

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 School of Expeditionary Learning  
Business Meeting

10/27/2014:

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

Current Board: Brian Gardner (BG)      Directors: Jacob Ellsworth (JE)  
Della Bayly (DB)                              Jeneille Branen (JB)  
Sarah Deming (SD)  
Amy Ball (AB)  
Greg Larson (GL)  
Jessica Long (JL)  
Carole Bogden (CB)

**Meeting called to order at 6:03 pm.**

Attending: BG, AB, CB, GL

Arrived at 6:06, during 3.1: SD and JL

Arrived at 6:25, during 7.2: DB

Absent: none

Public: JE, Andrika Kuhle

Note Taker: GL

1. Welcome to public audience and guests (5 min)

2. Approval of agenda (5 min)

**AB moves to approve agenda as presented, GL seconds the motion.**

**Unanimous 'in favor.'**

### 3. Presentations & Reports (10 minutes total)

3.1 'State of the school' report on ADA, progress on security enhancement, budget status/adjustments, accounting procedures progress (JE 10 min)

**JE:**

- Current enrollment at 168 students, with 98% ADA.
- JE has completed grant application for safety equipment: \$2,600 to purchase 2-way radios for teachers to communicate with office. A Safety Committee has been formed, one first priority issue to examine is: what should PPSEL's lock-down procedure be?
- The school has a higher than projected carryover from last fiscal year, due to delays in construction costs etc... The current budget maintains a high instruction to support ratio of 1.92 to one, and projects \$50 K more in carryover into next year than the original budget.

### 4. Announcements (5 minutes)

4.1 workshop on fundraising/development with Donna Woolston on 11/10/2014 (BG, AB 5 min)

**BG:** Donna Woolston has worked with other area non-profits in the realms of fundraising, development, and publicity.

### 5. Approval of minutes (5 minutes)

5.1 Approve minutes from 10/14/2014

[https://docs.google.com/a/palouseprairieschool.org/document/d/1O70xvSjhi8-B7-AmG06czMPIvS318y4eXxIClcqzox0/edit?usp=drive\\_web](https://docs.google.com/a/palouseprairieschool.org/document/d/1O70xvSjhi8-B7-AmG06czMPIvS318y4eXxIClcqzox0/edit?usp=drive_web)

**SD moves to approve the minutes as presented, AB seconds the motion. All vote 'in favor' except CB abstains because she was absent from that meeting. Motion passes.**

### 6. Public Comment Period (limit 15 minutes)

*no comment received.*

### 7. Action Items (120 minutes)

7.1 Consent Agenda

7.1.A. Approve Financials for Sep 2014 (5 min)

**SD moves to approve Financials as presented, JL seconds the motion.**

**Unanimous 'in favor.'**

7.2 Planned 7/8th Grade trip to Orcas Island (JE )- approve 7/8 grade trip to Orcas Island in spring 2015 and necessary fundraising to support trip.

**JE** reviews the advantages of having a 'culminating event' for the 7-8 crew: It could add prestige to PPSEL's middle school program and lead to retention of middle school students.

**GL** moves to approve the trip and fundraising, with the expectation that advanced notice with options to pay by installment are offered to the classroom families, in order to 1) help families budget for the cost of the trip, 2) buffer the impact of this program upon other spring fundraising activities.

**SD seconds the motion. Unanimous 'in favor.'**

7.3 Proposal for enhancement to school climbing wall (JE ). Action= approve fundraising to support enhancements to school climbing wall. (20 min)

**JE:** the new plan doubles the area of climbing space by widening it, not raising height. Design and construction will be lead by a parent expert following industry standard practices/specifications.

**AB:** Could students hurt themselves on the climbing wall during recess play? What will be done to prevent unsafe play on the climbing wall when climbing class/club is not in session?

**JE:** Acknowledges that safety procedures will need to be developed to prevent unsafe play on the climbing wall.

**SD moves to approve the proposal as presented. CB seconds the motion. Unanimous 'in favor.'**

7.4 Planned 6th grade trip to MOSS in McCall, ID (Andrika Kuhle) approve 6th Grade field trip to MOSS and necessary fundraising to support trip (20 min)

**Andrika K:** reviews the logistics of the MOSS trip and reviews the process of past classes in fundraising. No specific fundraising plans have been formulated, but will be formulated if board approves the trip.

**BG:** notes that this trip could become part of expected 6th grade curriculum and not require board approval in the future.

**DB moves to approve the MOSS trip and necessary fundraising to support it.**

**SD seconds the motion. Unanimous 'in favor.'**

7.4 Approve director job descriptions (10 min)

**SD moves to approve the director job descriptions as presented.**

**JL seconds the motion. Unanimous 'in favor.'**

7.5 Consider training opportunities for Board under Idaho's reimbursable training program. Identify Training topics of greatest interest. (10 min)

**JL will inquire with various board trainers about content and pricing of their trainings, will report back to board on December 8.**

7.6 Final review and approval of 7000 series Financial Policies to replace currently in force Section 3 of adopted MSD policy manual(30 min)

**JE** reviews each policy from the 7000 series. Minor corrections are made by suggestion of board members and **JE**.

**AB** moves to rescind our current 7000 series and replace it with the 7000 series policies presented by **JE** at this time.

**CB** seconds this motion. Unanimous 'in favor.'

7.7 Approve policy 5400 allowing teacher compensation for certain unused personal days. Language to this effect was previously approved during the meeting of 5/19/2014. This Review is to approve the final policy as it appears with the new language. (5 min)

**SD** moves to approve updated policy with previously approved language inserted. **DB** seconds this motion. Unanimous 'in favor.'

8. Workshops

8.1 none

**Meeting adjourned at 8:15 pm.**

**2013-2014 Board of Directors**

Brian Gardner, Chair, term expires 2017

Della Bayly, term expires 2016

Sarah Deming, Treasurer, term expires 2015

Amy Ball, Vice Chair, term expires 2015

Greg Larson, Secretary, term expires 2016

Jessica Long, term expires 2017

Carole Bogden, term expires 2017