

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

February 28. 2013

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

Meeting called to order at 7:10.

Attending: Nils Peterson (NP); Brian Gardner (BG); Della Bayly (DB); Joseph Erhard-Hudson(JEH); Anthony Warn (Director);

Absent: Jacob Ellsworth (Teacher Rep)

Public: Claire Simon; Greg Larson

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 agenda **Moved to approve NP; BG 2nd; unanimous**

3. Presentations & Reports (10 minutes total)

3.1 Strategic Planning Committee Update (10) **Report delayed because committee did not meet yesterday, next meeting of the committee is March 6**

4. Announcements

4.1 None

5. Approval of minutes (10 minutes)

5.1 Approve minutes from 2/14/2013

https://docs.google.com/a/palouseprairieschool.org/document/d/1TAZJGW1Mw_-M4gAbeoBbMekx0tFVcSbMSI4vK4gh3mk/edit

BG Moved; DB 2nd; 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.

7. Action Items (15 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. January 2013 financial reports **removed from consent**

7.2 Accept Jan. 2013 financial report (items below renumbered) **JE-H moved to table; NP 2nd; unanimous**

7.3 Formal initiation of bylaw and charter amendment process

ByLaws: <https://docs.google.com/a/palouseprairieschool.org/file/d/0B417qTOPAIHoX1NSdGZGTERTR0U/edit>

Charter: <https://drive.google.com/#folders/0B417qTOPAIHoMmhHZDE1VE5iSkk>

Motion to consider revision to ByLaws referenced above at March 21 meeting,
and advance proposed Charter revisions to SDE for Sufficiency Review
Moved NP; DB 2nd; unanimous

7.4 Formation and charge to 2013 Fundraising Campaign Committee

Motion: Charge the 2013 Fundraising Committee as follows:

Committee members: **Trish, Claire, Nils, Amy, Julene, Brian, Stacy**

Board set Dollar goal: **\$30,000**

Committee Term of service: 2013 calendar year

Charge to committee:

- i. Refine Giving Chart; Decide solicitation actions at key levels
- ii. Identify benefits program; secure benefits items; develop mailing plan
- iii. Prepare brochure (may be based on 2012 case document)
- iv. Identify key Solicitors/ pair with high donors
- v. Identify telephone solicitors for other donors
- vi. Create calendar of events for the campaign
- vii. Develop strategy to keep Solicitors accountable for their tasks

- viii. Propose means of tracking prospects, donors, and donations from year to year.
- ix. Report progress to Board Chair prior to each Board meeting

BG Moved; NP 2nd; unanimous

Level	Count	2012 Actual		
		Amount	% of donors	% of income
5000	1	\$5,000	2%	22%
2500-4999	0	\$0	0%	0%
1500-2499	0	\$0	0%	0%
1000-1499	7	\$7,530	15%	34%
750-999	2	\$1,878	4%	8%
500-749	7	\$4,220	15%	19%
250-499	7	\$1,602	15%	7%
100-249	13	\$1,655	27%	7%
below 100	11	\$531	23%	2%
Totals	48	\$22,416		

7.5 “Buy local” holiday fundraiser **tabled until March 21**

7.6 Initiate Director annual review

Based on the Job Description used for hiring the Director

(<https://docs.google.com/document/d/1UjLWL GxqLa8bW4XFWGrSwu3eunI7zUkG5J9rvjZE-yA/edit#heading=h.xped2zdpcvhw>) these items (and sub-items) are proposed for the parent survey and the teacher/staff interviews

	Teachers	Non-certificated	Parents
1. ...leads the school towards achieving its mission	all parts	all parts	1.1
2. ...provides sound financial management	2.1.i	Debbie only, all but 2.4	---
3. ...develops policy and manages staff	all parts	all parts	---

4. ...promotes a positive school climate and interpersonal relationships	all parts	all parts	all parts
5. ...leads the instructional program	all parts	5.1	5.6
6. ...leads professional learning	all parts	all parts	6.3

Assignments for Board member interviews

Staff	Board Member
Klarissa Calloway (K)	J E-H
Jessie Dahlin (2-3)	NP
Greg Miller-Pierce (6)	BG
Caitlin Moore (PE)	DB
Debbie Berkana (Business)	J E-H
Elizabeth Bromley-Vogel (1)	BG
Nina Staszko (4-5)	NP
Jacob Ellsworth (7-8)	DB
Rebekka Boysen-Taylor (Title I)	J E-H
KaCee Taylor (Facilities)	BG
Cassie Sears (Front office)	NP
Trish Gardner (Front office)	DB
Jeneille Brannen (2-3)	J E-H
Teri Summers(4-5)	BG
Rhonda Brooks (SPED)	NP
Erin Corwine (Math)	DB
Kyle Smith (Americorp)	BG

NP will provide a survey form for Board use with staff

J E-H will develop an overview announcement to staff

NP will get email addresses and launch Survey Monkey to parents

Deliverable: Board members prepared to hold annual review discussion and decide on the review at an executive session on March 28; 7PM @ school.

NP Moved ; BG 2nd; unanimous

8. Workshops

8.1 Fundraising Calendar

Goal to create an annual "life of the school" calendar. Look at MCS calendar for an inspiration

8.2 Parent School Evaluation Survey.

From the charter: "Parents/legal guardians will be asked to complete a survey during the school year including the following topics: safety of students, classroom discipline, school-wide discipline, classroom atmosphere, and parental perception of the learning environment and student achievement."

NP will bring a draft of parent survey to review April 11. Goal to send survey after review of director is completed.

9. Executive Session - NONE

Meeting adjourned at 8:55.

2012-2013 Board of Directors

Nils Peterson, Co-Secretary; term expires 2013

Joseph Erhard-Hudson, Chair; term expires 2013

Brian Gardner, Vice Chair and Treasurer; term expires 2014

Della Bayly, term expires 2014

Vacant seat, term expires 2015

Vacant seat, term expires 2015