

PLP BOD OPEN SESSION Meeting Minutes- Date: April 25, 2012

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

Absent: Pam Rogers

PLP Administration: Chris Scholl, Amy Sevic

Absent: Gloria Miller

Location: Upper School Seminar Room

#### I. Call to Order

At approximately 6:01 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 Statutes 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 March 28, 2012 open meeting and March 25,, 2012 and March 28, 2012 executive session minutes. Second. Majority Vote.

#### IV. Public Comments

o Jason Nixdorf- parent discloses he works for MicroSoft and stated that MS offers many of the software for free that PLP is currently purchasing. He offers his assistance and provided a recommendation that a Technology Committee be formed to assist the school's leadership and IT. His statement was emailed to the Board on March 25 prior to board meeting.

o Brian Gregory- parent (submitted in person his statement) concerns about parent control on the internet and that some measures articulated in the laptop initiative roll-out to parents are not in action. Expressed concern that parents are not able to have administrative accounts to monitor their children's activities on the laptop.

o Kary Rafizadeli- parent (submitted in person her statement) asking the board to consider a policy on how APs graded assignments and to have consistent follow-through on grading during marking period; her concerns are that not following has implications for some students in the college admissions process.

#### Vi. Administrative Matters and Committee Updates

##### a. Head of School Search Update

Chair of Committee stated that the new Head of School will be on campus this Friday. HoS will begin July 01 and has already started working on several issues. Ad Hoc Transition team is now dissolved. Concern raised about whether the search firm had been informed of concerns about another candidate's application. The search firm has been made aware.

##### b. VOTE: Board Resolution

Motion is made for all Officers to sign the “Resolution of the Board of Directors of Pine Lake Preparatory, Inc.” to clarify funds, bonds, and loans to purchase PLP campus. Second. Majority vote. Officers signed.

##### c. Family Council

Board liaison reported Family Council will meet May 01 at 7:00 pm. This meeting is an opportunity to articulate concerns and move forward. Request was made for a list of concerns; Board liaison responded meeting minutes will be taken and shared with board. Board members Julie Robinson, Scott Broermann, and Anne McIntosh will attend meeting.

d. Academic Strategy Committee

Chair of Committee reported the Working Conditions Survey went out to APs on Tuesday; due this Friday. PLP Leadership alerted Chair of a glitch; Chair will re-examine glitch. Deadline will extend to compensate for time glitch was active. Stakeholders survey will be distributed to board members to review.

e. SIT (School Improvement Team)

The SIT document is online (link provided to board via email) lays out the laws in NC. As a school board and its own LEA, PLP has been remissed in not having a SIT in the past. DPI consultant Dottie Heath is checking to see if there is a statute to exempt charter schools; however, the PLP charter states that we will follow all state and federal guidelines which means PLP needs SIT. Recommendation was to create a policy regarding SIT. Subcommittee will investigate SIT plan. Julie Robinson, Brian Hochman, Chris Scholl, and Amy Sevic will serve on this subcommittee.

f. Treasurer/Controller Report

- o Laptop initiative line item budgeted is not showing actual expenses; may need to add another \$20,000 to line item to balance budget by June, 2012. There is potentially \$18,000 to go towards the \$10,000 from line item identified a laptop insurance. Issue of security and communicate to the parents their intent of using PP laptop need to be addressed. Chris Terrill, Chris Scholl, Mark McCurry, and Michelle Adams will work on these issues.

- o Controller recommended increasing the legal counsel line item to \$50,000.

- o Storage unit expenses will decrease; PLP Leadership has cleared out one of three storage areas. Discussion about whether those expenses can be further reduced.

- o Discussion about policy for whether budget can go over a certain percentage on a few line items, as the Treasurer determines; rationale is budget is still being examined for coding and line item errors.

- o Treasurer reported that Finance Committee is working to create a spreadsheet of contractors/vendors, what the terms are, when the due dates are so PLP does not get automatic renewals occurring that are not financially-sound. Finance Committee is creating policy on how bidding and contract approval occurs; will submit draft to P&P Committee. Goal is to provide significant savings for school.

- o Treasurer made motion that Kari Jolly be deleted from People's Bank Operating account and that Scott Broermann is added to the Operating account. Second. Majority vote.

- o Treasurer made motion that Kari Jolly be delete and that Andrew Mocerri and Scott Broermann be added to the Athletics Account. Second. Majority vote.

h. ACC Committee

Chair reported the ACC meeting had 12-14 people attending with backgrounds in construction and IT. Goal is to build as much gym and how many classrooms as we can afford. Chair has consulted with about four builders; by next meeting, hopes to have a good indication actual costs to build. One builder is interested in a build-lease back option. Chair asked for board approval to authorize him to share e-financials with appropriate personnel. Consensus.

i. Athletic Booster Update

Board liaison has reviewed insurance and bylaws; there appear to be no issues. The Bylaws will be ready for review at May board meeting. Discussion ensued regarding disclaimers on the bottom of websites or pop-ups that separate 501©3's and that PLP, Inc. is not responsible for content. PLP Leadership said she would work with Tim Rhodes

j. Charter School Conferences

Secretary clarified that three charter school conferences were coming up as quickly as this week. Previous board discussion was that two board members, two PLP Leadership, and APs would attend. Board agreed that the April 26-27, 2012 conference was coming up too quickly and to forgo attendance. Next conference is NC Charter School Alliance in Concord July 22-24, 2012. Pam Rogers has agreed to attend; either Julie Robinson or John Allemeier will attend.

Registration is \$170 per person. National Charter School Conference coming up June 19-22, 2012. Gloria Miller can attend; Jackie Hayes has expressed interest. PLP Leadership will work on identifying who is going. No board members will attend National. NOTE: National Charter School Conference in 2013 will be in Charlotte, NC.

#### k. Education Forum Panel

Anne McIntosh distributed a public flyer announcing an education forum to be held on May 02 at 7 pm at the Charles Mack Center. Anne stated that she was asked to attend as a panelist and she accepted. Discussion ensued about whether or not Anne would be speaking for the board. Anne clarified that in accepting the speaking engagement, she stated she could not and would not speak for the board and she would make that statement again when introduced. Board directed Anne to decline the speaking engagement in a positive manner.

#### l. Membership Meeting Logistics

Chair of Nominating Committee states that May 15, 2012 for General Membership Meeting; however, feedback is that the evening time interferes with family schedules. Discussion about hosting a lunch hour session in addition to evening; two board members are to be present at each session. Chair will follow up with email. Candidates will have the opportunity to communicate with the PLP community in a written statement. Discussing ways to revise bylaws to make voting more convenient for families. Current bylaws read PLP community must be notified in written form signed by Chair and/or Secretary at least three days before meeting. PLP Leadership states that report cards will be going out in next few days and this communication can be inserted to save postage.

#### m. Bylaw Changes

Chair of Nominating Committee motions:

- o three year term limits be changed to two year grandfathering in those members who are currently serving three year terms,
- o May General Membership meeting be changed to Annual General Membership,
- o Allow announcement to be made by email.

Second. Majority vote.

#### n. Communications Committee

Chair reported that the Communications Committee has examined board communications and noted that the Ed-Line, and external site migration has occurred. Chair determined PLP has not pushed communications out to community since the position of Communications Director was dissolved.

#### o. Q& A Responses

o Posting of the 2012-2013 budget; the board is still amending. Upon amendment, the budget will be posted.

o Concern about meeting minutes taking 30 days to post; Chair reminded that audio is available within 48 hours. The new system, however, will not handle audio files.

#### V. School Leadership Report

Head of Upper School reports the school is in financial good shape. Discussion about upcoming Graduation ensued. A Graduation Expense report was requested; Chris recognized that expenses in the past were high and the school plans to rein in costs and still have a nice ceremony. With the graduating class being larger than previous years, a larger air conditioned facility will be used, rather than tents on campus.

Board Chair recognized PLP's excellence in the recent Math Fest for Grades 2-5 among 4-5 charter schools.

#### VI. Executive Session

At approx. 8:30 pm EST. 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.

VII. Chair moves back to OPEN session motion. Majority vote. At approximately 11:15 pm,

board moves to closed session and reconvenes into OPEN session.

VIII. VOTE

Motion to resume open meeting. Second. Majority vote.

IX. VOTE

Vote to seal the meeting minutes of closed session for April 25, 2012 meeting. Second. Majority vote.

X. VOTE: AP Lateral and New Hires

Motion made to approval lateral move to Ivy Overcash for Upper School Chorus and Theatre. Second. Majority vote.

Motion made to extend contract offer to Debra Godsell to replace Lower School- 5th grade AP not returning (Maggie Pope). Second. Majority vote.

Motion made to extend contract offer to Catherine Washington to replace Lower School- Music AP (Ivy Overcash). Second. Majority vote.

XI. VOTE: Legal

Motion made to authorize Brian Hochman and Pam Rogers to take action as board discussed. Second. Majority vote.

XII. VOTE: Controller

Motion made to extend Controller hours in contract, as discussed. Second. Majority vote.

XIII. VOTE

Motion made to adjourn. Second. Majority vote. Meeting adjourned at approx. 10:13 pm.

Respectfully submitted,

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