

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 Charter School
Business Meeting

November 28th, 2017

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

Time: 6pm

Meeting called to order at: 6:10 p.m.

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

Absent:

Public: Trish Gardner

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

Brittany Cooper moved to approve the agenda, Tiffanie Braun seconded, approved by unanimous vote.

3. Presentations & Reports (30)

3.1 Results of Site PCSC Site Visit

Jeneille Branen presented on the PCSC site visit. All very positive. Panel commented that we need to make sure Jeneille's job is manageable.

3.2 Facilities Update

Amy Ball, Zac Crist, Jeneille Branen and members of Facilities Committee met with our architect team, implemented some changes to the building design. Jeneille Branen and Zac Crist explained the changes. Robert Wilson explained the bidding process and the need to have a basic plan plus some “alternates” so we can budget extra items in if money allows. Board members discussed the need to have a groundbreaking celebration once we close on the property.

3.3 Development Updates

Tiffanie Braun presented for the Development Committee. Fundraising is moving along. Overall, if we are able to secure a loan with 20% down, we are $\frac{2}{3}$ of the way there. If we get the grant back, will be at 87% of our goal. Need to raise the 20% by February. Discussed multiple ways to help with fundraising, including the annual family pledge letter and the winter celebration on December 3rd.

Trish Gardner presented about why she loves PPCS, and discussed ways to help with fundraising including the Facebook fundraiser for Giving Tuesday.

4. Announcements (10 min)

- 4.1 Winter Art Gala: December 3, 6-8 pm, 1912 Center
- 4.2 Approval of Lot Split: December 11, 3-4:30, City Council Chambers
- 4.3 CUP Hearing: December 11, 7-10 pm, City Council Chambers
- 4.4 Property Closing Delayed Until Jan 5th, 2018
- 4.5 Charter Renewal Due December 15th

Jeneille Branen pointed out that the charter renewal process is a big project and she may reach out for help with this.

5. Approval of minutes (5 minutes)

- 5.1 Approve minutes from: 10/23/2017

Tiffanie Braun pointed out one typo: Julene Ewert’s first name spelled wrong. With this correction, Zac Crist moved to approve, Carole Bogden 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.

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 October Financial Statements

7.1B Approve PPCS opening an account with a mobile credit card payment system (ex: Square) and approve associated bank fees.

7.1C Approve PPCS Bullying and Harassment Policies (3290 and 3340)

7.1D Approve Regence as the Health Insurance Provider for 2018

Item 7.1C removed from the Consent Agenda. With Item 7.1C removed, Robert Wilson moved to approve the Consent Agenda, Zac Crist seconded, approved by unanimous vote.

7.1C

Jessica Long presented on changes to the Bullying and Harassment Policies. Will send board members the versions of the policies showing the suggested changes and the clean copies of the policies for discussion and approval at the next board meeting.

7.2 Discuss Draft Annual Report from PPCS

Jeneille Branen presented the draft annual report. Will get final report in January.

7.3 Reschedule December 11th Board Meeting

The CUP hearing is scheduled for December 11th. Because of this, the Board rescheduled the December meeting for December 12th at 6:00 p.m.

7.4 Discuss staff and Director Review Policies

Staff and director review policies need to be sent to the state by December 1st. The Board reviewed the policies and suggested some revisions. Discussion concerning the specifics of the director review process, including how we “observe” director performance. Discussion concerning having Board members attend training in director assessment. Policies generally approved, but need to clean up typos. Zac Crist and Jeneille Branen will clean up typos; then Jeneille will send off by December 1st.

7.5 Discuss Director Review Process

Discussion of director review process. Survey will be sent to staff and families this week. Will be compiled before next Board meeting. Jeneille Branen will send us achievement data. Discussion concerning what we use to assess director. Before our next meeting, Amy Ball will share survey results, ISAT data, EL implementation review,

and performance report, along with a rubric for doing assessment. Request that Board members come to the December 12th board meeting with rubric filled out.

7.6 Review December Tasks

Main task for December is the director review. Also go over policy updates - Jessica Long will go through them and present at December 12th meeting. Development Committee will have also put together recommendations for tracking donations.

8. Workshops ()

None.

Meeting adjourned at 8:51 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