends on creating the school’s own sub pool. Director Martin thought it was a good idea. Mr. Neddo said there are currently 15 applicants for subbing and they would be hired as 1099 employees.*

*Director Fleming asked what the fiscal procedure and policy is on the subject. Mr. Neddo said he would take a look. Director Martin asked what the current sub process is. Mr. Neddo said that teachers are covering for each other. Director Jensen asked if subs would be just for teacher positions or paraprofessional positions as well. Mr. Neddo answered that they will be just for teachers.*

* 1. Supplemental Contracts/Positions

Employee A is a SPED director working nights and weekends. They have been working a ton getting IEPs together and having to amend IEP’s. Currently this person is being paid as a teacher.

Director Martin asked for clarification that, within their current contract, we are not paying them for being a SPED director.

Director Fleming noted that credentials are missing, so we cannot give the title to this particular employee. She asked if it’s a leadership award stipend because it doesn’t seem to be a contract.

Mr. Neddo affirmed that it is a stipend.

Director Fleming mentioned that the school can receive up to $850 per certified staff for leadership premiums (stipends). That would be ~$10, 200 for the whole school year. The current request for 2 staff members is $15,000.

Director Martin said it doesn’t seem as though there is enough to cover the leadership stipends.

Director Fleming said that she didn’t understand that it would be taken from the funds allocated for a SPED director. Mr. Neddo responded that he was sorry he was not more prepared.

*Director Fleming mentioned that it was asked at the last meeting to reach out and ask questions relating to any agendas.*

*Director Peterson said that it should be a supplemental contract for employee A and cannot be that specific title. It could be a further discussion at some point.*

*Director Martin asked if Mr. Neddo would need to do a new supplemental contract for employee A before we move forward. She also said that the board is happy to allocate funds, it’s in the budget, but that we want to make sure we are going through the right process.*

*Director Fleming added that the title needs adjustment.*

*Mr. Neddo mentioned that he would need help from someone on the board or someone from the state.*

*Employee B-*

*Director Fleming said that there isn’t a budget for this employee.*

*Mr. Neddo responded that it’s allocated in the IT section, for $15,000*

*Director Fleming replied that what she had read was that this employee was being paid for the development of a program we don’t have yet and that it wasn’t seen in the budget for that amount.*

*Direct Martin added that it sounds like it needs to be adjusted for additional duties*

*Director Peterson said that it needs to be a supplemental contract, to which Director Martin added then the money would be there to give to leaders. Follow up on both Employee A and B was requested so that appropriate “contracts” could be created and presented for approval.*

*Director Fleming asked a side question about a sub that the school had for a day and whether or not they were paid. Mr. Mann said the paperwork was being completed so that could happen.*

1. DISCUSSION/INFORMATION
   1. Board Director – welcome and goodbye

*Welcome Director Jensen, thank you Director Grigg*

* 1. Performance Criteria: Accreditation Status

*Have we paid the fees for accreditation? Mr. Neddo responded that he is meeting with Dale K next week to walk through the accreditation process next Wednesday, he thinks. He also said that we need to be in good standing with the PCSC by July. He is working on STEM certification too.*

* 1. Policy Work recommendations

*Identify policies that need to be changed now (critical). Don’t spend so much time going through policies to amend, just adopt and then change as needed. Hold off on future policies unless we find them to be needed. Requested that a moratorium be placed on all but critical revisions.*

* 1. Local Government Investment Pool (LGIP)

*No update*

* 1. Board Book Demo

*Director Woolley will meet with a sales rep tomorrow morning.*

* 1. Shared Information/Website (Policy 4130, CIP, others?)

*ISBA suggested making sure everything is on the website per policy. Director Peterson assured that everything is posted.*

*Director Martin asked if should we have this it back on the agenda in January to which Director Fleming answered in the affirmative.*

* 1. Board Structure/Positions

*Director Fleming talked to the ISBA further about our need to have 2/3 of the number of attending members we have. According to our attorney’s office, we can have anywhere between 5 and 9.*

*Director Grigg added that there was discussion brought up about a bylaw regarding founding members having rights to board positions. He asked if the number of members on the board would be in bylaws too?*

*Director Fleming answered no.*

*Director Martin recalled that there had been great candidates at last meeting. She said that Mrs. Neddo and Mrs. Foster want more board members and thinks it might not be a bad idea to expand.*

*Director Grigg asked if it would be an action item at the next meeting. Director Ronge said that she agreed with Direct Martin. She thought that more members would be a good idea down the line, but that with recent events and as a current board, there are growing pains that need to be worked through and fixed before adding more members to the mix. She thought it would be difficult to get them up to speed, but that once the board is through their current hurdle, expansion would be great, especially if we can get a finance person.*

*Director Peterson added that the board doesn’t want to set a new board member up for failure and didn’t see a problem in waiting. Director Jensen said that as the newest board member, the position is difficult. She has been reading policies for weeks and feels like it would be a lot for someone to take on currently.*

*Director Fleming mentioned that the seat doesn’t need to be replaced and that she will abstain from voting until a 7th member is on the board. Director Grigg thought the vacant position should be opened up. Director Flaming said that it could be opened up. She also mentioned that Bailey from ICCU had been interested in the past.*

*Director Martin asked if there are options to fill that treasurer position. She wondered if it could be opened back up in December.*

*Director Jensen suggested changing the number of board positions after year one and will temporarily take the treasurer role. (Action item for next meeting)*

* 1. Summit/Parents

*Director Martin asked how the Summit training went and how things are going with it. She asked if we already have, or are set up with the texting feature. Mr. Neddo answered that he was told not to set it up in the first year. Director Martin added that parents want communication and thought it would help. Mr. Neddo informed the board that it’s a system Summit has that texts out reports and training for the parents.*

1. ACTION AGENDA
   1. **Action Item:** Prior & Current Financial Reports

**M/S (Martin/Jensen):** To accept prior and current financial reports. *Motion passed unanimously.*

* 1. **Action Item:** ISBA Convention

**M/S (Grigg/Ronge):** 2-day admission to ISBA conference for Director Jensen. *Motion passed unanimously.*

* 1. **~~Action Item:~~** ~~Board Book Purchase~~
  2. **Action Item:** Dual Enrollment – Policy 3030

*No information was sent out after board meeting in October. Director Martin asked if the board was looking for information on the cap. Director Fleming answered that Mr. Neddo was supposed to let us know the cap. Was the cost for the quarter, or the full year? Mr. Neddo answered that he didn’t prepare that. Mr. Mann said that it’s for the full year. $800 per student. Director Fleming said there needs to be a policy in place to make that happen. Mr. Mann said that state statute 33203 requires schools to provide dual enrollment. Director Fleming said that payment was paid outside of policy without a decision being made. It needs to be decided if we create a policy to backfill the seat. Director Peterson asked if it would put extra strain on the teacher. Director Fleming said that a procedure needs to be created. Director Fleming asked Director Peterson if he would work on the initial draft of the policy. No action was taken, but postponed until a plan is provided.*

* 1. **Action Item:** Bylaw Revision(s)

*Peterson and Woolley are concerned that adding in a founder preference wouldn’t allow for other voices.*

*Director Ronge suggested that if there is a specific job/need, to make that priority over founders.*

*Director Martin asked if she was suggesting that we fill a needed vacancy with someone other than founder.*

*Director Grigg said it’s meaningless if it is a preference. It wouldn’t hold any weight.*

*Director Ronge asked if he was saying to not give anyone preference?*

*Director Grigg responded either or*

*Director Fleming asked if there a way to give preference Like a rubric?*

*Director Ronge suggested changing application into a rubric.*

*Director Peterson suggested doing that after first year.*

*Director Jensen asked how that would that look in open session?*

*Director Fleming said that we could say, “Based on the average rubric score, this is what we decided.”*

*Director Grigg suggested maybe having a cap on founders on the board. Maybe have automatic if half the board is comprised of founders.*

*Director Jensen asked if the questionnaire be changed depending on need.*

*Director Martin said it sounds like point system would be best.*

*Director Peterson said he didn’t feel comfortable coming up with the wording right now*

*Director Fleming asked if it should be postponed until next meeting.*

*Director Peterson answered that we need to get something in writing we can agree on so we can put that section back in in a better way.*

*Director Fleming asked if Director Martin could draft such a document.*

*No action was taken at this time, but will be postponed until the regular meeting in December.*

**M/S (Peterson/Ronge):** Change the typo in the bylaws. *Motion passed unanimously.*

* 1. **Action Item:** Supplemental Contracts

For Employee C to be paid in December

**M/S (Martin/Woolley):** To use the proposed supplemental contract for employee C to be completed in December. *Motion passed unanimously.*

* 1. **Action Item:** Costco Membership

*Mr. Neddo asked for a Costco membership. It would give the school a tax exemption and allow for purchases to be made.*

*Director Peterson mentioned that he is concerned about us being state entity and having specific rules to follow, potentially not covered, and then the membership would not be useful to the school.*

*Mr. Neddo will talk to Costco to find out if charter schools are covered.*

*Director Grigg mentioned that he is concerned we wouldn’t be considered a regular school. Like Nampa SD.*

*Director Peterson added that there is an uncertainty with the state about separate entities. Even at BSU it’s different. Different entities have different rules.*

**M/S (Martin/Peterson):** Pending confirmation from Costco and SDE, PiSA can get a Costco membership. *Motion passed unanimously.*

* 1. **Action Item:** Day Care

*Mr. Neddo told the board that it is difficult for the kids to switch their brains between school and play. He feels the day care option should not longer be available which would free up a paraprofessional position and allow the kids to be in school when they’re in school.*

*Director Peterson asked what the financial difference is and Mr. Neddo didn’t know. Director Ronge voiced concern about the school losing more students. Director Woolley mentioned that when it was decided that day care would be offered, parents were told that it would be educational play. Director Fleming asked for more information. Director Peterson asked for the parents to be surveyed regarding the subject.*

*No action was taken at this time, awaiting more information from the administration.*

**M/S (Peterson/Woolley):** To enter into executive session. *Motion passed unanimously.*

**Roll Call done**

**Quorum Met**

1. EXECUTIVE SESSION

**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;

**M/S (Martin/Jensen):** To move out of exec session. *Motion passed unanimously.*

**M/S (Peterson/Woolley)** enter back into exec session. *Motion passed unanimously.*

**Roll call done**

**Quorum met**

**M/S (Woolley/Ronge):** To exit Executive session. *Motion passed unanimously.*

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

1. ADJOURN
   1. Time **11:05PM**