



Pine Lake Preparatory Board Meeting

Open Session Minutes: August 23, 2017 at 6:30 PM

Attendees: Kurt Woolley, Sarah Phillips, Aaron Petrosky, Sara Thomas, Pamela Frost-Shirley, Jeremy Shook, Bill Aull, Mark Foley, Marianne Umphlett

	Agenda Item	Purpose	Who	<u>Materials</u>	Time
I	Open Session	Open Bridge Line Call to Order Take attendance Conflict of interest reminder*	Board Chair Secretary	N/A	6:30PM 5 mins
		<i>All present</i>			
II	Public Comment	Input to board	Public	N/A	6:35PM 10 mins
		<i>No public comment</i>			
III	Previous Minutes	<i>Approved June closed meeting minutes due to lack of quorum in last meeting. Abstentions: Sara Thomas, Aaron Petrosky</i>	Board Chair	Minutes from previous meeting	6:45PM 5 mins
		<i>Approved 7/26/17 Open & Closed Meeting Minutes Abstentions: Kurt Woolley, Mark Foley</i>			
		<i>Approved 8/4/17 Open & Closed Special Meeting Minutes Abstentions: Marianne</i>			



		<i>Umphlett</i>			
IV	Finances	Review monthly financials	CFO Finance Committee	Dashboard & Detail	6:50PM 10 mins
		<p><i>Approved June 2017 forecast of approximately \$490K surplus as the budget for 2016-2017</i></p> <p><i>Approved restricting \$162K (\$108K for athletic restrooms construction, \$32K for facility upgrades and \$22K for PTO/Bus Donations) of the appropriated fund balance from 2016-2017 for use in the 2017-2018 fiscal year.</i></p>			
		Fundraising update			
		<p><i>Fundraising Plan presented by Andrew. Next steps develop case studies. All feedback should be directed to Aaron P. Committee Chair</i></p>			
V	Executive Director Report	Share progress on execution of strategic goals	Executive Director	See dropbox for all docs	7:00PM 25 mins
		Enrollment planned vs actual		See dropbox for doc	



		Operations update		See dropbox for doc						
VI	Board Changes	<i>Approved committee goals for 2017-2018</i>	All committee chairs	See drop box for all goals in summary	7:25PM 20 mins					
		<i>All committee chairs were asked to set regular meetings and report on progress via email.</i>								
		<i>All committees with non-board members need to get non-disclosure agreements signed prior to next meeting and send to Secretary</i>								
VII	Executive Session**	To consider the qualifications... Approve Exec Session Minutes	Board Chair	See "for approval" folder	7:45PM 15 mins					
VIII	Resume Open Session	Motion to Seal Minutes of Closed Session *** and vote as needed	Board Chair	N/A	8:20PM 5min					
		<p><i>Approved:</i></p> <table border="1"> <tr> <td>1. <i>Jill Hoffman - 8th grade Science teacher</i></td> </tr> <tr> <td>2. <i>Deanna Godshall - FT EC teacher lower school</i></td> </tr> <tr> <td>3. <i>Shane Steward - FT EC teacher lower school</i></td> </tr> <tr> <td>4. <i>David Settle - Bus driver</i></td> </tr> <tr> <td>5. <i>Leah Morgan - Classroom Technology</i></td> </tr> </table>	1. <i>Jill Hoffman - 8th grade Science teacher</i>	2. <i>Deanna Godshall - FT EC teacher lower school</i>	3. <i>Shane Steward - FT EC teacher lower school</i>	4. <i>David Settle - Bus driver</i>	5. <i>Leah Morgan - Classroom Technology</i>		See dropbox for reference materials	
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		<i>Specialist & Varsity Golf Coach</i>			
VIII	Housekeeping	<i>Next meeting Sept 27, 2017</i>	Secretary	N/A	8:30PM 5mins
		<i>Board photos</i>			
IX	Adjourn	Close Meeting	Board Chair	N/A	8:35PM

*Conflict of Interest Reminder per NCGS 138A-15(e)

*In accordance with the State Government Ethics Act, 138A-15(e), it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

**Executive Session per 143-318.11(a)(6)

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

***Motion to seal per section 143-318.10(e)

I move that the minutes of the closed session held on (date) be withheld from public inspection in order to protect and preserve the purpose of such closed session, pursuant to section 143-318.10(e) of the Open Meetings law.