

COLLABORATION CARING INTEGRITY

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Palouse Prairie Educational Organization

Doing business as
Palouse Prairie Charter School
Business Meeting

Pursuant to the recent proclamation by Governor Little in response to the COVID-19 pandemic, PPCS will hold its April 27, 2020 Business Meeting virtually. The public is welcome and encouraged to attend. The public may access the meeting using Zoom, which enables video, document sharing, and more. To join the meeting, you can log-in with your computer, call in with your phone, or both. Contact Jessica at jessica@palouseprairieschool.org with questions. Please send any Public Comments to aball@palouseprairieschool.org by 4pm on 4/13/20 for inclusion in this meeting.

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Meeting ID: 272 898 5259

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April 27, 2020

Location: Virtual

Time: 6:00pm

Meeting called to order at: 6:05 p.m.

Attending: Amy Ball, Jessica Bearman, Zac Crist, Juan Albaitero, Gabe Baker, Mike Connell, Jessica Long, Jeneille Branen, Debbie Berkana

Absent: None

Public: Rebekka Boysen-Taylor

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

Amy Ball requested that item 7.3 be removed from the agenda. With this change, Mike Connell moved to approve the agenda, Zac Crist seconded the motion, passed by unanimous vote.

3. Presentations & Reports

3.1 Director's Report

Jeneille Branen presented her director's report.

-The Governor has issued guidelines for reopening. PPCS and the Moscow public schools will remain closed through the end of this school year.

-They are looking into graduation options for the 8th graders.

-The state is not requiring the IRI assessment for K-3 students.

-They sent out a survey to families and received 102 responses. The main challenge identified is students struggling to complete their school work. The second challenge identified is technology issues. Families are generally doing well and are impressed with the work being provided.

-The blood drive is happening on April 30th from 9:30 to 3:00.

-Jen Elliott has stepped away as lead on the playground project, and Mark Solomon is unable to work on the project at this time. Jeneille is reaching out to people that might be able to help, and Gabe Baker is taking the lead on the project. They are still working with the company in Portland. Juan Albaitero and Zac Crist offered to help with the project. Jessica Bearman will look into grants.

4. Announcements

None.

5. Approval of Minutes

5.1 Approval of minutes from 4/13/20 Board Meeting

It was noted that Mike Connell attended the 4/13/2020 board meeting but his attendance was not recorded. With this correction, Jessica Bearman moved to approve the minutes, Zac Crist seconded the motion, passed by unanimous vote.

5.2 Approval of Minutes from 3/23/20 Board Meeting

Juan Albaitero moved to approve the minutes, Jessica Bearman 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.~~

At this point in the agenda the Board will acknowledge receipt of any public comment submitted for inclusion in this meeting. The Board Chair will state the name of the person submitting the comment and share a short summary of the topic. All comments will be shared with the Board in advance and summarized in the meeting minutes.

None.

7. Action Items

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.

7.1 A Approve March Financial Statements

7.1B Approve Policies and Procedures: 7218,7235,7235P, 7236,7237, 7320, 7320P1,7320P2, 7400, 7400P1, 7400P2,7400P3,7400P4, 7430, 7450, 7450P1,

and 7450P2

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

7.2 Discuss Impact of COVID-19 Budget Holdback for FY 20 and Expected Reductions for FY21.

Jeneille and Debbie discussed the budget holdback for this fiscal year and the anticipated budget cuts for the next fiscal year. They initially thought it would be a 1% holdback for this year and a 5% cut for next year, but it might be more based on the specific categories of funding that are being cut. Debbie has a meeting with the SBOE next Wednesday and hopes to have more information by our next board meeting. Debbie went through our budget and reduced costs where she could, but 80% of our costs are for personnel.

The board discussed it's prior recommendation to pay staff 100% of their salary regardless of the number of actual hours worked each week. The board considered paying a % of the salary (70% was considered) or only paying for actual hours worked. This would result in some savings. The board expressed it's confidence in Jeneille to look at our staffing needs and make the best decisions possible in light of our budgetary constraints.

Zac Crist moved to support and direct Jeneille and Debbie to make the necessary budget cuts to match the loss in revenue for the remainder of this academic year, including trimming classified staff and reducing wages as necessary, Gabe Baker seconded the motion, passed by unanimous vote.

7.3 Five Year Budget Projections

N/A - removed from agenda

7.4 Budget Priorities for FY21

Debbie gave an overview about the reduction in funding for fiscal year 2021. She anticipates at a minimum we will have a \$70,000 reduction in state funding, but it could be more depending on how the state allocates reductions.

The board discussed budget priorities for fiscal year 2021. Zac is looking into refinancing the loan with P1FCU to reduce our interest rate. The board will prioritize salaries for our director and staff and will not support any salary cuts if at all possible. The board also discussed the need to support our most at-risk kids, particularly with the loss of our special education teacher and our behavioral

specialist. The board considered budget priorities identified by staff, including a playground, a VP for Jeneille, a special education teacher, equitable planning time, math and reading support, and electives for middle school students.

The board emphasized that we need to continue funding what makes PPCS unique. This includes our adventure program and our expeditions.. We also need to ensure that our budget reductions do not impact the success of our students.

Debbie and Jeneille are still waiting for more information from the state, but they will begin drafting the budget and will try to have it ready for the May 18th board meeting. Zac will send out a rough draft of the 5-year rolling budget.

7.5 First Reading of Financial Policies and Procedures

The board conducted a first reading of policies 7110, 7210, 7215, 7225, 7235PF1, 7235PF2, 7270, 7405, 7405P, 7407, 7408, 7409, 7410, 7420, 7440, and 7455. Debbie had previously reviewed, made minor edits and addressed questions raised by board members. The board discussed policy 7409 regarding borrowing money for real estate purchases and its requirement for voter approval to become indebted. The board questioned what voter approval means. Debbie explained that the state is working on revising the policies to make them work with charter schools. She believes this is one provision they missed, but she will try to get more clarification.

7.6 Approve Contract for Kindergarten Teacher with Salary Based on Pay Scale to be Approved for 20/21

The board discussed the contract for the new kindergarten teacher, Lizzie Bromley, with her salary to be based on the pay scale to be approved for the 20/21 academic year. Juan Albaitero moved to approve the contract, Jessica Bearman seconded the motion, passed by unanimous vote.

7.7 Approve Grading Plan

The board discussed the proposed grading plan and the recommendation to move to pass/no pass grading for middle school students. The board recommended removing the first sentence of the plan regarding teachers continuing to grade. With this edit, Mike Connell moved to approve the grading plan, Jessica Bearman seconded the motion, passed by unanimous vote.

7.8 Approve Director Review Rubric and Process

The board discussed the revised director review rubric. Jeneille expressed her approval of the rubric, but had some concerns about the mentorship category and the fact that it tends to include both a superintendent role and a director role. Board members also noted that the rubric is nearly twice as long as the original rubric. Amy and Jeneille offered to make minor revisions to the rubric to address the concerns raised.

Zac Crist moved to approve the rubric, with the understanding that a subcommittee will make minor revisions to the mentorship section, Gabe Baker seconded the motion, passed with one abstention.

The board then discussed the director review process. We will use the parent engagement survey conducted by the state. We will use our own survey for teachers and staff because it asks more specific and in-depth questions than the one from the state. Amy will send out the teacher and staff surveys in mid-May. Jeneille will share the results from the parent survey. Jeneille has the option of doing a self-evaluation as well, and was encouraged to forward any documents that might assist in the evaluation process.

7.9 Board Elections Update

Amy Ball shared an update on the upcoming board elections. One candidate has sent in a bio – Lauren Crawford. Two people have expressed interest – Ryan Lincoln and Jeff Moniker. Amy will reach out to them and see if they are still interested in serving. With those 3, there would still be one vacant seat; board members were encouraged to think about other potential candidates. Jessica Bearman will help create a survey monkey voting tool. She will work with the office staff to get the emails of all families eligible to vote.

7.10 Set Date for May Special Meeting

The board supported the idea of holding a special meeting in May and set the date as May 18th.

7.11 Review Board Tasks for May

Jessica Long and Amy Ball will work on the upcoming board elections and the director review process. Zac Crist will work with Debbie on the budget and a 5-year rolling budget. The Landscape committee will finalize the design and budget for the playground and an installation plan for summer.

Meeting adjourned at 8:11 p.m.

2019-2020 Board of Directors

Jessica Long, term expires 2020

Amy Ball, term expires 2021

Zac Crist, term expires 2021

Jessica Bearman, term expires 2021

Gabe Baker, term expires 2021

Juan Albaitero, term expires 2022

Mike Connell, term expires 2022