

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

September 26, 2016

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

Time: 6pm

Meeting called to order at: 6:04pm

Attending: Carole Bogden (CB), Brian Gardner(BG), Casandra Holcomb (CH), Amy Ball (AB), Zac Crist (ZC), Tiffanie Braun (TB); Jessica Long (JL) arrives 6:15pm

Also present Jeneille Branen (JB), Debbie Berkana (DB)

Absent:

Public: Cade Konen, Kevin Smith

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: CB

Second: BG

All approve

3. Presentations & Reports

3.1 Presentation of FY16 Financial Audit (60 minutes)

K. Smith presents audit results. Reports a 'clean audit' No significant changes to final recorded accounts, no issues with controls. Comments on good instructional to admin expense ratio. Praises quality of accounting staff at PPCS. He feels PPCS continues to improve as an organization.

3.2 State of the School Report (30 minutes)

JB leads Board in a review of most recent ISAT, IRI and EL Implementation review data.

3.3 Report on Leadership Transition (5 minutes)

JB reports that delegation of tasks and job descriptions created to facilitate change in leadership structure have not been completely successful. Heavy workload on office staff has prevented complete adoption of planned division of tasks. Further monitoring of issue is needed to see if workload problems can be eased going forward.

Brief discussion of high bus ridership and issues it raises when a 2nd bus is required to transport students.

3.4 Fundraising Committee Report (5 minutes)

Committee has met and is working closely with Nils Peterson to firm up terms of land deal for new school site. A Capital campaign goal cannot be set until terms are set and scope of financial need is clear.

3.5 Governance Committee Report (5 minutes)

All previously adopted policies except 3000 series are now updated to include any edits desired by Board. New Director Job description has been prepared.

4. Announcements

4.1 Welcome new Board member Casandra Holcomb

5. Approval of minutes (5 minutes)

5.1 Approve minutes from: 7/25/2016

5.2 Approve minutes from 8/22/2016

Tabled as minutes were 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.

No public comment

7. Action Items (30 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 the August 2016 financial statements 1

7.1B Approve the PPCS Executive Director Job Description **moved to action item 7.5**

Motion to approve Consent Agenda (without 7.1.B): BG

Second: ZC

All Approve

7.2 Discuss and approve Audited Financial Statements for FY16

Motion to accept and approve Hayden Ross Audit of PPCS financial statements for the FY2016: ZC

Second: TB

All Approve

7.3 Consider change in number of personal days for Executive Director

Motion to amend Directors contract to allow for 5 personal days in the 2016-2017 school year (These days may include instructional days): BG

Second: CB

All Approve

7.4 Review Board Tasks for October

ZC leads review of Board Calendar items for coming month.

7.5 Approve the PPCS Executive Director Job Description

New Director Job description is reviewed. Minor corrections and changes in wording are offered.

Motion to approve new Job Description as corrected: BG

Second: JL

All Approve

8. Workshops **None**

Meeting adjourned at ___8:12pm___.

2016-2017 Board of Directors

Jessica Long, term expires 2017

Carole Bogden, term expires 2017

Brian Gardner; term expires 2017

Casandra Holcomb, term expires 2017

Amy Ball, term expires 2018

Zac Crist, term expires 2018

Tiffanie Braun, term expires 2019