

PLP BoD Board Meeting Minutes – May 22, 2013

PLP BoD Present: Michelle Adams, John Allemeier, Scott Broermann, Tara Bain, Brian Hochman, Anne McIntosh, Nancy Pacious,

Absent: Pam Rogers

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

Location: PLP Upper School Seminar

I. Call to Order

At approximately 6:00 p.m. EST, meeting called to order by chair. Chair recognizes the absence of John Allemeier, Brian Hochman and Pam Rogers

- 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. None noted. Brian Hochman arrives at 6:25 p.m., chair reads COI reminder, none noted. John Allemeier arrives at 7:40 p.m., chair reads COI reminder, none noted.

III. Approval of Meeting Minutes

Motion to approve open and closed meeting minutes from 4/24/13. Second. Approved by majority vote.

IV. Public Comment

- a. Steve and Michelle Gallant expressed concern over MSL testing. Chris Terrill responds at end of comments. This issue will be handled between the Gallants and administration.

V. Administrative Matters and Committee Updates

- a. Finance Report
- i. Ginger – Reviewed new formats of monthly reports. Suggests posting the budget report summary online. Any community questions can go directly to Ginger. Discussion ensued.
 - ii. Ginger – Recommend that percentage differences be listed by category instead of line item since the financial policy allows for movement of funds within categories. Discussion ensued. Board agreed but asked for continued visibility to line items reporting during this transition.
- b. 2013-14 Budget
- i. Chris T – Presented budget noting that final numbers may change slightly when final state figures are published. Discussion ensued.

Vote Motion to approve 2013-14 Budget. Second. Approved by majority vote.

c. Capital Improvement

- i. Chris T – Mooresville Tap Fees has come down from \$100,000 to \$73,486.56 and Ground Stabilization Change Order of \$5,218. Discussion ensued.

Vote Motion to approve payment for Mooresville Tap Fees and Ground Stabilization Change Order. Second. Approved by majority vote.

- ii. Brian – Discussed upcoming communication to PLP community, in-kind donations, next steps for future buildings/expansion. Discussion ensued. Committee will create scope of work for potential realtors. Leadership will communicate realtor need to PLP community.

d. Policy Approval

- i. Anne – The P&P were reviewed by groupings listed below. Minimal discussion ensued.
1. Academic Partners Code of Conduct (aka) Code of Ethics for NC Educators
 2. Athletic Coaches Code of Conduct and Contract
 3. Attendance Policy

Vote Motion to accept above listed P&P. Second. Approved by majority vote.

- ii. Human Relations P&P presented. Minimal discussion ensued.
1. Employment-At-Will Policy
 2. Employment Policy
 3. Employment Separation Payout Policy
 4. Equal Employment Opportunity & Non-Harassment Policy
 5. Hiring Policy
 6. Nepotism Policy
 7. Paid Time Off Policy
 8. Personal Time Off/Leave and Bereavement Policy
 9. Review of Employee Records & Employee Referral Policy
 10. Staff Disciplinary Policy and Procedures

Vote Motion to accept above listed P&P. Second. Approved by majority vote.

- iii. Finance related P&P. The following P&P are tabled until finance committee can suggest revisions.

1. Financial Policy
2. Fundraiser Financial Policy & Procedures
3. Non-Profit (501c3) Associations for Pine Lake Preparatory Policy

- iv. Athletics Related Policy. Minimal discussion ensued.

1. Student and Athlete Accident Insurance Policy

Vote Motion to accept above listed P&P. Second. Approved by majority vote.

e. Q&A Responses

- i. Michelle – No public comment at the April meeting.

VI. School Leadership Report / Update

- a. Middle School – highlighted completion of EOG testing, great students, upcoming graduation contains PLP first 8th graders.

- b. Lower School – highlighted iPad minis, guided reading, harvesting from garden next week, upcoming butterfly and sports day, Science Olympiad did very well, EOGs almost completed, starting process to bring Odyssey of the Mind.
- c. Upper School – highlighted “ups and downs” of current testing, upcoming field day, busy two weeks leading up to June 1 graduation.
- d. HoS- highlighted new Family Welcome bag, successful Coffeehouse, very successful Gold Tournament and Ladies Luncheon.
- e. Board acknowledges hard work by Rebekah Miller and her committee and expresses appreciation for them.

VII. Action Items

VIII. Action Items – Board and Leadership Team

- a. Reviewed old “To Do” Items
- b. Ginger – Add interested rate and early payment penalties (If applicable) on the Outstanding Debt report.
- c. Leadership – List of needs for FA/ACC to CI Committee by June 5
- d. Leadership – High-level cost estimated to build and outfit the inside of the STEM building and a vision statement for the STEM building by June BoD Meeting.
- e. Leadership – Communication to PLP community re. Commercial realtor need by May 24.
- f. Anne – Create list of P&P to do’s to BoD by June BoD Meeting.

IX. Executive Session

Vote Motion to go into executive session to discuss 143-318.11(a)(5) and 143 318.11(a)(6). Second. Accepted by majority vote.

X. Return to Open Session

Vote Motion to resume open session. Second. Accepted by majority vote at approximately 9:08 p.m. EST.

Note: Brian Hochman departed meeting at approximately 9:09 p.m.

Vote Motion to seal meeting minutes of closed session. Second. Accepted by majority.

Vote Motion to approve the hiring of:

- Jason Moore
- Bridget Brower
- Beth Waufle
- Christine Danbeck
- Michael Piatek
- James Cook
- Karen Bell
- Erica Balogh
- Susan Beaver

Second. Approved by majority vote.

Vote Motion to approve Amy Sevic as a signer on the Athletic Account and remove Andrew Moceri as a signer until SBI check returns for Ginger Lusty. Second. Approved by majority vote.

XI. Adjourn

Vote Motion to adjourn at approximately 9:10 p.m. EST. Second. Accepted by majority vote.

Respectfully submitted,

Tara Bain
Secretary, Board of Directors