COLLABORATION CARING INTEGRITY
We hear and value multiple perspectives · We are comfortable being uncomfortable · We act responsibly. We are accountable for our actions· We give our most · We reflect on our vision mission values

Palouse Prairie Educational Organization
Doing business as
Palouse Prairie School of Expeditionary Learning
Minutes of Board Workshop

March 3, 2011
Location: Palouse Prairie School Building, 1500 Levick St, Moscow ID

Board members in attendance: Crystal Willock, Daniela Monk, Nils Peterson
Absent: Joseph Erhard Hudson, Crag Hill
Public in attendance: Kaija Dybdahl

BOARD WORKSHOP 6-7PM (Public Working meeting to precede Business Meeting)

1 Recruiting Board Members

1.1 Replacing Ashley

- Two candidates: Brant Miller, Lydia Stewart
- ByLaws require election to replace member
- Options:
  - Stand one candidate for election for each open position
  - Stand two candidates for election to one position, resume search
  - Other action to address situation within time frame of ByLaws

1.2 Recruiting candidates for July 2011

- Cyrstal and Nils are committee
- Have successfully used draft letter; approximately following Klien process
- <u>Need to open elections in April</u>
- Signup to send letter to specific people before Spring Break:

2 Fundraising

2.1 Discuss Fundraising Goal for 2011 see Giving Pyramid Spreadsheet https://spreadsheets.google.com/pub?key=0Ao17qTOPAIHodE5mUl9uZHN2UGNBMFdNdmwzUXFzbHc&hl=en&single=true&gid=0&output=html

Giving Pyramid and Strategies

Giving Level	Board Member Responsible	Strategy(s)	Candidate Donors	# Donations sought
$2000+	Nils	Personalized letter, direct		

		solicitation		
$1500-2000				
$1000-1500				
$500-1000				
$100-500				
<$100				

2.2 Fundraising Calendar https://docs.google.com/document/d/1TtUOu0iR4iJ6FPrxJ9o1t6W66H4mOkfhAvhuwsa5Y1o/edit?hl=en&authkey=CKmwoa0F

Next tasks:

- Dinners: March 8 [Daniela], March 28 [Crystal], April 3 [Joseph] (plus need 1 more)
- Invite donors to school tours (missed this opportunity)
- March 5 Yard Sale [Parent CREW]
- April 12 CLL Silent Auction [Parent CREW]
- April - Execute strategies for various tiers of the giving pyramid
- Schedule EL 101 sessions ([ ] explore dates with Amaris)

BUSINESS MEETING 7-9PM

Attending: Crystal Willock, Daniela Monk, Nils Peterson, Summer Clayton
Absent: Joseph Erhard Hudson, Crag Hill
Public: Kaija Dybdahl
Note Taker: Summer Clayton
Reading: from "Citizen School Boards". JJ Cassel. *Slate*, a publication of Idaho School Boards Assn, Feb 2011, Page 16 parts of paragraphs 1-3.

1. Welcome to public audience and guests (5 min)

We welcome our guests to this evening's Palouse Prairie School board meeting. The meeting is public and has a structure to meet the legal requirements on public governing boards. At the same time we strive to have the meeting reflect the values of Palouse Prairie School. Our vision is for an inclusive, respectful and supportive learning environment. The goal for this meeting is to meet our vision, our legal requirements, and our practical need to accomplish business in an efficient manner.

Board Members will now introduce themselves.

Now, we would like to welcome members of the audience. Further in the agenda is a place for comment from the public within this board meeting. Please say your name, if you wish, so we may know who is present.

2. Presentations (25 min total)

This portion of the agenda is to allow a short presentation to the Board. Presentations should be arranged in advance with the Chair.

2.1 Weekly Enrollment Data: School Year to Date
2.2 Brief report on North Region Charter Conference meeting in Sandpoint
2.3 Brief report on Facilities meeting with Jerry Brotnov.
2.4 Status on Boughton contract for additional parking; no CUP date set

3. Approval of minutes (10 min)

3.1 Minutes of Board Workshop, December 4, 2010 (postponed)
https://docs.google.com/document/d/1Mf_LlITuUFDkv6LeyHaeOxrMQyeNcQAVaFyUv8J8huc/edit?hl=en

3.2 Minutes of Business Meeting February 10, 2011
https://docs.google.com/document/d/1VZIt-KyET1N_rPkw3dYslUuBofqpERgwm1nDEqSMCMc/edit?hl=en Daniela Moves/ Crystal Second. Unanimous

4. Announcements

4.0 Sign Bank Cards for USBank
4.1 March 9-10 Summer and Nils travel to Boise for Commission hearing
4.2 Time to Prepare for ICSN Audit April 13-14, we have packet of materials; Nils
4.3 The Legislature has approved portions of Supt. Luna's *Students Come First* educational reform proposals. http://www.sde.idaho.gov/site/studentsComeFirst/

4.4 Status of grants:

- Ms. Branen's class awarded Home Depot grant ($500)
- Inland Northwest Community Foundation grant not funded

4.5 Reminder of Board Activities in March

- March 24 - Board Workshop
- March 26 - Lottery

5. Public Comment Period (limit 15 minutes)

At this point in the agenda, members of the public are welcome to come forward, identify themselves (name and address) and speak on any topic relevant to Palouse Prairie School and not on the agenda of this meeting. The time allotted for a speaker is three minutes. The Board will refrain from responding beyond asking for a clarification.The comments presented at this time will be reviewed by the Board.

6. Action Items (45 minutes)

6.1 Consent Agenda

Any member can ask to have an item removed from the Consent Agenda and considered as part of the regular meeting. These alterations to the agenda will happen at this point in the meeting. Removed items will be addressed immediately after the Consent Agenda. Consent Agenda items are not discussed and will be addressed as a single motion.

6.1.A. Accept report of February Transaction List by Vendor

6.1.B. Accept resignation of Crag Hill, effective March 4

Daniela moves/ Nils second. Unanimous

6.2 Action Items

6.2.A Agree that PPSEL will provide maintenance (eg for vandalism) for Walk of the Planets (to be constructed by 3-4 CREW) located along Chipman Trail (at the Board's option, WoP could be dismantled instead of maintained). City of Moscow requests this prior to granting permission to construct.

Daniela motion/ Crystal second/ unanimous

6.2.B Agree election process to replace vacant Board seat, Brant Miller to stand for the 2 year seat vacated by Ashley; Lydia Stewart to stand for election to the seat vacated by Crag. Nils & Joseph to make election happen in next 2 weeks. Daniela moved/ Nils second/ unanimous

6.2.C Set Fundraising Goal for 2011 of $_____

Tabled till workshop of March 24

6.2.D Director Mid-Year Performance Evaluation Planning. Decide who should be included in providing feedback on Summer's job performance and how the weighting of that will be handled. Evaluators will be: Board, Teachers, Staff and Parents - scores from Teachers, staff and Parents will be advisory Daniela/ Crystal/ unanimous

6.2.E Recommend that the Director includes a parent feedback component to Teacher Evaluations. Daniela/ Nils /unanimous

7. Final Comments

This section of the meeting is for more summary, reflection, assessment, final comments and reminders.

Reminder Upcoming Meetings and Events (see online calendar for agendas and venues)

Business meetings and likely business items
April 14 - Open the Elections for Elected Board Seats; Approve Director/teacher contracts
May 12 - Conclude elections for Board
June 23** - Annual Budget Meeting (approve 2011-12 budget)
July 21 or 28*** Annual Business Meeting for 2011-12 fiscal year Report on State of the School from 2010-11

*** required by law in this month, 4th Thurs to give staff more time*
**** first meeting of new fiscal year, staff request it be late in the month to finish financials*

Workshops and tentative agendas
March 24 - Fundraising
March 26 (Saturday) - Lottery Day
April 28 - Idaho Charter School Network Audit visit
May 26 - 2011-12 Budget Workshop

2010-2011 Board of Directors
Ashley Ater Kranov, Chair (resigned 1/13/11)
Nils Peterson, Vice Chair (interim Chair beginning 1/13/11)
Crag Hill, Secretary
Daniela Monk, Treasurer
Joseph Erhard-Hudson, Member
Crystal Willock, Member

Committees
Growth and Development Campaign (lead: Nils)
Board Development and Membership (lead: Crag)
Personnel and Academic Programs (lead: Ashley)
Policy (lead: Daniela)