Minutes for

February 5, 2019

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 ARRIVED LATE
	4. Director Peterson PRESENT
	5. Director J. Martin PRESENT
	6. Director Jensen PRESENT
	7. Director R. Martin PRESENT

Quorum MET

1. MISSION and/or CHARTER DESIGN ELEMENTS
	1. Reading: Director J. Martin
2. CONSENT AGENDA
	1. **Action Item:** Adoption of the Agenda and Prior Meeting Minutes (20181217, 20190107, 20190108, 20190121, 20190128)

 **M/S (Peterson/Jensen):** To adopt the consent agenda as written. *Motion passed unanimously.*

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
	1. PPP Comments

 Official PTA status should come by the end of month.

 Valentine gram fundraiser is currently under way

 Pizza fundraiser every third Thursday at Pizza Hut- will be the 21st this month. 5% of purchases go back to the school.

 Community STEM nights-Will be held the last Thursday of each month. This month’s event will be held on February 28th and will be an egg drop activity.

 Participants will be given $100 fake money buy egg drop supplies. Someone with a science background will help and give principals about what makes a good egg drop machine and what doesn’t. Will be designing with constraints.

 A community science fair will be held in March on the 9th.

* 1. Student Showcase

 Nothing to showcase tonight

* 1. Student Body Report

 Zane is currently working on 2 different grants for the school and a fundraiser

 Eli is working on grants and getting volunteers to help with painting walls

 Project for office-spray tinting office windows

* 1. Public members wishing to speak

 Matthew Tullis, a current 6th grader informed the board that the environment is currently not conducive to learning. There are behavior issues and the teachers take teaching time to address such behaviors. With all the behavior discussion, they run out of class time. There are lots of outbursts and interruptions. Said that teachers and admin wait to approve assessments and checkpoints which means students are waiting to move forward in their progression. Waiting for He offered a solution to rewarding students who don’t participate in disruptions.

* 1. Improvement Plan Updates (see table below)

 State of School will be presented at March 5th regular board meeting. A listening session will be scheduled for April.

1. OFFICER REPORTS/INFORMATION
	1. Chairman Report
		1. Due Process Hearing Re-scheduled

 Due process hearing to be held February 6th,  9am at the Kuna Community Center.

* + 1. Lottery Scheduled

 Lottery is scheduled for May 3rd- The current enrollment has the school at 40% full for next year.

* + 1. LMC Grant Report due in March

 Due in March-Pictures that include materials given by grant would be helpful to submit.

* 1. Vice-Chairman Report

 Nothing to report

* 1. Treasurer Report

 Budget hearings coming up to amend the current budget in March.

 Meeting to set budget for next year to be held in June.

 Reconciled reports will be approved in March.

* + 1. Upcoming Budgetary Hearings (SY18-19 revisions & SY19-20)
	1. Secretary Report
		1. New Member Oath

 Directory Woolley administered the new director oath to Director R. Martin.

* 1. Communications Report
		1. Rebranding

 At the special board meeting held on January 28th, the mission statement was adjusted for grammatical errors. The board also decided to have the school officially go by PiSTEM, not PISA. Working on getting new logos.

 STEM night Feb 28 6:30 PM. Egg drop.

 Sat March 9th will be a Science Fair Expo

 Sat April 27th will be a STEM carnival. Each house will have a booth.

 May-The Reuseum will come and do projects with community members.

 Also working with the library on this event.

 Director R. Martin suggested putting the events on theut on community pages through City Hall.

1. COMMITTEE REPORTS/INFORMATION
	1. Advisory Committee
		1. **Action Item:** Close current advisory committee

 **M/S (Ronge/Woolley)-**To close the current advisory committee. *Motion passed unanimously.*

* 1. Finance Committee
		1. **Action Item:** Adjustment of approval for Financial Reports

 **M/S (Martin/Ronge)-**To adjust the approval for the financial reports for the previous month’s budget. *Motion passed unanimously.*

* 1. Policy Committee

 Terina Treloar presented that the policy committee is currently matching the student manual to policies.

* + 1. **Action Item:** 1st Reading of Policy 3530

 **M/S (Peterson/Ronge):** To approve the first reading of policy 3530. *Motion passed unanimously.*

* 1. Building & Space Committee

 Molly Brashears presented a report from building and space committee on the alternative for a playground until a permanent playground can be built. There is not enough coverage for regular use of Arbor Ridge Park; it will be used as a back up. A fence around the canal needed. ACHD advised that the school go through the property owner. The owner gave permission. There is a need for safe crossing on Hubbard. The cost for flashing lights would be $150,000-200,000. Committee will continue working with ACHD. Police will incorporate the area in patrols. Currently working on a sign for the school. Ordered a bus only sign for the bus loop. Working on storage sheds. Looking at grants for other sheds.

 Director Peterson mentioned that if computers are needed, he can be a help in the area.

 Director Fleming mentioned that the city is willing to help get on a petition to get a crosswalk or have the speed changed to no longer make it an arterial road.

* + 1. **Action Item:** Approval of Brown Bus shed

 **M/S (Martin/Jensen):** To approve a shed for Brown Bus. *Motion passed unanimously.*

* 1. Administrative Evaluation Committee

 Director J. Martin reported that until the hearing is complete, there is nothing to report. She is hoping to have an opportunity to meet with Administrators this month.

1. ADMINISTRATION REPORT/INFORMATION
	1. Student Recruitment, Retention & Attendance Report
		1. Enrollment count, enrollment changes, attendance rates

 Current count is 199. Attendance rate 91%. Molly Brashears is verifying absences and calling parents if kids are absent and not excused. Recruitment-Checking to see grade level of current learner to enroll them this year for placement if there is a spot.

 Director R Martin asked if kids aren’t going to the office first when late. Dr. Hettinger confirmed that some are not and has been sending out communication to families about checking in to the office when late.

* + 1. Patron involvement activities
	1. Staffing Updates

 Lorraie Crownheart has been offered and accepted the position as the ELA teacher in the 4-6 building.

* 1. SDE/PCSC Reports

 Title 1 has been submitted and approved.

* 1. Facility/System Updates
		1. Official school social media sites

 Created a picture folder in drive and given access to those needing access for social media. One is an OK post folder and one is a NO post folder. Director J. Martin asked about the Team drive and access to the photos. Dr. Hettinger and Molly Brashears, and those who work directly with website have access.

* 1. Academic Programs

 New ELA program adopted for K-6. The curriculum creates flexibility in teaching English. Teaches the “why” of English language learning. Fits well with STEM, but will be able to implement in parts because of flexibility and can make it student centered and inquiry based.

1. DISCUSSION/INFORMATION
	1. Policies 7000 Series (except 7440)
		1. **Action Item:** 7000 series Policy Updates, 2nd reading

 **M/S (Martin/Jensen)**: To approve the second reading of the 7000 series except 7440. *Motion passed unanimously.*

1. ACTION AGENDA
	1. **Action Item:** Close current advisory committee
	2. **Action Item:** Adjustment of approval for Financial Reports
	3. **Action Item:** 1st Reading of Policy 3530
	4. **Action Item:** Approval of Brown Bus shed
	5. **Action Item:** 7000 series Policy Updates, 2nd reading
2. ADJOURN
	1. **M/S (Jensen/Fleming):** To adjourn at 7:09PM. *Motion passed unanimously.*

Improvement Tasks

| **Task** | **When** | **Who** | **Status** |
| --- | --- | --- | --- |
| Meeting recap | Friday following | Director Martin | COMPLETED - ONGOING |
| Board Bios created | 1/1/2019 | All Board | COMPLETED |
| Board Bios posted online | 1/8/2019 | Director Peterson | COMPLETED |
| Schedule 'State of the School' | 2/5/2019 | Director Fleming | 3/5/19 |
| Schedule 'Listening Session' | 2/5/2019 | Director Fleming | Suggest first week of April |
| Student Showcases | 1/8/2019 | Molly | COMPLETED - ONGOING |
| Agenda to patrons | Friday prior | Director Fleming | COMPLETED - ONGOING |
| Weekly DinoBytes | each Monday | Molly | COMPLETED - ONGOING |
| House Reports | weekly | Dr. H | COMPLETED - ONGOING |
| Update staff info on site | 1/8/2019 | Director Peterson | COMPLETED |
| Set staff communication expectations | 1/8/2019 | Dr. H | COMPLETED |
| Fishbowl Thursday | each Thursday | Dr. H | COMPLETED - ONGOING |
| Add to site FAQ | need set | Director Peterson? | COMPLETED - ONGOING |
| Add all Board to Alma | 1/8/2019 | Molly | COMPLETED |
| Admin weekly report template | 1/8/2019 | Director Martin | COMPLETED (implemented 2/5/19) |
| Website redesign | need set | Director Peterson/volunteer |  IN PROGRESS |
| Issue contact shown on each page of website | need set | Director Peterson | COMPLETED |
| Summit page on website | 1/8/2019 | Director Peterson | COMPLETED |
| Request PPP outline volunteer process | 1/8/2019 | Dr. H |   |
| Detail out visitor process | 1/8/2019 | Dr. H |   |
| Post visitor processes on site | 2/5/2019 | Director Peterson |   |
| Make corrections/updates to Alma calendar | need set | Molly | COMPLETED |
| Assign PPP volunteer to manager official school FB | 1/8/2019 | Dr. H |  |
| Add feedback forum on site | need set | Director Peterson | COMPLETED |
| Develop policy committee | 1/8/2019 | Board | COMPLETED - ONGOING |
| Develop building committee | 1/8/2019 | Board | COMPLETED - ONGOING |
| Determine DoO duty plan | 1/8/2019 | Dr. H / Board | COMPLETED |
| Substitute Process Plan | 1/8/2019 | Dr. H | COMPLETED - ONGOING |
| Staffing schedules/efficiency plan | 1/8/2019 | Dr. H | COMPLETED - ONGOING |
| STEM Nights | 1/8/2019 | Director Peterson | COMPLETED - ONGOING |
| Assist Admin with Acquisition calendar review | 1/8/2019 | Director Fleming | COMPLETED - ONGOING |
| Implement ID badges | 1/8/2019 | Dr. H / Molly | COMPLETED |
| Clearly define check-in/out process | 1/8/2019 | Dr. H / Molly | COMPLETED |
| Review Raptor like systems | 2/5/2019 | Dr. H |  |
| Review janitorial contract | 1/8/2019 | Dr. H / Board | COMPLETED |