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
Business Meeting & Workshop

Jan 12, 2012 7-9:00 PM
Location: Palouse Prairie School Building, 1500 Levick St, Moscow ID

Board Members Attending: **Nils Peterson (*NP*), Joseph Erhard-Hudson (*JEH*), Ivan Wright (*IW*), Jennifer Whitney (*JW), Lydia Stewart (LS)*, Brian Gardner (*BG*)**
Teacher Representative: Rhonda Brooks
Director: Summer Clayton
Absent:
Public: **None**
Note Taker: Ivan Wright

Call to Order

1. Approval of Published Agenda for this meeting ***JEH* moved, *LS* 2nd. unanimous**
Approval of agenda as written, or approval of modified agenda including reasons for modification.

2. Welcome to public audience and guests (5 min)
We welcome our guests to this evening's Palouse Prairie School board meeting. The goal for this meeting is to meet our vision of an inclusive environment, our legal requirements, and our practical need to accomplish business in an efficient manner. There is a place later in the meeting for public comments. If you wish to have an item added to our agenda, please see the Board Chair.

3. Announcements
    3.1 Removal of carpet complete to meet Health Dept requirement

4. Presentation
Presentations should be scheduled in advance with the Board Chair. Participation by students is encouraged.
    4.1 Charter Commission Annual Review of PPSEL (for 2010-11) ***SC* attended. Commission suggested that the IRI not be used to evaluate PPSEL. PPSEL was not issued a letter of defect, but offered the recommendation stated above. The commission also wants PPSEL to find ways to cut its budget. *NP* has modified the Charter and is awaiting "Sufficiency" review by State Dept of Ed. Charter will come to PPSEL Board before proceeding to Commission.**

5. Approval of minutes (10 min) ***JEH* moved to approve, JW 2nd. unanimous *LS* abstains.**
    5.1 Approve minutes from Dec 8 2011 https://docs.google.com/document/d/1B3U1D6H12dmC5Sn9yedxYsqqivUOrfE3P54-BEMDgJs/edit

6. 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 tonight's agenda. 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.

7. Action Items (45 minutes)

7.1 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.

7.1. No items

7.2 Approve Childhood Obesity Prevention Grant

This grant was written by Colette DePhelps. The timing of events was that a pre-proposal was required and only invited applicants wrote a full proposal so the Chair did not bring the pre-proposal to the Board. The invitation for a full proposal arrived in November and the final was submitted after the Board's Nov 14 meeting. This item was tabled at the Dec 8 meeting. Since the grant is in support of programmatic initiatives, it falls within the Director's purview to approve, since it is for a large amount $18,953 with $8575 additional in-kind match, the Board has an interest. The grant has been awarded, disapproval would result in not accepting the award.

***JW* moved approve, *LS* 2nd, unanimous**

7.3 Plan Director's Annual Review

Review the criteria for the Director position created last spring, review the criteria for job, identify the types of evidence desired and the review process anticipated.

NP* asked that we work on the wording of this offline. *JW* suggested having a subcommittee to finalize this document and then present it to the board for ratification. *SC* reminded the board that parents will be using this tool to evaluate the Director as well. The subcommittee will be comprised of *JW, NP, and LS.

Motion to create a subcommittee to review and finalize this and present it to the board at the next meeting: *LS*, *JW, unanimous*

7.4 Establish Subcommittee to Recruit New Board Members

Establish a subcommittee and task it with reporting in January on its recruitment plans and timetable.

Subcommittee will be comprised of *JW* and *IW*.
Motion to create subcommittee *JEH*, *LS*, *unanimous*.

8. Fund Raising Study Group (40 min)

Bob Stout , UI Foundation for Art & Arch, has been invited to participate.

Activity 1 - Review Donor/Prospect list

Triage list into different groups with strategies
Record if each person on this list attended Dec 16
Decide how many Case documents each group needs **get a price for a run of 150.**

Assign team to each group, identify next action(s) and date(s)

- Possible groups (based on giving pyramid)
  - High donors (past and prospective)
  - $1000-2000 donors (past)
  - $500-$1000 donors (past)
  - smaller donors (past)
  - new families (goal, start giving)
  - grandparents (goal, start giving)

Activity 2 - Elevator speech

In pairs, give an Elevator speech, personalize it. You are in an elevator, you have 10 floors to travel. A fellow traveler says "Hey, you are involved with Palouse Prairie School. What is great about it? Are they short of money? Do you donate to them? Why?"

Debrief -- what ideas do you see?

Activity 3 - Making the Ask

In pairs, role play one of the groups above and make the ask.

Debrief

- what happened? What would help you do better?
- how (if at all) could an EL 101/201 session help?

Activity 4 - Stewardship.

Pick from our list of possible stewardship activities the ones for Spring 2012

Brainstorm of possible stewardship activities:

- Letter to donor
- Quail object as gift (cookie, clay pot, etc)
- Exclusive visit or open house
- Donor updates letter
- Acknowledgement public forum
- One on One special attention (invite to special event)
  - Issue: how to manage long term. Board member continues to cultivate after leaving board until donor is passed off
- Stewardship CREW
- How do we keep track of our stewardship
- Letters from teachers talking about how donation benefited classroom
- Gallery Night Invite
- Plaque @ main entrance
- Are there Roles for Parent CREW in stewardship?

9. Other items

Committee reports, announcements and other non-business items that the Board needs to discuss.

2011-2012 Board of Directors

Nils Peterson, Chair (term ends 2013)
Joseph Erhard-Hudson, Vice Chair (term ends 2013)
Brian Gardner Treasurer (term ends 2014)
Ivan Wright co-Secretary (term ends 2012)
Jen Whitney co-Secretary (term ends 2014)
Lydia Stewart, Member (term ends 2012)