

# Palouse Prairie Charter School

## Minutes

### Board Meeting

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#### **Date and Time**

Monday February 8, 2016 at 7:00 PM

#### **Location**

Palouse Prairie Charter School

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#### **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

#### **Welcome to public audience and guests**

*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.*

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#### **Board Members Present**

A. Ball, B. Gardner, C. Bogden, D. Bayly, G. Larson, Z. Crist

#### **Board Members Absent**

J. Long

#### **Guests Present**

J. Ellsworth

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### **I. Opening Items**

#### **A.Record Attendance and Guests**

#### **B.Call the Meeting to Order**

A. Ball called a meeting of the board of trustees of Palouse Prairie Charter School to order on Monday Feb 8, 2016 @ 7:00 PM at Palouse Prairie Charter School.

### **C.Approve Agenda**

B. Gardner made a motion to approve agenda as presented.

D. Bayly seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Welcome Public and Public Comment**

### **A.Welcome Public**

### **B.Public Comment**

JE notes that JB is working with a parent volunteer to develop a strategy to retain middle school students at PPCS. Board members are encouraged to participate in this process by volunteering to call families who have a child in the school and also have a middle school child who has left the school for Moscow Jr. High.

## **III. Presentations and Reports**

### **A.Procedure for Board Documents**

The Secretary's Drive will be designed with reference to the electronic document filing system presented on the Board on Track website. A file naming protocol will also be used in which the date of the document's last revision is tagged on the front of the filename, as is current practice with board minutes.

### **B.Update on Board Development with Board on Track**

AB and ZC had a phone call with our Board on Track coach this morning. A priority focus now is developing board job descriptions. Another focus is developing an orientation process for new board members which would include an orientation meeting at the beginning of the fiscal year, complete with a binder of important reference documents.

## **IV. Action Items**

### **A.Procedures for Board Files**

Z. Crist made a motion to keep a key to the Board's locking file cabinet with Debbie Berkana, at the school.

C. Bogden seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **V. Board Workshop**

### **A.Facilities**

It is determined that deeper investigation into the details of PPSC's options for new facilities should be investigated by the Facilities Committee.

### **B.Develop Parent CREW**

AB: A set of Parent Crew Roles and Responsibilities will help people make decisions about committing to take on volunteer roles within a parent crew, since one barrier to parent participation may be the amorphous nature of such commitments: how much time per week will be involved? What exactly will my duties be?

Other barriers to parent participation may be discovered. An orientation for new families could ensure that new families know the importance and the opportunities of volunteering.

DB mentioned there may be undergraduate interns at UI's Consumer Sciences who could take on some roles in supporting a parent crew.

## **VI. Closing Items**

### **A.Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:45 PM.

Respectfully Submitted,

G. Larson

G. Larson made a motion to adjourn the meeting.

C. Bogden seconded the motion.

The board **VOTED** unanimously to approve the motion.