

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

Meeting Date: January 26, 2011

Location: PLP Upper School

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

Directors Absent: John Moloney

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

Guests: None

- Meeting called to order at 6:01 p.m. by Dr. Ellison who also introduces the board members. Twan also reviews the meeting protocol for the audience.
- Evelyn moves to approve the December meeting minutes; seconded by Bill; unanimous approval; motion carried.
- Open Session: Each guest has two minutes to address the board.
 - Dan Farley mentions three items regarding communication:
 - Posting of board meeting minute (not current past September, 2010);
 - Details regarding the purchase of the campus;
 - Updated status of the ACC.
- Committee Reports: Written committee reports are to be distributed to the board members by the Sunday prior to the scheduled board meeting moving forward.
 - Family Partnership Council. The FPC meeting this month was rescheduled to mid-day, which Julie was unable to attend; in lieu of her attending, Kevin has shared the following inquiries:
 - Details of the campus purchase
 - Status of the ACC
 - Publication of the full detailed budget
 - School Balance Sheet
 - Dr. Ellison clarifies that budgets that identify individual salaries will not be posted; further, Dr. Ellison inquires that the FPC state specifically what they are seeking with regard to the budget report and the balance sheet; Bill offers that we do not typically prepare balance sheets, although if the FPC wants something like that quarterly or semi-annually we can explore that opportunity. Julie mentions the Board may want to evaluate if a “balance sheet” is truly warranted, especially if there is an additional expense from Acadia to do so. Discussions continue regarding the ACC, which will be forthcoming from the Kaleidoscope Foundation as it is available; with regard to the campus purchase, Kate Alice is working on a response.
 - Finance Committee. The committee met on Wednesday, January 19, 2011, during which they discussed long-term planning and goals for Pine Lake Preparatory. He continues to state that saving and planning are critical for our financial success. He has charged the committee members to examine the budget and determine areas where we can trim the budget by \$200,000; Michelle clarifies that while we may run tightly, our projections are positive; Bill affirms this statement. Additionally, Bill states that the committee will be focusing on “in kind” donations from our community for services which we may need and recognizing when said donations are received. Bill confirms that there are no red flags on the current budget report; the true impact of our campus ownership will be seen in the coming months. Anne inquires if

we should facilitate a meeting that may stimulate education of “in kind” donations; Bill clarifies that the goal is to identify those resources. Kate Alice opines that those of the PLP team who are involved daily with our families are often aware of the opportunities our families offer. The next finance committee meeting is scheduled for February 17, 2011.

- Policies and Procedures. The employee exit survey has been created and is nearly ready to launch via Google Docs. All data collected from this survey will be examined in the aggregate each December. The committee recommends the family survey be conducted annually. The Academic Partner stakeholder survey is recommended to be performed every other year alternately with the student survey. Therefore, the board will have data from two surveys each year to examine as they examine strategic goals and planning. Anne advises the board that she has resigned from the Kaleidoscope Foundation board. John, Twan, Bill and Michelle will continue to represent PLP on the KF board. Our newest board member, Shawn, is in receipt of all of the current policies and procedures. Twan updates that she spoke with Nicole Thayer of the KF to reinforce a cooperative relationship between PLP and the KF and will be holding monthly conference calls with KF leadership to foster clarification, communication, and goal alignments between the two. Anne moves to adopt the proposals as recommended by the committee; no second. Discussion ensues. Kate Alice reaffirms her position that we utilize professional, academic-based survey organizations for any survey we conduct; there is a cost involved but the cost is reasonable and the results are reliable and comparable. She further recommends that the family survey be conducted every other year while the student and academic partner surveys are alternated each year. Anne responded that while using those paid surveys; there is extra cost involved in benchmarking and we never did get those comparisons. Kate Alice would like further discussion at the board retreat prior to bringing the matter up for a vote. Julie F is scheduled to meet with Kate Alice to discuss the Academic Partner Exit Survey. The board will look for a joint proposal from Kate Alice and the Policies and Procedures Committee at the board retreat.
- Nominating Committee. The committee indicates that the Bylaws currently state that our annual meeting be held each May, which they would recommend be moved to August. Twan inquires what is involved with regard to revision to our Bylaws. Kate Alice would defer to our attorney, Bill Pope, but it is her understanding that any changes to our Bylaws would have to be approved by the Department of Public Instruction. She would like to confirm this with Mr. Pope. Twan confirms that as it stands, we are required to hold the annual meeting in May, which means that we need to move forward with planning in May 2011. Dates for the annual meeting in May are discussed; subject tabled for future discussion. Additionally, the committee advises that bylaws permit to taking the Board of Directors to a total of nine members and is recommending that we begin seeking a representative with a strong financial background to be installed July 1, 2011. Twan opines that in September 2011 all nine members should be installed and ready for board training. The committee suggests that future board members be installed at the beginning of either the calendar year or the fiscal year to avoid confusion moving forward. Discussion ensues regarding the terms for each appointed member; Twan charges the Nominating Committee to review the terms for each current member and make recommendations that will insure that we have a nine member board in place by September 2011 that will take us through the 2011-2012 academic year; Kate Alice suggests that the committee discuss this endeavor with Kari. Anne will update the Board at the February meeting.
- Parliamentary procedure is discussed. Anne and Twan met to discuss the master calendar and requests that any additions are forwarded to Anne; this document is a living document that will change regularly. Twan charges the board and Kate Alice to review the master calendar and offer suggestions.

- Head of School Committee. The committee will be soliciting feedback from the board for the HOS performance evaluation; discussion regarding the HOS employment contract will be held in February and the contract developed and presented in May 2011.
- Board Retreat 2/19/2011. Members of the PLP Leadership Team will be present for the retreat who will be asked to present information to the Board; after leadership presentations, we will break; then Kate Alice will present the budget proposals; break for lunch then move on to board governance, surveys, finance reports in the afternoon. Twan will distribute an email around February 1 with a rough draft of the agenda. Retreat will begin at 8:00 am and conclude at 3:30 pm.
- Head of School report. The HOS report was distributed previously to the board members. We will be holding a sibling lottery and a general lottery; there are 2,010 general applicants and approximately 170 sibling applicants. She has been meeting with the Grandparents and Grants Partnerships; special attention should be paid to the calendar. Gloria and Shelly Sims are heading to Abu Dhabi to present at a conference on the Six Traits of Writing tomorrow for five days. They were invited to attend and all expenses are being paid for by the conference organizers. Evelyn commends the Upper School leadership for their work on the Honor Code and inquires if it will be rolled out to the other schools. Kate Alice affirms it will be rolled out initially in the Upper School.
- Bill moves to take the meeting into executive session; seconded by Michelle; unanimous approval; motion carried.
- Meeting adjourned at 7:05 p.m.