

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

Meeting Date: August 25, 2010

Location: PLP Upper School

Directors Present: Antoinette Ellison, Michelle Adams, John Moloney, Chris Perri, Evelyn Gerdes, Anne McIntosh, Bill Neal, Julie Flaherty

Directors Absent: None

Administrative Team: Kate Alice Dunaway, Kari Jolly, Gloria Miller, Amy Sevic, Leslie Kidder

Guest: Tom Williams (Acadia Northstar); See attached list

- Meeting called to order at 6:03 p.m. by Dr. Ellison. Twan welcomes everyone and lays out protocol for meeting. The board members are introduced. She expresses appreciation for efforts that have brought success to PLP over the last year. She announces that we will welcome Tom Williams and Kevin Shannon as guest speakers this evening.
- Tom Williams is welcomed to the floor. Tom announces that the 2009-2010 FYE closed August 24, 2010. Tom shares we had a successful year; our net surplus was higher than originally expected because of the unbudgeted Sugar Creek settlements. He outlines the overall year-end budget report and the protocol followed for compiling this data. He credits the Head of School and Bill Neal for the overall success of the fiscal year; we are in a very strong position at this point. The cuts planned for 2011 were less than what we planned. The State has announced that any money received from the Edujobs Act will reduce the funding the State will allocate to schools; additionally, the State is not expected to share funding recently received from the Race to the Top challenge with charter schools. Additionally, there was action at the legislature in June to remove an LEAs' obligation to share funding with charter schools; those efforts were unsuccessful but it should be noted that those sentiments are out there. What the legislature did do was allow LEAs to reallocate money from their general fund balance, thereby reducing the amount of money they must share with charter schools. Bill inquires of the chance of receiving additional stimulus funding; there is no expectation that we will receive additional funding. Tom states that he will reassess our figures on our 20th day after we have a final student population count. John inquires of the status of our outstanding debt; Tom forwarded that to Kate Alice; that information will be forwarded to John separately. Bill inquires how the Edujobs Act operates. The money is allocated to the State, who has the sole discretion on how to allocate that money. Anne questions if our employees' premiums for the state health plan increased; Tom states the premium PLP pays increased; the cost to the employee for employee coverage only is covered entirely by PLP. Tom shares that our required contribution to employee retirement plans increased to 10.15 percent.
- Kevin Shannon is welcomed to the floor. The Family Partnership Council met in late July and in early August and enjoyed a good attendance level. The interest level is high; to summarize, our families want to hear and be heard. Our monthly general FPC meetings have been set for the upcoming year and that schedule has been published. They have opened the website link for the nomination of Partnership Lead positions and FPC at-large positions. There are about a dozen people interested in the

posted openings. In an effort to address the request for increased transparency the FPC would like to post any open session documents on the FPC link. To that end, they request the appointment of a Board/FPC liaison and permission to access all documents distributed during open session meetings, including the budget report; they also request permission to post the spring 2010 survey results (without the open ended comments) along with any analysis and comments from the Board or the Leadership Team. Anne questions the time for FPC meetings; 6:30 p.m. and meetings will last about an hour to an hour and a half. Twan states the board is prepared to discuss the request for a Board liaison and notes that we may move the discussion of the other requests to the September meeting if needed. Chris moves to nominate Julie as the board liaison to the FPC; Bill seconds; unanimous approval; motion carried. Discussion moves to the second request for access to documents discussed during open session meetings, primarily (without limitation) the Head of School report and the budget. Kevin elaborates that everything that we can share, should be shared readily. Chris moves to approve the request that handouts that are received by the board during open session meetings be posted at the discretion of the Leadership Team and FPC; Bill seconds. John questions if we are going to include the guest sign-in sheets which include members personal contact information. Twan and Kate Alice will evaluate the documents at the end of each meeting and determine what will and will not be approved for public posting. Chris suggests that the Board Chair sign off on such postings. Unanimous approval; motion carried. Bill moves to publish the consolidated budget and all related documentation to the website; Evelyn seconds; unanimous approval; motion carried. Moving onto the request to publish the survey results. Kate Alice requests clarification on exactly what this request includes, i.e. gender, grade level, socioeconomic level, etc. Evelyn suggests that the Leadership Team come up with an executive summary of the survey and come back with a recommendation for publication at the September meeting. Agreed. Chris suggests the importance of taking our feedback and comparing that with information about other emerging charter schools. John inquires of the entity that conducted the survey and how (if) they handle publication with other schools. Kate Alice states that she is advised that typically this information is not released into the general membership. If we release this information, we would do so through Edline. Anne suggests that it would be useful to publish additional school rating information (AYP and ABC results, etc.). Kate Alice states that much of that information is already linked on Edline. This topic will be carried to the September meeting.

- Twan requests a motion to approve the consent agenda; Chris suggests the documentation subject to the Consent Agenda included with the distribution of the Consent Agenda; Evelyn moves to approve the items on the consent agenda; Anne seconds; unanimous approval; motion carried.
- Open Session. This is the opportunity for guests to address the board. Guests are advised that they may not receive answers to inquiries during the meeting, however a member of the Leadership Team will follow up after the meeting.
 - Scott Dow shares that he has a rising 6th grader and he has an inquiry about the scheduling of his students' PE class; specifically clarification and reasoning behind the block schedule. Amy Sevic will respond to this question within 24 hours. Mr. Dow requests a personal telephone call on this matter.
- Chris opens the discussion on Policy Governance. Chris shares that while the Board has been focused on adopting policies, there has been little discussion regarding

oversight, particularly with regard to financial matters. To that end, he has been researching efforts to increase oversight efficiently without requiring the Board to be in the day-to-day financial operations. He and Bill met with Kate Alice, Tom Williams and Kari Jolly in this regard. He is clear that there are no concerns with fiscal management at this time, but they want our procedures to be strong for future administrations and boards. He and Bill are pleased to report that there are not many glaring opportunities for improvement. He and Bill questioned the necessity of having a board member sign checks or if it would be more beneficial for him to review a detailed report; should we require all vendors disclose any personal relationship with the school. He and Bill would like to bring recommendations at the next policy governance session after additional consultation with Kate Alice and Tom Williams. This topic will be continued in the September session.

- Bill provides an overview of the monthly budget report. Bill shares that we do not have the July numbers at this time; he will be able to provide a more detailed report at the September meeting upon receipt of the July and August budget reports.
- ACC/Town of Mooresville Joint Use Agreement. John shares that he has not been deeply involved on this project. Kate Alice shares that Amy Sevic has been the point of contact with the Town of Mooresville. Kate Alice has a draft of the proposed Joint Use Agreement to share with the Board; our attorney, Bill Pope, drafted this document. Bill notes that this topic should be discussed in closed session. Agreed and the subject is tabled until closed session.
- Anne states that Policies and Procedures committee is reviewing the family exit surveys and methods available to best compile and assess that information; they are also exploring the addition of an employee exit survey. Suggestions for additions to the exit surveys are welcome.
- Chris states that the Nominating Committee is soliciting nominations for Cara's replacement on the Board; Bill brought forth a candidate that they are considering for this non-parent position. They are seeking an individual with business leadership, financial acumen, community leadership and fundraising strengths. Suggestions for candidates are welcome. His committee will convene after the nominating deadline and review the candidates; Julie inquires if this opening is published on the public website; affirmative.
- Evelyn announces that the Head of School has executed a new contract for 2010-2011. The next HOS performance evaluation meeting is in October.
- Chris shares that John Moloney, Kevin Shannon, Michael Kern and he met in mid-August to discuss the merge of the Capital Campaign Steering Committee with the Kaleidoscope Foundation. Discussion continues along those lines. They are looking to nominate the new leaders of the Foundation and they are scheduled to meet as a group next Wednesday to set goals.
- Discussion moves to the publication of Board policies and procedures to Edline. Anne renews the motion to add Board Policies and Procedures to Edline under the Board of Directors page; Bill seconds. Discussion ensues. Chris shares that we do have the Family Handbook published on Edline, which included many of those policies. He opines it is rational to have all Board Policies and Procedures published. John questions if we can track who is accessing that information. Julie shares that it should be possible to add a counter that would track that information; Kate Alice can have Mark McCurry look into that. Chris inquires of the status on efforts to improve access to Edline communication. Kate Alice affirms that Leslie and Tim have been actively

involved in those efforts and other efforts remain underway. Chris inquires of Leslie what changes are easily apparent. The main page on Edline has been uncluttered and important information is promptly displayed. A template is in place for Academic Partners to use for the development of their individual homepages which will promote uniformity and organization of information. John compliments the success of the template and the ease of access. Michelle asserts that there is a negative perception about Edline that we need to overcome, which requires over-communication at this time. Kate Alice shares the observation that our Upper School students have taken ownership of accessing Edline and appear to have no difficulty obtaining the information they need; stating that we should understand that we are attempting to make Edline easier for the less technology savvy individual. Unanimous approval; motion carried.

- Kate Alice shares appreciation for the Board's patience while she reevaluates the form of the HOS report. She reflects on the return of Academic Partners to PLP and their successes. During pre-planning, APs were divided into 10 cohort groups each of which consists of LS, MS and US APs, APs who attended the National Conference, a Leadership Team member and an Exceptional Childrens representative. We engaged in many team building activities. This year one of those activities included raising funds for Autism in a 10 minute time period; in 10 minutes we raised more than \$5000. The news of this achievement will be published in the Mooresville Weekly this week. We are beginning to weave the PLP Story to Inspire. We do have a copy of The Lottery, a documentary about charter school lotteries, and it is available for interested parties. We have moved campus wide AP meetings to the early dismissal Fridays each month; we are adding Inforiums quarterly; we are adding the "Heads Up" events as well. Enrollment is our highest priority at this time. The opening of Hough High School had a dramatic impact on our enrollment and we are challenged with reaching our enrollment goals. We are in "all hands on deck" mode. Related to enrollment, we have added an additional First Grade classroom for this year. We held the Kindergarten enrollment to twenty per classroom and it remains our goal to keep class size at this level. We are currently at 1515 and our new goal is 1525. Julie inquires if she would focus on enrolling a particular grade; Kate Alice would focus on Ninth and Tenth Grades. Guest Heidi Sykes-Gomez suggests we reach out to area IB schools which are undergoing controversial changes. Bill inquires what we are doing to get members to attend the upcoming General Member meeting. Kate Alice states that the Save the Date cards were included in the family enrollment packets and Connect Ed messages are going out weekly. Chris inquires if the Agenda is set for that meeting; Twan affirms it is ready and the full Board is expected to attend. Anne questions how one can access the Time Warner Documentary on Robotics; a link is posted on Edline.
- Kate Alice shares a brief Pride Moment. The seniors are currently on retreat in Montreat. They seem to be bonding and getting to know each other over zip lines and ropes courses. The seniors will return late tomorrow evening and we will be hosting the Senior Breakfast on the Houston House lawn Friday. We have a great senior class.
- Anne inquires if there is a plan in place for arrival and dismissal. Kate Alice anticipates that we will have the typical challenges over the next couple of weeks. A detailed letter about arrival/dismissal procedures is scheduled to be distributed tomorrow. Michelle inquires if we have communicated with new incoming families about the challenges of arrival and dismissal so that they aren't surprised; affirmative.

- Evelyn moves to take the meeting to closed session; Bill seconds. Unanimous approval; motion carried.
- Open meeting adjourned at 7:35 p.m.