Minutes for

June 5, 2018

Meeting of Project Impact STEM Academy Board of Directors

I. CALL MEETING TO ORDER

 a. Time 6:37 PM

II. ROLL CALL (Woolley)

 a. Director Fleming   Present

b. Director Ronge   Present

c. Director Woolley   Absent

d. Director Peterson   Present

e. Director Jensen   Present

Quorum   Yes

 III. MEETING ASSIGNMENT

1. CHECKER: Director Peterson, TIMEKEEPER: Director Woolley,
2. MISSION: Director Ronge

IV. CONSENT AGENDA

 a. Adoption of the Agenda- **M/S (Peterson/Ronge):** To add an executive meeting to the agenda. *Motion passed unanimously.*

b. Approval of Prior Meeting Minutes- **M/S (Peterson/Jensen)**: To approve prior meeting  minutes.  *Motion passed unanimously.*

 V. BUDGET HEARING

       a. Notice of Budget Hearing: Board of Trustees of the Project Impact STEM Academy

Charter School #513 NOTICE IS HEREBY GIVEN, that a Regular board of trustees meeting of the Project Impact STEM Academy Charter School #513, Ada County, Idaho will be held on the 5th day of June 2018, at 6:30pm, at 462 W. Main Street, Kuna, ID 83634, at which meeting there shall be a public hearing on the proposed maintenance and operation budget for the 2018-2019 school year. This regular meeting and budget hearing is called pursuant to Idaho Code 33-801, as amended.

**Line 341 was changed to $261,000**

**Line 450 (food) was changed to $111,000**

**3900- zero’d out**

**Budget to be reviewed and adopted at the next meeting.**

 VI. OFFICER REPORTS

        a. Finance/Meeting Schedule (Red Apple)

               Went over Revenue Chart, added a Cash flow Page and bank statement.

               Planning next year’s budget meetings, weather it be in person or Zoom

               Committee meetings- July 24th meeting will be held.
        b. Administrator’s Report (Neddo/Mann)

                **Enrollment:** 290 students registered with 2 verbal agreements.

                38 children on the kindergarten waitlist.

                **Activities and events:** PPP Meeting to be held Thursday, June 7th to discuss Kuna Days.

       **Parade:**A float will be created.

       **9th grade engagement:** Hand delivering Harry Potter letters to invite kids to

do activities over the summer,

       PPP would like to do a camp out with the older kids. Will bring this up at the

 scheduled  PPP meeting.

       **Brown bus:** Contract will be signed June 6th. Busses will be stored on PiSA

property and could pay rent for storage. Something for us to think about.

       **Asset tracking:** Mr. Mann started an Excel spreadsheet. We need to keep

track of inventory.

 **Door locking badge system**: Cost is about $3000 each. For now, a lock

and key might suffice.

 **Furniture:** A Furniture spreadsheet was sent out to board members. As long

as the furniture committee stays within their budget then we don’t need to

 approve each item.

      **Health and safety:** Mr. Mann made some updates on the document, but still

needs to meet with the local Police and Fire Department.

       **Food:** A sample menu was sent out to everyone from Ridleys. We need to

request bids for lunches. Director Fleming can post the bid in the paper and

 we can make it a short timeline.

       Milk contract was sent out to the company.

       **Vending Machines:** Weneed to work on how we can do the point of sale

with students purchasing.

       **Staffing**: Contracts will be presented at the next board meeting for approval.

Mr.Neddo presented to the board to discuss hiring. Office staff starts on

 Tuesday, June12th. Time clock system got set up for them today.

 **Plans and process**: Mr. Neddo to attend a meeting in Idaho Falls for g

 getting the school accredited.

                   **Summit training:**  July 16-20th.  7 staff members to attend with Mr. Neddo.

VII. OPEN BUSINESS (\* new)

       a. Finance

               i. Fiscal Policies & Procedures (Fleming)

                  Talked about sub logs and payments. Approving a form for them. We will use

 the clock in system for paying. It will have half day and full day options.

                   Advanced pay for teacher trips and expenses.

              ii.\*Worker’s Comp Quote (Mann)

                  $4029 Annually

              iii. \*IASBO Conference (Mann)

                   Will take place at the end of the month. Would like to register with that $275, Membership $125 would make the conference $175.

    **M/S (Peterson/Jensen)**: To pay for the IASBO conference and membership.

*Motion passed unanimously.*

              iv. Quote Reviews (Peterson)

              $1300 per Chromebook charging cart.  Each holds 30 Chromebooks. $ 57,000 or so total for 25 extra Chromebooks in case something happens to any of them.We might need to purchase extra power cords in the future.

   **M/S (Jensen/Peterson)**: To amend the previous quote. *The motion passed*

 *unanimously.*

   Quotes for copy machine and fax machine,  quotes include all the supplies

 needed.

   Had 3 different companies, will go back to each one with questions that the

 board had.

   Director Peterson will upload them onto Asana.

 b. Governance

              i. FERPA Training (Peterson)

              Had certificates turned in

              ii.ISBA Training (Fleming)

             8/2 and 8/28 on Asana task for times

             iii. Director Duty Review (Fleming)

                Agreed on the Duties

             iv. \*Leader Evaluations (Fleming)

                Look over links to talk about at next meeting

c. Policy

      i. Policy Reviews (Jensen)

       ii.2 nd Review/Adoption: 2140, 3575, 3570 (series), 4130, 4170, 4260 (series)

          Look over the list of what needs to be reviewed (hand out was given by Director Jensen)

 **M/S (Peterson/Ronge):** To accept all above series. *The motion passed unanimously.*

  iii. Student Handbook (Neddo)

          Add in elementary information, stay with just one handbook. Add in a student directory.

d. Facilities

       i. City Council Meeting (Fleming)

        On agenda for June 12th

 VIII. ANNOUNCEMENTS/PUBLIC DISCUSSION

       a. Public members wishing to speak

          No public was present

 IX. ADJOURN

      8:46pm

**Executive Session**

In accordance with [Idaho Code, Section 74-206(1)(a) the Board may elect to hold an executive session (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.