

Pine Lake Preparatory Board of Directors Open Meeting Minutes

May 21, 2016

PLP BoD Present: Tara Bain, Scott Broermann, Nancy Kuechler, Aaron Petrosky, Brian Hochman, Kurt Woolley, Bill Farnsworth

PLP BoD Absent: Angela Young

PLP Administration Present: Chris Terrill, Ginger Lusty, Shelly Sims, Andrew Mocerri, Chris Scholl, Kristen Sutek

Location: Discovery Place Education Studio, 300 N Poplar St, Charlotte, NC 28202

I. Call to order by Chair, Tara Bain (8:43AM)

II. Conflict of Interest Reminder per NCGS 138A-15(e) (8:43AM)

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.

Chair asks if any member has a conflict with any issues before the board this evening.

- *No conflicts noted.*

III. Public Comment (8:44AM)

- a. Ms. Phillips – provided comments re the proposed parking policy and also expressed concerns re the general safety on the campus.

IV. Approval of Meeting Minutes (8:47AM)

- 4/27 Open Meeting Minutes & 4/27 Executive Session Minutes
 - Kurt Woolley made a motion to approve the open and executive-session minutes from 4/27/2016 as presented.
 - Motion Seconded by: Eric Stachowski
 - Motion approved unanimously (other than Aaron Petrosky)
 - Abstentions: Aaron Petrosky

V. Administrative Matters and Committee Updates (8:51AM)

- a. Technology Committee Update – Bill Farnsworth provided an update on the new technology hires and the process of new computer issuance.
- b. Academic Excellence Plan Update – Chris Terrill described the program to gather and review the information on academic progress and reporting over the next few months as results come in. The goal is to have a plan to address the findings at the beginning of the next school year.
- c. Finance Committee – Chris Terrill & Ginger Lusty provided a review of the monthly financials and dashboard. Ginger suggested that we close the two BB&T bank accounts to save operational headache.
 - i. Bill Farnsworth made a motion to close the two BB&T bank accounts
 - ii. Motion seconded by: Aaron Petrosky
 - iii. Motion approved unanimously
- d. Capital Improvement – Chris Terrill/Aaron Petrosky
 - i. STEM Building – Chris indicated that the timeline may be at risk and will be reevaluated in the next week and a half. Depending on that determination, the contractor will move to double-shifts to ensure completion.
 - ii. Commons Area – Chris Scholl described the conceptual plan for the common area space at the Athletic Complex. He expects to have a more refined plan over the next several weeks to get bids during June and hopefully implement by first of August.
- e. Policy Committee – Eric Stachowski
 - i. Eric led a discussion of the proposed Student Led Clubs Policy.
 - ii. Eric Stachowski made a motion to approve the Student Led Clubs policy
 - Motion seconded by Bill Farnsworth
 - Motion approved unanimously
 - iii. Eric led a discussion of the proposed Facilities Use Policy.
 - iv. Eric made a motion to approve the Community Use of Facilities policy, as amended.
 - Motion seconded by Nancy Kuechler
 - Motion approved unanimously
 - v. Eric led a discussion of the Student Parking on Campus policy
 - vi. Eric made a motion to approve the Student Parking on Campus policy, as amended and to give permission to the policy committee to finalize.

- Motion seconded by Bill Farnsworth
 - Motion approved unanimously
- f. Officer Elections – Tara Bain led the officer elections
- i. Board Chair
 - Bill Farnsworth explained his rationale for election
 - Kurt Woolley explained his rationale for election
 - Kurt Woolley was elected as the Board Chair
 - ii. Tara explained the proposed the following slate for the remaining officers:
 - Vice Chair – Sarah Phillips
 - Treasurer – Aaron Petrosky
 - Secretary – Nancy Kuechler
 - iii. Scott Broermann proposed the preceding slate for new board officers.
 - Motion seconded by Eric Stachowski
 - Motion approved unanimously
- g. Review proposed new seal – Kristen Sutek described the story behind the proposed new seal and asked for feedback from the board.

VI. Head of School Reports (10:52AM)

- a. Chris presented photos to the outgoing board members to reflect the projects they have been involved in during their tenure.

VII. Executive Session (10:56AM)

- a. Motion to move into Executive Session by Scott Broermann.
- b. § 143-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- c. § 143-318.11(a)(6) To consider the qualification, 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.
 - i. *Motion seconded by Eric Stachowski.*
 - ii. *Motion approved unanimously.*

VIII. Resume Open Session and Motion to Seal Minutes of Closed Session (11:56AM)

- Kurt Woolley moved that the minutes of the closed session held on May 21, 2016 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.
- i. *Motion seconded by Nancy Kuechler.*
 - ii. *Motion approved unanimously.*

IX. Vote as needed based on items in Executive Session (11:57AM)

- a. Kurt Woolley made a motion to approve the following new hires:
 - i. Jessica Biondo – 7th Grade English/language arts teacher
 - ii. Shannon Wilson – 6th Grade English/language arts teacher
 - iii. Helen Borbor – PT Spanish Associate Teacher
 - iv. Katrina Kerr – PT Associate Teacher
 - v. Dave Crowe – 3rd Grade Teacher
 - vi. Bethany Hanlon – US Social Studies teacher
 - vii. Timothy Hoffman – Upper School Principal
 - viii. *Motion seconded by Scott Broermann.*
 - ix. *Motion approved unanimously.*
- b. Bill Farnsworth made a motion to approve the compensation plan, as discussed.
 - i. *Motion seconded by Nancy Kuechler.*
 - ii. *Motion approved unanimously*

X. Canvas School Software Overview (12:01PM) – Will Estes provided an overview of the new Canvas software platform.

XI. Policy Committee (12:30PM) – Eric Stachowski provided an overview of the policy committee.

XII. Financial Training (12:55PM) – Ginger Lusty provided a board-level financial training.

XIII. Capital Improvement Overview (2:05) – Aaron Petrosky provided an overview of recent progress and status of the Capital Improvement plan.

Brian Hochman departed at 2:34PM

- XIV. Technology Overview (2:35PM) – Bill Farnsworth, Brant, Becky provided an overview of the status and plan for the upcoming Technology Committee.
- XV. Mechanics of a Board Meeting/Legal Training Overview/Grievance (2:55PM) – Tara Bain provided an overview of the mechanics of a board meeting and the associated legal requirements associated with NC open meetings law, as well as the grievance review process.
- XVI. Discovery Education TRAIL (3:35PM) – Lori Reuter provided an overview of the Discovery Education TRAIL program that has been implemented at the US.
- XVII. Strategic Plan (4:18PM) – Scott Broermann provided an overview on the Strategic Plan.
- XVIII. Head of School Evaluation (4:38PM) – Bill Farnsworth provided an overview of the Head of School Evaluation.
- XIX. Dropbox (4:51PM) – Kurt Woolley provided an overview of the Dropbox tool

- XX. Scott Broermann made a motion to adjourn the meeting. (5:05PM)
 - i. *Motion seconded by Aaron Petrosky.*
 - ii. *Motion approved unanimously.*

- XXI. Adjournment (5:05PM)

- XXII. FYI: Upcoming Events
 - a. PLP Board Meetings (*location is Upper School unless otherwise noted*):
 - i. Next Meeting – Wednesday, June 22 at 6:30 pm

Respectfully submitted,

Kurt Woolley

Secretary, Pine Lake Preparatory Board of Directors