

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

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Palouse Prairie Educational Organization  
Doing business as  
Palouse Prairie Charter School  
Business Meeting

October 23, 2017

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

Time: 6pm

**Meeting called to order at: 6:08 p.m.**

Attending: Zac Crist, Tiffanie Braun, Amy Ball, Brittany Cooper, Carole Bogden, Jessica Long, Jeneille Branen

Absent: Robert Wilson

Public: Colin Okada

Note Taker: Jessica Long

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

**Carole Bogden moved to approve the Agenda, Brittany Cooper seconded, approved by unanimous vote.**

3. Presentations & Reports (30)

3.1 Presentation from Wellness Committee

**The Wellness Committee is in the process of evaluating and updating our wellness policies. The committee does an assessment of our wellness policies every 3 years. The committee gathered input from parents and students, and based on input, will compile a report to present in December.**

The Wellness Committee is reviewing the guidelines on how, and who, we can contract with to provide school lunches. Right now, because of our guidelines, we have to continue contracting with Moscow Public Schools. The Wellness Committee will reach out to UI for help designing a model menu.

The Wellness Committee would like a kitchen in the new facility. The committee will research costs/designs and then coordinate with the Facilities Committee about their desired kitchen. The committee will also look into grants to help fund the costs of a kitchen. Jeneille will review guidelines/requirements for kitchens and might connect with UI for help designing a school kitchen.

The Wellness Committee is also exploring options for a backpack program and the requirements for installing a vending machine with healthy options for kids involved in afterschool programs.

### 3.2 Development Committee Report

The Development Committee is meeting every two weeks. Gina Wilson is working on updates to the website; mainly working on the the donation/donor pages. The committee is updating the case statement because of the new location - increasing acreage, clarifying no longer next to park, etc. We will not do a huge printing of the new case statement because the bulk of the information is still accurate. Our ambassadors are in place and will be contacting families via phone and email for donations for our annual campaign and our capital campaign. The committee is hoping for 100% contributions. Also, the committee is working on the annual letter; the letter will go out next week. There will be a signing party to get the annual letter out.

The committee is also planning to fundraise through social media - U cares and other options. One family has offered to do a \$2,500 match fundraiser and another parent has offered to contribute in a match fundraiser.

The committee is also drafting a letter for staff to send to their families and friends. The letter will be reviewed by Jeneille; hope to send out the first week of November.

The committee is working with Julene on a fundraising mural - tree with leaves showing donations as they come in.

December 3rd is the date of this year's winter celebration at the 1912 Center. It will be an art auction and art dash.

The committee is working on some grant applications that are due in January.

4. Announcements (5)
  - 4.1 ISBA Conference Nov 8-10

**The annual ISBA convention is next month in Coeur D'Alene. The school receives money every year for board development. Contact Debbie if you want to go.**

5. Approval of minutes (10 minutes)
  - 5.1 Approve minutes from: 9/25/2017

**Zac Crist moved to approve the minutes, Tiffanie Braun seconded, approved by unanimous vote.**

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.*

**None.**

7. Action Items (60 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.*

- 7.1A. Approve September Financial Statements

- 7.1B Approve Disposition of Property as Described in Oct 19th Report

- 7.1C Authorize Transfer of \$50,000 Prior Year General Fund Carryover to Capital Account

**Zac Crist moved to approve the Consent Agenda, Carole Bogden seconded, approved by unanimous vote.**

- 7.2 Discuss Updated Property Purchase Agreement

**The city has approved moving the location of the park. We have decided to ask for a price reduction because of the movement of the park. Justin put together a counter-offer of \$252,000, and will present it to the seller's agent. Closing is currently set for December 15th. Concerns raised about whether negotiations over the new price would delay our ability to have our CUP hearing before the closing date, but Justin did not believe the negotiations would delay the sale. He is hoping to hear back early next week on whether the seller accepts the counter-offer. We are also still negotiating the new parcel boundaries now that the park has been moved.**

The Board agreed to allow Amy Ball to try to negotiate a price reduction with the seller and to sign off on the new parcel description once completed.

Colin Okada presented. Colin pointed out that August 27, 2019, is the first day of school. In order to have a new building by August 27, 2019, our plans must go out for bids in March 2018. But we need a set of documents that is complete enough to go out for bids. It usually takes an architect 6 months to get a set of documents ready. So, we are already late. The Board then discussed our current plans, and possible ways to cut costs to keep the price within our budget. All agreed that \$2.5 million is our max budget. The Facilities Committee will go through the current plans and see where we can cut costs to get the price to \$2.5 million or below.

#### 7.3 Discuss Transfer of \$50,000 from Current Year Budget to Capital Account

Discussion concerning whether we should take \$50,000 that we budgeted this year and move it into the savings account. Board members noted that this would be seen as a positive when approaching lenders. Also noted that the savings account is not 100% earmarked for the new facility so the money could be moved back if we need it. And the money would earn a small amount of interest - \$190 a month - in the savings account.

Zac Crist moved to approve transferring \$50,000 into the savings account, Brittany Cooper seconded, passed by unanimous vote.

#### 7.4 Discuss Parent CREW Request to Open Bank Account (Pertinent Policy-4200)

The Parent CREW would like to open a bank account, using the school's tax id number. This is currently not allowed. Historically, a Parent CREW member would pay for event fees up front and then seek reimbursement or make it a donation to the school.

Board members discussed the pros and cons of this proposal. Members noted that it would be relatively easy for the Parent CREW to apply for 501(3)(C) status and get its own tax id number. Sharing the tax id number would add to Debbie's responsibilities and workload because she would have to track money and donations. She would also have to reconcile the Parent CREW account and get Jeneille's approval to write checks from this account. Board members also raised questions concerning the Parent CREW's events and fundraising efforts vs. the Board's fundraising efforts, and thought it would be helpful to have a member of the Parent CREW attend a Board meeting to discuss. Jeneille indicated she would will talk with the Parent CREW about which events they are responsible for to ensure roles are clarified.

Zac Crist moved to deny the Parent CREW's request to open a bank account using the school's tax id number. Instead, Parent CREW members should approach Jeneille and Debbie about advanced funding for an event. Brittany Cooper seconded. Passed by

**unanimous vote.**

7.5 Discuss Compensation for Staff Leading Student Clubs (Pertinent Policy-3225.)

**Discussion concerning whether we should compensate staff for leading student clubs. Right now, the school has 3 clubs - climbing, chess, and yoga. All are led by staff. A middle school parent wants to start a math club; Erin Corwin would lead it. An Americorps person wants to start a running club. Questions were raised concerning guidelines for compensation and insurance coverage.**

**Board members expressed willingness to compensate staff for leading our climbing program and other clubs. The Governance Committee will develop guidelines to present to the Board for consideration.**

8. Workshops (60 min)

8.1 Finalize Board Work Plan and Calendar

**The Board discussed the Board calendar.**

8.2 Workshop to Revise Policy 3295- Bullying and Harassment

**The Governance Committee will review the policies. Jessica Long and Jeneille will prepare revised policies to present to the Board in November for consideration.**

**Meeting adjourned at 9:46 p.m.**

#### **2017-2018 Board of Directors**

Jessica Long, term expires 2020

Carole Bogden, term expires 2020

Robert Wilson; term expires 2020

Brittany Cooper, term expires 2019

Tiffanie Braun, term expires 2019

Amy Ball, term expires 2018

Zac Crist, term expires 2018