

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 Charter School
Business Meeting

July 25, 2016

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

Time: 6pm

Meeting called to order at: 6:06 pm

Attending: Nils Peterson (NP), Amy Ball (AB), Carole Bogden (CB), Zac Crist (ZC), Brian Gardner (BG), Janeille Branen (JB); Arriving @ 6:43 Tiffanie Braun (TB)

Absent: Jessica Long(JL)

Public: none

Note Taker: BG

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 **motion to approve: NP**

Second: ZC

Vote: all approve

3. Presentations & Reports (30 minutes total)

3.1 Report on meeting with Kristin Prieur of White Rock Consulting

AB reports on meeting with fundraising consultant. Consultant can work with Board to improve Board's fundraising skill. Can advise but not serve as a fundraiser herself. Emphasized importance of school leadership as face of a capital campaign effort. Rate is \$125-\$185 per

hour. Board will consider a single ‘training session’ to be conducted in near future.

3.2 Update on Facilities Work

JB reports that: New ISP (TimeWarner) is still completing set up Project to build more substantial interior walls has passed through consultation with fire marshal and building inspector. Construction of walls to begin soon.

Snag in negotiations on long term location property lease terms has occurred, still awaiting reply to last email

4. Announcements (10 minutes)

4.1 Signature card for approved signers at Banner Bank is available.
Board members sign at close of meeting

5. Approval of minutes (10 minutes)

5.1 Approve minutes from: 6/20/2016
Corrections to spelling are offered

**motion to approve (as corrected): CB
Second: ZC
Abstain: BG, NP
Vote: all approve**

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.

7. Action Items (60 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.A. The board recognizes that Jeneille Branen, PPCS Executive Director, is currently working toward an Educational Specialist Degree in Educational Leadership and Administration and will be on an Alternative Authorization Certificate until she complete the program, which is anticipated for December 2016.

7.1B The Board approves Regence as the medical insurance carrier for PPCS for FY17.

7.1C The Board approves Delta Dental as the dental insurance carrier for PPCS for FY17.

7.1D The Board approves LifeMap as the vision insurance provider for PPCS for FY 17.

7.1E The Board approves the following meal reimbursement rates for employee travel: \$8 for breakfast, \$11 for lunch, \$16 for dinner.

No discussion

Motion to approve: NP

Second: BG

Vote: all approve

7.2 Discuss and approve an increase in school lunch prices for SY17 in response to an increase prices by our vendor.

Increase is \$.25 from last year new prices are K-5 = \$3.75, 6-8= \$4.00, adult= \$4.75; milk price is unchanged.

Motion to approve: BG

Second: NP

Vote: all approve

7.3 Discuss and approve PPCS contribution toward employee health insurance premiums.

Increase in premiums requires reformulation of school/employee contributions to health insurance.

Motion: To approve PPCS contribution of \$330/month towards employee medical/dental insurance coverage and to approve PPCS payment of 50% of employee premiums for vision coverage. In addition, enrollment estimate for upcoming year will be revised up to 171 students. (BG)

Second: NP

Vote: all approve

7.4 Approve 8th grade fieldwork trip to Boise.

JB affirms value of the field trip to the 8th grade's planned expedition for spring 2017. Since proposed lodging is Airbnb, Board requires that organizers confirm that lodging facility allows for proper gender segregation, and separation of non related adults and children.

Motion to approve (subject to above stipulation): NP

Second: BG

Vote: all approve

7.5 Discuss guidelines and issues for policy regarding school clubs and faculty reimbursement for such

Discussion of issues surrounding offering stipends, who can serve as leader of a 'sponsored' club, how clubs can be terminated etc. AB will collect ideas and share a working document. The goal will be to finalize a policy at the August meeting of the Board.

7.5 Discuss need for employee under Executive Director to oversee the new facility process and discuss potential candidates.

Continued progress on long term facility goal will require time and focus that will detract from Director's academic leadership. A proposed solution is to hire a part time employee to support director in this task. The idea of a contract employee was also offered. AB will consult legal counsel as to benefits to PPCS from either arrangement. JB will prepare a proposal outlining the nature of the position and its cost. Board will revisit when proposal is ready.

7.5 Elect Board Chair, Vice Chair, Secretary, and Treasurer

Proposed officers for 2016-2017 are: Chair: Amy Ball, Vice Chair: Tiffany Braun, Treasurer: Zac Crist, Secretary: Brian Gardner

Motion to approve: NP

Second: CB

Vote: all approve

7.6 Select Chairs and members of the following Board Committees: Governance, Finance, Development, Academic Excellence

Volunteers are sought for the above 4 committees resulting in:

Governance committee – Chair: BG, member: AB

Finance committee – Chair: ZC members: JB, Debbie Berkana

Development committee – Chair: TB, member: ZC

Academic Excellence committee – Chair: CB, members: NP, JB

8. Workshops (30 min)

8.1 Discuss agenda for Aug. 14th Board Retreat.

Retreat is planned for a cabin located on Paradise Ridge, time will be 9am to 4pm, lunch will be potluck. Retreat will cover the following topics:

- **Reading of '5 dysfunctions of a school board' essay (NP lead)**
- **Review of school charter (NP and JB leads)**
- **Review of bylaws (BG and AB leads)**

- **EL design principles and core practices (JB lead)**
- **Creation of Board workplan and board calendar for 2016-2017**
- **Document packet to be supplied including: PPCS implementation review and ISDE report card; Board member contract agreements; PPCS strategic plan; year end financial statements; finalized budget for 2016-2017; Board contact list and committee descriptions**

Meeting adjourned at 8:22pm.

2016-2017 Board of Directors

Jessica Long, term expires 2017

Carole Bogden, term expires 2017

Brian Gardner; term expires 2017

Amy Ball, term expires 2018

Zac Crist, term expires 2018

Nils Peterson, term expires 2019

Tiffanie Braun, term expires 2019