

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

Meeting Date: December 15, 2010

Location: PLP Upper School

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

Directors Absent: None

Administrative Team: Kate Alice Dunaway, Kari Jolly, Gloria Miller, Amy Sevic, Chris Scholl, Jennifer Gnann, Leslie Kidder

Guests:

- Meeting called to order at 6:03 p.m. by Dr. Ellison who also introduces the board members.
- Motion to approve consent agenda is Julie; seconded by Evelyn; unanimous approval; motion carried.
- Committee Reports:
 - Family Partnership Council. No news to report. Anne questions how families can email the Council questions; Julie affirms there is a process in place on Edline and Leslie expands upon how QIS works.
 - Policies and Procedures.
 - Anne shares the employee exit survey is ready to launch in January 2011 (the information will come to the board who will share that information with the Leadership Team); discussion ensues regarding the management of the survey and the board's use goals for use of the information. John inquires if there is a third party option for creating and launching the survey? Anne responds in the affirmative, however third party options come at a cost. Discussion continues. The next step is to work with the school leadership to finalize the questions that will be included in the survey. Discussion will be continued in January 2011.
 - Surveys for the PLP community. Kate Alice suggests alternating the years that families are surveyed (APs and seniors one year; families the next year) as opposed to having a survey every year. Julies notes that such alternation would allow a two year period to respond to issues raised in the survey, which is a reasonable time line; Evelyn agrees. Anne requests clarification if this will be driven by an independent third party or in house. Kate Alice shares challenges to be considered if we choose to take on the survey in house. It is decided that the family survey will be administered in 2011-2012; the AP/seniors survey will be launched in the spring. John asserts that these surveys should be administered professionally in order to maintain quality and reliability of data; Kate Alice assents. The policies and procedures committee will move forward with discussions with the leadership team and bring a proposal to the January board meeting for a vote.
 - The nominating committee needs to replace the vacancy created by Chris Perri's resignation; Bill Neal has volunteered to serve in that capacity; no other volunteers come forward. Motion to install Bill Neal to the nominating committee; Evelyn seconds; unanimous approval; motion carried.
 - Policy Governance 3rd Quadrant. Proposals need to be gathered for recommendation. Twan asserts she is willing to take that on, she just cannot do so with a committee because of time commitments; Twan and Anne will work on the 3rd quadrant.

chairpersons. Julie suggests that we consider the time limit for retention. Anne will prepare a policy and present it for consideration in January.

- Financial policies will be discussed at the retreat.
- Bill defers the financial report for November. Monthly projections are on target for the year. There is potential for an unexpected expense for the insulation and efficiency for the HVAC system at the Houston House. Bill inquires of the timing on the board will receive the audit. Kate Alice asserts that Briggs will present the audit report to the Board in January or February. He also inquires when board will receive the hard copy; they are available at the Houston House for distribution to the members upon request. Scheduling for future finance committee meetings is discussed.
- Twan expresses gratitude to the Leadership Team for their support during the months leading up to the campus purchase; without their support, this process would have been considerably more difficult.
- Evelyn moves to take the meeting to executive session; Michelle seconds. Unanimous approval; motion carried.
- Meeting adjourned at 8:00 p.m.