

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
Annual Meeting 7pm

8/02/2013

Palouse Prairie School Building, 1500 Levick St, Moscow ID

Meeting called to order at __7:10 pm_____.

Attending: Sara Demming SD (by phone), Amy Ball AB, Della Bayley DB, Brian Gardner BG, Todd Broadman TB, Greg Larson GL

Absent: none

Public: Jeneille Branen JB, Rebekkah Boysen-Taylor RB, Sara Hahn, Teri Summers TS, Michael ?, a parent

Note Taker: GL

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

AB moves, GL seconds, unanimously approved

3. Presentations & Reports (30 minutes total)

3.1 Proposal for Shared Leadership during upcoming school year

Discussion of proposal letter submitted by J. Ellsworth and J. Branen

Action= No action at this point in agenda

no discussion

3.2 Status of Separation Agreement with Anthony Warn (Gardner)

Discussion of latest events

BG discusses board meeting upcoming executive session. Reports that possible legal questions means PPSEL lawyer will be available for call-in.

4. Announcements (10 minutes)

4.1 Meeting of 7/9/2013 is null and void due to failure to comply with notification requirements of Idaho Open Meeting Law BG reviews need to revote on motions carried at 7/9/13 meeting

5. Approval of minutes (10 minutes)

5.1 Approve minutes from 6/20/2013

https://docs.google.com/a/palouseprairieschool.org/document/d/1Y11-tkxfBYRhVRM8oaykeh_5vv6XzxxeVlhR8wOG0UI/edit

AB moves, TB 2nds, unanimous approval

and 6/28/2013

<https://docs.google.com/a/palouseprairieschool.org/document/d/1and5UPh1Mj61bwqbXoo8FATh8nakn57LoID3aLG9wUU/edit>

GL moves, DB 2nds. AB abstains, all others in favor

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 comments

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 Approval of Teacher supplemental contracts

7.1.B Approval of new Teacher Contracts (Teri Summers 4_5, Rhonda Brooks Spec. Ed., Adam Ingwell PE)

7.1.C Approval of EL contract: TB requests discussion, removed from consent agenda

7.1.D Approval of Regence as medical/vision insurance provider and Delta Dental as dental insurance provider for FY14 with the school to pay \$300 towards eligible employee insurance costs per month

7.1.E Approval of USBAFlex agreement to provide a flexible spending plan for medical and childcare expenses to insured employees

7.1.F Reinstatement of actions taken but rendered null and void during board meeting of July 9, 2013

7.1.F.1 Announcement of Director's Decision to not renew

contract. Creation of board announcement regarding this.

7.1.F.2 Adoption of Interim Director plan

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

7.1.F.3 New signatories for bank accounts

Current board members (Sarah Deming, Todd Broadman, Greg Larson, Amy Ball and Della Bayly) will be added to signatory cards for PPSEL bank accounts at America West and US Bank. Exiting board members Nils Peterson and Joseph Erhard-Hudson will be removed from these accounts.

AB moves to approve consent agenda, removing 7.1.C. to discussion/action item. DB seconds. Unanimous in favor.

7.1.C Approval of EL contract.

TB: What happens on site visit days, in the past?

JB: school designer mentors directors, mediates staff disputes/confusion, can offer EL 101, teachers get 1:1 planning with school designer.

TB: What benefits are manifest from past site visit days?

JB: We have a work plan in place, with specific goals. Last year it was math

TS: as a new teacher last year, I developed a Kamiak Butte expedition with the aid of Amaris as an advisor.

JB: School designer also will work with board. Every classroom teacher will attend a 3 day institute also, for professional development

JB worked with John Le Cavilier-the EL regional director-to come up with a site visit plan that meets PPSEL budget.

TB: are there any deliverables that come with the \$1500 per day site visit cost?

JB: school designers are available for teacher consultations throughout the year.

TB: we have 18 days of school designersite visits, what do we gain? Would we still get availability for phone consultations with fewer site visit days?

JB and RB elaborate on the staff development benefits, RBT "site visits are worth fighting for!"

TB: are there options to decrease money output, such as video conferencing?

JB: our minimum buy in for EL is \$35,000.

AB moves to approve EL contract, DB seconds, unanimous approval

7.2 Creation of Board Calendar for 2013-2014

Discuss best day-of-week for meetings and how many per each month.

Also incorporate attendance at staff meetings and Parent Outreach

Action = select meeting dates for the year as well as outreach/listening opportunities

Board agrees to Monday night meetings.

with two meeting dates amended

TB moves to approve as amended, AB seconds. Unanimously approved.

7.3 Elect Board Officers

Action = elect Chair, Vice-Chair, Secretary and Treasurer for 2013-2014
BG nominates SD as Treasurer, GL as Secretary, TB as VP, BG as President.

AB moves to approve Board officers as stated. DB seconds. Unanimous approval.

7.4 Updating list of approved check signers at American West Bank

Action = Board members should bring driver's license or picture id.

AB moves to approve AB, GL, DB, TB BG as check signers, remove J Erhard hudson, Nils Peterson. DB seconds motion. Unanimous in favor.

7.5 Tasking Board Member(s) to organize for Fall volunteers

We had some discussion about reinvigorating the Volunteer program but have made no formal assignment of tasks

Action: Board will charge a responsible person or persons with preparing for this Fall's volunteers.

SD has spoken with parents: would like more defined roles: who works with classrooms? who does fundraising? Do we need more input?

GL: presents roles for volunteers, pre-planning for essential volunteer duties. Suggests job descriptions.

AB: Board's governance role in making a good environment that supports volunteerism, instead of doing the executive work of actually making/running it.

SD: Is inclined to present to parents an expectation of volunteerism with donations as a replacement/opt out. Emphasis on volunteerism at beginning of school year is important, could start at Back to School night

BG feels it is his job to speak at Back to School night.

SD feels first parent crew meeting should happen by the Tuesday following Back to School night.

Encouraged by other board members, SD agrees to work on a parent CREW structure.

GL believes a volunteer drive at back to school night could be successful

AB will revamp volunteer form

7.6 Proposal to increase PE teacher funding to allow creation of CLL replacement

Ms. Branen proposes to increase PE teacher funding through fundraising activities to businesses and thus allow for an 'Adventure Camp' option to engage a portion of the student body on some Fridays during the school year. This would provide planning time to teachers on a rotating basis. (est. cost ~\$5000)

JB: we could pay PE teacher to lead Adventure Fridays, 1 class per Friday, full day. Would free up that teacher to do planning all day after community circle.

Considering asking businesses to sponsor and adventure, AB is looking for grants. JB wants approval to approach businesses for funding. JB feels that specific asks to parents may give them motivation to donate.

TB: is this supposed to be the beginning of a long term program?

JB: yes.

BG: is this a soft money funded position, basically?

AB: my concern is that last spring 6th grade MOSS and others approach local businesses. We dont want to approach same business multiple times, we don't even know who was asked or if they gave. We need to separate businesses to be approached for big asks and lesser asks

TB: in past has there been an organized effort to define programs that need funding, and follow plan?

BG: no we have not accomplished a plan, fundraising has been ad hoc.

TB: for Donors, it is effective to show them a plan. We don't want to hash out each oncoming potential fundraiser at consecutive board meetings.

RB: this proposal is an elegant solution to the need to provide planning time.

A paid teacher will replace a hoard of CLL volunteers.

TB: states that faculty pay should be put in the budget at least by next year, if not this year. If the budget could be amended to allow for this funding this year, that would be optimal.

RB: her father has organized a successful fundraising program for a school and has offered

TB moves to approve expanding job description and allow fundraising activities for both teacher pay and for enhancing the adventures, with the expectation that the directors will work with Debbie Berkana to make the salary portion of Adventure Day a component of the annual budget as soon as possible, as an ongoing program.

AB seconds,

Unanimous approval

7.7 Cancellation of existing Contracts w/ J. Ellsworth and J. Branen andion replacement with contracts reflecting new roles as shared directorship. There is a need to begin hiring for full time 7_8 and part time 2_3 teachers to allow adoption of shared directorship. This can't begin until the positions are officially vacated.

Action= Cancel current teaching contracts and approve new contracts reflecting changed roles. Include approval of MOU
Jacob Ellsworth will have FT administrator contract.

Jeneille Branen will have a half-time teaching contract and a supplemental codirectors contract. This contract format has been 'worked out' with state policy.

Memorandum of Understanding shall be adopted with the approval of these new contracts.

The Board recognizes that JE will be getting alternative authorization to act as administrator, with the expectation that he will be obtaining his administrative credentials within 3 years. The Board recognizes that Andrika Kuhle is provisionally certified as a general education provider, and will obtain her credential within the timeframe allowed by law.

AB moves to cancel JE's teaching contract, Db seconds. Unanimous approval

AB moves to approve JE's administrative contract, TB seconds, Unanimous approval.

AB moves modify JB's teaching contract from full to half time, GL seconds, unanimous approval

GL moves to adopt JB's half time directorship contract, TB seconds, Unanimous approval

7.8 Approve statement to families regarding new shared directorship.

TB moves to approve the board communication as revised by BG. AB seconds. Unanimous approval.

Workshops

8.1 Status of existing Committees

Review of number and activity of established committees for PPSEL Facilities committee head is on sabbatical: we will need to address facilities this year.

Advisory Board: in formation with Joseph Erhard Hudson chief organizer.

There was a Calendar Committee, that decided the schools calendar the year after opening.

Who do committees report to? Usually report to Director, some report to the Board.

TB: Committees need to be integrated into the Strategic Plan: what role are they going to play, what is their composition (teachers, parents, others) who will they report to?

8.2 Discussion of board norms and possible improvements

Action = identify desired norms for conducting business, explore development opportunities (e.g. workshop w/ J.Bearman)

TB: does not like email chatting.

TB suggests that we have assignments and goals to communicate collated at the end of each meeting, communications to take place (information not deliberation) sent out soon after the meeting.

TB will 'put a skeleton on the Strategic Plan and prepare for board conversation with Jessica Bearman.

SD: wants clarification on fundraising accomplishments last year and specific goals for this year. Trish G. has information about what was asked for, Debbie B may have numbers on dollars earned. BG will approach DB and TG with SD's questions on this matter.

Daily News will correct PPSEL's current star rating (reported 2 stars, current is 4 stars)

Meeting adjourned at 9:40 pm_____.

2013-2014 Board of Directors

Brian Gardner; term expires 2014

Della Bayly, term expires 2014

Sarah Deming, term expires 2015

Amy Ball, term expires 2015

Todd Broadman, term expires 2016

Greg Larson, term expires 2016