

Pine Lake Preparatory Board of Directors Open Meeting Minutes – August 27, 2014

PLP Board Member Present: Tara Bain, Scott Broermann, Bob D’Amelio, Kurt Woolley, Aaron Petrosky, Brian Hochman, John Allemeier, Kristi Thomas, Bill Farnsworth (phone)

PLP Board Members Absent: n/a

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

Location: Upper School Seminar Room and Teleconference

I. Call to Order (6:27 p.m.)

- *Meeting called to order by Chair.*

II. Conflict of Interest Reminder per NCGS 138A-15(e) (6:28 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.

- *D’Amelio recused himself from votes due to personal conflict.*
- *Farnsworth noted new position with Cisco, of which Meraki is a subsidiary.*

III. Executive Session (6:30 p.m.)

- *Broermann makes a motion to go into executive session to discuss 143-318.11(a),(3). Motion seconded by Allemeier. Motion approved by unanimous vote.*
- *Broermann makes a motion to go into executive session to discuss 143-318.11(a),(6). Motion seconded by Allemeier. Motion approved by unanimous vote.*

IV. Return to Open Session (7:49 p.m.)

- *Broermann makes a motion to resume open session. Motion seconded by Woolley. Motion approved by unanimous vote.*

V. Public Comment (7:50 p.m.)

- *No public comment*

VI. Approval of Meeting Minutes (7:50 p.m.)

- *Broermann makes a motion to approve minutes from open session 7/23/2014 and 8/6/2014 and executive session 7/23/2014 and 8/6/14. Motion seconded by Hochman. Motion approved by unanimous vote. Allemeier abstains due to absence from those meetings.*

VII. DPI Board Training – Tara, Kristi, Kurt, Aaron (7:51 p.m.)

Discussion of highlights from August 18th training. Highlights include information on:

- Charter school performance in relation to funding
- Board structuring and communication paths
- Appointment of community members
- Importance of the mission statement.
 - *Kristi suggests adding mission statement to agenda going forward.*

Discussion of DPI Performance Framework summary and board benchmarking opportunities.

VIII. Committees (8:04 p.m.)

a. Adopt committee descriptions, determine timing/mode for soliciting volunteers

- i. Committee descriptions – Discussion of need to clearly define tasks, action items, and desired outcomes for each committee description. Discussed need to split Policy and Grievance into two separate committees since the Grievance Committee must be chaired by Board Chair.
- ii. Timing/mode for solicitation – discussed targeting interested and identified community members as opposed to mass appeals.

b. Recommendations for committees, including from Meet & Greet

- i. Discussion about matching strengths to committee needs. Board members urged to contact potential participants directly.

IX. Administrative Matters/Committee Updates (8:23 p.m.)

a. Finance Report – Chris Terrill / Ginger Lusty

- i. Review finance reports
Review of June finance and summary reports and comparison with June 2013 report. Discussion of July 2014 report with inclusion of Projection to Actual comparison.
- ii. Request to modify budget
Ginger requests utilizing budget net surplus to increase 2015 budget in the areas of Teacher Salary, State Retirement Cost, Technology, General Administration and Facilities. Discussion of purpose of increases in Technology, General Administration and Facilities. Ginger also requests to move Robotics from Technology to Clubs.
 - *Allemeier makes a motion to approve the budget modifications as discussed. Motion is seconded by Broermann. Motion approved by unanimous vote.*

b. Capital Improvement – Brian Hochman / Chris Terrill

- i. Completion of turf, final figures
Chris reports that the field is complete with full day usage. Total cost is still being calculated with GL Wilson evaluating whether the installation of

cantilever should have been accounted for during due diligence. Kaleidoscope Foundation will assume half the cost for any amount over budget.

c. Board Retreat – Scott Broermann

- i. Determine timing and high level aspects of the retreat
Discussion of the need for one session to focus on strategic plan review. All agree on Wednesday, October 1, 6:30 p.m. at PLP campus.

d. Retention Data – Chris Terrill

- i. Student 2014-15 vs 2013-14
Chris reports that the retention rate last year was 95.4% and is still high at 94.4% this year, with the 9-12 grade retention rates improving from 87.7% last year to 91.5% this year. Exit data reveals no trends in reasons for students leaving.

e. Personnel – Chris Terrill

- i. Discuss requests for additional headcount.
Requests are made for addition of:
 - Part-time MS Guidance Counselor
 - Kaleidoscope Bookkeeper – Chris requests this position be added as a PLP employee for administrative purposes only. Salary will be paid from Kaleidoscope Foundation and monies from their endeavors.
 - *Allemeier makes a motion to approve the addition of headcount as discussed. Motion is seconded by Woolley. Motion approved by unanimous vote.*
- ii. New teacher training
 - Outcome of teacher training – Chris reports that the new teacher training program developed by Shelly Sims and Lori Reuter and conducted during Teacher In-Service Week was well received and meets the goals of NC DPI Beginning Teacher Support program. Two days of initial training will be followed up with one day of training each month.

X. School Leadership Reports / Updates (9:07 p.m.)

- a. **Lower School** – Highlighted state testing beginning next week and STEAM program initiatives, including addition of 5th grade band and strings, addition of 5th grade hands-on science, STEAM buddy partnering, and the first meeting of the competitive robotics program.
- b. **Middle School** – Highlighted STEM program. Forty-two students are enrolled with plans for growth. Also highlighted first week attendance of over 99%, the addition of new staff, including Dean of Students, and the publication of the first MS Bulletin.
- c. **Upper School** – Highlighted success of Senior Experience at Camp Harrison with 100% participation for the first time ever.
- d. **Technology** – Reports Technology Committee will meet to research equipment and develop proposals.

- e. **Head of Schools** – Chris reports that today enrollment reached 1,683 which was the goal for the 2014-15 school year.

XI. Executive Session (9:33 p.m.)

- *Broermann makes a motion to go into executive session to discuss 143-318.11(a)(1). Motion seconded by Petrosky. Motion approved by unanimous vote.*
- *Broermann makes a motion to go into executive session to discuss 143-318.11(a)(3). Motion seconded by Petrosky. Motion approved by unanimous vote.*
- *Broermann makes a motion to go into executive session to discuss 143-318.11(a)(5). Motion seconded by Petrosky. Motion approved by unanimous vote.*
- *Broermann makes a motion to go into executive session to discuss 143-318.11(a)(6). Motion seconded by Petrosky. Motion approved by unanimous vote.*

XII. Return to Open Session (10:45 p.m.)

- *Broermann makes a motion to resume open session and to seal the minutes of both closed sessions. Motion seconded by Allemeier. Motion approved by unanimous vote.*

XIII. Vote on Personnel Matters (10:45)

- *Broermann makes a motion to approve Ryan O’Leary as Part-time Nurse Assistant. Motion seconded by Petrosky. Motion approved by unanimous vote.*
- *Broermann makes a motion to approve Jamie Connotillo as Kaleidoscope Foundation Bookkeeper. Motion seconded by Allemeier. Motion approved by unanimous vote.*
- *Broermann makes a motion to move forward with personnel matter as discussed in closed session. Motion seconded by Woolley. Motion approved by unanimous vote.*

XIV. Adjournment (10:52 p.m.)

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

Respectfully submitted,
Bill Farnsworth
Secretary, Board of Directors