

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

February 26, 2018

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

Time: 6pm

Meeting called to order at: 6:15 p.m.

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

Absent: None

Public: Erin Corwine

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 (5 minutes)

Jessica Long moved to approve the agenda, Brittany Cooper seconded the motion, passed by unanimous vote.

Amy Ball then made a request to add an additional action item - 7.3 - authorization for Facilities Committee to approve final plans to go out to bid. Robert Wilson moved to approve the agenda with this amendment, Brittany Cooper seconded the motion, passed by unanimous vote.

3. Presentations & Reports (40 minutes)

3.1 Facility Committee Report

Robert Wilson and Amy Ball presented on behalf of the Facility Committee. It is time to begin the bid procedures. We have placed the advertisement/legal notice advertising that we will be sending out our project for bids; this is the first step in the process. The architects will also notify their list of contractors by email by the end of this week. Robert Wilson reviewed the timeline for bid procedures and the commencement of construction. There will be a pre-bid meeting with interested contractors on March 7th to go over the plans and the scope of the project, and then answer questions. Bids are due April 4th. The Facility Committee will review the bids on April 5th; Board members are encouraged to attend. On April 9th, the Board will decide who to award the contract to. Discussion concerning whether the contract must be awarded to the lowest bidder. Jessica Long will review our policies.

The site work will go out as a separate bid. Those bids are due March 30th.

Zac Crist reported that Zions Bank will finance the construction loan, but we anticipate securing the final mortgage through a USDA program. Zac should know more by next week.

Jessica Long will make recommendations concerning possible real estate attorneys to review our real estate contracts.

The Coeur D'Alene school district is selling used modulars for \$20,000, but they do not have bathrooms. We need to decide on the specifics of our modulars by the beginning of May. Zac Crist will explore options for modulars and gather information from vendors.

3.2 Update on 3rd Grade Classroom

Jessie Dahlin is now teaching in the 3rd grade classroom full-time, with Bob Goodrich assisting. Jeneille Branen has taken over some of Ms. Dahlin's behavior specialist duties, and shifts have been made with the middle school classes to ensure a teacher is available for students. Also, Mariah Maki has been hired to provide support in the classrooms.

3.3 Development Committee Update

Tiffanie Braun presented on behalf of the Development Committee. The Committee met this morning, and is continuing to meet every other week. Capital Campaign going strong. This Friday, the parent crew is hosting a game night,

primarily for community building. A committee member will give an update at the game night on our capital campaign. We also plan to launch a social media campaign at the end of March through youcaring. As of now, we have raised the money needed to secure our construction loan! We will re-apply for the Louis Calder foundation grant after we have commenced construction. The Committee is also discussing ideas for our 10th anniversary celebration next year.

4. Announcements

None.

5. Approval of minutes (5 minutes)

5.1 Approve Minutes from: 1/22/2018

Carole Bogden moved to approve the Minutes, Robert Wilson seconded the motion, passed 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 (30 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 January Financial Statements

7.1B Authorize closing of US Bank account and moving balance to our new Zions account.

7.1C Authorize Business manager to pay off fees for establishing the credit line with Zions Bank (\$1150)

7.1D Approve \$5,000 Stipend for Ms. Dahlin

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

7.2 Approve creation of Landscape Committee to design new school grounds and give general principles under which they should operate

Nils Peterson has volunteered to head a Landscape Committee. Zac Crist volunteered to serve on this Committee. Carole Bogden will ask the members of the Wellness Committee about serving on this Committee. The Board discussed guidelines/vision for our landscaping. Robert Wilson will obtain the city's landscaping requirements for the new facility.

Carole Bogden moved to form a Landscape Committee, Brittany Cooper seconded the motion, passed by unanimous vote.

Amy Ball will advise Nils Peterson to move forward with the Committee, and ask that the Committee report about their ideas/vision for the landscaping at the April board meeting.

7.3 Authorize Facilities Committee to approve final plans for bid procedures.

Brittany Cooper moved to approve the Facility Committee's recommendation to use the plans dated 2/16/18 and submit those plans for bid procedures, Carole Bogden seconded the motion, passed by unanimous vote.

8. Workshops

None.

Meeting adjourned at 7:30 p.m.