

Pine Lake Preparatory Board of Directors Open Meeting Minutes October 22, 2014

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

PLP BoD Absent: Rick Pacious

PLP Administration Present: Chris Terrill, Ginger Lusty, Gloria Miller, Andrew Mocerri, Chris Scholl

Location: Upper School Seminar Room

I. Call to Order (6:01p.m.)

➤ *Meeting called to order by Chair.*

II. Conflict of Interest Reminder per NCGS 138A-15(e) (6:32 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 morning.

➤ *None noted.*

Brian Hochman joins by phone at 6:03 p.m., conflict statement read again.

➤ *None noted.*

III. Board training

a. Financial Training – Ginger Lusty (6:03 p.m.)

Ginger presented an overview of financial processes, including information on generally accepted standards for charter schools, funding sources, allotments, expenses, student accounting and attendance, reporting requirements, Software used and an overview of Acadia Northstar, our financial and student information management outsourcing service.

b. Review Brian Carpenter article – Tara Bain (6:27 p.m.)

Tara shared article titled "Why Most Boards are Ineffective," written by Brian Carpenter. Emphasis placed on training and self-assessment. Tara suggested Board plan an offsite meeting for June/July to review charter and assess performance. Tara will send Board members a self-assessment form in Nov/Dec for completion.

IV. PLP Quartet Performance (6:37 p.m.)

Matthew Primm and members of the Tri M Musical Honor Society performed the Game of Thrones theme song.

V. Public Comment (6:42 p.m.)

- *None noted.*

VI. Approval of Meeting Minutes (6:42 p.m.)

- a. Open and Executive session; 8/27/2014 and 9/24/2014, Open session; 10/1/2014
- *Farnsworth makes a motion to approve minutes from Open Session 8/27/14 and a motion to approve minutes from Executive Session 8/27/14. Motions seconded by Allemeier. Both motions approved unanimously.*
- *Farnsworth makes a motion to approve minutes from Open Session 9/24/14 with edits to membership for the Strategic Planning Committee, reflecting Scott Broermann as Chair and Tara Bain as a member, as well as edits to the Policy Committee. Motion seconded by Broermann. Motion approved unanimously.*
- *Farnsworth makes a motion to approve minutes from Executive Session 9/24/14 as published. Motion seconded by Broermann. Motion approved unanimously.*
- *Farnsworth makes a motion to approve minutes from Open Session 10/01/14. Motion seconded by Allemeier. Motion approved unanimously.*

VII. Administrative Matters and Committee Updates

a. Finance Report – Chris Terrill / Ginger Lusty (6:46 p.m.)

Ginger reviewed detailed, summary and comparison reports. Noted that she and A. Petrosky working together to create easier to read Dashboard report and plans to change to quarterly comparisons rather than monthly.

b. Capital Improvement – Brian Hochman / Chris Terrill (7:01 p.m.)

Capital Improvement committee met in closed session on 9/24/14. Chris Terrill discussed article reported by NBC linking blood cancers to artificial turf. Company that installed turf has provided a list of studies. Davidson College has expressed interest in partnering with PLP and utilizing students to assist with field study. Coaches, PE teachers and students are using precautions to minimize exposure.

c. Technology Committee – Chris Terrill/Nicki Clontz (7:05 p.m.)

Committee met to examine the infrastructure. And compared status six months ago versus today. They also reviewed student device options and provided feedback. The committee meets again 10/30/14 and 11/13/14. Focus will be on developing 5 Year Plan.

Chris Terrill demonstrated LobbyGuard Security System, currently being tested at Lower School. If successful, will roll out across campus, and all visitors will be required to wear name tags/badges. PLP Staff have been issued employee badges.

d. Kaleidoscope Foundation – Kristi Thomas (7:12 p.m.)

Kristi Thomas reminded Board members that the Annual Fund Drive ends 10/31/14. Preliminary reports on the drive are positive. The next KF event is the second annual NovemberFest on 11/15/14.

Discussion around KF Board Meeting minutes. Minutes not published due to confidentiality and best practices of foundations. Tara Bain requested that board members involved with the KF share relevant information during closed sessions. Kristi Thomas stressed that the KF does publish annual reports for disclosure and recommended that members review published reports.

e. Secretary Report – Bill Farnsworth (7:15 p.m.)

➤ *Declassification of April – June 2014 Minutes will be discussed at November meeting.*

f. Nominating Committee – Bill Farnsworth

➤ *2015 Elections plan review and vote will be discussed in November.*

g. Policy Committee – John Allemeier (7:17 p.m.)

Proposed changes to Uniform Policy, Conflict of Interest Policy, and Fiscal Management Policy will be posted to web site for review. Discussion and vote will take place at November meeting.

➤ *Discussion of changes to By Laws tabled for future discussion.*

Brian Hochman departed meeting at 8:05 p.m.

h. Strategic Plan Update – Scott Broermann (8:05 p.m.)

Discussion of plan format. Board consensus that format was clear and easy to read. Next meeting of Strategic Plan Committee will be held November 3 to put complete plan in new format for presentation at following Board meeting.

i. Branding Committee – Kristen Sutek (8:12 p.m.)

Discussion of diluted brand, including eight different logos. Kristin pointed out that PLP brand is not easily recognizable and needs to be refined. Board requested proposals to include refinement of current brand and value of rebranding for review at November Board meeting.

VIII. Head of School Report – Chris Terrill (8:22 p.m.)

Reports available for review prior to meeting. No questions or concerns.

IX. Action Items – Board and Leadership Team (8:23 p.m.)

X. Executive Session (6:35 p.m.)

§ 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 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 closed session. Motion seconded by Woolley. Motion approved by unanimous vote.*

XI. Resume Open Session and Motion to Seal Minutes of Closed Session (10:58 p.m.)

➤ *Farnsworth makes a motion to resume open session and seal minutes. Motion seconded by Pacious. Motion approved by unanimous vote.*

➤ *Farnsworth makes a motion to create a custodian position, recouping costs from a reduction in cost for the current cleaning contract. Motion seconded by Broermann. Motion approved by unanimous vote (Hochman abstains).*

➤ *Farnsworth makes a motion to form a subcommittee of chair, vice chair and treasurer to approve the hiring of a candidate before the next board meeting. Motion seconded by Broermann. Motion approved by unanimous vote (Hochman abstains).*

➤ *Farnsworth makes a motion to contract with Edcipher to provide technology services outlined in their proposal for 60 days at a cost not to exceed \$13,000. Motion seconded by Woolley. Motion approved by Broermann, Petrosky, Farnsworth, Hochman and Woolley. Bain abstains.*

➤ *Farnsworth makes a motion to approve the Colonial Life policy for supplemental employee benefits. Motion seconded by Pacious. Motion approved by unanimous vote.*

XII. Adjournment (11:02 p.m.)

➤ *Allemeier makes a motion to adjourn. Motion seconded by Farnsworth. Motion approved by unanimous vote.*

Respectfully submitted,

Bill Farnsworth

Pine Lake Preparatory Board Member