Minutes for

February 20, 2018

Meeting of Project Impact STEM Academy Board of Directors

1. CALL MEETING TO ORDER
	1. Time 6:31 PM
2. ROLL CALL
	1. Director Fleming
	2. Director Ronge
	3. Director Woolley
	4. Director Peterson
	5. Director Jensen- Absent
3. CHECKER: Director Woolley TIMEKEEPER: Director Jensen
4. Reading of the Mission: Director Peterson
5. ADOPTION OF THE AGENDA
	1. **M/S (Fleming/Woolley):** *The motion passed unanimously*
6. Approval of Prior Meeting Minutes
	1. **M/S (Fleming/Peterson):** *The motion passed unanimously*
7. OFFICER REPORTS
8. OPEN BUSINESS (\* new)
	1. Finance
		1. Grants (Fleming)

 Director Fleming spoke to Mr. Neddo to write collaborate on applying for the Laura Moore Cunningham grant for a maker space. Director Peterson mentioned Professor Hoda Mehrpouyan, a professor at BSU, can help and has experience with grant writing.

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

 Waived until next meeting.

* + 1. Transportation bids (Jensen)

 Director Fleming mentioned that Director Jensen has finished the rough draft for transportation bids and it is available for review on Asana. The intent is for the bids to go out the beginning of March.

* + 1. Budget committee (Fleming)

 Red Apple created a preliminary rough draft budget to be covered in executive session.

* 1. Stakeholders
		1. Advisory Committee – no update
		2. Website (Peterson)- Mr. Neddo will create a video showcasing “who we are”, similar to the Barbara Morgan video. Director Fleming asked Director Peterson if Mrs. Peterson could create a Prezi for that. A short script and videos will be given to Director Peterson to embed in Prezi. Mr. Neddo will put together a basic summary of the type of curriculum PiSA offers.
		3. Curriculum Selection Process (Neddo)

 Director Neddo would like to have hired teachers involved in selecting curriculum. Some prospective teachers have written Mr. Neddo and have concerns about Summit having built in curriculum. Director Fleming has had parents concerned that kids will be sitting in front of technology all day. Director Peterson offered that parents simply want to know what the students’ day will look like? What is the schedule like? What’s the focus?

* + 1. Marketing
			1. Library sponsorship (Peterson)

 Director Peterson talked to Director of the Kuna Library. He will take in a check this week for our sponsorship of the Summer Reading program and a copy of logo. Sponsors get a booth at the Summer fair.

* + - 1. \* Other plans – 1 month to go!

 Director Peterson told the board that Mrs. Peterson has an idea to have a “selfie with the billboard” contest as a way to generate more traffic to the website and help with marketing. Director Peterson is currently working with the Discovery Center of Idaho to try and get a discounted annual family pass as a prize. Safety concerns were discussed, as the billboard is on a very busy road. Mr. Neddo suggested having contest applicants post a captioned picture that answers the question “What does STEM mean to you?” They would have to visit the webpage, “like” the Facebook, Instagram, Twitter pages. Director Peterson suggested they “hashtag”pistem.org.

 **M/S (Peterson/Woolley):** To buy a year family pass to the Discovery Center of Idaho as a prize. *The motion passed unanimously*

 Mr. Neddo suggested door to door canvassing? How do we reach out to the Hispanic population? Director Woolley will reach out to family member with experience.

* + - 1. \* Boys & Girls Club (Fleming)

 Director Fleming had a lunch meeting with Colleen Braga to further discuss using our facility for an after school program.

* + 1. \* Feb PCSC Meeting (Fleming)

 Director Fleming, Mr. Neddo and Mr. Mann attended the PCSC meeting held on Monday, February 19th. Everything is on track.

* 1. Facilities
		1. (Executive discussion)
	2. Governance
		1. \* Board Calendar (Fleming)

 Meetings will be held the first Tuesday of every month. Part of transitions will be specific roles and responsibilities laid out for directors. Director Fleming has received guidance from Anser Charter school.

* 1. Policy
		1. \* Policy Reviews/Drafts (All)

 Director Peterson created a team drive for policy revision and review. Once reviewed, a motion will be made to approve policies. Director Fleming spoke to Mr. Mann about the possibility of changing the words “charter school” throughout the policies to “PiSA”, but chose to leave as is in the event of PiSA expanding in the future. In order for a policy to be accepted, there need to be two readings (2 pairs of eyes). After July 1st, as the chair, Director Fleming can no longer make motions. A Director of Communications policy will need to be created.

* + 1. Student Handbook (Neddo)

 Mr. Neddo has received questions regarding whether PiSA will have a dress code? Director Woolley replied that modesty dress codes are important, but individuality should be accepted, within reason. Mr. Neddo wants to provide T-shirts for all students to create a feeling of school pride. Possibly different colors for each “house”.

* 1. Safety
		1. \* Medical Administration Plan (Woolley)- needs motion to accept for inclusion in policies
		2. \* Playground Safe Practices (Woolley)- needs motion to accept for inclusion in policies

 **M/S (Fleming/Ronge):** To include text written by Director Woolley on medical administration and playground safe practices in general policies. *The motion passed unanimously*

* 1. Registrar
		1. Enrollment: general update without counts (Peterson)

 Enrollment is going well. Article in Idaho Statesman is good publicity.

* + 1. Alma Site (Fleming)
		2. Registration documents & process (Ronge) – awaiting Alma

 Director Ronge was able to get on ALMA but can’t add forms until ALMA start opens. ALMA originally told sold us on the idea their online registration application would be ready by summer. They are now saying it will take longer. Director Peterson asked if the worst case scenario would be a Google form to upload to Excel. Director Fleming answered in the affirmative.

* 1. Human Resources
		1. Staffing Plan (Neddo/Mann)
			1. \* Business Manager needed? (Mann)

 Mr. Neddo has been reviewing applications for mentor staff as they are coming in. Those who qualify for the next round will be sent questions from Summit to answer. Director of SPED job description is not posted yet. Mr. Neddo would like to as PiSA’s lawyer if there’s a way to legally ask potential employees about the number of children they personally would enroll in the school, as there are only a certain amount of seats available for founders and staff children.

 Mr. Mann has placed the office secretary job description on Asana to be reviewed. He asked about the hiring timeline for that position. Director Fleming offered that someone would be needed by June 1st and that the lunch person budgeted for may transition into another office staff.

 Business manager? Do we need one? What is the expectation? Director Fleming answered that a business manager would take care of financials, state documents, etc. and that these responsibilities fall under Mr. Mann and Red Apple. It was decided a business manager position is not needed.

* + 1. Job Postings (Neddo)

 Already covered

* + 1. Hourly/Salary contracts established (Mann/Neddo)

 Already covered. Need to develop a contract for Mr. Neddo as described by the State.

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

 PiSA is officially enrolled in the E-rate process. Forms are filled out and proposals for request. We have 28 days and we can solicit bids by giving out our E-Rate number. 2 bids will be needed: one for internet connection and one routers/firewalls/cabling/ports. Bids will be reviewed and form 471 will need to be filled out and will need to create modifications on the form of number of students on free reduced lunch. Will need to schedule a special meeting in the future to review bids.

* 1. Nutrition
		1. NSLP Application (Woolley)

 Heard back from Steve Finlay from Red Apple. He offered 4 options, 2 of which we fall under, on of which we have discussed. Moving forward, there is a form with the Idaho Child Nutrition. Director Fleming to send information on a food-farm to table which would allows us to bring in smaller vendors who haven’t worked with NSLP before. It makes it easier for smaller vendors to provide food.

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

 Mr. Rau asked about facilities and the importance of having work areas, especially a clean/dirty area. He is less interested in curriculum and more interested in PiSA providing electronics test equipment, soldering equipment, basic metal work tools, drill presses, etc., especially in the upper grades. He also suggested some marketing strategies such as reputation in competitions, word of mouth, a trailer with the PiSA logo on the side, banners at trade shows/competitions, Public exposure at events with interesting STEM materials such as a pi station, CAD station, solar powered go carts. He mentioned people have a hard time visualizing what our education is and will look like. The projects are what get the parents excited.

 Ms. White- She has 4 boys who will be in grades 4, 7, 8, 10. She really wants her 10th grader enrolled in PiSA, but that grade isn’t offered year one. She questioned whether he could apply as a 9th grader and still work at an upper level. Can a student come in at a grade lower than where they currently are? This question will need to be defined with policies, administration, etc.

1. EXECUTIVE SESSION 8:10PM
	1. In accordance with [Idaho Code, Section § 74-206(1)(a) & (f)] the Board may elect to hold an executive session to discuss (a) personnel matters and (f) legal matters.
2. ADJOURN 9:01 PM