

COLLABORATION CARING INTEGRITY

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Palouse Prairie Educational Organization
Doing business as
Palouse Prairie School of Expeditionary Learning
Business Meeting

September 9, 2013

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

Meeting called to order at 7:15 pm.

Attending: Della Bayly (DB), Amy Ball (AB), Sarah Deming (SD), Todd Broadman (TB), Brian Gardner (BG), Greg Larson (GL)

Absent: none

Public: Jacob Ellsworth (JE), Jeneille Branen (JB), Martha Martin (MM)

Note Taker: GL

1. Welcome to public audience and guests (5 min)

2. Approval of agenda
GL moves to add the following to the action items: approval of up to \$120 expenditure for board notetaking hardware: keyboard and laptop stand, section 7.4
DB seconds.
Unanimous approved

3. Presentations & Reports (30 minutes total)
 - 3.1 Rejection of proposed Charter amendments by PCSC at Aug meeting (Gardner). The PCSC rejects ammendments to PPSEL Charter allowing Board to be self-appointing. BG recommends using a nominating committee, as previously discussed by the board. Tamara at PCSC has indicated that this would be acceptable, and the school must hold elections for board members. Electorate would consist of all parents of PPSEL students, and all PPSEL staff.
 - 3.2 SMART and other tools supplied by State Dept. of Ed. that can help identify and prioritize goals and tasks for coming year (Ellsworth). JE presents four SMART goals derived from 4 areas of draft Strategic Plan. Suggests that one or two goals may be used for purposes of reporting to State of Idaho, along with 2 goals necessary to report: student achievement goal and Math & Language Usage for Low Income Students. JE is in the process of establishing data collection process for some of the important metrics in

reporting on school goals.

JE will elaborate on his sense of the practicality and priority of each SMART goal in future discussions with the Board over the Directors annual Work Plan.

3.3 Proposal for new policy addressing food allergies (Ellsworth)

JE: we have students this year who have severe allergies to peanuts, the kindergarten classroom has become peanut free, a peanut free table has been established in the lunchroom. JE notes the importance of codifying the school's policy about food allergies.

TB suggests that JE contact local sources in other school districts to find out what their policies are and to determine if any local schools have had troubling issues or legal problems in regard to food allergies.

4. Announcements (10 minutes)

4.1 None

5. Approval of minutes (10 minutes)

5.1 Approve minutes from: 8/22/2013

https://docs.google.com/a/palouseprairieschool.org/document/d/1cpckKxKMw1DtTrG_ZQdl05n7di1O83bpCKKgSb9y2c4/edit?usp=drive_web

AB moves to approve, SD seconds. 5 votes in favor, BG abstains.

6. Public Comment Period (limit 15 minutes)

None

7. Action Items (15 minutes)

7.1 Consent Agenda

SD requests 7.1.A. be moved from consent agenda into discussion. 7.1.A. moved into discussion.

7.1.A. Tentative Fundraising Calendar

Currently the board has envisioned a separate committee to establish an annual calendar and fit proposed events into that calendar. J. Branen and S. Deming have proposals for two events to be part of an annual calendar but the committee to present them to does not yet exist. As an interim measure the board can begin to establish a tentative annual calendar that the committee can revisit when it is established and able to perform its functions.

Action=approve a tentative calendar based on the proposed events

SD: SD and JB have identified 2 fundraisers to build into fundraising calendar: Buy Local Moscow for the Fall, 5K race for the Spring. SD notes that constituents hesitate to join a 'committee,' perhaps for fear of responsibilities and time commitments involved.

JB: In first year, the 5K raised \$7K, in the second year \$5K.

JE: suggests the 5K could bring in more regional support and attendance if held in a community venue such as Philips Farm.

Several board members express their desire for funds from the fundraisers be available for any worthy project, in the past these funds went into wellness committee activities. No board members express opposition to this desire.

JE: The directors' roles in fundraising are not clear. How involved should the Operational Director (OD) be in fundraising?

BG: Understands that the OD's role should be extremely limited, major fundraising activities are not part of the job description.

AB: Notes that JE's role in fundraising may be to ensure that fundraising proposals are in alignment with the school's EL character and values.

SD: Announces that she has identified free software that helps nonprofits track their fundraising activities. SD says that she is willing to be involved in the 'back end' of developing fundraising capacities, but does not want to have the role of soliciting families/businesses/donors for funds.

SD: There will be another meeting of the informal "Parent Crew" on Wednesday, September 18th, at PPSEL at 5 pm.

JB: has been 'handed' responsibility for grantwriting committee by former committee organizer. JB notes that many responsibilities and requests for participation are coming to her each week.

GL: suggests that JB not take responsibility for grantwriting committee, but send them toward the Wellness Committee for organization and leadership.

AB: her experience is that the grantwriting committee's activities were stifled last school year by a lack of director buy-in and participation.

ACTION: no action taken by board at this time. SD to report back to board on developments after Parent Crew meeting of Sept 18th

7.2 Directors' work plans for this school year

A process for completing workplans for the co-directors needs to be finalized. Should the process take place at a board meeting with full board participation or should a subset of board members work with the directors to develop a plan for full board approval? Is there a third option?

Action=approve a process to complete the workplans

BG: Work plans can be developed out of the SMART goals presented by JE. BG suggests that work plans be developed by directors and presented to the Board for revisioning. BG notes that many daily responsibilities will not be addressed in the work plans, BG asks JE to develop work plans based on fundamental responsibilities and goals.

BG requests that JE and JB have their work plan proposals ready to present to the Board by October.

JE: Because the format of work plans is not established, JE suggests that the Charlotte Danielson model be followed in drafting these plans, this is a best

practice model which is also being used/encouraged by the State Board of Education.

Actions to be taken:

- JE and JB will draft their work plans based upon the Charlotte Danielson model. Drafts due by October
- Board will hold executive session w/ directors in Oct to finalize work plans

7.3 sign new signature cards for American West Bank

Card signed by all Board members

8. Workshops

8.1 Board norms, responsibilities and preferred channels of communication

Discussion of appropriate role of board, how to interact with teachers and staff as board member/parent. Clarify board's role in conduct of school's daily business. Etc.

BG: Board members have a responsibility to avoid group deliberation outside of board meetings. Should avoid use of 'reply all' in email communications.

JE: Notes that directors and teachers can be confused by the dual role that board members play as board members and as student's parents. The past board president would often preface a conversation by saying "This is coming from a parent." This made the interaction more clear.

BG: understands that even when directors do get suggestions or advice from a board member, "it ain't your job until its been approved by the Board."

MM: In her experience, some people will take every suggestion or 'sounds like a good idea' to be 'on their plate,' other people will not take it this way.

DB steps forward to be a Board representative to attend staff business meetings, one Tuesday per month.

AB: reminds Board of their intentions to make themselves available for interactions with parents/community.

Suggestions from the board include having a board member at a coffee shop on a regular schedule, there to speak and take feedback with constituents.

SD agrees to be available for parents monthly after Community Circle at One world coffee shop for about 1.5 hrs. Will announce in Tues. Times.

Meeting adjourned at 10 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

