

Pine Lake Preparatory Board of Directors Open Meeting Minutes

July 22, 2015

PLP BoD Present: Tara Bain, Bill Farnsworth, Kurt Woolley (phone), Aaron Petrosky, Scott Broermann, Brian Hochman, Nancy Kuechler, Eric Stachowski, Angela Young

PLP BoD Absent:

PLP Administration Present: Chris Terrill, Ginger Lusty, Chris Scholl

Location: Upper School Seminar Room

I. Call to Order (6:32 p.m.)

Meeting called to order by Chair.

II. Conflict of Interest Reminder per NCGS 138A-15(e) (6:33 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.*

Hochman enters at 7:51 p.m., chair asks if he has a conflict with any issues before the board this evening.

- *No conflicts noted.*

III. Public Comment (6:33 p.m.)

- *None noted.*

IV. Board Training (6:33 p.m.)

Discussion about board meeting cadence, timelines for materials review, SBARs, etc.

V. Approval of Meeting Minutes (6:41 p.m.)

- *Farnsworth makes a motion to approve open-session and executive-session minutes from 6/10/2015 as presented.*
 - *Motion seconded by Broermann.*
 - *Motion approved unanimously with Stachowski, Young and Kuechler abstaining.*

VI. Administrative Matters and Committee Updates

a. Finance Report – Chris Terrill / Ginger Lusty (6:44 p.m.)

- Update on refinancing and communication to the community
- Reviewed May financials
- Request to open investment account with Raymond James
 - *Farnsworth makes a motion to authorize Ginger Lusty to open an investment account with Raymond James.*
 - *Motion seconded by Broermann.*
 - *Motion approved by unanimous vote.*

- Request to approve annual audit contract
 - *Farnsworth makes a motion to authorize Rebekah Barr to perform PLP's annual audit for the state.*
 - *Motion seconded by Petrosky.*
 - *Motion approved by unanimous vote.*
- Insurance – Commercial Policy and Workers Comp
- Discussion about lunch and concessions contract
- b. Capital Improvement Committee – Aaron Petrosky / Chris Terrill (7:30 p.m.)**
 - Discussion about progress of capital improvement for the athletic complex and STEM building
- c. Attorney Contract – Tara Bain (7:48 p.m.)**
 - Discussion about renewing attorney contract
- d. Policy Committee – Eric Stachowski/Ginger Lusty (8:03 p.m.)**
 - Discussion about proposed Cash Management/Investment Policy, Fundraiser Policy, Gifts Donations and Bequests Policy, Technology Policy, Internet Safety Policy, Drug Testing Policy and Voluntary Endowment Fund Policy.
- e. Technology update – Chris Terrill (8:32 p.m.)**
 - Review of technology program updates
- f. Annual meeting – Tara Bain/Chris Terrill (8:37 p.m.)**
 - Annual meeting planned for 6:30 p.m. prior to September 23 board meeting
- g. Committee Call for Volunteers – Tara Bain (8:39 p.m.)**
 - Committee descriptions are ready to be sent out
- h. Branding Update – Kristen Sutek (8:41 p.m.)**
 - Update on branding initiative

IX. Executive Session (9:00 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.

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

X. Resume Open Session and Motion to Seal Minutes of Closed Session (9:47 p.m.)

- *Farnsworth makes a motion that the minutes of the closed session held on 7/22/2015 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 Hochman..*
 - *Motion approved by unanimous vote.*

XI. Vote on items in Executive Session (9:48 p.m.)

- *Farnsworth makes a motion to approve the following slate of personnel:*
 - *Joseph Webb as Lower School Assistant Principal*
 - *Laura Bosak as Lower School Academic Partner*
 - *Bridget Tunney as part-time Lower School Academic Partner*
 - *Paula Hutchison as part-time Lower School Associate Academic Partner*
 - *Cammie Rowe as Middle School Chorus Academic Partner contingent on background check and acceptance of offer for employment*
 - *Daniel Alburger as Upper School English Academic Partner*
 - *Adam Bitters as Upper School English Academic Partner*
 - *Brittany McNeil as part-time Upper School Math Academic Partner*
- *Motion seconded by Hochman.*
- *Motion approved by unanimous vote.*
- *Farnsworth makes a motion that the board approve the bonus as discussed.*
 - *Motion seconded by Hochman.*
 - *Motion approved by unanimous vote.*

VIII. Action Items – Board and Leadership Team (9:50 p.m.)

- a. Terrill and Bain to check on email confidentiality statement about emails not being private
- b. Terrill to provide draft of board and HoS message by noon on 7/23, with feedback by CoB on 7/24
- c. Bain and Ginger to provide more information about attorney contract usage and retainer terms
- d. Farnsworth and Woolley to update Dropbox file structure and document usage guidelines
- e. Head of School evaluation committee to update documents for review at August 26 board meeting
- f. All board members to update contact information on Dropbox

XII. Adjournment (9:51 p.m.)

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

Respectfully submitted,

Bill Farnsworth

Vice Chair, Pine Lake Preparatory Board of Directors