

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

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Palouse Prairie Educational Organization  
Doing business as  
Palouse Prairie School of Expeditionary Learning  
Annual Business Meeting

July 26, 2012

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

Attending: Joseph Erhard-Hudson (JEH), Nils Peterson (NP), Melinda Schab (MS), Jennifer Whitney (JW)

Absent: Brian Gardner

Public: None

Note Taker: Jennifer Whitney

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 presenting.*

2. Presentations (25 min total)

2.1 ABCD Decision making model - by Joseph

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

**JEH was just introduced to this doc, but feels it is useful. JEH feels these could potentially be nested. Director has been given all operating decisions. Our board acts in all 4 of these modes depending on task/situation. Suggestion to list what kind of decision mode we will be using for a particular item, and how public may provide input on our agenda.**

3. Announcements

3.1 ICSN Programmatic Audit for 2011-12 posted to Performance Reports section of website.

3.2 Director search will wrap up 3rd candidate Fri July 27, Board meets to deliberate Saturday July 28. Goal is to have new Director attend Superintendent's training and sessions July 30-31 in Boise.

4. Approval of minutes (10 min)

4.1 Approve minutes from May 24 <https://docs.google.com/document/d/1JwN70sGcQs5smdTqK6fxG1cNdTFgu8K3iJEIMj7dhqY/edit>

**NP moved, MS seconded, all approved, MS abstained**

4.2 Approve minutes from June 14 <https://docs.google.com/document/d/1a4qqHz97yxOcri80kQHKbOXR56xvFtJ3efbMe6YMDqw/edit>

**NP moved, MS seconded, all approved, JW & MS abstained**

4.3 Approve minutes from June 28

[https://docs.google.com/document/d/1rZ2b8OrLhBMqnT\\_EbIY-tXHb-BkzU4cuFFxPWp7Yxw4/edit](https://docs.google.com/document/d/1rZ2b8OrLhBMqnT_EbIY-tXHb-BkzU4cuFFxPWp7Yxw4/edit)

**NP moved, MS seconded, all approved, JW & MS abstained**

4.4 Approve minutes from July 16

[https://docs.google.com/document/d/1YDUmupDQQ9FE62lqxb9hZ1LnkQwX5ejssgtu\\_DAE4vo/edit](https://docs.google.com/document/d/1YDUmupDQQ9FE62lqxb9hZ1LnkQwX5ejssgtu_DAE4vo/edit)

**NP moved, MS seconded, all approved, MS abstained**

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 Preliminary Financial Reports for 2011-12

**NP moved to table, MS seconded, unanimous approval**

6.2 Drafting of Letter of Commitment/Code of Conduct by Board Members

- Confidentiality and privacy
- Commitment to attend meetings, including timely arrival; or, timely notice to Chair of absence or delay.
- Avoid conflict of interest; declare to Chair any potential conflict in advance
- Commitment to contribute to the school financially

6.3 Selection of Officers for FY 12

Chair - Joseph Erhard-Hudson, appointed June 28

Vice Chair - Jennifer Whitney

Co-Secretary - Melinda Schab

Co-Secretary - Nils Peterson (and historian)

Treasurer - Brian Gardner

**Chair Elect will be discussed in January, or as needed/we get more board members. Discussion of formation of committees that board members will potentially serve on (nominating, strategic planning, fundraising, and the fourth being some sort of policy task force). JW moved to approve officers, NP seconded, unanimous approval**

6.4 Approve Calendar of Business Meetings & Workshops

**JW moved to approve, NP seconded, unanimous approval**

6.5 Approval Budget not to exceed \$5000 to replace rollup door in Special Ed area with wall. Delegate oversight. Note contribution of \$500 offered by Tim Brown, to be paid by a reduction in rent in a future month.

**The rollup door is not insulated, and is causing heat loss issues during the winter, and a mold problem in the winter and spring. JEH is willing to prepare the project to find a contractor to take it on. NP moves, MS seconded, unanimous approval, JEH abstained.**

6.6 Authorize Business Manager to hire data input help for student information database. Budget limit of \$250.

**This is needed before school starts if possible. Suggestion to find some one to volunteer their time, but concern about this person's access to confidential information. NP motion to approve expense with a maximum budget of \$250. JW seconded, unanimous approval.**

#### 7. Executive Session - Director Search

**Parameters of the director selection process were discussed.**

#### **2012-2013 Board of Directors**

Nils Peterson, Co-Secretary; term expires 2013

Joseph Erhard-Hudson, Chair; term expires 2013

Jennifer Whitney, Vice-Chair; term expires 2014

Brian Gardner, Treasurer; term expires 2014

Melinda Schab, Co-Secretary; term expires 2015

#### **Appendix**

#### **ABCD Model of Decision-making**

A = Governing Body Decision This type of decision is made solely by the governing body to which it is allocated.

B = Governing Body Decision The governing body responsible for decision has final say, but input of other constituencies is important in the final decision. The governing rule is that those most affected will have input.

C = Community Consensus Decision All involved have an equal voice in the decision. The community will work together until consensus is reached.

D = Delegated Decision The governing body to whom the decision is allocated delegates this decision to another group or individual. The delegating body may take back responsibility for the decision if necessary.