

COLLABORATION CARING INTEGRITY

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Palouse Prairie Educational Organization  
Doing business as  
Palouse Prairie Charter School  
Business Meeting

08/24/2015:

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

Time: 6:00 pm

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

**Meeting called to order at 6:05.**

Attending: JL, AB, ZC, BG, DB, GL

Absent: CB

Public: JB, JD, JE

Note Taker: GL

1. Welcome to public audience and guests (5 min)
2. Approval of agenda Motion to Amend Agenda: DB moves, pursuant to Idaho code 67-2343, to amend the agenda for this meeting as follows:  
 addition of 7.6. Amending board meeting date of October 12 in order to meet on a day that Cade Konen is available to review his firm’s financial audit of PCSC

**Good faith reason** that this item was not included in posted agenda: The Board Chair AB was just notified today that Cade is not available to present the audit to the board on the original scheduled date of October 12.

Roll Call Vote: JL yes, AB yes, ZC yes, BG yes, DB yes, GL yes.  
Today’s agenda is thus amended.

*Electronically signed by the note taker: Greg Larson*

## 3. Presentations &amp; Reports

none

## 4. Announcements

none

## 5. Approval of minutes (10 minutes)

## 5.1 Approve minutes from 08/10/2015

<https://docs.google.com/document/d/1zxuzEJh-Gv2pcRrwj1ALFhuldu2uS8u8G5MpVcspcYI/edit>

AB corrects that 7.4 on this agenda was seconded by DB, not AB

- BG moves to approve as corrected, ZC seconds.
- JL abstains
- All others 'in favor.' The motion carries

6. Public Comment Period (limit 15 minutes) *No comments received*

## 7. Action Items (60 minutes)

**7.1 Consent Agenda**

7.1.A. Release Adam Ingwell from his contract.

7.1.B. Approve Staff Handbook

7.1.C. Approve PPCS Emergency Management Plan

7.1.D. Approve PPCS Behavior Management Plan (**removed from consent agenda**)

7.1.E. Approve PPCS Food Safety Plan (**removed from consent agenda**)

7.1.F. Approve Middle School Course Guide

7.1.G. Approve Gifted and Talented Plan

7.1.H. Adopt Idaho SDE 2015 Special Education manual as the approved policies and procedures for special education.

- DB moves to approve with 7.1.d and 7.1.e removed from consent agenda
- JL seconds the motion
- vote: unanimous in favor

**7.1.D. Approve PPCS Behavior Management Plan**

JE summarizes and explains the Behavior Management Plan.

- BG moves to approve
- ZC seconds the motion
- vote: JL abstains, all others in favor. The motion carries.

**7.1.E. Approve PPCS Food Safety Plan**

- BG moves to table until the Plan is completed.
- DB seconds the motion.
- vote: unanimous 'in favor'

**7.2 Discuss a change in the PPCS policy around personal days. (JE)**

The plan as it exists is logistically taxing to administrators.

JE suggests that the school return to the old policy.

- BG moves to amend the personal leave policy of the school as follows:  
*All staff and faculty who are full time and/or eligible for personal leave days shall be compensated \$75.00 at the end of the school year for each personal day that they did not take during that school year.*
- AB seconds the motion
- vote: unanimous 'in favor.' The motion carries.

**7.3 Discuss and complete Technology loan form (JE)**

Prudence requires that device inventory and 'check out' procedures be put in place in order to avoid misplacement and theft

- BG moves to approve the form with minor corrections to the text.
- DB seconds the motion
- vote: GL abstains, all others vote 'in favor.' The motion carries.

**7.4 Discuss Lunch Costs for 2015/2016 school year (JE)**

- \$0.35: milk
  - \$3.50 K-5 lunch
  - \$3.75 6-8 lunch
  - \$4.50 Adults lunch
- JL moves to approve the costs as listed
  - ZC seconds the motion
  - vote: unanimous 'in favor'

**7.5 Discuss board responsibilities and committees (AB)**

AB presents a proposed list of Board Committees. The list of 8 committees is revised into a list of 6 committees. Board members volunteer to chair various committees. AB will compile the results of this discussion and share with all board members.

**7.6. Amending board meeting date of October 12** in order to meet on a day that Cade Konen is available to review his firm's financial audit of PCSC

- BG moves to change the meeting date from October 12 to October 13 at 6 pm, meeting location to remain unchanged.
- JL seconds the motion.
- Vote: unanimous 'in favor.'

**Meeting adjourned at 8 pm.**

**2015-2016 Board of Directors**

Amy Ball, Chair, term expires 2018

Brian Gardner, Vice Chair, term expires 2017

Della Bayly, term expires 2016

Zac Crist, Treasurer, term expires 2018

Greg Larson, Secretary, term expires 2016

Carol Bogden, term expires 2017

Jessica Long, term expires 2017