

Pine Lake Preparatory Board of Directors Open Meeting Minutes

April 22, 2015

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

PLP BoD Absent: Brian Hochman

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

Location: Upper School Seminar Room

I. Call to Order (6:31 p.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 evening.

- *Allemeier indicates a potential conflict with a proposed policy and public comment.*

III. Public Comment (6:32 p.m.)

Susan Allemeier makes a public comment about requested school supplies and PLP covering the costs of these items.

IV. Approval of Meeting Minutes (6:35 p.m.)

Minutes from 2/22/2015 and 2/24/2015 could not be approved at the last meeting due to a lack of board members present who attended those meetings.

- *Allemeier makes a motion to approve open and executive-session minutes from 2/22/2015 board meetings as presented.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote with Farnsworth, Pacious and Wooley abstaining.*
- *Allemeier makes a motion to approve open and executive-session minutes from 2/24/2015 board meetings as presented.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote with Farnsworth, Pacious and Woolley abstaining.*
- *Allemeier makes a motion to approve open-session minutes from 3/25/2015 board meeting as presented.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote with Petrosky and Thomas abstaining.*

V. Administrative Matters and Committee Updates

a. Finance Report – Chris Terrill / Ginger Lusty (6:40 p.m.)

- Presentation of February and March financials
- Refinancing Update
- Preliminary Budget Review

b. Policy Committee – John Allemeier (7:03 p.m.)

- Discussion of policies to be reviewed or approved
 - o Grading Policy
 - o Administering Medications Policy
 - o Budget Approval Policy
 - o Field Trip Policy
 - o Student Safety Policy
 - o Transportation Policy
 - o Visitor Policy
 - o Conflict of Interest Policy - DPI changes
 - o Conflict of Interest Agreement - DPI changes
 - o Nepotism Policy - DPI changes
 - o Distribution of Religious Material Policy – to be refined to incorporate distribution of printed materials for discussion at May meeting.
 - o Drug Testing Policy – to be edited to incorporate changes as discussed and re-presented for discussion at May meeting.
 - *Allemeier makes a motion to approve the Administering Medications Policy, Budget Approval Policy, Field Trip Policy, Student Safety Policy, Transportation Policy, Visitor Policy, Conflict of Interest Policy and Nepotism Policy and the Conflict of Interest Agreement as presented, with editorial corrections as discussed.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote.*
 - *Allemeier makes a motion to approve the Grading Policy, as presented, to take effect in Fall 2015 term.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote.*

c. Capital Improvement Committee – Chris Terrill (7:59 p.m.)

- Construction update discussion.
- Discussion of necessity for competitive bidding process policy.

d. Branding Project – Kristen Sutek (8:10 p.m.)

- Discussion of proposed logos and process.

e. Board Nominating Committee – Bill Farnsworth (8:38 p.m.)

- Announcement of community-elected board members.

f. Technology Committee – Chris Terrill (8:40 p.m.)

- Update on Macbook and iPad purchase and deployment.

g. Board Retreat – Tara Bain (8:42 p.m.)

- Discussion of retreat scheduled for 5/2/15.

VI. Head of School Report – Chris Terrill (8:47 p.m.)

Head of School report has been posted for review.

VII. Action Items – Board and Leadership Team (8:48 p.m.)

- Farnsworth to coordinate with newly-elected board member for training and paperwork.
- Lusty to provide three-year program costs for Spanish and detail on general administration line item in budget
- Policy committee to work with third-party drug testing company to gather additional information and will post the drug-testing policy for review
- Pacious to draft competitive bidding process policy
- Farnsworth to review and post executive-session minutes from October to December 2014 meetings.

VIII. Executive Session (8:52 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.

- *Farnsworth makes a motion to enter executive session.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote.*

IX. Resume Open Session and Motion to Seal Minutes of Closed Session (9:36 p.m.)

- *Farnsworth makes a motion that the minutes of the closed session held on 4/22/2015 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.*

X. Vote as needed based on items in Executive Session (9:37 p.m.)

- *Farnsworth makes a motion to approve Katherine Kwiatkowski as the Upper School Administrative Associate.*
 - *Motion seconded by Broermann*
 - *Motion approved by unanimous vote.*
- *Farnsworth makes a motion to approve Rachel Thompson as an Upper School Exceptional Children Teacher.*
 - *Motion seconded by Pacious.*
 - *Motion approved by unanimous vote.*

XI. Discussion of Public Comment(s) Made (9:40 p.m.)

- Discussion of requests for parents to provide school supplies throughout the school year.

XII. Adjournment (9:52 p.m.)

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

Respectfully submitted,

Bill Farnsworth

Secretary, Pine Lake Preparatory Board of Directors