

COLLABORATION CARING INTEGRITY

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

June 25, 2018

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

Time: 6pm

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

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

Absent: Brittany Cooper

Public: Gabe Baker, Jessica Bearman, Rhonda Brooks, Larry Kom, Tom Golis

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)

**Carole Bogden moved to approve the agenda, Jessica Long seconded the motion, passed by unanimous vote.**

3. Presentations & Reports (45 min)

3.1 Update on State-Wide Class Action Lawsuit on School Fees

**A lawsuit has been filed against all schools in the state of Idaho for charging fees for various things. An attorney is jointly representing all schools,**

including us, and has asked for information regarding the fees that we charge. Jeneille Branen and Debbie Berkana are compiling that information. Based on the advice of counsel regarding what fees may legally be charged, Jeneille and Debbie will re-examine our policies and events, such as school trips, to ensure we are in compliance. The attorney is intending to file a motion to dismiss.

### 3.2 Facility Financing Update

Zac Crist provided an update on financing for the new facility. He has re-approached five banks after the financing through Zion fell through. Two declined to offer financing. We are still waiting to see if Idaho Central Credit Union will offer financing. P1FCU has agreed to finance the new facility, and has provided us with a loan commitment letter, contingent on the appraisal. It will still be at least a week before Idaho Central Credit Union makes a decision. ICCU would want us to go through the USDA guarantee program, but the USDA program is currently out of money for Idaho projects, and is trying to reallocate funds. The USDA guarantee program would give us a lower interest rate, but we would have to pay an annual service fee; the annual service fee would be based on the percentage of money still owed.

### 3.3 Landscape Committee Report

Carole Bogden reported on behalf of the landscape committee. The committee is considering additional ideas, including establishing a nursery so that people can donate plants. The committee would need to draft guidelines for what types of plants can be donated. The committee is also discussing landscape maintenance: should we invest in landscaping equipment (i.e. a lawn mower, weed wacker, etc.) and be responsible for the maintenance or should we hire a landscaping company? Nils Peterson reviewed the city's requirements for the landscape buffer; it will cost about \$2,400 to purchase all of the required plants through Moscow Building Supply. Carole will forward the list of required plants to the Board. The next meeting will be held in the fall.

## 4. Announcements (5 min)

### 4.1 ISBA Summer Leadership Institute 7/25 in Coeur D'Alene

Amy Ball provided information about the Summer Leadership Institute in Coeur D'Alene. The state provides funds for board trainings. Board members interested in attending should contact Debbie Berkana or Amy.

## 5. Approval of minutes (5 minutes)

### 5.1 Approve Minutes from 5-21-2018

There were several changes requested to the draft 5-21-2018 minutes. Jessica Long requested tabling approval of the minutes until these changes could be made and the revised minutes could be presented to the entire board.

#### 5.2 Approve Minutes from 4-23-2018

Robert Wilson noted one error in the minutes - he did attend the 4-23-2018 meeting but was listed as absent. With this correction, Robert moved to approve the minutes, Carole Bogden 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 (120 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 May Financial Statements*

*7.1B Approve Cost Share of Approximately \$3800 to Correct Drainage Issues at New Facilities Site.*

*7.1C Approve Representation and Associated Fees for Representation by Anderson, Julian and Hull LLP in Class Action Lawsuit*

*7.1D Approve 6000 Series Policies*

*7.1 E Approve ISBA Policy Updates*

*7.1 F Approve Hayden and Ross to Conduct School Financial Audit*

*7.1 G Approve Executive Director Contract*

**For item 7.1D - Board members requested that policies 6100P, 6330, and 6100F be removed from the Consent Agenda for further discussion.**

**With these three policies removed from the Consent Agenda, Robert Wilson moved to approve the Consent Agenda, Zac Crist seconded the motion, passed by unanimous vote.**

**Robert Wilson moved to table discussion on policies 6100P, 6330, and 6100F to the July board meeting, Carole Bogden seconded the motion, passed by unanimous vote.**

7.2 Receive and Approve Board Election Results

**Carole Bogden presented the board election results. We had 45 votes this year, but four votes were not counted because there were no names on the envelopes or the names could not be verified as eligible voters. Of the 41 total votes, all four candidates secured the requisite number of votes to be elected, with the rankings as follows: (1) Amy Ball; (2) Jessica Bearman; (3) Zac Crist; and (4) Gabe Baker.**

7.3 Consider Teacher Request to Change Placement on Payscale

**The Board discussed the request from Erin Corwine to change her placement on the payscale based on her work at PPCS prior to enactment of the payscale in 2015. The Board reviewed the language pertaining to the payscale enacted in 2015 and the criteria for placement. The Board determined that Erin Corwine did not meet the criteria for placement at a higher level on the payscale because she was not a certificated teacher prior to the 2015-2016 school year. Robert Wilson moved to deny Erin's request, Zac Crist seconded the motion, passed by unanimous vote. Amy Ball will communicate the Board's decision to Erin, and will provide the criteria to staff.**

7.4 Approve Budget for 18/19 FY

**The Board discussed the budget for the 2018/2019 fiscal year. Zac Crist moved to approve the budget, Carole Bogden seconded the motion, passed by unanimous vote.**

7.5 Approve Change to Policy 3010P

**The Board discussed Policy 3010P, and proposed changes to the policy. Jeneille Branen discussed challenges with the policy as written, and shared advice she received from counsel regarding the policy. Jeneille will continue revising the policy and will present to the Board for further consideration at the July board meeting. The Board identified changes that will need to be made regarding class sizes, including class sizes for special education classes with children on academic IEPs. The Board will adjust these numbers when the policy is considered and voted on at the July board meeting.**

7.6 Sign Loan Commitment letter from P1FCU

The Board reviewed the loan commitment letter from P1FCU and discussed the terms of the loan. Discussion concerned whether we could afford the monthly payments on the loan. Zac Crist presented a 5 year budget projection. Under our budget projections, we can afford the payments on this loan.

The Board then discussed the three options for financing and agreed that Option 3 would be the best option. Although it has a higher interest rate, that rate is guaranteed for the longest period of time. The Board recognized that refinancing could be pursued later if interest rates substantially decline.

Robert Wilson moved to authorize Amy Ball to sign the loan commitment letter with Option 3, Zac Crist seconded the motion, passed by unanimous vote.

#### 7.7 Sign Contract with Golis Construction

Larry Kom and Tom Golis from Golis Construction discussed the construction contract. Tom Golis explained that the cost of materials has gone up approximately 5% since he submitted his bid, and his framing subcontractor withdrew from the project because of the delay in securing financing. To cover the additional cost of materials, Tom Golis requested an additional \$47,500. The Board questioned Tom about the additional costs, and acknowledged that if costs continue to rise, he will assume responsibility for these increases.

Zac Crist moved to authorize Amy Ball to sign the contract with Golis Construction, Robert Wilson seconded the motion, passed by unanimous vote. The Contract price includes alternates 1 and 5. Amy Ball signed the contract.

Robert Wilson moved to authorize Amy Ball to approve a change order for \$47,500 for increased material costs, Carole Bogden seconded the motion, passed by unanimous vote.

#### 7.8 Facilities Approval Process - Tabled.

### 8. Workshops (15 minutes)

8.1 Prepare for Annual Meeting, Review Officer Positions, and Committee Descriptions

**Amy Ball requested that Board members review the officer position and committee descriptions prior to the July board meeting.**

### 9. Executive Session (30 minutes)

9.1 There will be an Executive Session Pursuant to § 74-206(1):b

**Zac Crist moved to go into executive session, Amy Ball moved to go into executive session, Tiffanie Braun moved to go into executive session, Jessica Long moved to go into executive session, Carole Bogden moved to go into executive session.**

**The Board went into executive session at 9:25 p.m.**

**Zac Crist moved to go out of executive session, Amy Ball moved to go out of executive session, Tiffanie Braun moved to go out of executive session, Jessica Long moved to go out of executive session, Carole Bogden moved to go out of executive session.**

**The Board went out of executive session at 10:00 p.m.**

**Meeting adjourned at 10:00 p.m.**