

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

Meeting Date: September 23, 2009

Location: PLP Upper School

Directors Present: Anne McIntosh, John Moloney, Bill Neal, Antoinette Ellison, Cara Cassell Jones

Directors Absent: Chris Perri

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

- Meeting called to order at 6:04 p.m. by John Moloney. John lays out protocol for meeting and introduces the board members to the audience.
- Miko Red Arrow is introduced to the audience. Miko is a assistant district attorney with the Iredell County District Attorney's office. He shares information about their inaugural summer internship program in which a few of our upper school students participated. He introduces Shana Gordon, Connor Kopchick and Christian Van Dyk (not present). Miko presents John Moloney with a plaque recognizing the commencement of this internship opportunity and expresses his appreciation for these students' efforts and the District Attorney's desire to continue forward with this program.
- Minutes from the June, July and August 2009 meetings are considered for approval; Cara moves to approve; Bill seconds. Unanimous approval; motion carried. Approved meeting minutes are posted on Edline.
- Open Session. Stakeholder opportunities to address the board:
 - Debbie Monroe addresses the board. She has two upper school students. She inquires about the arrival and dismissal patterns. Kate Alice acknowledges that we have changed our arrival and dismissal pattern from last year; the upper and middle schools require the same bell schedule, therefore their arrival and dismissal times must coincide. Neil Burke, the Transportation Planner for the Town of Mooresville, met with Kari Jolly yesterday to discuss options for arrival and dismissal. The Leadership Team met to review his suggestions. A revised arrival and dismissal plan is pending.
- Head of School Report. See attached. Kate Alice shares an overview of the report and the protocol for the preparation of this report. She expands upon the upcoming PLPalooza event for the kickoff to our capital campaign effort. She notes the testing report supplied by Jennifer Gnann and states that we will be launching the MAP testing system shortly. The EC team met today with Marie Massengill, DPI EC representative, to discuss the preparation of our EC report. Anne questions how the ADM staggered start dates have been resolved with ANS. Kate Alice shares that she worked with Tom Williams to determine the appropriate ADM with a start date of 8/31/09. Anne questions if the withdrawal surveys have been given to departing families and what the responses have been. Kate Alice states that they are given to our departing families, although not to 100% of them, and responses have been limited. She states that if the board requests that 100% of our departing families, she will implement that, with the understanding that latitude on the turnaround time for the reports is required, particularly in the beginning stages of the year when we are having so much enrollment activity. The board agrees that they do want 100% of departing families to receive the survey and if

those surveys do not go out until October, that is fine. John brings attention to the weekly Head of School report that Kate Alice posts each Sunday night and shares appreciation for that effort.

- John takes a moment to recognize Shelly Sims, Jennifer Clarke and Lori Reuter, who are the Middle School, Lower School and Upper School (respectively) teachers of the year. Lori Reuter has been nominated for Charter School Teacher of the Year.
- Bill Neal shares the budget report. To date we do not show any anomalies in the budget income or expenditures. The Peoples Bank loan proceeds were allocated to student furnishings, Academic Partner work stations and technology acquisitions. He questions the status of the Houston House renovation. Kate Alice shares that we will be complete in the near future, certainly in advance of the PLPalooza event. Anne questions if we made arrangements to accept proceeds from the race ticket fundraising efforts. Chris Scholl shares that the Robotics Team is managing those efforts. John shares that many local area schools (CMS, ISS, etc.) also take advantage of this opportunity.
- Energy Start Ratings. Update from Anne McIntosh. She shares information about this endeavor and the reasons for pursuing the rating. She shares that the benefits are great, but to the application fees run approximately \$7000, although she is in negotiation to reduce that expense. Bill questions if Beacon has pursued this designation previously; that is unknown. John also suggests that we research an option with Duke Energy, as they may have a similar program. Anne acknowledges.
- Master Calendar. Anne shares the components of the Board's master calendar and the considerations made with developing this calendar. The calendar is very preliminary at this point. Cara suggests that we move the withdrawal survey data report to October, in light of tonight's discussion. Kate Alice requests that the board hold off on adopting the calendar as the Leadership Team has not had the opportunity to consider the calendar; Antoinette agrees it would be helpful to hold off on adopting the calendar until the Leadership Team has had the opportunity to weigh in on items that need to be included. It is agreed that the Leadership Team will have suggestions available by the October board meeting. John inquires who from PLP is attending the NC Charter School Conference. Kate Alice alone will attend the conference. She states that while there is some benefit to attending the state level conference, moving forward, she suggests we focus on attending the national conference as it is much more beneficial to a school of our size and focus. The 2010 National Charter School Conference will be held in Chicago.
- Grants. Anne expands upon the efforts underway. She shares with Academic Partners that the Grants Partnership is available to assist those interested in pursuing those opportunities.
- Student and Academic Partner performance. John shares information from the AP Appreciation Luau held on September 12. It was a great night and a good time was had by all. John questions if the transfer of student records from other schools is moving forward; Kate Alice shares that we are moving forward with the occasional hiccups. Marie Massengill, the DPI EC representative, shared contact information for a DPI representative for those times when we have difficulty obtaining EC records. John questions the sentiment about the overall startup to this year. Kate Alice shares the overall sentiment has been very positive and that we are seeing the results of the efforts made over the summer and during the first weeks of school to insure a good start. John questions when we will learn of the official School of Distinction designation. Jennifer Gnann estimates that will occur after the October state board of education meeting.
- Policy Governance Review, Discuss and Planning. John shares that we are soliciting applicants for the board position vacated by Barbara Freund's resignation. Anne shares that applications will be accepted thru 9/30/09. After the application period closes, the search committee will review the applications received and schedule interviews during October and November, with a decision hopefully made by the end of the year. Anne reminds that the board needs to clarify the staggered roll off times for each board member, so that we know who we need to replace and when. John reminds the board that our bylaws require some of the board members be elected by the general membership (i.e. LS families elect the LS representative, etc.), while others can be appointed by existing board members.

Executive Limitation Policies. John requests that Bill resend the Finance Policy that the board adopted last October. John suggests the following: Emergency Loss of Head of School (i.e. Heads of Lower, Middle, and Upper School, Dean of Academic Affairs and Business Manager step up in the event of an unexpected loss of the Head of School), Asset and Inventory Identification, Communication turnaround, Financial Operations are also discussed. John's goal is to have these policies prepared and available for consideration by the October board meeting. Strategic Goals and Planning. John suggests that the Board consider adding in a few Saturday planning sessions in preparation for the February 2010 retreat. October 28 from 8 - 12, November 7 from 8 - 12, and December 16 from 5 - 8 are decided upon. Seminars with Brian Carpenter and John Carver are discussed. Generally the consensus is that this is not money well spent at this time.

Open session ends.

Next board meeting scheduled for October 28, 2009 at 6:00 p.m.