

## 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  
Annual Meeting

July 23, 2018

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

Time: 6pm

**Meeting called to order at:**

Attending: Debbie Berkana, Jeneille Branen, Robert Wilson, Carole Bogden, Jessica Bearman (on phone), Amy Ball, Tiffanie Braun, Gabe Baker

Absent: Jessica Long, Zac Crist

Public:

Note Taker: Brittany Cooper

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, Tiffany Braun seconded the motion, passed by unanimous vote.**

3. Presentations & Reports (15 minutes)

3.1 Update on Facility Financing

**Amy Ball provided the following update. The environmental study did not have any problems. Appraisal came back but it came back low (Cost is \$2.9 million, Appraisal was \$2.75 million). Idaho Collateral Support agreed to provide collateral**

insurance to make up the difference, there is a 1%, one-time fee for this. The cost to complete Powers cul-de-sac is ~\$39,000 – we need letter of credit to cover this from the bank on file before City of Moscow will issue permits. P1FCU needs to hold that amount in an account until the loan closes. The bank says we are short about \$70K for the down payment – Debbie Berkana will be working on the numbers to figure out how much we've paid up to this point (that will count toward the down payment). Bank will only lend at 80%. If we get P1FCU everything they need, we can close by August 15.

4. Announcements
5. Approval of minutes (5 minutes)
  - 5.1 Approve minutes from: 6/25/2018

**Robert Wilson motioned to approve the minutes from 6/25/18. Tiffanie Braun seconded the motion. Jessica Bearman, Gabe Baker, and Brittany Cooper abstained.**

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 (90 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 school payment of up to \$450/month towards eligible employee medical, dental and 1/2 of optional vision insurance costs for FY19

7.1B Approve USBAFlex as continuing provider of a flexible spending plan for medical and childcare expenses to insured employees.

7.1C Approve lunch prices for FY19: \$3.75 K-8, \$5.50 Adults

7.1 D Approve Contract for Andy Martin as PE Teacher –**removed from consent agenda**

**Carole Bogden motioned to approve consent agenda with 7.1D removed; Robert Wilson seconded the motion. Passed by unanimous vote.**

7.1D Approve Contract for Andy Martin as PE Teacher

**Need to determine where he falls on the career ladder. Jeneille Branen will**

review his personnel file to request that he is moved to the professional category. The state suggested we move forward as currently categorized, and submit request in the meantime. Tiffany Braun motioned to approve the contract. Carole Bogden seconded the motion. Passed by unanimous vote.

7.2 Elect Board Officers for 2018/2019

**Chair: Amy Ball**  
**Vice Chair: Tiffanie Braun**  
**Treasurer: Zac Crist**  
**Secretary: Jessica Long**

**Robert Wilson motioned to elect the above slate of board officers for 2018/2019. Brittany Cooper seconded the motion. Passed by unanimous vote.**

7.3 Assign Board Committees for 2018/2019

**Robert Wilson: Facilities**  
**Tiffanie Braun: Development (co-chair)**  
**Jessica Bearman: Development (co-chair)**  
**Brittany Cooper: Academic Excellence**  
**Carole Bogden: Wellness; Landscape; Elections**  
**Gabe Baker: Landscape; Finance**  
**Jessica Long: Governance**  
**Amy Ball: Governance; Development**  
**Zac Crist: Finance**

7.4 Approve Authorized Signers for Banner Bank Account

**Continuing Board members are authorized signers. Robert Wilson motioned to have Jessica Bearman and Gabe Baker added as authorized signers. Tiffanie Braun seconded the motion. Passed by unanimous vote.**

7.5 Approve Authorized Person/s to Open P1FCU Checking and Savings Accounts

**Brittany Cooper motioned that any two of the following 3 people (Amy Ball, Carole Bogden, and Jeneille Branen) are authorized to open P1FCU checking and savings accounts. Robert Wilson seconded the motion. Passed by unanimous vote.**

7.6 Approve Authorized Signers for P1FCU Checking and Savings Accounts

**Gabe Baker motioned that Amy Ball, Carole Bogden, and Jeneille Branen are authorized to be signers on the P1FCU accounts. Tiffanie Braun seconded the motion. Passed by unanimous vote.**

7.7 Approve Signers for Irrevocable Letter of Credit issued by P1FCU

**Brittany Cooper motioned that Amy Ball and Carole Bogden are authorized to be signers for the Irrevocable Letter of Credit issued by P1FCU. Jessica Bearman seconded the motion. Passed by unanimous vote.**

7.8 Approve Signers for Loan Documents Generated by P1FCU Related to Construction of New School Facility

**Tiffanie Braun motioned that any two of the following four individuals (Robert Wilson, Amy Ball, Jeneille Branen, Zac Crist) are authorized to be signers on the final P1FCU loan documents if they are within the parameters agreed on during the 6/25/18 Board meeting and enumerated in the P1FCU loan offer letter (180618 PPCS P1FCU Loan Offer-Revised.pdf). Carole Bogden seconded the motion. Passed by unanimous vote.**

7.9 Review and Approve Policies 6100P, 6330, and 6100F

**Robert Wilson motioned to approve 6100P with the following changes: change “shall” to “should”; change “Board/Director Relations” to “Board/Director Responsibilities”; change “Employ certificated and classified staff...” to “Approve employment of certificated and classified staff...”; add “Hire approved staff” under the Director responsibilities. Brittany Cooper seconded the motion. Passed by unanimous vote.**

**Carole Bogden motioned to not adopt 6100F. Gabe Baker seconded the motion. Passed by unanimous vote.**

**Gabe Baker motioned to not adopt 6330. Carole Bogden seconded the motion. Passed by unanimous vote.**

7.10 Select Option for Modular Classrooms

**The Board discussed the options. Robert Wilson will explore these further.**

7.11 Select Board meeting dates and times for 2018/2019

**The Board will meet on the following dates at 6pm for 2018/19.**

**August 27**

**September 24**

**October 22**

**November 26**

**December 17**

**January 28**

**February 25**

**March 25**

**April 22**

**May 20**

**June 17**

**July 22**

8. Workshops (30 minutes)

8.1 Plan Board Retreat

**Possible Agenda Items: Plan for 10<sup>th</sup> anniversary celebration; Development/fundraiser training; Visioning beyond the school building – the next 10 years; Board health/functioning check-in; Get-to-know each other & team building.**

**Amy Ball will create agenda and send doodle poll to identify date.**

**Meeting adjourned at 8:13pm.**

### **2018-2019 Board of Directors**

Brittany Cooper, term expires 2019

Tiffanie Braun, term expires 2019

Jessica Long, term expires 2020

Carole Bogden, term expires 2020

Robert Wilson; term expires 2020

Amy Ball, term expires 2021

Zac Crist, term expires 2021

Jessica Bearman, term expires 2021

Gabe Baker, term expires 2021