

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

7/9/2013

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

Meeting called to order at 7:07 pm.

Attending: Brian Gardner BG, Della Bailey DB, Amy Ball AB, Sarah Demming SD, Todd Broadman TB, Greg Larson GL

Absent: none

Public: Rhonda Brooks RB,

Teachers: Jacob Ellsworth JE, Jessie Dahlin JD, Jeneille Branen JB, Greg Miller-Pierce GM, Nina Staszko NS, Erin Corwine EC, Rebekka Boysen-Taylor (RBT)

Note Taker: GL

1. Welcome to public audience and guests (5 min) By BG. New Board introduced to audience.

2. Approval of agenda

GL moved to approve, DB seconded. Unanimous in favor

3. Presentations & Reports (30 minutes total)

3.1 Strategic Plan (Gardner, Larson)

BG reviewed schedule for finalizing Strategic Plan

GL reviewed Programmatic audit language, 7/8crew input, Teacher Input

3.2 Americorps status (Ellsworth)

JE reports: RB applied for two Americorps volunteers, two were approved.

Sequestration funds led to loss of funding. If funding comes through, wont come through until October 1, and we won't hear about it until the end of August. The two candidates may not be able to wait till then.

Americorps volunteers will be kept in contact with, they may be hired, one as a parapro?

Needs: bus duty (district requires an employee to ride the bus with our students, currently), lunch duty, parapro duty, CLL/Volunteer coordinator.

3.3 Status of Separation Agreement (Gardner)

BG has not heard back from Anthony W. or his wife regarding the response to the separation agreement draft BG sent to them. Process is going slow. Board will produce an announcement to families re: directors resignation. BG may hand to case over to PPSEL's lawyer.

Janeille Branen asks for Board guidance in replying to community inquiries about his not signing a contract for this year. BG states that inquiries should be directed to the Board chair.

4. Announcements (10 minutes)

4.1 *none*

5. Approval of minutes (10 minutes)

5.1 Approve minutes from 6/20/2013

https://docs.google.com/document/d/1Y11-tkxfBYRhVRM8oaykeh_5vv6XzxxeVlhR8wOG0UI/edit?usp=sharing

[tkxfBYRhVRM8oaykeh_5vv6XzxxeVlhR8wOG0UI/edit?usp=sharing](https://docs.google.com/document/d/1Y11-tkxfBYRhVRM8oaykeh_5vv6XzxxeVlhR8wOG0UI/edit?usp=sharing)

6/20 minutes amended to correct Nina Staszko's name. SB moved to approve as amended, GL seconded. Unanimous approved.

5.2 Approve minutes from 6/28/2013

<https://docs.google.com/document/d/1and5UPh1Mj61bwqbXoo8FATh8nakn57LoID3aLG9wUU/edit?usp=sharing>

6/28 minutes, amended to correct Erin Corwins name. BG moved to approve amended minutes, DB seconded. In favor: DB and BG, Abstain: SD, AB, TB, GL.

6. Public Comment Period (limit 15 minutes)

no comments

Rhonda Brooks publicly thanks the board for their actions at 6/20 meeting

7. Action Items (15 minutes)

7.1 Consent Agenda

none

7.2 Announcement of Director's Decision to not renew contract

BG presents draft announcement of accepting past directors decision to not renew the contract:

"On June 28 the PPSEL Board accepted a letter from director AW declaring his intent to not renew his contract. We thank him for his contributions to the success of the school over the past year. The board wishes him well in his future endeavors."

AB moved to approve this announcement. SD seconded, approved unanimously.

7.3 Interim Director Plan JE and JB present on directors role.

JE reviews: In past, director's role has been too much, quite possibly. Amaris the EL school designer presented PPSEL with a coleadership model. Reviewed Coleadership model document (to include in the minutes.) School designer Amaris recommended JB to fulfill Instructional Director role. JB would work 50 % in this capacity, 50% as 2/3 teacher.

JE would take Operational Director role, if approved. With SBOE, JE can apply for 3 year emergency administrative credentials for school director, as long as he is enrolled in an appropriate master's program

Discussion: JD has seen Coleadership work at Answer school, recommends to learn from them.

BG asks JE and JB: what are the negatives?

JE replies: the loss of two established teachers from the classroom.

JB: we are relatively inexperienced, and could be challenges in dual role of boss/administrator and colleague of teachers at the same time.

JE: New school designer Martha has necessary experience to help implement this model. This arrangement could help build capacity, more job sharing is common in the field.

TB expresses concern that collaboration between two directors might be disrupted.

JB notes that school designer is often a third party which directs decision-making when differing points of view.

AB expresses concerns:

Re JE: full time admin, math teacher, grad student. Is that too much? Is it undoable? Will JE be burned out?

JE replies that he has wanted to become an administrator as part of his career path, he can readily teach math, using his past experience and current preparedness, doing graduate work is common in the field.

AB: What happens if a family has a problem with one of the codirector's teaching?

JE: Other codirector will act as administrator in that case.

AB: What are the conflicts between codirectors and staff in terms of dealing with staff when friendship is concerned?

JB: We deal with this already in such a small school district as PPSEL. Most of us have experience and understand, we talk very directly to one another when it is called for. We saw it in past director Summer, who could be a friend and also be a stern director.

SD: How will this decision be presented, in order to communicate our confidence in this plan? SD expresses favor for the plan because the duties are too wide ranging for one single director to handle, to be well versed in

JE: Focus on the pros and capacity building features of this model

BG: Concerns re changing policies to reflect codirectorship.

GM, EC, RB, JD: each teacher present voices of strong support and enthusiasm for Codirector arrangement with JE and JB filling the roles, reasons being that there is deep trust among current staff, JB has capacity to mentor new teachers as EL teachers. Hiring a director from outside the school could be very disruptive: it takes months for a newcomer to PPSEL to 'learn the ropes, whereas this leadership team is on top of current situation and knows the school from inside out.

GL asks JE to list his To Do List for Operational Director at this time (before school starts)

JE's To Do List as Operational Director:

- Hire teachers.
- Americorps: keep communicating with selected candidates, look for ways to hire/retain them at the start of the school year.
- Lunch Program: get one together.
- Finalize EL contract
- Determine how to clean school?
- Determine a typing program for earlier age to meet common core
- Sp Ed package due in October for funding
- Finalize contracts with school psych and other professionals
- Submitting to state calendar: superintendent meeting July 29: a school representative needs to attend.
- Search for sub teachers
- Need forensic IT person to recover school documents from laptops.

GL moved: PPSEL will provisionally adopt the structure presented by the document "Co-Leadership Model: Roles and Responsibilities" with Jacob Ellsworth as Operational Director, and Jeneille Branen as Instructional Director. The formal adoption of this proposal will be informed by a proposal presented by these two individuals, JE and JB by July 22 2013, This letter will address roles and responsibilities, rationale for why this change in structure will be optimal for the school, addressing 'codirectors as teachers' and other conflicts of interest. The Board intends to have a more specific structure and schema to present regarding this change at the next Board meeting of July 24.

SD seconds the motion

Approved unanimously

7.4 New signatories for bank accounts

TB moves to add all current Board members as bank account signatories.

BG seconds the motion

Passed unanimously

8. Workshops

AB reminds board of importance of completing business in session, instead of tabling items for later

8.1 Volunteer Program

AB: There are problems with Americorps person as volunteer coordinator: wont have community familiarity and connections. Leader of Volunteer Program should be a spokesperson for PPSEL, familiar with school and with community.

AB suggests we solicit a community member to volunteer as a volunteer coordinator.

GL suggests volunteer program be implemented by start of school year.

JB shares that teacher solicitations for volunteers have been very successful.

Lively discussion amongst Board and audience, idea of a Volunteer Committee is floated. Idea of AB or SD being Board liason to this committee is discussed.

8.2 Existing Committees: tabled by the chair due to time constraints

8.3 Board Communication with faculty

Discussion between Board members and teachers present about how a board member might attend a regular staff meeting, perhaps a board member attends once a month on average.

NS would like a consistent board contact: one or two Board members as 'go to' liasons for staff to communicate with.

AB: where was the barrier to communicate with the board, in the past?

NS: Very few times were the teachers reached out to: As a new teacher, a teacher may not know Board, who they are, what they do, how to reach out to them.

JB: There has been an accountability gap with the directors, ie: taking two hour lunches, directors were able to relieve themselves of responsibility at any time to attend to their families, etc... while the staff had no such privileges and their own teaching suffered when decisions had to be made when the director was absent from the building.

RB: would like a Board liason to reach out to without fear of retaliation. Some teachers have feared retaliation for honestly discussing issues re director.

TB: recognizes importance of increasing trust, reducing fears/facts of retaliation.

JE: Teacher feedback needs to happen early and regularly throughout the year.

JB: how can we build in constructive feedback for teachers instead of laundry lists of their failings, piled on at the end of the year?

JE: Charlotte Danielson model of performance expectations and quarterly check ins are now SBOE policy. JE expresses confidence in this model.

Adjournment: GL moves to adjourn, AB seconds. Meeting adjourned at 10:15

2013-2014 Board of Directors

Todd Broadman; term expires 2016

Greg Larson; term expires 2016
Brian Gardner, term expires 2014
Della Bayly, term expires 2014
Amy Ball, term expires 2015
Sarah Deming, term expires 2015