

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 School of Expeditionary Learning  
Business Meeting

Thursday October 25, 2012

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

**Meeting called to order at \_7:06\_.**

**Attending: Nils Peterson (NP); Brian Gardner (BG); Anthony Warn (Director), Jacob Ellsworth (Teacher Rep)**

**Absent: Jen Whitney, Melinda Schab**

**Public: Cade Conan (auditor, Hayden Ross)**

**Note Taker: Nils Peterson**

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 published agenda for this meeting

**Motion to approve NP; 2nd BG; unanimous**

3. Presentations (50 minutes total)

3.1 Annual Financial Audit - Cade Konen, Hayden & Ross CPAs (40 minutes)

**Cade outlined the different ways that he looks at the school. Two lenses one for non-profit generally, one for SDE rules.**

**Non-profit Statement of financial position (pg 2). Important note on Expenses: ratio of Program/Administrative is getting wider (year over year) and this is good. Need to keep the ratio well above 1:1. GOAL: make the change in net assets**

**greater than the depreciation and principal payments. for us for this year Change in net assets should be \$10K to be strong.**

**Praise from the auditor for Debbie**

**State of Idaho - page 12. IFARMS is Idaho financial reporting standard reporting method. Pg 13. comparing Actual to Budget. Revenue was \$19K greater than Budgeted. Expenditures were \$10K less than budgeted. Fund balance went from \$214K to \$219K. Auditor perspective, this is good.**

**Need to have going forward. \$724K in expenditures so rule of thumb need \$72K as bare minimum to survive. Have \$245 fund balance. Cash (pg 12) is \$279 which is good. Auditor perspective, this is good.**

***Auditor advice based on observations.* If you stop lunch program you will lose students. Evidence from auditor's experience at state level is that bussing matters to enrollment for some charter schools (in the Boise area).**

**Overall: Doing quite well. Cash flow is good. Fund balance is good. Still need to be concerned about how the school weans itself from the charter startup grant.**

**Strong encouragement. Need to do fundraising and grant writing to keep a strong alternate source of revenue. Suggest we call Julie Oberle at SDE to get a picture of fundraising/ grant funds statistics.**

**Recommendations. Move to approve audit, tell Debbie its approved and Cade will finalize the process.**

3.2 Fall fundraiser: Expeditions and Activities - Nils Peterson (10 minutes)

**Nils outlined the the history of the fall fundraising effort to support expeditions and fieldwork. Calling by Board members is underway. Board is willing to expand the pool of callers to include Parent CREW. The goal is to complete calling by our next Board meeting. Nils organizing a calling party for Sunday afternoon.**

4. Announcements (10 minutes)

4.1 Introduction of Della Bayly as potential board member

**Della has a background teaching preschool and now teaches in Teacher Preparation at UI. She is a grandmother of a PPSEL student. Now teaches curriculum development.**

5. Approval of minutes (10 minutes)

5.1 Approve minutes from 2012-10-11

<https://docs.google.com/document/d/1XevhXdWvGa7s0Fq5MB-DAJmFD8ie0nB9KUcRKHoXvq4/edit>

**NPmoved. BG second. Unanimous**

## 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 comment**

## 7. Action Items (10 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.*

7.1.A Accept Audited Financial Statement FY 2011-12

~~7.1.B Accept September 2012 Financial statements.~~ **not received in time, deferred to next meeting**

**NP moved, BG second. Unanimous**

## 7.2 New Policy 2nd readings (20 minutes)

7.2.1 3050 [Attendance](#) (click link to view policy)

*The Moscow School District attendance policy, and the attendance court, were discussed at a presentation in the 10 May 2012 board meeting, and considered for adoption by PPSEL. This 2nd reading will move PPSEL toward adopting a policy identical to MSD's.*

**Joseph reminded us of the meetings last spring with Skye Taylor, Senior Probation Officer and Kevin Hill, Moscow JrHi Principal regarding Moscow District policy and Attendance Court. Tonight's meeting was a second reading for the policy. The policy will be publicized to the community in the New Tuesday Times and appear on the agenda Nov 15 to be considered for adoption.**

## 7.3 New Policy 1st readings (click links to view policies)

7.3.1 5320 [Drug Free Workplace](#)7.3.2 5325 [Social Media Sites](#)7.3.3 5330 [Email and Online Services](#)7.3.4 5335 [Personal Communication Device](#)

*It seemed we should consider the three electronic communication policies together, perhaps with an eye to merging them into a broad statement of policy that is tied back to the professional ethics policy see <https://docs.google.com/document/d/1sUGvsRRVG7SxC5NwJfmH-3XqGDbtR5PwRCSdPxE85A/edit>*

**Meeting adjourned at 8:54.**

**2012-2013 Board of Directors**

Nils Peterson, Co-Secretary; term expires 2013  
Joseph Erhard-Hudson, Chair; term expires 2013  
Jennifer Whitney, Vice-Chair; term expires 2014  
Brian Gardner, Treasurer; term expires 2014  
Melinda Schab, Co-Secretary; term expires 2015