

PLP BoD Board Meeting Minutes – January 23, 2013

PLP BoD Present: Michelle Adams, John Allemeier, Tara Bain, Brian Hochman, Steve Lusty, Anne McIntosh, Nancy Pacious, Pam Rogers

Absent: Scott Broermann

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

Location: PLP Upper School Seminar

I. Call to Order

At approximately 6:04 p.m. EST, meeting called to order by chair. Chair recognizes the absence of Scott Broermann.

- II. **Conflict of Interest Reminder** per NCGS 138A-15(e). Chair reads Conflict of Interest Reminder per N.C. "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 appearances 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 any undue participation in the particular matter involved."

Chair asks if any member has a conflict with any issues before the board this evening. Steve Lusty notes possible perception of conflict of interest on Mechanical Sciences Lab; Steve will refrain from participation in this discussion. None other noted.

III. Approval of Open Meeting Minutes

Motion to approve open meeting minutes from 12/18/12. Second. Approved by majority vote. Approval of executive meeting minutes will be deferred until later in the evening.

IV. Public Comment

None

V. Administrative Matters and Committee Updates

a. Capital Improvement

Chris T. shares progress of building ACC/FA; no delays.

b. Board Development / Nominating

- i. Tara B. reviewed schedule, calls for applicants and applicants. Discussion ensued. Tara B. to send election information to John A. electronically for posting on edline.

Vote Motion to approve two calls for applicants press releases and application as edited. Second, Approved by majority vote.

- ii. Chris T reviewed electronic voting options (Survey Monkey, Google, or Edline). Discussion ensued.

Vote Motion to conduct electronic election using survey tool on Edline. Second. Approved by majority vote.

c. Finance Report

- i. Donna reviewed current cash situation; which is good. Discussion surrounding November budget amendments and most effective way to make changes while maintaining usability of original budget. Vote tabled until February meeting, due to absence of Treasurer.

- ii. 2013-14 Budget meeting schedule prior to February meeting, to be voted on at March meeting.

- iii. Board recommends that any negative amount on the financial reports have either a note explaining it or a red/yellow/green designation to be able to quickly assess situation at monthly meetings. Donna to discuss with Scott.
- d. Strategic Planning
- i. Pam R. reviewed status of strategic plan, discussed recommended next steps and use of facilitator to complete process. Discussion ensued.
- Vote** Motion to hire Elana Dreschel for \$1200 plus mileage to facilitate off-site strategic planning session. Second. Approved by majority vote.
- Vote** Motion for off-site strategic planning session by March 1 & 2, times TBD. Second. Approved by majority vote.
- Vote** Motion to form ad hoc committee to complete strategic planning process to include Pam as chair, Michelle and Tara. Second. Approved by majority vote.
- e. 2013-14 School Calendar
- i. Chris T. reviewed proposed calendar versus state requirements. As proposed, PLP has well over the required number of hours. Discussion ensued.
- Vote** Motion to accept 2013-14 School Calendar with amendment to change last day of school to May 30, 2014. Second. Accepted by majority vote.
- f. Q&A Responses
- i. John stated there were no public comments in December.
 - ii. By-law amendments -Michelle announced that DPI did accept amendments to the bylaws. Michelle has reconciled the approved changes with the proposed changes and they match. Tara will update and send to John for posting on Edline.

VI. School Leadership Report / Update

- a. Lower School – highlighted newly donated cabinets for awards.
- b. Middle School – highlighted the emotional return of John Remy after his fight with cancer.
- c. Upper School – highlighted helpful alumni visit, continued college applications, registration for next year.
- d. HoS –
 - i. Speed bumps to be installed in next few weeks, cost reduced by \$1,000.
 - ii. Mechanical Science Lab discussion tabled until lower cost comes back.
 - iii. Large tree at entrance has died, discussed removal and will seek options for that space.
 - iv. Discussed start/stop times for next year to alleviate congestion. Active discussion ensued. Chris to seek input from PLP community.

VII. Policy Review and Approval

- a. New committee member, Melanie Fitzgerald, attorney. Committee continues to work diligently.
- b. Anne discussed committee recommendations. Board agrees to divide manual into sections after the review and acceptance of individual Policies and Procedures (P&P) is complete. Board agrees to keep P&P manual together at this point with the intent of separating policies and procedures in the future.
- c. The following P&P are being tabled for future meetings:
 - i. Athletic and Academic Competition
 - ii. Student Attendance Policy
 - iii. BoD General Membership Replacement Policy
 - iv. Confidentiality and Conflict of Interest Signature Statement and Policy
 - v. Dismissal Policy

Vote Motion to approve BoD Attendance Policy as amended. Second. Accepted by majority vote..

Vote Motion to approve BoD Code of Conduct as amended. Second. Accepted by majority vote.

Vote Motion to approve BoD Representation and Speaking in Public Policy as amended. Second. Accepted by majority vote.

Vote Motion to approve BoD Public Comment at Open Meeting Policy as amended. Second. Accepted by majority vote.

Vote Motion to approve Channels of Communication Policy as amended. Second. Accepted by majority vote.

Vote Motion to approve Community Conduct Policy as amended. Second. Accepted by majority vote.

Vote Motion to approve Community Facility Policy as previously written. Second. Accepted by majority vote.

Vote Motion to approve Curriculum Approval Policy as amended. Second. Accepted by majority vote.

Vote Motion to approve Document and Record Maintenance & Electronic Storage for Board Information Policy as amended. Second. Accepted by majority vote.

Vote Motion to approve Donation Refund Policy as amended. Second. Accepted by majority vote.

Vote Motion to approve Donor & Family Information Privacy Policy as amended. Second. Accepted by majority vote.

Vote Motion to approve Drug-Free Campus Policy as amended. Second. Accepted by majority vote.

VIII. Executive Session

Vote Motion to go into executive session to discuss 143-318.11(a)(6). Second. Accepted by majority vote.

IX. Return to Open Session

Vote Motion to resume open session and motion to seal meeting minutes of closed session. Second. Accepted by majority vote at approximately 10:35 p.m. EST.

Vote Motion to approve Luke Ruggieri for replacement US EC teacher. Second. Accepted by majority vote.

Vote Motion to approve resolution for construction loan for ACC and FA buildings scheduled to close 1/24/13 and for secretary to sign resolution. Second. Accepted by majority vote.

Vote Motion to approve signing of General Certificate of Borrower by HoS, Chair of Board, Treasurer of Board and Secretary of Board. Second. Accepted by majority vote.

Vote Motion to approve \$175,575 for ACC equipment. Second. Accepted by majority vote.

Vote Motion to approve \$8,000 for civil engineering fees. Second. Accepted by majority vote.

Vote Motion to approve up to \$25,000 for relocation of fiber optic cables with regards to construction of ACC. Second. Accepted by majority vote.

Vote Motion to approve Executive Session Minutes from 12/18/12. Second, Accepted by majority vote.

iX. **Action Items – Board and Leadership Team**

- a. Donna - review Nov budget amendments and proposed amendments at Feb meeting. Include notes and/or r/y/g designation for any negative amounts.
- b. Tara – amend applicant calls and applications, get to John
- c. John – post applicant calls, applications and election schedule on Edline BoD page and front page.
- d. All member s– tell Pam which small group session you will attend and do strategic planning pre-work.
- e. Pam – Initiate meeting with Academic Strategy Committee.
- f. Anne – Send electronic bylaws to Tara.
- g. Tara – update bylaws with reconciled information from Michelle and send to John.
- h. Anne – Send second 1/3 of P&P manual to all members for review.
- i. All members – Review P&P manual and send comments to Anne by 2/13/13.
- j. Chris – Solicit feedback from PLP community re. 2013-14 start/stop times.
- k. John/Chris – Research other electronic sharing options for next meeting.
- l. Brian – Initiate meeting with Capital Improvement Committee.

X. **Adjourn**

Vote Motion to adjourn at approximately 10:40 p.m. EST. Second. Accepted by majority vote.

Respectfully submitted,

Tara Bain
Secretary, Board of Directors