Agenda for

January 8, 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 \_\_\_\_\_\_\_\_\_\_\_
2. ROLL CALL (Woolley)
   1. Director Fleming \_\_\_\_
   2. Director Ronge \_\_\_\_
   3. Director Woolley \_\_\_\_
   4. Director Peterson \_\_\_\_
   5. Director Martin \_\_\_\_
   6. Director Jensen \_\_\_\_

Quorum Y/N

1. MISSION and/or CHARTER DESIGN ELEMENTS
   1. Reading: Director Peterson
2. CONSENT AGENDA
   1. **Action Item:** Adoption of the Agenda and Prior Meeting Minutes (20181204, 20181217)
3. ANNOUNCEMENTS/PUBLIC DISCUSSION
   1. PPP Comments
   2. Student Showcase
   3. Student Body Report
   4. Public members wishing to speak
   5. Improvement Plan Updates (see table below)
4. OFFICER REPORTS/INFORMATION
   1. Chairman Report
      1. Due Process Hearing Scheduled (1/24/19)
   2. Vice-Chairman Report
   3. Treasurer Report
   4. Secretary Report
   5. Communications Report
5. COMMITTEE REPORTS/INFORMATION
   1. Advisory Committee
   2. Finance Committee
      1. **Action Item:** December Financial Reports
   3. Policy Committee
   4. Building & Space Committee
   5. Administrative Evaluation Committee
6. ADMINISTRATION REPORT/INFORMATION
   1. Student Recruitment, Retention & Attendance Report
      1. Enrollment count, enrollment changes, attendance rates
      2. Patron involvement activities
      3. SY19-20 Lottery plan
   2. Staffing Updates
      1. Proposal: Director of Operation’s tasks
         1. **Action Item:** Director of Operations duties
      2. Staff personnel files (Policy 5500) status
      3. CSN, Ready Sub, School Spring update
   3. SDE/PCSC Reports
   4. Facility/System Updates
      1. Proposal: Janitorial Contract Review
         1. **Action Item:** Allow for review of janitorial contract
      2. Snow Removal Contract - status
      3. NSLP Status
      4. Official school social media sites
      5. Site Security and Access update
   5. Academic Programs
      1. Proposal: Extended Day for Kindergarten
         1. **Action Item:** Extended Day for Kindergarten update
      2. Dual enrollment discussion
7. DISCUSSION/INFORMATION
   1. Purchase Card, Policy updates (7410 or 7440)
      1. **Action Item:** Policy Updates
   2. Open Board Director position results
      1. **Action Item:** New Board Member
   3. Performance Criteria
   4. Investment Team 360 meeting
   5. Policy Work
   6. Local Government Investment Pool (LGIP) – no update
8. ACTION AGENDA
   1. **Action Item:** Director of Operations duties
   2. **Action Item:** Allow for review of janitorial contract
   3. **Action Item:** Extended Day for Kindergarten update
   4. **Action Item:** December Financial Reports
   5. **Action Item:** Policy Updates
   6. **Action Item:** New Board Member
9. EXECUTIVE SESSION
   1. **Action Item:** Under Idaho State Code 74-206 (b) To consider personnel matters. Possible action items to occur proceeding session.
10. ADJOURN
    1. Time \_\_\_\_\_\_\_\_\_\_\_

Improvement Tasks

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