

# Pine Lake Preparatory Board of Directors Open Meeting Minutes

## January 28, 2015

**PLP BoD Present:** Tara Bain, Scott Broermann, Aaron Petrosky, Bill Farnsworth (phone), John Allemeier, Brian Hochman, Rick Pacious, Kristi Thomas, Kurt Woolley,

**PLP BoD Absent:** None

**PLP Administration Present:** Chris Terrill, Chris Scholl, Ginger Lusty, Kristen Sutek

**Location:** Upper School Seminar Room

### I. Call to Order (6:30 p.m.)

Meeting called to order by Chair.

### II. Conflict of Interest Reminder per NCGS 138A-15(e) (6:30 p.m.)

Chair reads Conflict of Interest Reminder per N.C. "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.

- *Woolley may have a conflict with a closed-session topic. When discussing, if there is a conflict, he will recuse himself from any votes. No other conflicts noted.*

### III. Public Comment (6:31 p.m.)

- *None noted.*

### IV. STEM Presentation (6:31 p.m.)

- *None noted.*

### V. Board Training (6:44 p.m.)

- a. Discussion of lack of privacy of Pine Lake Preparatory email (due to public-records laws) and that notice at the bottom of all emails may be changed.

### VI. Approval of Meeting Minutes (6:46 p.m.)

- *Allemeier makes a motion to approve open-session and executive-session minutes from 12/17/2014 as presented.*
  - *Motion seconded by Broermann.*
  - *Motion approved unanimously (Woolley abstained)*

### VII. Administrative Matters and Committee Updates

#### a. Finance Report – Chris Terrill / Ginger Lusty (6:48 p.m.)

- Reviewed November and December financials.
- Rebekah Barr, auditor, discussed her report.

#### b. Secretary Report – Bill Farnsworth (6:58 p.m.)

- Mid Year Attendance Report was reviewed.
- 2015-16 BoD Meeting Calendar was discussed.
  - *Allemeier makes a motion to accept the calendar as presented.*
    - *Motion seconded by Petrosky.*
    - *Motion approved unanimously*
- Declassification of July-Sept 2014 minutes will be discussed during closed session.

**c. PTO Discussion – Kurt Woolley (7:03 p.m.)**

- Information for the board about plans and role of the PTO organization.

**d. Policy Committee – John Allemeier (7:08 p.m.)**

- Updated attendance, background check, hiring, job description and employment-at-will policies were discussed for vote.
  - *Allemeier makes a motion to approve the attendance, job description and background check policies as presented.*
    - *Motion seconded by Hochman.*
    - *Motion approved unanimously*
  - *Allemeier makes a motion to replace the current employment policy with the proposed hiring policy as presented.*
    - *Motion seconded by Pacious.*
    - *Motion approved unanimously*
- Updated disciplinary action, tardiness and absence, transfer and promotion, employment-at-will, and termination policies were posted for review by the board.
- Discussion about enforcement of the drug-free campus policy, and about having a policy about testing staff, volunteers and students. Allemeier will research and bring information back to the February board meeting.

**e. Board Retreat – Tara Bain (7:23 p.m.)**

- Board retreat will likely be 10:00-4:00 on 5/2 at the Discovery Place STEM Center.

**f. Board Nominating Committee – Bill Farnsworth (7:27 p.m.)**

- Discussion of announcement for board elections.
  - *Farnsworth makes a motion to approve the press release announcement as posted with language to be added regarding admission of board members.*
    - *Motion seconded by Petrosky.*
    - *Motion approved unanimously*

**VIII. Head of School Report – Chris Terrill (7:35 p.m.)**

- Chris Scholl reviewed progress on testing for upper-school students.
- Reviewed progress on the technology initiative.

**IX. Action Items – Board and Leadership Team (7:51 p.m.)**

- Farnsworth to update board-application documents for posting on the website.
- Sutek to send out press release.
- Broermann to assume board nominating process and set up Dropbox folder for board-appointed positions.

**X. Executive Session (7:55 p.m.)**

§ 143-318.11(a)(2) To prevent the premature disclosure of an honorary degree, scholarship, Prize, or similar award.

§ 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.

§ 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.

- *Allemeier makes a motion to enter executive session.*
  - *Motion seconded by Woolley.*

- *Motion approved by unanimous vote.*

**XI. Resume Open Session and Motion to Seal Minutes of Closed Session (10:21 p.m.)**

- *Woolley makes a motion that the minutes of the closed session held on 1/28/2015 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.*
  - *Motion seconded by Hochman.*
  - *Motion approved by unanimous vote.*

**XII. Vote as needed based on items in Executive Session (10:22 p.m.)**

- *Farnsworth makes a motion to approve the adjustment of the budget to include \$63,000 for the technology contract approved by the board on December 8, 2014.*
  - *Motion seconded by Allemeier*
  - *Motion approved by unanimous vote.*
- *Broermann makes a motion to terminate EC teacher Ms.Kimbrough effective December 31, 2014.*
  - *Motion seconded by Broermann.*
  - *Motion approved by unanimous vote.*
- *Farnsworth makes a motion to approve the publishing of minutes from executive sessions from July, August and September, 2014, as presented.*
  - *Motion seconded by Allemeier.*
  - *Motion approved by unanimous vote.*
- *Allemeier makes a motion to proceed with the financing proposal as presented by the Finance Committee.*
  - *Motion seconded by Hochman.*
  - *Motion approved by unanimous vote.*
- *Bain makes a motion to authorize Chris Terrill to enter into discussions for land development.*
  - *Motion seconded by Hochman.*
  - *Motion approved by unanimous vote.*

**XIII. Adjournment (10:27 p.m.)**

- *Allemeier makes a motion to adjourn.*
  - *Motion seconded by Hochman.*
  - *Motion approved by unanimous vote.*

Respectfully submitted,  
Bill Farnsworth  
Secretary, Pine Lake Preparatory Board of Directors