

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 Charter School  
Business Meeting

August 21, 2017

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

Time: 6pm

**Meeting called to order at:**

Attending: **Amy Ball, Carole Bogden, Brittany Cooper, Tiffanie Braun, Jessica Long, Jeneille Branen**

Absent: **Zac Crist, Robert Wilson**

Public: **None**

Note Taker: **Jessica Long**

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. Approval of agenda

**Tiffanie Braun moved to approve the agenda, Carole Bodgen seconded, Passed by unanimous vote.**

3. Presentations & Reports (40 minutes)

3.1 State of the School Report

**Jeneille Branen presented the State of the School report.**

- 1. Enrollment: Enrollment up to 195 students at start of this year. 10 students on waitlist for kindergarten.**
- 2. Behavior incidents: 89 incident reports last year, all but 6 were level 2 or 3. Majority of the incidents, 42%, were in the classroom.**

3. **Student Achievement Data: Still waiting on data, expected after September 1st. Implementation review from EL: score went up from 107 to 112, but some scores dropped while others went up. Will be going through the EL credentialing process this year.**
  4. **Strategic Plan: Strategic plan must span 3 years. Our current plan revised in 2016-2017. Still in draft form, hoping to finalize at retreat.**
  5. **Tasks moving forward: More attention will be placed on math, looking into contract with DMTI to support math. Also looking at EL modules for K-2nd, SBAC interim assessments, school-wide culture building with Jessie Dahlin, credentialing.**
4. Announcements (5 minutes)
    - 4.1 All Board Members should sign Bank Signature Card and provide copy of driver's license
  5. Approval of minutes (10 minutes)
    - 5.1 Approve minutes from: 7/31/2017  
**Minutes from 6-26-17 meeting and 7-10-17 meeting corrected by Amy Ball.**

**Tiffanie Braun moved to approve minutes from 7-31-17 meeting, Brittany Cooper seconded, passed with Jessica Long abstaining.**

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 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.*

**None.**

7. Action Items (90 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.*

- 7.1A. Approve Family /Student Handbook

- 7.1B Approve School Safety Plan

- 7.1C Approve busing contract with MSD

- 7.1D Approve Staff Handbook with information on Policy 5400 to be updated to reflect Board Decision on item 7.2

- 7.1E Approve Contract with Milepost

*7.1F Approve unaudited FY 17 Financial Statements*

**Removed 7.1A and 7.1D from Consent Agenda.**

**Carole Bodgen moved to approve Consent Agenda, Tiffanie Braun seconded, approved by unanimous vote.**

*7.1A. Approve Family /Student Handbook*

**Discussion concerning Handbook. Suggestions made to add index, fix formatting to ensure uniform font, remove redundant language under section dealing with dress code, and consistently capitalize School Director. Amy Ball requested clarification about having a nurse on staff. Jeneille Branen explained that we do have a nurse available if needed. Tiffanie Braun requested additional language/examples concerning what is considered parent commitment, including language that sharing PPCS experience with others (i.e. being ambassadors) and donating financially are also examples of parent commitment. Also discussion about adding in our media/photography policies to this handbook and staff handbook.**

**Tiffanie Braun moved to approve Family/Student Handbook with changes and additions discussed, Jessica Long seconded, passed by unanimous vote.**

*7.1 D Approve Staff Handbook with information on Policy 5400 to be updated to reflect Board Decision on item 7.2*

**Discussion concerning Handbook. Suggestions made to add media/photography policies, and media communication policy to handbook. Request to add language about importance of teachers to promote and advertise school; one suggestion offered that teachers could share their celebrations of learning. Also discussion concerning volunteers and a system to better track volunteers.**

**Jessica Long moved to approve the Staff Handbook, but with recognition that there would be additions to it within the next 1-2 months, Brittany Cooper seconded, passed by unanimous vote.**

*7.2 Discuss Policy 5400 regarding staff request for leave sharing*

**Discussion concerning policy 5400. Clarification that a leave of absence, as referred to in the policy, is unpaid, while sick days and discretionary leave are paid. Discussion concerning whether to offer maternity and paternity leave. If we had to hire a substitute for 12 weeks of leave, it would cost the school \$4,500; a substitute for 6 weeks of leave would cost the school \$2,250. Decided we should discuss with Debbie Berkana whether this would be financially possible.**

**Jessica Long moved to approve Policy 5400, Tiffany Braun seconded, passed by unanimous vote.**

7.3 Discuss progress and next steps for new school facility

**Amy Ball provided an update on the land purchase. Indicated we are close to finalizing an agreement to purchase 3.22 acres of land. PPCS would be required to finish road for cul de sac, would lose .22 acres once road is completed. Still discussing date earnest money would be due and timing with CUP process. Still trying to set lot boundaries. Facilities Committee will continue discussion of lot boundaries and initiation of CUP process, will authorize someone to begin work on the CUP application.**

**Amy Ball requested feedback on the letter to our families about the new land purchase; hoping to have letter out before back-to-school night.**

**The Board authorized Amy Ball to sign the purchase agreement on behalf of the school, on the condition that the language concerning the earnest money is resolved.**

**The Board authorized the Facilities Committee to initiate the CUP process.**

**The Board authorized Debbie Berkana to expend the money necessary for the CUP application.**

**The Board authorized Amy Ball to ask the architects to begin preparing the drawings/schematics needed for the CUP application.**

**Carole Bodgen moved to approve all of the authorizations listed above, Brittany Cooper seconded, passed by unanimous vote.**

7.4 Select Date and Time for Board Retreat

**Best date for board retreat is September 17th; Amy Ball will reach out to Zac Crist and Robert Wilson regarding availability on that date.**

8. Workshops

**None.**

**Meeting adjourned at 8:28 p.m.**

**2017-2018 Board of Directors**

Jessica Long, term expires 2020

Carole Bogden, term expires 2020

Robert Wilson; term expires 2020  
Brittany Cooper, term expires 2019  
Tiffanie Braun, term expires 2019  
Amy Ball, term expires 2018  
Zac Crist, term expires 2018