

Pine Lake Preparatory Board of Directors Open Meeting Minutes

February 25, 2015

PLP BoD Present: Tara Bain, Scott Broermann, Aaron Petrosky, Bill Farnsworth, John Allemeier, Brian Hochman (phone until 6:03 p.m.), Kristi Thomas, Kurt Woolley,

PLP BoD Absent: Rick Pacious

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

Location: Upper School Seminar Room

I. Call to Order (5:36 p.m.)

Meeting called to order by Chair.

II. Conflict of Interest Reminder per NCGS 138A-15(e) (5:37 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.

- *No conflicts noted.*

III. Executive Session (5:38 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.

§ 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 Broermann.*
 - *Motion approved by unanimous vote.*

IV. Resume Open Session and Motion to Seal Minutes of Closed Session (6:30 p.m.)

- *Allemeier makes a motion that the minutes of the closed session held on 2/25/2015 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 Broermann.*
 - *Motion approved by unanimous vote.*

V. Public Comment (6:31 p.m.)

- *None noted.*
- *Chair recognizes the effort of the teachers and staff required over the past few days to recover from the leak in the Upper School.*

VI. Approval of Meeting Minutes (6:31 p.m.)

- *Approval of minutes from January meeting will be presented for approval at the March meeting.*

VII. Administrative Matters and Committee Updates

a. Finance Report – Aaron Petrosky / Ginger Lusty (6:32 p.m.)

- Financial information will be reviewed next month due to delays in pulling together information given the current transaction(s) pending and completed.
 - *Allemeier makes a motion to approve the job description and position of financial assistant as presented.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote.*
 - *Allemeier makes a motion that the Corporation declares its official intent to acquire, construct, renovate, improve or equip the Project; to reimburse certain costs of acquiring, constructing, renovating, improving, or equipping the Project with proceeds of debt to be incurred by the Corporation; and to issue debt not exceeding \$30,000,000 in aggregate principal amount for purposes of financing, refinancing or reimbursing costs of the Project..*
 - *Motion seconded by Petrosky.*
 - *Motion approved by unanimous vote.*

b. VIF Program Presentation – Chris Terrill (6:40 p.m.)

- Information for the board about a program to more fully incorporate Spanish into the daily curriculum.

c. Policy Committee – John Allemeier (7:14 p.m.)

- Updated Employee Disciplinary Action Policy, Employee Tardiness and Absence Policy, Employee Transfer and Promotion Policy, Employment At Will Policy and Employment Termination Policy were posted for review by the board and were discussed for vote.
 - *Allemeier makes a motion to approve the Employee Disciplinary Action, Employee Tardiness and Absence, Employee Transfer and Promotion, Employment At Will and Employment Termination policies as presented.*
 - *Motion seconded by Farnsworth.*
 - *Motion approved by unanimous vote.*
 - *Allemeier makes a motion to amend the Paid Time Off/Personal Leave Policy to conform to state guidelines regarding the waiting period before short-term disability benefits commence.*
 - *Motion seconded by Thomas.*
 - *Motion approved by unanimous vote.*
 - *Allemeier makes a motion to make changes to the Fiscal Policy to reflect the title “controller” be changed to “Chief Financial Officer.”*
 - *Motion seconded by Woolley.*
 - *Motion approved by unanimous vote.*
- Updated Random Drug Testing information and Information and Reorganization of PLP Policy are posted for review by the board.
- Discussion about proposed Employee Endorsement Policy.

d. Capital Improvement Committee – Aaron Petrosky / Chris Terrill (7:36 p.m.)

- Land Purchase was completed on 2/19/15.
 - *Petrosky makes a motion to enter into a contract with GL Wilson as the general contractor for development of the athletic complex.*
 - *Motion seconded by Hochman.*
 - *Motion approved by unanimous vote.*

- *Farnsworth makes a motion to authorize the capital improvement committee to approve the design documents required for permits and bids for the athletic complex.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote.*
- *Allemeier makes a motion to enter into a contract with GL Wilson as the general contractor for development of the STEM building, to include an auditorium.*
 - *Motion seconded by Petrosky.*
 - *Motion approved by unanimous vote.*
- e. Board Nominating Committee – Scott Broermann (8:02 p.m.)**
 - Board interviews were conducted this week and appointments will be announced.
 - *Allemeier makes a motion to name Farnsworth as the chair of the board nominating committee.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote, with Farnsworth abstaining.*
- f. Technology Committee – Bill Farnsworth (8:05 p.m.)**
 - Discussion of announcement for board elections.

VIII. Head of School Report – Chris Terrill (8:10 p.m.)

Head of School report has been posted for review.

IX. Action Items – Board and Leadership Team (8:10 p.m.)

- a.** Allemeier to research random drug-testing policy information.
- b.** Board to provide feedback on approach for Information and Reorganization of PLP
- c.** Allemeier to make changes to the Fiscal Policy and Paid Time Off/Personal Leave Policy, as approved.
- d.** Petrosky to send comments on January minutes to Farnsworth.

X. Adjournment (8:10 p.m.)

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

Respectfully submitted,

Bill Farnsworth

Secretary, Pine Lake Preparatory Board of Directors