

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

December 3, 2018

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

Time: 6pm

**Meeting called to order at: 6:12 p.m.**

Attending: Amy Ball, Zac Crist, Gabe Baker, Jessica Bearman, Tiffanie Braun, Jessica Long, Carole Bogden, Debbie Berkana, Jeneille Branen

Absent: Robert Wilson, Brittany Cooper

Public: Nathaniel Cook, Daniela Lopez

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

**Jessica Bearman moved to approve the agenda, Zac Crist seconded the motion, passed by unanimous vote.**

3. Presentations & Reports (30 minutes)

3.1 Directors Report

**Jeneille Branen presented her Director's report. She attended the national EL conference, where PPCS was recognized as a credentialed school. Rebekka**

**Boysen-Taylor also attended the conference and was recognized for her recent award. Jeneille is working with Erin Corwine and Dan Schaaf on their upcoming maternity and paternity leave.**

### 3.2 Facilities Report

**Amy Ball presented the Facilities Committee report. Construction is progressing on the new facility. We had to postpone laying the asphalt in the parking lot until the spring because of weather.**

**There are used portables for sale in Pocatello. The architect is looking into whether these portables will meet the snow load requirements for our region. The Facilities Committee is hoping to make a recommendation and have the Board make a decision about these portables at the next Board meeting.**

**Board members expressed interest in touring the new building. Amy advised the Board that walk-throughs take place on Thursdays, and board members are welcome to attend. The Board also discussed having a celebration or a public tour.**

### 3.3 Development Committee Report

**Tiffanie Braun and Jessica Bearman reported on behalf of the Development Committee. Jessica Bearman asked all board members to attend the winter celebration if possible and encouraged board members to invite friends.**

**The annual letter went out to all families. The letter still needs to be sent to alumni and other donors; it should be sent out before the end of the year.**

**Over 40 families and friends created fundraisers on FaceBook for Giving Tuesday.**

**PPCS received a \$2,000 grant from the Latah County Community Foundation to buy safety windows for the new bus. This should cover about half the cost of the windows. We are trying to locate windows to buy because they are no longer being made.**

**PPCS has moved to the second phase of a grant for playground equipment, and is answering questions for the Louis Calder grant.**

## 4. Announcements

**4.1 Art and Adventure Auction, December 8th, 5pm at the 1912 Center**

**The winter celebration is on December 8th at 5:30 p.m.**

5. Approval of minutes (5 minutes)

5.1 Approve minutes from: 9/24/2018

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

5.2 Approve minutes from 10/22/2018

**Gabe Baker moved to approve the Minutes, Tiffanie Braun seconded the motion, passed with one abstention.**

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 2018 Financial Statements

7.1B Approve Contract for Long Term Substitute

7.1 C Approve Dental Dental as Continuing Provider for Dental Insurance for 2019

7.1D Approve LifeMap as continuing provider for optional vision insurance for 2019

7.1 E Approve Regence as continuing provider for medical coverage for 2019

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

7.2 Review and Take Action on Truancy Case

**Jeneille Branen presented on a recent truancy matter.**

**Idaho law requires students to attend school 90% of the time. If students are not attending, the school first communicates with parents. If there are over 10 absences, the matter is taken before the Board.**

The student at issue has accumulated 12 absences, and many more tardies. Because she has missed so much school, she is struggling with her school work and is not able to complete her assessments. The student needs substantial support during class, which is impacting the teacher's ability to work with other students.

Jeneille recommended referring the student to attendance court. Gabe Baker is on this court, and advised the Board that it is a problem solving court in which the student will receive tutoring and other resources to help her. She would have a team monitoring her progress, and would be required to participate in the process.

The student's parents expressed support for the referral to attendance court to help their daughter receive the services she needs to succeed in school.

Gabe Baker moved to file the petition with the court, Jessica Bearman seconded the motion, passed by unanimous vote.

#### 7.3 Receive Results of State Safety Inspection

Jeneille Branen gave a summary of PPCS's recent safety inspection. There is work that needs to be done, but Jeneille has been able to address some of the issues raised in the inspection already. The report will be a good resource for the new facility.

Amy Ball suggested we create a committee to address issues raised in the safety inspection. Gabe Baker expressed interest in serving as the Board representative on this committee. Jeneille will invite staff to serve on the committee, and will send out a request to students and families as well. The Development committee will look into fundraising for specific safety needs.

#### 7.4 First reading of Policies 8100-8195 Transportation

The Board discussed the transportation policies.

The Board recognized that we cannot remove the safety busing policy, but raised questions about how we can enforce it.

For policy 8160, the Board concluded that even though there is currently only one provider of busing, we still need to solicit bids every 5 years. Debbie Berkana will look into whether there is a dollar limit under which we do not have to solicit bids.

**For policy 8120, the Board discussed what to do when parents are habitually late to pick up their children. Amy will review the policy and propose some revisions.**

**For policy 8105, the Board discussed staff using personal vehicles to transport students to after-school activities.**

**The Board will review the policies and make suggestions prior to the next Board meeting.**

#### 7.5 Director Midterm Review Procedures

**Amy Ball discussed the Director midterm review process. Amy sent a survey to staff, and will send one to the office staff tomorrow. Trish Gardner will send a survey to families. Once all surveys have closed, Amy will send the results and evaluation rubric to the Board. Board members were encouraged to fill out their rubrics before the next board meeting. Jeneille was asked whether she would conduct a self-evaluation and she indicated that she would. The Board also discussed ways to revise the survey and evaluation process to get more participation from families.**

#### 8. Workshops (30 minutes)

**The Board discussed upcoming tasks. Amy Ball will take the lead on updating policies. She and Jessica Long will meet to develop procedures for maintaining and storing policies. Zac Crist will prepare a 5 year budget. The Facilities Committee will present recommendations on the portables. The Landscape Committee will put together a budget for landscaping.**

**Meeting adjourned at 7:52 p.m.**

#### **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