

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

August 22, 2016

Location: Palouse Prairie School Building, 1500 Levick St, Moscow ID
Time: 6pm

Meeting called to order at ___6:10__.

Attending: Jessica Long (JL), Brian Gardner (BG); Amy Ball (AB), Zac Crist (ZC),
Tiffanie Braun (TB)

Absent: Carole Bogden, Nils Peterson

Public: Greg Pierce

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 TB; SecondBG
All approve**

3. Presentations & Reports

3.1

4. Announcements

4.1

5. Approval of minutes (5 minutes)

5.1 Approve minutes from: 7/25/2016

Tabled as copy or minutes was not available

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 Accept resignation of Nils Peterson from the PPCS Board of Directors effective as of this vote.

**A resignation letter from Mr. Peterson was presented by AB
Motion to accept resignation ZC; Second JL
All approve**

7.2 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.

7.2.A. The Board approves the contract for Nils Peterson as a consultant to work on the PPCS new facility acquisition reporting to and supervised by the Executive Director.

7.2.B The Board approves the contract for IT support and services to PPCS.

7.2.C. The Board approves the contract with Moscow School District to provide transportation services to PPCS.

7.2.D The Board approves the contract with Moscow School District to provide school lunches to PPCS.

7.2.E The Board approves the June 2016 financial statements.

7.2.F The Board approves the July 2016 financial statements.

Board noted that copies of the transportation and lunch contracts were not provided. However it is understood that terms have not changed from the previous year.

Motion to approve entire consent agenda BG; Second JL

All approve

7.3 Appoint Casandra Holcomb to the Board of Directors seat vacated by Nils Peterson pursuant to 5.01 section IX.B of the PPCS Bylaws.

Motion to appoint Ms. Holcomb to the seat vacated by Mr. Peterson until June 30 2017 BG; Second JL

All approve

7.4 Discuss and approve moving \$50,000 to State Investment Pool.

Current finances support adding to the \$150,000 already in the Investment Pool as a further set aside for a new school building.

Motion to move \$50,000 into the PPCS Investment Pool account as soon as practicable ZC; Second TB

All approve

7.5 Discuss and approve policy regarding school clubs.

Policy #3225 regarding school clubs was reviewed. Greg Pierce gave a description of how the Climbing Club activities and structure. He also discussed how the Club handles issues of inclusiveness and liability. He shared copies of the Club's liability waiver modeled on a similar Uldaho document.

The board asked him to prepare a written guide for the club describing fair selection of members with reference to the requirements in school policy 3225.

Meaning of PPCS employee serving as 'monitor' for a club was discussed and edits to wording were made to clarify that presence in the building was sufficient as long as safety and decorum could be adequately assured.

Motion to approve updated policy 3225 (Student Clubs) as amended TB; Second ZC

All approve

7.6 Consider PPCS tardiness procedures in light of policy 3050

Current policy was reviewed and left unchanged

7.6 Update timeline and responsibilities for creation of Executive Director Job

Description

Governance Committee will work to complete Director Job Description

8. Workshops (60 min)

8.1 Create Board work plan

8.2 Create Board calendar

Board members worked through items identified in recent Retreat and other goals for the coming year. A calendar for addressing these items was developed.

See attachment

Meeting adjourned at __8:50__.

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

Complete	Task Title	Details	Due Date	Assigned To	Agenda Date	Committee
	PPCS Board Calendar Workplan					
	July 2016					
	Week 1: 7/3-7/9					
	Week 2: 7/10-7/16					
	Week 3: 7/17 - 7/23					
	Week 4: 7/24 - 7/30					
	August 2016					
	Week 1: 7/31 - 8/6					
	Week 2: 8/7 - 8/13					
	Week 3: 8/14 - 8/20					
	Week 4: 8/21 - 8/27					
	Complete and update all approved policies and forward to	Go through all approved policies and incorporate	08/31/16	Amy Ball	n/a	Governance Committee

be posted to website
e edits previously approved and get posted to PPCS website

September 2016

Week 1: 8/28 - 9/3
Week 2: 9/3 - 9/10
Week 3: 9/11 - 9/17
Week 4: 9/18 - 9/24

Send out ISBA approved Board training opportunities	Find and send out to all board the ISBA approved board training opportunities	09/19/16	Jessica Long	09/26/16	Governance Committee
Write and share committee descriptions		09/19/16	ALL	09/26/16	n/a
Share capital campaign goal/plan	Development Committee will establish the campaign goals and outline of plan	09/19/16	Tiffanie Braun	09/26/16	Development Committee
Complete ED Job Description and share with	Share with board 1 week prior the Septemb	09/19/16	Jessica Long	09/26/16	Governance Committee

Board	er 2016 meeting					
Week 5: 9/25 - 10/1						
September 2016 Board Meeting	Board Meeting	09/26/16	n/a		09/26/16	n/a
Present testing data	Provide "State of the School" presentation to the board	09/26/16	Jeneille Branen		09/26/16	Academic Oversight Committee
Discuss committee descriptions		09/26/16	ALL		09/26/16	n/a
Approve ED Job Description		09/26/16	ALL		09/26/16	Governance Committee
Discuss capital campaign goal/plan	Present and discuss at board meeting	09/26/16	ALL		09/26/16	Development Committee
Present CPA Audit	Hayden Ross will be presenting the '15-'16 SY audit findings	09/26/16	Zac Crist		09/26/16	Finance Committee
Annual CPA Audit is due	Audit must be submitted by 10/1	10/01/16	Zac Crist		09/26/16	Finance Committee
October 2016						
Week 1: 10/2 - 10/8						
Week 2: 10/9 - 10/15						

Facilitate strategic plan community meeting	Jeneille to request Jessica Bearman facilitate community meeting to gather input for strategic plan	10/14/16	Jeneille Branen	12/26/16	Governance Committee
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**Week 3:
10/16 -
10/22**

Share survey to be used in the mid-year director review	Governance committee will develop and share the survey to be used to collect data for the mid-year director review	10/17/16	Amy Ball	10/24/16	Governance Committee
Compile and share list of current donors	To help define our current donor base, we will review our current donors	10/17/16	Tiffanie Braun	10/24/16	Development Committee
Share revised 5000 series policies	Complete and share completed revisions for the 5000 series policies	10/17/16	Jessica Long	10/24/16	Governance Committee

Share first draft of 5 year budget	Finance Committee will develop and share a working draft of a 5-year rolling budget to help create long-term financial visibility	10/17/16	Zac Crist	10/24/16	Finance Committee
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**Week 4:
10/23 -
10/29**

Present and discuss 5 year budget		10/24/16	Zac Crist	10/24/16	Finance Committee
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Present and discuss survey to be used to collect data for mid-year director review		10/24/16	ALL	10/24/16	Governance Committee
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Adopt 5000 Series Policies	Vote on to adopt the revised 5000 Series Policies	10/24/16	ALL	10/24/16	Governance Committee
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October 2016 Board Meeting	Board Meeting	10/24/16	n/a	10/24/16	Governance Committee
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November 2016

**Week 1:
10/30 -
11/5**

Compile and share list of potential external donors	To help with capital campaign efforts, we will develop a listing of potential external donors	11/04/16	Tiffanie Braun	11/28/16	Development Committee
Book People Book Fair	Book People of Moscow will host an on-site book fair				

Week 2:
11/6 - 11/12
Week 3:
11/13 - 11/19

Share revised 8000 series policies	Complete and share completed revisions for the 8000 series policies	11/21/16	Amy Ball	11/28/16	Governance Committee
Send out ED survey to community		11/14/16	Amy Ball	11/28/16	Governance Committee

Week 4:
11/20 - 11/26

Adopt 8000 Series Policies	Vote on to adopt the revised 8000 Series Policies	11/28/16	ALL	11/28/16	Governance Committee
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