

PLP BOD OPEN SESSION Meeting Minutes- Date: February 21, 2012

PLP BOD Present: Michelle Adams, Anne McIntosh, Julie Robinson, Linda DiPaola, John Allemeier, Julie Flaherty

Absent: Shawn Rogers

PLP Administration: Donna Beregon, Chris Scholl, Gloria Miller, Amy Sevic

Location: Upper School Seminar Room

I. Call to Order

At approximately 6:00 pm, Meeting called to order

- II. **Conflict of Interest Reminder per N.C. General Statutes 138A-15(e).** Chair reads Conflict of Interest Reminder per N.C. General Statues 138A-15(e) which states:

“In accordance with the State Government Ethics Act, 138A-15(e), it is the duty of every Board member to avoid both conflicts of interest and appearance of conflict. Does any Board member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board today? If so, please identify the conflict or appearance of conflict and refrain from an undue participation in the particular matter involved.

Chair asks if any board member has a conflict with any issues coming before the board this evening. None reported.

III. **VOTED**

Motion to accept January 25, 2012 open meeting and executive session minutes. Second. Majority Vote.

IV. **Public Comment**

- Sara Thomas, Secretary from Kaleidoscope Foundation reports. Introduces Mark as new Treasurer to replace Michelle Newberry, working on 2011 annual Report and will provide to the Board of Directors, continues to work on communicating with PLP families via capital campaign, posting bylaws, utilizing Family Council’s newsletter, email, FaceBook, and the pledge-board located at campus entrance. Next meeting is March 13th.
- Lisa McKenzie, concerned parent reminded board of mea culpa from November, 2011 and that at December, 2011 meeting, Treasurer Shawn Rogers requested legal documents regarding the campus purchase; asked that board members continue to be accountable to stakeholders. She asked about voting results from Feb 13 meeting; and questioned the value of athletic director when Upper School has need for guidance counselor. Ms. McKenzie asked about 2012-2013 budget and urged board to focus on comments made by parents at recent focus groups. She concluded stating that new board Treasurer be open and transparent with budget for stakeholders.

V. **Administrative Matters**

- Vote- Kaleidi

Kaleidi Director Kari Jolly submitted report to Executive Committee requesting authorization to move forward early for registration, due to marketing purposes. The full year's calendar is ready and available. Tuition will remain static. Teacher: student ration will increase from 1:15 to 1:20. She reminded board that this past year was pilot program and now requests permission for long-term adoption as long as program remains profitable. Recommendation was to add Kaleidi to Master calendar in January for annual review prior to when budget would be discussed in Feb. Motion to approve Kaleidi for next year. Second. Motion passed.
- Vote: April board meeting

Motion made to move board meeting from Apr 24 to Apr 25. Motion. Second. Approved.
- Board Retreat- Sat., 19 May

Amy Sevic said she cannot attend; Chair said we would look at new dates and put on March agenda.
- Update: Membership Meeting

Campus Services Director stated Charles Mack Center has been reserved for Tues. 15 May..
- Update: Head of School Committee

Chair of HoS Committee reported that reports from focus groups will be posted this week. HoS Search firm reported Pine Lake Prep to be healthy with 29% stops, 43% starts, and 28% continues. Twenty one candidate resumes have been collected and passed to the Search Committee. The Committee will narrow down to top 10 and then narrow again to top 7. Hope to interview semi-finalists on March 9 and 10. Goal is to make an offer around end of March. Board members can email Linda if they would like to provide input on their top five favorites.
- Committee Chairs Update

Vice Chair reported on committees missing Chairs. Finance- no Chair; move to March agenda. Capital Planning- Motion made that Linda serve as chair. Seconded. Passed. Grievance- Motion made that Julie F serve as chair. Seconded. Passed. PLP Board Development- Motion made that John A serve as chair. Seconded. Passed. New board members will be welcomed to be on committees before next board meeting.
- Treasurer/Controller Report

Controller stated that there is confusion regarding a \$640 per month for WLAN associated with laptop initiative. Discussion was- does that fall in technology and replaces another cost; Donna reported the invoice said expansion. Controller will follow up with IT Director- Mark McCurry. Controller reports there is a shortfall with laptop initiative revenues; IT Director will be asked to follow up at March meeting.
- Academic Strategy Committee

Committee Chair reports they are working on family surveys to get down to about 10 questions; hopefully will go out next week. Asked if there were any questions on the NC Working Conditions Survey? None.

- Head of School Evaluation

Chair reported that the Heads of Schools are providing self-assessments; these will be submitted by Friday of this week. There will also be feedback from board and APs. Chair noted that the Heads are operating without job descriptions; the Heads are working to craft job descriptions. Will have this information available for March 28 board meeting.

- Q&A

- Questions from Public Comment and/or emails about College Planning and Guidance Counselor: College Planning survey reports adequate for now; board has discussed Guidance Counselor in budget for next year.
- Field Trips: The nature of the short form of the budget being posted showed revenues with \$100,000 in field trips but no corresponding expense line item. The long form of budget does clarify. John recommends posting long form of budget for transparency purposes.
- Question was raised from audience- where are Feb 13, 2012 meeting minutes? What occurred in that meeting? Chair responded that the purpose of Feb 13 meeting was to meet the board candidates who would be public officers. Six people interviewed; we hope to vote on three positions tonight. Those meeting minutes will be put on agenda for March.

- Google docs

- Chair asks if the board wants to try Google docs one more month to determine if efficient way of communicating information to board. Board members agree this month was a bit dicey, given our newness but would like to continue google docs. Secretary requested that while we continue google docs to also click on "shared" which will then email the docs to board members and PLP leadership.

VI. **School Leadership Report/Update**

- a. Interim HoS Report- No questions.
- b. School Improvement Team update
Added to the team will be: EC student, Administrative Assistant, and Parents. Have applicants now; will meet next week. Team is now up to about 10-12 members. These meetings are open; after the parent reps are selected, the meeting will be posted and is open to anyone to attend.
- c. Parking Lot Temporary Fix

Discussion to expand student parking because parking in the inner lane of campus drive does not work during the day, due to various pick-up's and drop-off times for schools. Motion that a sub-committee be created to investigate and work with PLP Leadership. Seconded. Passed.

d. **College Planning**

Recommendation that all surveys conducted recently be bound into a single document for new head of school to review. Board agreed.

VII. Nominating Committee Update

Chair announced Chris Hailey resigned, effective 20 February. We have two other positions to fill. Two of the six candidates are present at tonight's meeting. Brian Hochman spoke about his desire to serve on the board and asked if the board would consider his application. Scott Broermann spoke about his desire to serve on the board and asked the board to consider his application. Pam Rogers, another candidate, was out of town traveling but did submit her desire to serve on the board. Julie R read Pam Rogers' commentary to the board.

From the floor: with Chris Hailey's resignation, is this board meeting valid? Chair reported that Shawn Rogers changed his effective date of resignation; the board was informed. Tonight's meeting is valid.

VIII. Chair cites 143-318.11(a)(6), 143-318.11(a)(3), and 143-318.11(a)(5) to go into closed session Motion. Second. Majority vote.

IX. Chair moves back to OPEN session motion. Majority vote. At approximately 9:15, board moves to closed session and reconvenes into OPEN session.

X. VOTE

Motion to resume open meeting. Second. Majority vote.

XI. VOTE

Motion made to begin seal meeting minutes. Second. Majority Vote.

XII. VOTE

Motion made to direct Julie R to evaluate law firms who specialize in commercial real estate transactions to address campus purchase issues and bring recommendations to March meeting.

XIII. VOTE

Motion made to increase Controller's hours to 29 hours per week through May, 2012. Seconded. Passed.

XIV. VOTE

Motion to have Heads of schools salaries parallel AP salaries increases for the 2012-2013 school year.

XV. VOTE

Motion to amend Oct 27, 2010 Meeting Minutes, upon recommendations by legal counsel citing NC General Statutes. Second. Majority vote.

XVI. VOTE

Motion to have Brian Hochman complete the duration of Evelyn Gerdes' term.
Second. Majority Vote.

XVII. VOTE

Motion to appoint Brian Hochman to a three year term when he completes Gerdes' term. Second. Majority Vote.

XVIII. VOTE

Motion to appoint Scott Broermann to complete Chris Hailey's term. Second. Majority vote.

XIX. VOTE

Motion to appoint Pam Rogers to complete Shawn Rogers' term. Second. Majority vote.

XX. VOTE

Motion to appoint Scott Broerman as Treasurer. Second. Majority vote.

XXI. VOTE

Motion made to authorize Executive Committee to continue period meetings with Head of School Interim team. Second. Passed.

XXII. Update

Board agreed to do ad hoc parking committee; Linda and Julie R will serve; Scott and Brian have agreed to serve and work with PLP Leadership to resolve parking issues.

XXIII. VOTE

Motion made to adjourn. Second. Passed. Meeting adjourned at approx. 9:25 pm.

Respectfully submitted,

Anne McIntosh, Ph.D.,
Secretary, Board of Directors