Minutes for

May 8, 2018

Meeting of Project Impact STEM Academy Board of Directors

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

**Quorum Established**

1. MEETING ASSIGNMENT
   1. CHECKER: Director Ronge, TIMEKEEPER: Director Jensen, MISSION: Director Peterson
2. CONSENT AGENDA
   1. Adoption of the Agenda
   2. Approval of Prior Meeting Minutes

**M/S (Fleming/Woolley):** To accept the consent agenda as written. *The motion passed unanimously.*

**EXECUTIVE SESSION**

In accordance with [Idaho Code, Section § 74-206(1)(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;

1. OFFICER REPORTS
   1. Board Transition and Procedures (Fleming)

Director Fleming will not be present at the board meeting scheduled for May 22nd. Director Ronge will stand in. Cassie Zatteiro will take her oath as governing member of the board of directors at that meeting.

OPEN BUSINESS (\* new)

* 1. Stakeholders
     1. PiSA Parent’s Project (Woolley)

Director Woolley gave a review of the PPP meeting that was held on Thursday, May 3rd. Many parents attended the event and collaborated together. Notes were taken at the meeting and will be posted.

It was decided at that meeting that the PPP will meet in a forum on the second Tuesday of each month at 6:30 PM at ICON Credit Union on W. Overland Dr. There will also be a service project for parents and students to participate in once a month.

The next PPP meeting will be held on Thursday June 7th to make plans for Kuna Days.

* + 1. Groundbreaking Speeches (Fleming)

Director Fleming gave a run down of the upcoming groundbreaking. It was told that a representative for Giza and Red Apple will likely not be attendance.

The board discussed the length of the ceremony and who would be speaking. It was decided that Senator Den-Hartog will speak, the Director of Education, Dan Neddo would speak, and Director Woolley will read the book Only One You in preparation for a collaborative art project for students to participate in.

Pacific Mobile will provide blown up blue prints for the ceremony.

* + 1. Orientation/Movie (Neddo)

Mr. Neddo will format slides from orientation for Director Peterson to add to the website.

Mr. Neddo also suggested screeing the Most Likely to Succeed at the beginning of the school year for parents and students.

* + 1. Swag available – link/payments (Neddo)

Embroidery/shirt vendor needs to send a link to PayPal to allow for easy payments.

For now, “swag” can be posted as a PDF on the website. Need to determine how parents/students can pay.

* + 1. Mascot Dino (Mrs. Neddo)

A robotic dinosaur mascot costume will cost $2200 + 200 for shipping from China.

Mrs. Neddo set up a GoFundMe page for this fundraiser to be linked on the FB page and will also be linked on the website.

Reporting

* + 1. \* Bootcamp review (Neddo)

Director Fleming, Mr. Mann, and Mr. Neddo attended SDE Bootcamp. It was clear that the State wants PiSA to be successful and is supportive.

* + 1. \* Advanc-Ed (Neddo)

Will be used for accreditation

Cost is $75 for each member being trained.

**M/S (Ronge/Jensen):** To send Mr. Mann to Advance-Ed for training. *The motion passed unanimously.*

* + 1. \* Assign ELMS editor in ISEE (Neddo)

Mr. Neddo would like to have staff member Stephanie Langford and himself be contacts for the leadership premiums already allocated in the budget.

* + 1. Calendar to SDE (Neddo)

Calendar needs to be submitted to the state by May15th. Mr. Neddo mentioned that the current calendar is 17.8 days over what is needed and would like to shorten Wednesdays to accommodate.

**M/S (Peterson/Ronge):** To adjust the calendar to 1:40 PM release on Wednesdays. *The motion passed unanimously.*

* 1. Finance
     1. Food Bids (Mann)

No update. Mr. Mann is waiting for response from Nampa School District and has a meeting scheduled for Thursday the 10th.

* + 1. NSLP (Mann/Woolley)

If Nampa School District is willing to work with us, we could fall under their NSLP.

* + 1. Transportation Bids – Contract discussion in Executive Session (Mann)

**M/S (Woolley/Peterson):** To award the transportation bid to Brown Bus as discussed in Executive Session and proceed with ongoing contract negotiations. *The motion passed unanimously.*

* + 1. \* Chromebook quotes (Peterson)

Director Peterson received three quotes for ChromeBooks from HP. After discussion of the quotes, a motion was made.

**M/S (Peterson/Ronge)**: To purchase Chromebooks for students at the price of $219.99 and for staff at $269.99. *The motion passed unanimously.*

* + 1. \* Copier (Peterson)

Director Peterson is working on getting quotes on a copy machine.

* + 1. \* Furniture (Neddo)

Directors Ronge, Woolley, and Peterson will work with Sharina Jensen and Trina Neddo from the advisory board, and Mr. Neddo to shop for furniture Director Fleming reminded the board to keep in mind that a 38” gap is needed for the exits.

* + 1. \* CSFGA Application (Fleming)

Title funding allocated a certain amount already in our budget and we are moving forward with staff member Julie Hall assisting.

Idaho Future Fund grant in ASANA due August 15th. Award is a minimum $10K. Director Peterson is taking the lead.

* 1. Governance
     1. \* Asana changes (Fleming)

Start adding tasks, projects, and people to be included.

Projects tabs have been changed which allows for drag and drop.

* + 1. \* Revised meeting dates (Fleming)

New dates have been sent out. July 3rd will be the annual meeting. Notice needs to be published no later than May 22nd.

Budget meeting will be on June 5th.

June 19th meeting will be to formally adopt the budget to send to the state. It can be revised throughout the year. Jim Grigg and Jazmine Martin to take oaths at this meeting.

* + 1. \* Email Safety & Privacy (Peterson)

Director Peterson is currently redoing the website now that we are a school. There are certain things we need to have on the website regarding FERPA and security.

Policies to be reviewed for next meeting for first review: 1530 (has been approved already) although 4620 is identical word for word. 2140 student and family privacy rights, 3570 student record policy, 4130 public accessible charter school website, 3575 student data privacy and security.

Main part is who can have access to student data. Staff of the charter school can have access, but others can, i.e. teachers, administration, board members, etc if needed.

The question arose about Summit being a third party. Can we share data with them? A policy needs to be set in place to do so. Needs to be presented to parents and be a permanent fixture on the website.

E-mail policy. No one should have “shared” e-mails. Users need to log out when done.

* + 1. \* ISBA Training Dates (Fleming)

July training will be on finances. Date needs to be decided. Possibly sometime during the last week of the month.

* + 1. \* Update policy 1200 (Fleming)

**M/S (Peterson/Woolley):** To adjust policy 1200 to state first meetings as the first Tuesday of each month. *The motion passed unanimously.*

* 1. Instruction
     1. \* NWEA order (Neddo)

Will be purchasing for MAP testing. Mr. Neddo is currently working on this.

* + 1. \* Curriculum (Neddo)

A curriculum adoption committee is needed, per State statute. Summit Learning Platform is the base curriculum for grades 4-12, but something is needed K-3. Teachers will be part of the committee, as well as community members who possess skills helpful to such a committee. In invitation to join the committee will go out on social media.

* 1. Registrar
     1. \* Registration (Neddo)

199 students are currently registered. Mr.Neddo will cross reference and contact parents of students not registered. Cut off is May 21st or individual spot is lost. Director Peterson will add a FAQ on the webpage about paperwork for registration. Paperwork such as birth certificates and proof of address aren’t needed until September.

* + 1. \* Waitlist Round 3 (Fleming)

After May 21st, any student not registered forfeits their place, creating spots to open up for those on the wait list.

* 1. Policy
     1. Policy Reviews (All) – Review assignment

Director Jensen volunteered to go through all current policies not adopted and decide on which is important to adopt right away.

* + 1. Student Handbook DRAFT (Neddo)

Need to review before next meeting. Employee handbook needs to be reviewed as well.

* 1. Human Resources
     1. Hiring (Neddo)

Need to hire 3 elementary teachers K-6 and 5 paraprofessionals

* + 1. PERSI (Woolley)

PERSI paperwork has been submitted. Currently waiting on the State. If Director Woolley doesn’t hear back by the end of the week, she will reach out to her contact.

* + 1. Health Benefit quotes (Woolley)

Doug Bronson of Heiner’s Insurance provided standard plans as well as high deductible/HSA medical quotes for the board to review. Dental and Vision benefits will be offered to employees at cost. After discussion, a motion was made.

**M/S (Woolley/Ronge):** To select the Blue Cross of Idaho Gold Choice 1000 Group plan for PiSA’s medical insurance. *The motion passed unanimously.*

* + 1. Office Staff (Mann)

Two part-time office staff will be hired soon. Discussion on hourly wage ended with a motion.

**M/S (Peterson/Ronge):** To set office staff hourly salary at $12 per hour. *The motion passed unanimously.*

* 1. Safety
     1. \* Crisis Management Plan (Mann)

Mr. Mann is currently working on the crisis management plan. He has reached out to the local police and fire department. Key pads and scanners at the doors were discussed. There was a question about how we will make announcements between the buildings.

* 1. Facilities

All paperwork has been sent to the City. Portable structure interior and exterior colors have been chosen and production is set begin May 25th.

* + 1. Update (Fleming)
  1. Technology
     1. Website/logo (Peterson)

Director Peterson is currently working on redesigning the website.

* + 1. \* Staff Emails (Neddo)

Staff e-mails have been created and are ready. An organization chart needs to be created.

* 1. Document Review
     1. Review all DRAFT documents for any needed discussion and/or approvals
        1. Community Meeting – finalized? Dates okay to enter?
        2. Fiscal Policies & Procedures

Need to be reviewed for finalization.

1. ANNOUNCEMENTS/PUBLIC DISCUSSION
   1. Public members wishing to speak
2. EXECUTIVE SESSION

In accordance with [Idaho Code, Section § 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student;

1. ADJOURN

**9:27PM**