

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

Meeting Date: August 13, 2008

Location: PLP Upper School

Directors Present: Chris Perri, Anne McIntosh, John Moloney, Bill Neal, Barbara Freund

Directors Absent: None

Administrative Staff: Kate Alice Dunaway, Molly Manning, Kari Jolly, Chris Scholl, Gloria Miller, Amy Sevic

Mark McCurry

Guests: See Attached List

- Meeting called to order by Chair John Moloney @ 6:00 p.m.
- John expresses gratitude to Chris Perri and Beacon for all of their efforts in bringing our campus together. Also, many thanks to all of the members of the team who have helped
- PLP Pride Moment. John shares the news of the Kaboom playground project. The design day was held last Wednesday, where children from PLP came together with Kaboom to design our new playground. The Kaboom playground is made possible by Don Miller, recipient of the Home Depot humanitarian of the year award. Mr. Miller chose PLP to be the beneficiary of this gift. John also shares a plaque that will be presented to St. Therese Catholic Church for their support of PLP during last school year. First Robotics also met with members of the PLP leadership last week to discuss expanding that program at PLP.
- Minutes from the July 16, 2008 meeting are presented for approval. Chris Perri moves to approve the minutes, Bill Neal seconds. Unanimous approval.
- Treasurer's report. Bill Neal shares the status of the short term line of credit obtained from People's Bank. We have spent about 90% of the original \$600,000 draw on furniture, July payroll and August operating expenses. We continue to pursue 30 day net invoices and/or purchase orders for all items needed. Chris Perri questions how long to get the first draw from the State upon receipt of our CO; Bill Neal anticipates 6 weeks. The science lab equipment is hovering around \$27,000. John questions status of the furniture budget. Kate Alice confirms that we are on budget and it looks promising to have the IKEA shipment by the end of next week. Anne questions when we need to have our items out of the Beacon storage? Chris Perri states the end of August. Bill also states that the budget will need to be updated to reflect the shortfall from the State funding. In spite of the reduced amount expected from the State, we anticipate a surplus of approximately \$40,000. Tom Williams of Acadia Northstar is brought on by conference call. John questions the accuracy of the \$50,000 surplus reported, even considering the State reduction in funds. John questions if these numbers reflect the numbers of CMS, ISS, etc., students enrolled. Tom states that those numbers are still estimates and do not reflect current enrollment numbers. John questions the duration of time to receive funds from the State upon receipt of the CO. Tom estimates that if CO is received Friday and the CO is sent to the Office of Charter Schools, who would then deliver the CO to the allotment department, funding could follow within a couple of weeks. Tom confirms that the 8/13/08 budget does reflect State funding, EC funding and federal funding; however it does not reflect what CMS, ISS, etc., will pay for each of their students. John questions the amount of the increase in funding from the state, Tom states that PLP expects less than a 2% increase in funding from the State. John questions to whom we should be referring questions about State funding.

Tom states that while the legislature sets aside the money for schools, NC DPI actually determines the amount of funding that each county receives.

- Update from Head of School. The Pride for Pine Lake and Kaboom Partnerships are in full action. The Pride for Pine Lake Partnership is working on the reading garden, which will be funded with monies generated last year from our “Go Green” initiative. They are also working on the Houston House renovation. At a minimum, they will be pressure washing the house and cleaning up around the house. This is a huge effort and a complete strategic plan is being put into place to get the house renovated. Most all items have been donated by the community for all aspects of the renovations (from roof work to plumbing). Still, the money for the renovation will be about \$10,000 short of the anticipated cost. The Hospitality Partnership has been active throughout the summer with Sweet Tea and Lemonade events and Zip Code Socials; they are going to be providing Academic Partners with snacks during orientation and stocking each teacher’s classroom refrigerator. The Spirit Partnership will be organizing National Anthem Day in September. Kate Alice confirms that PLP will have a flag pole and it will be installed prior to National Anthem Day. Lori Shannon, Julie Gelnaw, Karen Thomas and Lisa Moyer make up our IFF team for 2008-2009. Anne questions if there is a complete list of Partnerships with their leads and contact information; Kate Alice confirms yes, there is a list which she will forward to the Board.
- John goes over the science, technology, math planning events that have taken place. The STEM group met last week before First Robotics. John is pursuing a “mentor school” for PLP and First Robotics program.
- Special Events. Transportation simulation events are on for Thursday, Friday and Saturday. The Iredell County Sheriff Department and James Rucker will be on site to supervise the event. Chris Perri questions if there is a time set aside for certain grade levels; the answer is no, we have left the times open so that all families can work in the simulation with their individual schedules. Chris Perri states that continuing construction will not interfere with the simulations. John questions the level of involvement from the Sheriff department. Chris Scholl states that we met with 3 members of the department this afternoon, the department will help us with these 3 days and the first week of school. Beyond that, we will need to get an off duty sheriff to coordinate traffic until we have the traffic signal installed in mid to late Fall. Overview of school opening – all Academic Partners start on 8/18/08 and there are two full weeks of events planned for the Partners. The Be There: Meet Your Academic Partners event is 8/27/08. Educational Outfitters will be present to distribute uniforms to families who have already ordered uniforms and athletic wear.
- Molly updates on enrollment. The Administrative Associates have been calling all families with students new to PLP to confirm their intent to enroll their students at PLP. Enrollment currently stands at 1330, with 1298 students who have actually remitted complete enrollment packages and 32 offers of enrollment that have been extended. Molly, Gloria, Jennifer, Chris and Amy have been working on the schedule.
- John questions the protocol for using the credit card, purchase orders, etc. Kate Alice confirms that whenever possible we use a purchase order or invoice. If there is an item that cannot be invoiced or a purchase order utilized, then a member of the Leadership Team uses the card and turns in the receipts to Kari for accounting and expense tracking. John questions if we need to get cards for Gloria, Amy and Chris. Kate Alice states that we are proceeding well now, that option could be pursued after we have school open. Locks for the school are discussed; Kate Alice confirms that there is a complete key master plan in place that will be executed by Travis Godfrey of Lock Doc. Hours: MS @ 7:40 to 2:20, LS @ 7:50 to 2:40 and HS @ 8:15 to 3:00. Kate Alice states that students with an incoming 3.2 GPA will be permitted to drive on campus.

- Policies and Procedures update. See attached updates for Board of Directors Attendance Policy, Visitor Policy, Falsifying Information on Application Policy. Kate Alice goes over changes to the Faculty Dress Code Policy (see attached). Anne questions the necessity of a Title II policy. Jennifer states that this is not a policy that the Board needs to approve, but a procedure that needs to be in place; Jennifer further states that this procedure has been submitted to DPI for approval. Motion to accept the Board of Directors Attendance Policy; Bill moves, Chris Perri seconds; unanimous approval. Motion to approve the Falsifying Information on Application Policy; Barbara moves; Bill seconds; unanimous approval. Visitors Policy, Bill moves; Barbara seconds; Chris requests verification that the only door used by visitors will be through each school's lobby main entrance; Kate Alice confirms yes. John dissents; all others vote to approve the policy. Motion carried. John requests that wireless doorbells be installed at each entry. Motion to approve the faculty dress code; Chris moves, Barbara seconds; unanimous approval. Related to policies, Chris questions the existence of an "honor code". Chris Scholl states that a code is being prepared and will be finalized as we move forward. Kate Alice states that she intends this to be more a part of the Parent/Family handbook, but not necessarily presented to the Board for approval. Board members will receive copies of the handbook.
- Construction Report. We are working the remaining open punch list items. The CO is expected to be resolved by Friday. All punch list items are to be completed by the end of next week. The largest items that remain open are carpeting in some areas, landscape is being finished, entry signage is awaiting approval from the Town of Mooresville, small items with sewer and water with the Town Engineering Dept. We are "substantially complete". John questions the "lock down" procedure each day. Each member of the Leadership Team will have master keys to insure that we are secure. Mark McCurry confirms that all technology is secure each day.
- Athletic update from Amy Sevic. Band students are practicing 2 days each week; band camp wrapped up August 1st; volley ball tryouts this week; cross country tryouts next week. First games are the week of Sept 2; the National Anthem Day planning is underway. Anne questions if the dates for sporting events will be placed on the calendar. Tim Rhodes and Amy are planning a link on our website via Edline for all sports happenings. There was a coaches meeting yesterday and they have hit the floor running.
- Board Retreat. 10/16/08 through 10/18/08 are the dates for the Charter School Conference. Brian Carpenter has agreed to host and coordinate our retreat while everyone is at the Conference. The cost for his services will be between \$2000 and \$3000. John would not want to commit to an expenditure of this nature if ALL board members cannot be there. Proposed schedule is CS conference each a.m., 8/17 evening w/Brian and 8/18 afternoon, 8/18 in the evening and possibly 8/19 in the morning. John will present a suggested schedule for members' consideration; Anne will poll the members via email for retreat availability.
- Independent School Council update. The survey information has been sent to PLP and is being considered. The next steps involve strategic planning for future events. Chris Perri thinks it wise to re-engage Little Architects and get their estimated costs for future phases of construction. Kate Alice will contact them.
- John questions if a plaque for Don Miller is a part of the Kaboom Partnership plan. Kate Alice intends to bring that up at a future planning committee meeting. We will definitely be doing something, but details are not yet decided.
- Barbara shares that the Homewood Suites is offering to rent PLP a conference room for 1 week for \$75 for ISC to interview prospective donors.
- Open Discussion. 2 minutes for each speaker

- Question from Matt Simpson re: the location of the Cornelius storage facility. Hwy. 21 South in Cornelius at the UHaul facility.

➤ Meeting adjourned @ 7:40.

Next meeting scheduled for September 10, 2008 at 6:00 p.m. in Upper School at the permanent campus.