

**Pine Lake Preparatory  
Board of Directors  
Closed Meeting Minutes**

Meeting Date: August 8, 2007  
Location: Mt. Mourne Fire Dept.

**Directors Present:** John Moloney, Anne McIntosh, Kate Alice Dunaway, Larry Harrelson, Barbara Freund

**Directors Absent:** Jackie Hayes

- The Board undertakes discussion about whether we are now ready to advertise and hire for a Middle School Administrative Assistant and allow this person to come on board now to help with the upcoming Lottery. Lottery is set for Nov 10<sup>th</sup> with Oct 15<sup>th</sup> deadline on applications for the 2008-2009 school academic year. The board agrees that a job description needs to be crafted; board members should begin scouting for highly qualified and talented people and encourage them to apply. Kate Alice reaffirmed that she would not have the time this year to dedicate to the lottery that she did for the first and second lotteries. We also agreed we wanted plenty of time to go over with Kate Irwin to "clean" the database and be confident before doing the lottery. As we begin to discuss applicants, Kate Alice mentioned that she had a resume from an administrator over at Cannon School; the resume was circulated amongst Board members. The Board voted allow Kate Alice to speak with this candidate and offer her ~~\$31,000~~ with four weeks vacation.  
*30,500 per KA*
- A second position that the Board considered was the Parent Volunteer Coordinator (PVC). This part-time position is without benefits and the PVC would report directly to the Board. This individual would be responsible for coordinator volunteer efforts in different activities for the school. Larry has checked the budget and said that we are quickly using up our cushion but we could afford these two positions at this time.

End of closed meeting; Kari and Jennifer are invited back into meeting.

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Board of Directors  
Closed Meeting Minutes**

**Meeting Date:** September 12, 2007


**Location:** PLP Davidson Site.

**Directors Present:** Anne McIntosh, Kate Alice Dunaway, Larry Harrelson, Barbara Freund, Jackie Hayes, John Moloney, Jackie Hayes

**Directors Absent:** None

**Administrative Staff:** Jennifer Gnann, Kari Jolly, Molly Manning

- **Closed Session Commences at 6:52 p.m.**
  
- **John updates on his, Anne's and Kate Alice's meeting with Bill Pope. Comments have been sent to Bill for his drafting of the appropriate language. There were some significant issues; particularly the personal guaranty for the \$18 million project. Chris has confirmed that this item can be removed. Other issues include a significant security deposit, which we don't have. Kate Alice suggests John update Chris on the big issues, while Bill works on the language. Larry questions the need for a "Plan B" if we cannot take possession. Chris has said that Beacon will not allow for the provision of a Plan B, so it will be up to us to formulate that Plan. Kate Alice reminds that Beacon has a significant investment here and knows that they won't get paid if we can't take possession, so everyone is keenly aware of the need to be in by the day after labor day next year. John also reminds that there also needs to be the language included that is required by DPI. Anne questions the viability of having \$100K in December 2008; discussion ensues.**
  
- **John advises that Otho will be meeting with the Lake Norman Fellowship pastors on Friday; John plans to try to join that meeting if possible so that we can finalize this issue based upon what the Board discussed at the last meeting.**
  
- **The lease for St. Therese has been delivered; we are awaiting execution from the Diocese.**
  
- **Kate Alice updates on the PV Coordinator and hands out the proposed job description for discussion. It is a draft and subject to change. (see attached). Kate Alice proposes that we call our parent group "IF", Involved Families and the coordinator (the IFF "Facilitator). Kate Alice presents her recommendations. Eight applied and all had incredible volunteer experience and all but 1 had a college education. Alison Harvey,**

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- Jennifer presents the requests for uniform assistance. Jennifer passes out the criteria for the ISS free lunch program for reference. Jennifer presents the applications for consideration. John questions how Kate Alice handled this at ARCS. There was not money from the budget for these type requests, donations were accepted. Anne will call Stacie and determine what help Stacie can offer. After that information is obtained, then the Board will determine what it can do to supplement at the Board retreat. Jackie suggests that we consider other options; 5 today is 15 tomorrow. Kate Alice suggests putting out a “deadline” (ie: college scholarships). It is suggested that we (the IFF) try to solicit donations for future needs.
  - OTES update. We have Mark Carter’s information and recommendations from Otho. John asks that each member review this carefully and consider it, as he may be a good consultant for us going forward. If it is NOT going to be Mark or OTES consulting for us going forward, then each member should be considering options to fill that vacancy. Jennifer has been assured by Otho that he will be available if she needs him and her experiences with Mark have been great. Bottom line – start thinking about this path and how we want to proceed. Jennifer suggests that we get Mark working quickly on getting some policies and procedures together (ie: attendance policy and student handbook).
  - Student teachers. We have two associate teachers who are in school and need permission to earn their student teaching credits while they are working for PLP. John questions what Jennifer’s commitment is in this regard; she confirms that is more on their professors than hers. Kate Alice questions if this changes their salary; Jennifer confirms it does not change their salary; there are no additional staff needs if they are