

Board Meeting Minutes – October 28, 2009

Board Members in attendance: Bill Neal, John Moloney, Chris Perri, Cara Jones, Antoinette Ellison, Anne McIntosh

PLP admin in attendance: KA Dunaway, Chris Scholl, Amy Sevic, Gloria Miller, Jennifer Gnann, Molly Manning

PLP admin absent: Kari Jolly (Amy and Jennifer took turns taking meeting minute notes)

6:04: John called the meeting to order.

John Moloney introduces Kate Alice Dunaway, Head of School, to present the following Pride Moments:

Teacher of the Year: Jennifer Clarke, Lower School and Shelly Sims , Middle School, Lori Reuter, Upper School. All of the above were recognized by the Board of Directors and Leadership.

Amy Sevic was introduced as Athletic Director and spoke concerning Athletic Pride Moments. Jennifer Westbrook and Mike Hartshorne were recognized for receiving a state award from North Carolina for their curriculum with "Healthy Hearts." The Middle School Volleyball team was recognized for their second place finish in the conference. Students: Cailyn Burby, Brittany Spears, Morgan Morefield, Madison Thomas, Megan Moloney and Coach Jennifer Westbrook represented the team. The Middle School Cross Country team was recognized for their first place regular season award and second place Conference finish. Coach Andrew Mocerri was present for recognition.

September, 2009 Meeting minutes: Motion by Chris Perri, second by Cara Jones. September PLP BOD Meeting Minutes were unanimously approved.

Open Session – John Moloney opened up Open Session with instructions about 2 minutes. Louisa Dow spoke about communication concerning school information. She would like more information that is provided by the Head of School in the monthly report. She would like more consistent communication. In addition, she would like for the positive information about the school, sporting events, special events to be available to the community, not just on Edline.

Kate Alice Dunaway, Head of School gave Head of School report. See attachment.

Anne McIntosh requested update concerning EC visit by Marie Massingil. Kate Alice explained the visit was successful. KA Dunaway also expounded that the EC staff will be attending state EC conference.

John Moloney requested more information concerning the size of the Middle School parking lot. Kate Alice explained it was a money concern at this time; the lot will double in size when work begins on the ACC to approximately 70 spaces.

Chris Perri requested more information concerning the Camp-In concerning ages that are available to attend. Kate Alice Dunaway explained Camp-In is a K-12 activity that was rained out earlier in the school year. Off-site parking will be available.

John Moloney requested more information on why we no longer have a communication partnership. Kate Alice explained that the partnership was dissolved due to a focus by the Leadership team to communicate in multiple ways. John asked Kate Alice how we can involve families who want to help with communication. Kate Alice indicated that those families may contact their specific Head of School. Chris Perri asked the Leadership team to consider a school-wide e-newsletter. John asks for clarification if the Head of School report has information that could not be shared due to student information that is included. Chris Perri compliments the Leadership team on the reports being submitted.

John Moloney asks Bill Neal for the Budget Update. Bill had little update on the budget. He indicated that the next month we would have many more details next month concerning expenditures, costs, and funds. Kate Alice states that Tom Williams will attend the November Board Meeting date. Kate Alice is not concerned about cash flow concerns or any additional state budget cuts. John Moloney confirms that we have received our first allotment. Kate Alice Dunaway indicates that we will receive our second allotment in late November. John asks when we can receive 2/3 of our funds at the beginning. Kate Alice indicates that we must complete a clean audit in June of 2010 before we are eligible. John has questions concerning PLPalooza funding. All the PLPalooza was funded privately by families of Pine Lake. Anne McIntosh requested better communication on the payment. Kate Alice Dunaway confirmed it was in the brochure, invitation, and posters. Chris Perri asked if we were receiving monthly LEA funds, Kate Alice confirmed we were.

Kevin Shannon was introduced to speak about the Capital Campaign. He gave update of a little over \$350,000 has been raised. He encouraged all to go visit the Capital Campaign website. Kevin spoke about the PLPalooza and that they needed the event as a platform to create awareness for the campaign, gather information, and find the focus. Grandparents were an important part of the PLPalooza due to gathering contact information for them and follow up for giving opportunities. Attendance was over 2000+ attendees. Kevin encouraged everyone to attend the information sessions and learn more about the ACC. Currently we have 120 families signed up. Chris Perri asked how many families were represented at the event. Kevin and Kate Alice indicated approximately about 500 families. The goal is to get all families to come to an information session. Bill Neal asked for clarification on if we will have more information sessions. Kevin explained we will have them until Thanksgiving time. Cara Jones asked about how Kevin intends to engage the families who did not sign up for an information session or for the families who did not attend the PLPalooza. Kevin was confident that they will be persistent and able to engage all families. Compliments were given to the video and Coby Watts of Little Productions.

Energy Star Ratings for PLP: Chris Perri speaks about the ACC. The ACC is designed to be a state of the art Athletic Facility. Approximately 22 thousand foot facility will include a multi/purpose room that will double as a concession stand. The building is designed to bring in a great amount of natural light. There will be athletic offices and locker rooms in the back. The ACC will fit on the little slice of land between

the Lower School and the wetlands. Included in the price of the ACC is the expanding and paving of the current lot at the Middle School. The ACC uses many of the same materials that the rest of the campus uses. Design was a cooperation between Beacon, Little, and the PLP Board of Directors; the intent of Beacon Partners is to obtain LEED certification for the ACC. Chris states that Beacon Partners and the PLP Board of Directors are considering pursuing LEED EB certification. This would require a screening of the current usage of water and electricity by the mechanical engineers to see if it is worth pursuing Energy Star Rating. This would cost an additional \$3500. If this certification is achieved, this would put us on the “radar” to ensure that we are receiving the best rates from utility companies. Kate Alice will be communicating with e-rated Community School of Davidson re: receiving 50% of the utility costs in rebate. John Moloney asks if there is any way for Duke Utilities to assist us in waiving the \$3500 cost of the Energy Star Rating. Chris states that there is not a way to improve our rates with Duke Utilities. Anne added that the \$3500 expense is at a 50% discount now.

Student Achievement: John Moloney asks how the students and Academic Partners are doing so far this year. Kate Alice says that she feels that we are off to a great start and that she cannot say enough about the commitment of the Academic Partners to PLP, our families, and our children. All is going very well in all three schools. There are informal and formal observations going on in all three schools. There is also on-going professional development. There are 11 cohort groups in which all APs are a part. Each group includes LS, MS, US, and others. The cohort groups are positive. Ninth graders are more prepared to be in the US, and know what it is expected at PLP. We are also setting our benchmarks for next year. As a school community, we would like to surpass the 90% mark. This will be finalized prior to Thanksgiving Break. The NC Report Card goes live tomorrow. The report is off in some respects. For example, since we don't have a media center, it does not take into account that we do have books. Bill Neal asks if we could look at the 4th graders in comparison to the national average. Chris Perri compliments the Academic Partner Team on their efforts at PLPalooza on Saturday. John Moloney thanks Beacon Partners for their financial contribution to the capital campaign. John also asks if there are immediate needs for improving student and AP performance. Kate Alice says that there are needs, but those needs are not possible within this current budget year. As she looks at the budget for next year, she plans to add positions and to recruit the highest possible caliber of AP. She would like for PLP to improve the salary packages for APs for the upcoming year. John asks about the consolidation of furniture from the Upper school to the middle school. KA responds that she plans to include the purchase of VS chairs for the Middle School next year.

Email proxy for voting between board meetings: Anne asks John if the board can continue to take email proxies for votes. John responds that no, an emergency meeting must be called and a quorum must be established to take a vote. The board then votes to authorize \$12,000 to re-gravel the middle school parking lot with the understanding that the school will be reimbursed by the capital campaign. Kevin Shannon affirms reimbursement from the capital campaign. Chris Perri makes the motion; Cara seconds; unanimous approval; motion carried.

John moves to governance/policy discussion. The first item is Executive Limitations. John asks for the Board Members to take the policies and review them by November 18. Chris asks if the intent is to have

an actionable document available by then, John says that would be nice. His goal to have the best document as possible. Also, all red-lines should be sent to John Moloney. No due date is given.

Chris Perri updates the Board that there were about 40 applicants for the Board member space availability that will come up in January. Chris says that they have narrowed the candidates to 10 and hopes to have a recommendation at the next meeting. He states that the board by-laws state that the non-parent members outnumber the parent members. He also states that clarification needs to be made on board member terms and in terms of staggering terms. John brings up that his term as well as Anne's could be extended if the board votes on that movement. Chris emphasizes that the key is to establish a board that does not have too much roll-over in any given year. Cara asks if the role of officers is the same as membership. Chris states that those offices are to roll. He also clarifies that while there are members from each school, the interpretation is that this is not the same as a representative of a constituency. It is just important that each school has a parent representative. All board members should represent the best interest of the whole school.

John asks the board to consider a local board retreat on an evening in lieu of spending money on a speaker. Anne asks if the orientation of the new board members will be done in February at the same time as the strategic planning meeting. John says that he hopes that most of the orientation will be done in January.

Head of School, Stakeholder's survey: Cara says that she has emailed samples to the board. She says that she is looking at the opinion survey. She feels that the survey from Advanc-Ed does not embrace all the aspects of PLP. The company says that it can customize the survey for a fee of \$150 per survey: the administration and the teacher surveys. The surveys are web based. The PLP Board would need to compose the additional questions and the third party (Advance Ed) would add the questions to the survey on-line. Anne asks when they would need the questions prior to the survey going live. Cara responded that they would need a week. Chris reiterates that this survey is not just to survey the constituents about the performance of the Head of school, but also a wide variety of topics. John says that this is a project that he would love for PLP to invest. Cara says that the web based survey is a blanket \$200. Cara will continue to look for a survey for the board.