

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

March 26, 2018

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

Time: 6pm

**Meeting called to order at: 6:11 p.m.**

Attending: Zac Crist, Tiffanie Braun, Jessica Long, Debbie Berkana, Amy Ball, Jeneille Branen.  
Carole Bogden arrived at 6:32 p.m.

Absent: Brittany Cooper, Robert Wilson

Public: Bill Goesling

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)

**Item 7.4 - Presentation on school safety and Wellness Committee report added to the agenda. With this addition, Zac Crist moved to approve the agenda, Tiffanie Braun seconded the motion. Passed by unanimous vote.**

3. Presentations & Reports (15 minutes)

3.1 Facility Committee Report -

**Amy Ball presented on behalf of the Facility Committee. The pre-bid conference was held; it was well attended by contractors and subcontractors. Bids are due on April 4th by 4:00 p.m. Board members are encouraged to attend - will open bids, read bid amounts, pass on the names of the lowest bidders.**

**Attorney Susan Wilson is reviewing the construction contract. Jessica Long will follow-up re: contract.**

**Zac Crist provided an update on recent discussions with the bank. The bank will require that the contractor be bonded. If the contractor is bonded, the bank will not be concerned with who we select for the project. We must wait for bids to be submitted and contractor selected before we can complete financing.**

4. Announcements - **None.**

5. Approval of minutes (5 minutes)

5.1 Approve Minutes from: 2/26/2018

**Debbie Berkana made typographical corrections to the proposed minutes. With these corrections, Tiffanie Braun moved to approve the minutes, Zac Crist 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.*

**Bill Goesling introduced himself to the Board. He is currently running for the District 5 house seat A vacated by Paulette Jordan. Mr. Goesling discussed his experience with public education in Idaho and his plans if elected.**

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 February Financial Statements

7.1B Approve Revised Evaluation Policies (5340 and 5345)

7.1C Approve 2 Additional Days of Bereavement Leave for Executive Director

**Tiffanie Braun moved to approve the Consent Agenda, Zac Crist seconded the motion, passed by unanimous vote.**

**7.2 Review PPCS Performance Certificate**

**The Board discussed the PPCS performance certificate and gave feedback on the performance evaluation. Discussion concerning regional comparisons. Discussion concerning decision not to include mission-specific standards. Debbie Berkana will review the financial sections in more detail.**

**7.3 Approve 2018/19 School Calendar**

**The Board discussed the proposed 2018-2019 school calendar. This calendar aligns with the Moscow School District calendar. Carole Bogden moved to approved the proposed calendar, Zac Crist seconded the motion, passed by unanimous vote.**

**7.4 PPCS School safety report and Wellness Committee Report**

**The Wellness Committee met and reviewed the final facility plan. Discussed moving the bathrooms. The Committee is looking for grants to fund new kitchen equipment. The Committee is also reviewing model wellness policies and comparing those to our current wellness policies. The Committee hopes to have revised policies submitted to the Board for consideration soon, with the goal of having the revised policies approved at the June 25th meeting. The Committee is required to do an assessment of our wellness policies every three years. Jeneille Branen attended a program about improving our lunch program, and is reviewing our contract with the Moscow School District and identifying where we can change it to require more healthy food choices, Idaho preferred products, farm-to-school options, etc. If the Moscow School District approves, we can revise our contract. The Board members completed a survey regarding our wellness policies.**

**Jeneille Branen presented on school safety in light of the recent threat of a shooting at Moscow schools. Our only plan currently is to lock down the building. Lockdown protocols don't really work in our current space. The Moscow school district is instituting response protocols. Jeneille Branen is reviewing our evacuation procedures and assessing our current site. She is also considering locking our front door. The Board agreed that we need to fix the back door.**

**For our new facility - could add an alarm system. Also, in our original plans, we took out the requirement for exterior doors in each classroom. The Board**

discussed and agreed that we should add the exterior doors back in as an alternate. Amy Ball will notify the architects that we want to add exterior doors back in as an alternate.

#### 7.5 Pick Builders Risk Assurance Option

The Board discussed and compared two insurance policies to cover risks while the facility is being built. Some questions were raised about the differences between the two policies. Debbie Berkana offered to follow-up about the differences. Zac Crist moved to accept the policy from Liberty Mutual if both policies are substantially equal in coverage, Tiffanie Braun seconded the motion. No formal vote taken.

#### 7.6 Board Elections Process

The Board discussed the upcoming board elections, which will take place at gallery night. Advertising should start 6 weeks before the night of the vote. Amy Ball announced that she will run again to participate in the construction of the new facility. Zac Crist announced that he will also run again to participate in the construction of the new facility. The Board discussed recruiting two more candidates, and having a board of nine members if possible. The Board agreed that potential board members should be provided a copy of the position description and the contract as soon as possible. Carole Bodgen and Jessica Long will manage the election process.

#### 7.7 Create Process for Facilities Approvals

Item 7.7 tabled until April 9th board meeting to give board members more time to consider options.

8. Workshops - **None.**

**Meeting adjourned at 7:55 p.m.**