



**A Story to Inspire!**

**Pine Lake Preparatory Board Meeting Agenda  
September 29, 2010**

Welcome and Introductions- Twan Ellison 2 minutes

PLP Pride Moment- Kate Alice 7 minutes

Meeting Protocol- Twan Ellison 3 minutes

The Pine Lake Preparatory Board of Directors is very appreciative of the support of PLP parents. We are also very appreciative for the time that parents give each month to attend Board of Directors meetings. We value your input. Unfortunately, the format of the board meeting does not lend itself to spontaneous comments from parents. If you would like to address the board, please sign up on the sign in sheet. If feedback or comments come to mind during the meeting, please share them with appropriate staff members after the meeting. Thank you.

Consent Agenda 3 minutes

- Meeting Minutes from August 15 open session (attached)
- Meeting Minutes from August 15 closed session (attached)
- Meeting Minutes from August 25 open session (attached)
- Meeting Minutes from August 25 closed session (attached)

Open Session 10 minutes

This is an opportunity for parents to share information with the Board of Directors. Please be aware that you will not receive feedback at the meeting. You will receive feedback from appropriate PLP members after the Board Meeting.

**Committee Reports**

Family Partnership Council- Julie Flaherty 5 minutes

Finance Committee- Bill Neal 5 minutes

- Where are we with monthly projections?
- Have there been any revisions from the state?
- Have there been any unexpected expenses or changes in line items?

Policy and Procedures Committee Report- Anne McIntosh 5 minutes

Head of School Evaluation Committee- Evelyn Gerdes 5 minutes

**Old Business**

Capital Campaign/Kaleidoscope Update- Chris 5 minutes

**New Business**

Head of School Report- Kate Alice Dunaway 5 minutes

New Direction for Future Meetings- Twan Ellison 10 minutes

Motion to Adjourn Open Session and Move into Closed Session

**Closed Session Agenda**

Confidentiality/Conflict of Interest Agreements- Twan Ellison

Contracts Update-Kate Alice

Joint Use of ACC Contract- Kate Alice

Pending litigation for fair & equal lottery funding for Charter Schools- Twan Ellison

Head of School Compensation- Anne McIntosh

Pine Lake Preparatory prepares individuals in a nurturing environment for leadership and academic success within the kaleidoscope of an engaging community.

PINE LAKE PREPARATORY INC

BUDGET REPORT

From 8/1/2010 to 8/31/2010

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
<b>REVENUE</b>						
<b>STATE REVENUE</b>						
Rev - Charter Schools	\$6,769,032.00	\$466,344.61	\$1,089,501.48	\$5,679,530.52	83.90%	
<b>TOTAL STATE REVENUE</b>	<b>\$6,769,032.00</b>	<b>\$466,344.61</b>	<b>\$1,089,501.48</b>	<b>\$5,679,530.52</b>	<b>83.90%</b>	
<b>LOCAL REVENUE</b>						
Rev - Sales Tax	\$29,000.00	\$0.00	\$0.00	\$29,000.00	100.00%	
Rev - Field Trip	\$52,000.00	\$0.00	\$15.00	\$51,985.00	99.97%	
Rev - Various	\$100.00	\$0.00	\$0.00	\$100.00	100.00%	
Rev - Athletics - 9516	\$23,000.00	\$285.00	\$330.00	\$22,670.00	98.57%	
Rev - Clubs	\$25,000.00	\$0.00	\$40.00	\$24,960.00	99.84%	
Rev - Laptop Insurance Fund	\$18,000.00	\$0.00	\$0.00	\$18,000.00	100.00%	
Rev - Summer Program - 351	\$13,000.00	\$0.00	\$0.00	\$13,000.00	100.00%	
Rev - Cabarrus County Schools	\$13,683.35	\$0.00	\$0.00	\$13,683.35	100.00%	
Rev - Catawba County Schools	\$7,644.00	\$0.00	\$0.00	\$7,644.00	100.00%	
Rev - Charlotte-Mecklenburg Sc	\$1,151,304.00	\$0.00	\$0.00	\$1,151,304.00	100.00%	
Rev - Iredell-Statesville Scho	\$980,094.00	\$0.00	\$0.00	\$980,094.00	100.00%	
F & F - Iredell-Statesville Sc	\$15,601.74	\$0.00	\$0.00	\$15,601.74	100.00%	
Rev - Lincoln County Schools	\$5,772.20	\$0.00	\$0.00	\$5,772.20	100.00%	
Rev - Mooresville City Schools	\$150,198.72	\$0.00	\$0.00	\$150,198.72	100.00%	
Rev - Rowan-Salisbury Schools	\$6,860.00	\$0.00	\$0.00	\$6,860.00	100.00%	
<b>TOTAL LOCAL REVENUE</b>	<b>\$2,491,258.01</b>	<b>\$285.00</b>	<b>\$385.00</b>	<b>\$2,490,873.01</b>	<b>99.98%</b>	
<b>FUND 5 REVENUE</b>						
Rev - Lunch (Full Pay)	\$37,500.00	\$1,304.26	\$1,304.26	\$36,195.74	96.52%	
<b>TOTAL FUND 5 REVENUE</b>	<b>\$37,500.00</b>	<b>\$1,304.26</b>	<b>\$1,304.26</b>	<b>\$36,195.74</b>	<b>96.52%</b>	
<b>TOTAL REVENUE</b>	<b>\$9,297,790.01</b>	<b>\$467,933.87</b>	<b>\$1,091,190.74</b>	<b>\$8,206,599.27</b>	<b>88.26%</b>	

PINE LAKE PREPARATORY INC

BUDGET REPORT

From 8/1/2010 to 8/31/2010

	CURRENT BUDGET	MTD ACTIVITY	YTD ACTIVITY	BUDGET BALANCE	PERCENT REMAINING	NOTES
1. Salaries & Bonuses	\$3,955,185.54	\$337,644.79	\$662,719.57	\$3,292,465.97	83.24%	
2. Benefits	\$1,283,638.70	\$100,985.38	\$195,033.78	\$1,088,604.92	84.81%	
3. Books & Supplies	\$201,600.00	\$2,942.01	\$11,566.26	\$190,033.74	94.26%	
4. Technology	\$139,253.91	\$1,797.37	\$29,681.72	\$109,572.19	78.69%	
5. Non-Cap Equipment & Leases	\$89,500.00	\$351.77	\$4,722.65	\$84,777.35	94.72%	
6. Contracted Student Services	\$117,300.00	\$256.24	\$22,258.28	\$95,041.72	81.02%	
7. Staff Development	\$31,000.00	\$1,432.42	\$3,472.71	\$27,527.29	88.80%	
8. Administrative Services	\$396,631.00	\$22,363.13	\$96,441.25	\$300,189.75	75.68%	
9. Insurances	\$71,064.00	\$0.00	\$48,000.00	\$23,064.00	32.46%	
10. Rents & Debt Service	\$2,154,403.54	\$0.00	\$357,240.50	\$1,797,163.04	83.42%	
11. Facilities	\$221,800.00	\$370.50	\$10,944.27	\$210,855.73	95.07%	
12. Utilities	\$178,200.00	\$3,578.70	\$8,759.02	\$169,440.98	95.08%	
13. Nutrition & Food	\$56,750.00	\$303.23	\$303.23	\$56,446.77	99.47%	
14. Transportation & Travel	\$7,200.00	\$64.15	\$346.85	\$6,853.15	95.18%	
15. Capital Purchases	\$271,590.20	\$0.00	\$44,931.70	\$226,658.50	83.46%	
<b>TOTAL EXPENSES</b>	<b>\$9,175,116.89</b>	<b>\$472,089.69</b>	<b>\$1,496,421.79</b>	<b>\$7,678,695.10</b>	<b>83.69%</b>	

NET SURPLUS/(DEFICIT)

\$122,673.12	\$(4,155.82)	\$(405,231.05)
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# Pine Lake Preparatory

## Head of School Summary

Wednesday, September 22, 2010

### **Overview**

The Pine Lake Preparatory 2010-2011 year is a story to inspire. In the last three weeks, I have observed in classrooms as Academic Partners have successfully engaged students of all ages in topics as diverse as The Spanish American War; problem solving for  $x$  in an equation; creating and presenting a new invention; reviewing and singing the Asian Dynastic ladder, the Boston Tea Party; understanding the differences in MRI, PET, and CT scans; the composition of the human body; conversational Spanish; developing a timeline for the founding of the United States; and identifying a rhombus and a trapezoid in a Kindergarten classroom! In every classroom setting, students were engaged, on task, and prepared for the learning environment because of the best practices of our Academic Partners. The opportunity to continually examine, review, discuss, and strengthen our best educational practices is our focus as we support our Academic Partners and encourage and foster a community of excellence. The recent article in *Time* reinforces what we know about children and the learning environment – the teacher makes the difference. My goal is to support our excellent Academic Partners and assist them in reaching a higher level of teaching and learning within the classroom each day.

### **Upcoming Events**

On Thursday, September 23, 2010, we welcome our NCDPI Consultant to campus for to visit the Lower, Middle, and Upper Schools.

On Saturday, October 16, 2010, you are invited to PLPalooza as we celebrate students, families, grandparents, APs, and all things Pine Lake!

### **Finance/Budget**

I have been in contact with Tom Williams at Acadia-NorthStar daily during the last several weeks. At this time, we are awaiting our final ADM; however we are within our budget projections for the 2010-2011 school year. Once we have received verification of our ADM, I will update the Board with any pertinent information regarding the budget. At this time, I do not foresee any major changes to the budget with the exception of items the board may consider related to facilities.

## **Facilities**

As we begin the school year, we are extremely pleased with the facilities and grounds throughout the campus. We have implemented new guidelines for our students as we continue to demonstrate care and respect for our classrooms and buildings.

## **Curriculum/Instruction**

The stabilization of our Academic Partners within our school community and the addition of key Academic Partners is positioning Pine Lake for a new level of excellence as a learning community. The last Friday of every month, the Academic Partners will have Professional Development after the Early Release Day. In September, the focus is utilization of technology in the classroom and goal-setting for academic success.

## **Addendum**

Please review the following Attachments which provide specific information as related to the following:

- Lower School
- Middle School
- Upper School
- Admissions
- Academic Affairs
- Information Technology
- College Planning
- Exceptional Children
- Counseling
- Community Relations
- Campus Services
- Athletics

## **Challenges**

The entire PLP Leadership Team continues to evaluate Arrival and Departure each day. The Mooresville Police Department, NCDOT, and Town of Mooresville continue to be very pleased and supportive as we implement the processes they have developed for Arrival and Departure.

Respectfully submitted,

Kate Alice Dunaway  
Head of School

## Attachment I

**Name:** Gloria Miller

**Position:** Head of Lower School

**Date of Summary:** September 13, 2010

### **A Story to Inspire:**

Recently we opened enrollment for a sixth, First Grade class in the Lower School. In the rush that followed, we called parents, held tours and fielded questions from these new parents. One family stands out to me from that time. The mother and father asked if they could speak privately with me after the tour was over. We met in my office and they shared with me that the mother had thyroid cancer. Her surgery and radiation treatments were scheduled for the next week. Since the children could not be near the mother after radiation therapy, they would need to stay with grandparents in Winston-Salem. They wanted to know if we could hold a place for their son until September 6<sup>th</sup> when he would return to his home. Of course, I agreed and bright and early on September 6<sup>th</sup> this father arrived with his son in tow. This father and his family have inspired me for the past week as I watch them settle into the routine of a new school year. Whatever they are facing at home each day with the mother's illness, their excitement to be here and their positive attitudes and support of their son were the highlight of my days last week. For example, never have they complained about the wait in the arrival/dismissal line. Instead, they always have smiles and a pleasant, "Good morning, Principal Miller. How are you today?" greetings for me and the others who are standing outside assisting children out of cars. I can only hope this positivity is contagious.

### **Overview of Goals from September 1-September 30, 2010:**

- Complete the first two weeks of school following the parameters set in First Days of School
- Ensure the successful entry and adjustment of all children during the first month of school
- LS Wednesday Meetings focus on Ed-line, grade books, and training for the Writing Initiative and Reading Initiative
- Introduce curriculum as per Core Knowledge Outline for the beginning of the year
- Complete Steiglitz Informal Reading Inventory and Math Assessment for all Lower School students no later than September 24
- October-finalize planning for the LS Book Fair October 18-22

### **Calendar of Lower School Events:**

- September 11-Camp-In
- September 13-6:30-8:00 Grade 5 Curriculum Night
- September 14-6:30-8:00 Grade 4 Curriculum Night
- September 15-Meteorologist Eric Thomas from WBCB visits Grade 5

- September 15-16-School Photos
- September 16-6:30-8:00 Grade 1 Curriculum Night
- September 20-6:30-8:00 Grade 2 Curriculum Night
- September 21-6:30-8:00 Grade 3 Curriculum Night
- September 30-6:30-8:00 Kindergarten Curriculum Night

**On-going Events:**

**After-school Explorations-** Soccer, Cheerleading, LS Chorus, Clay-mation, Computers, Junior Engineers (10 teams), Young Artists, Science, Kids on Que (drama)

**Accomplishments:**

PLP, Coach Hartshorne, and Jennifer Westbrook recognized by the American Heart Association for a successful Hoops for Hearts and Jump Rope for Hearts that raised more than \$10,550-more than any other school in our region!

**Challenges of Significance:**

By far our biggest challenge continues to be morning arrivals and afternoon dismissals. Even with the staggered start/completion times, etc., we still are not able to complete the morning arrivals by 7:40. We continue to work towards solutions that will make our arrivals/dismissals more efficient.

**Closing Reflection:**

We are off to a roaring beginning for the 2010-2011 school year and all look forward to the Curriculum Nights over the next few weeks. These evenings with parents will give us the time to share goals and expectations as well as afford us the opportunity to meet each parent and welcome them aboard!

## Attachment II

**Name:** Amy Sevic  
**Position:** Head of Middle School  
**Date of Summary:** 9/10/2010

### **A Story to Inspire:**

The middle school students inspire us each day. They each bring their own unique sense of self, intelligence and personality to the classroom which encourages us in the profession that we have chosen. They inspire us!

### **Overview of Goals:**

- Begin working on the Six Traits Writing Assignments with Middle School students and staff.
- All grade levels involved in a cross curricular unit in their classrooms.
- Academic Partners to become proficient in Edline communication.

### **Calendar of Events:**

- September 11, 2010 – Pine Lake Camp-In
- September 15, 2010 – Show Choir Try-outs, Grades 6-12
- September 22, 2010-Eighth Grade students Leadership/Ropes Course
- September 24, 2010 – Early Dismissal for students
- October 3-15 – Family Conference Weeks
- October 11-15- MS Book Fair
- October 16- PLPalooza
- October 25-29 – Campus wide Spirit Week

### **Student Accomplishments/Achievements:**

One of our 7<sup>th</sup> grade girls, scored a 99% on the Duke Tip Explore Test. Of the 5,000 that qualified to take the exam nationwide, she placed in in the top 5%.

### **Upcoming Plans/Events:**

- Academic Partners will begin to prepare for the Family conference weeks beginning October 3 and ending October 15.



- Many family opportunities will be offered the week of October 11 for the MS Book Fair.

**Academic Goal/s for upcoming month:**

All students engaged in a grade level cross curricular study unit.

**School Culture Goal/s for upcoming month:**

Ensuring that all Academic Partners are Edline proficient and communicating to parents on a weekly basis.

**Closing Statement:**

The Middle School students are enjoying the first month of school. Many are participating in social activities that are assisting them in nurturing new friendships and finding a sense of identity with the school. They are organizing themselves to study and learn in an environment that is fun and creative.

## Attachment III

**Name:** Chris Scholl

**Position:** Head of Upper School

**Date of Summary:** September 13, 2010

### **A Story to Inspire:**

We have and continue to receive contacts from families who have made the choice to remove their children from Pine Lake, only to realize that Pine Lake was the better choice for their child's education.

In addition, I discussed Pine Lake with a family looking for an educational alternative for their child who was developing anxiety where he was enrolled. He has come to Pine Lake and absolutely is in love with the school. The family is looking to move their other two children for the 2011-2012 school year.

I talked with a third family who is new to PLP this year. They live near Beatties Ford Road in the Huntersville area. As their older two children are excited and now in love with Pine Lake, the family is putting their house for sale and moving closer to this area.

### **Overview of Goals:**

- Academic Partners are to update their phone voicemail messages
- Academic Partners were to post to Edline Friday, Sept. 10
- Add/Drop period has passed (9/8) and student schedules are to be stabilized from here
- Continuing down the path of challenging our students in the classroom

### **Calendar of Events:**

9/14, 9/28, 10/12	“Heads Up” sessions on 9/14, 9/28, 10/12
9/15	US Departments meeting to discuss curriculum
9/20	NCHSAA regional meeting in Charlotte
9/21	Junior College Night –Charles Mack Center, Mooresville
9/22	Next Edline update
9/24	Student Early Dismissal/Academic Partner planning
10/8	End of First Grading Period

### **Accomplishments/Achievements by Students/APs:**

- The school year is off to a great start with learning taking place in every classroom
- What a great and positive feel to the school year

**Challenges of significance:**

- Dress code – students wearing the correct clothing and shirts being tucked as necessary
- Students being on time for the start of classes – many variables play into this, but we are addressing in an appropriate manner

**Updates from Conferences or Seminars attended by APs:**

- Those who attended AP summer institutes are applying the lessons learned in the classrooms
- AP's are utilizing the components of the summer institutes in classrooms with students

**Closing Statement:**

What a great group of students. What a dedicated group of families. What an outstanding group of professionals. The year is off to a great start. We are embracing the challenge of stretching the curriculum as we continue to open the minds of our students. As we all work together as partners in education, we are well on our way to consistently having education that will challenge students to be better.

## Attachment IV

**Name:** Joanne Tabor

**Position:** Registrar

**Date of Summary:** September 13, 2010

### **Overview of Goals:**

- Enroll 1500 students for the 2010-11 year
- Request records for all new students
- Send records for students who withdrew
- Form a Partnership for Service Learning
  - 3 leads and 3 guides in place
  - Close out the 2009-10 Service Learning year
  - Set up Service Learning binders for Upper School students for the current year
  - Start promoting new projects

### **Calendar of Events:**

September 22, 2010 is our 20<sup>th</sup> day. This is important for our daily attendance count.

### **Student Accomplishments/Achievements:**

- A dozen students will be recognized at the September Board Meeting on Sept 29 for receiving the Presidential Service Learning Award (over 100 hours of service).
- All Middle and Upper School students have Edline accounts.

### **Academic Partner Accomplishments/Observations:**

All Academic Partner's have Edline accounts. All teachers have Edline pages for their students.

### **Challenges of significance:**

We did not fully anticipate the number of Upper School students withdrawing. This impacted our enrollment in early August and increased our workload as we tried to fill our available seats. I coordinated all calls and meetings with families with the Administrative Associates and School Leadership for Lower, Middle, and Upper School.

**Updates from Conferences and/or Seminars:**

I have attended multiple web seminars as I have learned the software programs for building a master schedule for teachers and students.

**Upcoming Plans/Events:**

- Organizing student records and filing all the new records.
- Roll out of Service Learning projects.
- October 8- End of First Grading Period

**Closing Statement:**

The start of the school year has been extremely busy as I built Academic Partner schedules, student schedules, enrolling and withdrawing students. Many hours are necessary to ensure the smooth transition of students and AP's into a new school year.

## Attachment V

**Name:** Jennifer Gnann

**Position:** Dean of Academic Affairs

**Date of Summary:** September 13, 2010

### **A Story to Inspire:**

Last month, I had the opportunity to attend the Senior Retreat in Montreat. While there, every senior girl piled on the bunks in the bedroom and began going around the circle telling nice things about each other. There were tears, smiles, and laughter. Never have I seen teenage girls decide on their own to “bond” with each and every girl in the group. Girls that did not like each other previously left the retreat planning overnights at each others’ homes. What a way to begin the school year! And their friendships have continued just as they planned during the retreat.

### **Overview of Goals:**

To continue to organize events for the school year.

### **Calendar of Events:**

- August 24-26 Attended Senior Retreat
- August 27 Senior Breakfast
- September 2 College Planning Meeting
- September 7 College Planning Meeting
- September 10 Regional EC Meeting in Winston-Salem

### **Student Accomplishments/Achievements:**

We have several sophomore students express interest in applying for School of Science and Math for their junior year

### **Upcoming Plans/Events:**

PSAT on October 13 with over 100 students registered

**Closing Statement:**

I have received comments and emails from many parents and APs on how well this year has started. We continue to make improvements to our school and our procedures for beginning the school year. The 2010-2011 school year is off to a great start!

## Attachment VI

**Name:** Mark McCurry

**Position:** Technology Director

**Date of Summary:** 9/10/2010

### **Overview of Goals for September:**

- Support Windows 7 deployment
- Monitor and refine security for internal and external threats
- Repair damaged laptops
- Refine UTM firewall configuration
- Deploy computer labs and classroom computers

### **Accomplishments:**

- Successfully rolled out 150 student laptops during PLP Inforium on 9/7
- Initiated personal laptop program with 77 students

### **Challenges of significance:**

Supporting 230 aging Dell D610s with limited technology budget.

### **Closing Reflection:**

We are currently upgrading all Pine Lake computer assets to Windows 7 which will give us desired features and additional security. We continue to closely monitor our security situation for both internal and external threats. We are actively installing new software and systems that will instantaneously alert us to any attack to our network and simplify log analysis. On the infrastructure front, we have completed a successful pilot of workstation virtualization and we are starting to migrate our level 3 servers to VMs. This project will allow us to reduce our server footprint as well as save energy and maintenance costs.



## Attachment VII

**Names:** Jennifer Gnann, Andrew Mocerri, Tim Rhodes, Jeff Walker

**Position:** College Planning

**Date of Summary:** September 13, 2010

### **Overview of Goals:**

To plan 2010-2011 events for Upper School students in college planning

### **Calendar of Events:**

- September 9 First college visit: Suwanee, The University of the South
- September 16 Visit from Pfeiffer University
- September 21 Junior College Night/Charles Mack Center, Mooresville
- October 1 College Fair
- October 22 Career Fair
- Every Wednesday Lunch: College Planning Leadership meeting

### **Closing Statement**

We have begun to establish a good working relationship as leaders of college planning. We work well together and are doing a nice job of filling out our roles as individuals and as a group. Plans are underway for a variety of events including a SC College Tour for interested Upper School students.

## Attachment VIII

**Name:** Jackie Kurtz

**Position:** School Counselor

**Date of Summary:** September 10, 2010

### Overview of Goals:

- To introduce myself and the school counseling program to students through the classroom guidance setting
- To start small group counseling for students in the Middle School who are new
- To assess the counseling needs of PLP by having Academic Partners complete a needs assessment survey.
- To provide an overview of the school counseling program to Academic Partners
- To complete an Edline page for the School Counseling Program
- To complete classroom guidance lessons in the nut-free classrooms at the Lower School.

### Calendar of Events:

- September 13-17
  - visit First Grade classrooms to provide classroom guidance
  - visit Sixth and Seventh Grade Leadership classes to provide classroom guidance
  - provide support for students, Academic Partners and parents
- September 20 – 25
  - visit Second and Third grade classrooms to provide classroom guidance
  - provide individual services for students with counseling as a related service on their Individualized Education Plans.
  - initiate the New Beginnings small group at the Middle School
  - provide support for students, Academic Partners and parents

- September 27 – October 1
  - visit Fourth and Fifth grade classrooms to provide classroom guidance
  - provide support for students, Academic Partners and parents
- October 4 – October 8
  - complete the New Beginnings small group
  - provide support for students, Academic Partners and parents

**Upcoming Plans/Events:**

- Notify Seventh grade students who qualify for the Duke TIP program
- Start the New Beginnings small counseling group
- Tally the Needs Assessment Survey to decide on small group topics to start at the Lower School

**Closing Statement:**

The first few weeks of school have been extremely enjoyable. I have visited classrooms at the Lower School so that they are aware of the School Counselor's role at PLP. It is a busy job to cover all three schools, but I am excited that I will have the opportunity to follow the children as they transition to different grade levels.

## Attachment IX

**Name:** Kay Johnson

**Position:** Exceptional Children's Director

**Date of Summary:** September 10, 2010

### Overview of Goals

- To update the CECAS system with the new students who are now attending Pine Lake Preparatory and to transfer the students out of the system that have left PLP.
- To ensure all Exceptional Children's services are being implemented as written on the students Individual Education Plan.
- To finalize the seven student referrals from testing over the summer with eligibility meetings (completed).
- Input and organize system for inputting all testing accommodations into NC Wise for all Individual Education Plans, 504 plans, and ESL students. (English as a second language)

### Calendar of Events:

- September 10<sup>th</sup>            Regional Exceptional Children's Director's meeting
- October 15<sup>th</sup>            (CIPP) Data submission for 90 day timelines, IEP/ transitions/  
internal record reviews/ and class size reviews.
- November 1<sup>st</sup> -3<sup>rd</sup>        60<sup>th</sup> annual conference on Exceptional Children

### Student Accomplishments/Achievements:

The 9<sup>th</sup> grade algebra inclusion class received 100's on their 1<sup>st</sup> quiz.

### Academic Partner Accomplishments/Observations:

Our Exceptional Children's department welcomed new APs this year. We would like to welcome Meghan Macy and Lisa Silver to the Lower School. They both bring a wealth of experience to our Pine Lake community. We also have a new Speech Therapist at the Middle and Upper school. Her name is Liz Cline.

**Challenges of Significance:**

Our department challenge include scheduling all our services within the regular classroom setting and keeping up with the ever changing state paperwork and Exceptional Children's laws.

**Updates from Conferences and/or Seminars:**

Jennifer Gnann and I were updated on the new Policies and Procedures Manual from the North Carolina Department of Public Instruction.

**Upcoming Plans/Events:**

- To update the CECAS system with the new students who are now attending Pine Lake Preparatory and to transfer the students out of the system that have left PLP.
- Input and organize system for inputting all testing accommodations into NC Wise for all Individual Education Plans, 504 plans, and ESL students (English as a second language).
- 60<sup>th</sup> annual Exceptional Children's Conference in the fall.

**Closing Statement:**

The Exceptional Children's Department has continued to thrive despite many challenges. Our students continue to work to meet the advanced curriculum at PLP. We have many documented success stories that make our students shine. Our Academic Partners are willing to go that extra mile to make all students successful in everything they pursue.

## Attachment X

**Name:** Leslie Kidder

**Position:** Community Relations Director

**Date of Summary:** September 13, 2010

### **Overview of Goals from August 14 – September 13, 2010:**

- Revolving informational updates on Edline / Master calendar
- Provide Administrative liaison for Family Council
- Provide Kaleidoscope Foundation with updated Pledge total, ongoing support
- Provide ongoing communication to the PLP community
- 1 media meeting with Editor

### **Calendar of General School Events:**

- 8/19 Home Depot & Power Works Corporate Tour
- Open Houses (US 8/23, MS 8/24, LS 8/26)
- 8/26 Senior Breakfast
- 8/31 Family Partnership Lead Interview/Communications
- 9/1 Kaleidoscope Foundation Meeting
- 9/7 PLP Inforium
- 9/11 Camp=In
- 9/17 Dr. June Atkinson, State Superintendant visit
- 10/16 PLPalooza

### **Accomplishments/Achievements:**

- Pledge reporting for Kaleidoscope Foundation. Pledges are now \$1M.
- Edline template utilization for LS Academic Partners to provide families/students with consistency of communication.
- Updating of Master Edline Calendar
- Interviewing Candidates for Family Partnership Leads; Selection of Lead
- Continue weekly updates for LS Edline page
- Editor Luncheon with the Lake Norman Times
- Cultivating “partner” relationships with surrounding area Charter Schools in order to “speak” with one voice in regards to options in children’s public education
- Continue partnership with NC Alliance for Public Charter School for educating public sector
- Various internal communications collaboration between HOS(s)
- Successful Inforium with the PLP community

- Successful launch of weekly event overview; “This Week @ PLP”
- Cataloged 2010 Graduation photos

**Challenges of significance:**

- Continue to break down internal communication barriers
- Monitoring the influx of requests for mass notification emails
- Complete communication and community relations written strategy for PLP
- Develop a SWOT analysis for PLP
- Develop a population splatter map for PLP by zone
- Redesign College Profile Sheet as a multi-prong marketing tool
- Increase positive awareness of PLP in the Mooresville and Lake Norman community
- Develop conceptual plans for increased education/training for families on charters, PLP and relevant family issues
- Ongoing: Weekly assessment of Academic Partner Edline pages for consistency in information for families
- Challenge Heads of Schools to post more executive level “reflections” vs. tactical information for families on Edline

**Closing Statement:**

I continue to be amazed by the wonderful families, Academic Partners, and Board of Directors at Pine Lake Preparatory. To receive the communiqués from individuals appreciating my new role and responsibilities has me puffing my chest out with pride. I feel so blessed to be a part of this educational institution and community of families. They appreciate even the “smallest” that occur on and off campus. I look forward to addressing my immediate challenge for community relations I look forward to the Lake Norman community embracing Pine Lake for the opportunity.

## Attachment XI

**Name:** Kari Jolly  
**Position:** Campus Services Director  
**Date of Summary:** September 14, 2010

### **A Story to Inspire:**

As school begins each year, our incoming Kindergarten students struggle with separation from their families and are often frightened with the new school experience. I'm sure that our Lower School building seems enormous and overwhelming to a five year old looking for his classroom or making her way to car lane at the end of the day. This year, Gloria Miller developed a plan for our "senior" Lower School students (Fifth Graders) to hold hands and assist these small children in their transition. Ms. Miller's creative solution and the willingness of the Fifth Graders to help younger students inspire me to remember to take the opportunity to think creatively and understand that sometimes a helping hand makes all the difference.

### **Overview of Goals from September 10 – October 15, 2010**

- review termination of lease agreement with AEL Financial for first year laptops
- review status of lease agreement with BGE Financial for band equipment
- review status of lease agreement with Standards for Living
- continue to develop and implement appropriate and successful best business practices in accordance with Head of School and Board directives

### **Calendar of Events**

- 9/16 Finance Committee Meeting
- 9/17 State Superintendent of Schools Dr. June Atkinson visits PLP
- 9/24 Campus Wide AP Meeting
- 9/29 Board Meeting

### **Campus Accomplishments/Achievements**

- Met with members from the NCDOT, Town of Mooresville and Mooresville Police Department to organize a plan for dismissal and arrival.



- Consulted with and obtained bids from contractors to install perimeter fencing in accordance with discussion with NCDOT, Town of Mooresville and Mooresville Police Department.
- Worked with Kathy Holthouser to roll out plan for student dismissal to Sno Shack.
- The LS playground received new mulch; the entire campus received its semi-annual installation of pine needles/mulch; dead or dying shrubs are being culled; new plantings are installed as needed.
- The LS Butterfly Garden received its National Wildlife Foundation identification.
- Inspection of campus wide fire suppression and alarm systems were successfully completed.

### **Academic Partner Accomplishments/Observations**

- Academic Partners across campus are demonstrating an increased level of accountability for the appearance of their personal and community workspaces which translates to improved appearance overall.

### **Challenges of Significance**

- identification of opportunities for improvement for student arrival/dismissal
- increasing awareness of the need for authoritative support from local agencies during dismissal

### **Upcoming Plans/Events**

- complete installation of perimeter fencing
- meet and greet with incoming Classroom Coordinators from the LS; education regarding PLP policies and procedures for volunteers and fiscal management in the classroom

### **School Culture Goal/s for upcoming month**

- Recognize and demonstrate appropriate attitude when working with members of the community; encourage others in this regard as needed.

### **Closing Statement**

In spite of that fact that opportunities for improvement remain, I am very pleased with the progress of our dismissal and arrival process over the years. The beginning of the year is always the most challenging, however our roll out for this year was successful in terms of improved

efficiency and safety for our students; this success is attributed to the thoughtful consideration of our families and diligence of our Academic Partners. Ultimately, improvement beyond our current point may require the development of a mass transport solution.

## Attachment XII

**Name:** Thomas Berlin, Andrew Mocerri and Amy Sevic  
**Position:** Athletic Director and Assistant Athletic Directors  
**Date of Summary:** August 26, 2010

### **A Story to Inspire:**

Working as a team within our own community and outside our community is always an inspiration. Our joint football team, Charter Chargers, is an inspiring example of communities working together. Community School of Davidson and Pine Lake combine student athletes and resources on Thursday evenings for a family event that includes football at both the MS and US level, Spirit from the Community School of Davidson cheerleaders and the Pine Lake Pride band and percussion.

### **Overview of Goals:**

- Select venues for winter sporting season
- Secure coaches for basketball and swimming
- Conduct mentor training for MS robotics and US robotics volunteers
- Form MS and US robotics teams for a 10/1 beginning

### **Calendar of Events:**

- September 13, 2010 – US Cross Country vs. Lincoln Charter
- September 13, 2010 – MS Home Cross Country Meet
- September 14, 2010 – US Soccer and Volleyball meet vs. Lake Norman Charter School
- September 14, 2010- MS Soccer and Volleyball vs. Lake Norman Christian
- September 16, 2010- MS Soccer and Volleyball vs. Community School of Davidson
- September 17, 2010 – US Soccer and Volleyball vs. Lake Norman Charter
- September 20, 2010- MS Cross Country vs. St. Stephens
- September 20, 2010 – US Cross Country at home
- September 20, 2001 – US Tennis vs. LNCS

- September 21, 2010 – US Soccer and Volleyball vs. Queens Grant
- September 21, 2010- MS Soccer and Volleyball vs. ARMS
- September 23, 2010 – US Tennis vs. LCS
- September 27, 2010- MS Cross Country vs. Lincoln Charter
- September 27, 2010- US Cross Country vs. Queens Grant
- September 27, 2010 – US Tennis vs. LCS
- September 28, 2010- US Soccer and Volleyball vs. Grace
- September 28, 2010- MS Soccer and Volleyball vs. Sugar Creek
- September 30, 2010- MS Soccer and Volleyball vs. St. Stephens
- October 1, 2010- US Soccer and Volleyball vs. Covenant
- October 1, 2010 – Charter Chargers home games at Mooresville High School
- October 4, 2010 -US Soccer vs. Woodlawn
- October 5, 2010 – US Soccer and Volleyball vs. Grace
- October 5, 2010- MS Soccer and Volleyball vs. St. Marks
- October 4, 2010 – MS Cross Country vs. Community School
- October 4, 2010 – US Cross Country vs. Covenant
- October 8, 2010 – Charter Chargers home game at Mooresville High School
- October 11, 2010- MS Cross Country vs. Woodlawn

**Accomplishments:**

- MS Volleyball 5-0
- MS Soccer 2-1-1
- US Volleyball 1-5
- US Soccer 0-4
- MS Cross Country 3-1

- US Cross Country 3-3
- US Tennis 2-2

**Challenges of significance:**

- Securing gymnasium space for winter basketball teams
- Securing coach for MS girls basketball
- Fund raising opportunities for US robotics team

**Upcoming Plans/Events:**

Winter Sport Try-outs will be held the week of October 25, 2010 for MS and US

**School Culture Goal/s:**

Continue to communicate with students the expectations of all Pine Lake students while they are representing Pine Lake both on the field and off the field.

**Closing Statement:**

The student athletes and coaches have displayed sportsmanship, skill and pride during the fall competitions. They enjoy the sports they are playing and are representing the Pine Lake community weekly. Go Pride!