

PLP BOD OPEN SESSION Meeting Minutes- Date: August 22, 2012

PLP BOD Present: Michelle Adams, Anne McIntosh, Julie Robinson, John Allemeier, Brian Hochman, Pam Rogers, Tara Bain

Absent: Scott Broemann

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

Location: Upper School Seminar Room

### **I. Call to Order**

At approximately 6:02 pm, Meeting called to order by Chair.

### **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. Tara Bain goes on record that she is a Team Mom with Middle School. Board sees no conflict.

### **III. VOTED**

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

### **IV. Team Spork**

Provided a 20-minute presentation of their robot; students shared how they became interested in robotics.

### **V. Public Comments**

o Jeanna Grabruski spoke about PLP Football Pride in their request to allow all sports to wear their jerseys on Game Day in the Middle School and High School and request a change in the current policy.

### **VI. Policy Review**

a. Outsourcing Policy Manual- HoS stated that the firm he used in the past is not in North Carolina yet. PLP will host NC Alliance Aug 31; perhaps a few leads could stem from this meeting or ask current legal counsel if they are aware of a school with strong policies. Board has directed Julie Robinson and Chris Terrill to

follow up.

- b. Financial Policies Review- Board member John Allemeier has re-worked several paragraphs to read more friendly. Motion to approve financial policies. Second. Majority vote.

#### Vi. Administrative Matters and Committee Updates

- a. Treasurer/Controller Report

Controller noted that auditor was here this psat week; most likely will receive final draft in October. Board requested HoS to ask Acadia to provide quarterly balance sheets. Controller noted that Varilease has 3 payments and that loan will be done.

- b. By-Law Changes

Chair revisited to make sure that if membership approves the changes, these changes will then go to DPI for final approval. Chair will work on defining more clearly "membership" with subcommittee (approved by Board) to be Brian, Pam, and Michelle and solicit feedback from board. Legal counsel will review wording afterwards.

- c. Membership Meeting Update

HoS noted preparations are well underway for Sept 21 Membership meeting. Booster Club will host BBQ. Voice messages and email blasts will go out; Facebook page will announce, as will Kaleidoscope Foundation and PLP PTO. Before dissolving, Family Council gifted a sign (will not be ready in time for General Membership Meeting- but will be used for future communications). Currently have 1596 students; Joanne Tabor will verify how many families will comprise 25 percent quorum.

- d. Rotating Speakers

Groups- PTO, Booster Club, and Kaleidoscope Foundation will come directly to the board and interact on a rotating basis. Board Liaisons will remain in place.

- e. Strategy Offsite Preparation

Board agreed to Monday, 17 September from 6-8 pm for Strategic Planning Meeting.

- f. Board Meeting Calendar 2012-2013

Motion made to accept the recommended Board meeting Calendar and move the Dec board meeting to Tues., 18 Dec. Second. Approved.

- g. Board Meeting Preparation

Board agreed to posting Agenda to Google Docs two weeks before meeting; and have all documents for board to review five days before meeting. No point person needed; send questions directly to HoS. John Allemeier spoke about the previous "Master Calendar" and asked if the Board liked the format and contents. Discussion was that this Board Meeting Preparation Calendar is to serve and assist board members to know what is coming up. Secretary asked if board members had copies of Marci Cornell-Feist's board meeting book. HoS will order approx 5 more copies for the board.

- h. Capital Committee

Chair of Capital Improvement reported that proposals are due to HoS by Fri., 24 August at 5:00 pm EST. On Aug 28th, the committee meetings. Will be blind review. Two financial proposals are being considered- Regions and Zeigler Capital. HoS continues to raise money for ACC.

i. Q&A responses

None this month.

VII. School Leadership Report

Chris Terrill opens with video, "Jump Into it." HoS is encouraging faculty and staff to try new ideas. HoS reports that carline continues to be a challenge but current actions are: dismissing Kindergarten early which takes about 50 cars out of carpool line. Transportation Survey netted 288 responses of which 98 said they would be interested in shuttle bus to the Cove. Board reviewed bus proposal. Motion made to authorize HoS up to \$20,000 to purchase a bus. Second. Majority vote. HoS said bus service would be available a week from Friday. HoS communicated Band faculty's need for additional instruments. Motion made to approve up to \$20,000 to purchase instruments; second. Majority vote.

VIII. Rotating PLP Group- PTO- Briggs Cook

Briggs updated board on PTO meeting and goals for the year. All in all, lots of excitement.

IX. Executive Session

At approx. 8:10 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.

X. Chair moves back to OPEN session motion. Majority vote. At approximately 9:40 pm, board reconvenes into OPEN session.

XI. VOTE

Motion to resume open meeting. Second. Majority vote.

XII. VOTE

Vote to seal the meeting minutes of closed session for August 22, 2012 meeting. Second. Majority vote.

XIII. VOTE: AP Lateral and New Hires

Motion made to approve Jay Poag (coach) for part-time associate to tutor Mon and Fri mornings and Tues, Wed, and Thurs afternoon. Second. Majority vote.

Motion made to approve Thomas Leicher to fill 7th grade Social Studies AP position. Second. Majority vote.

Motion made to approve Jill Keller to fill EC AP position at Upper School. Second. Majority vote.

Motion made to approve Guppie Berger for Upper School Geometry AP position. Second. Majority vote.

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

Motion made to approve full-time salary range for Controller position \$43-53,000.  
Second. Majority vote.

**XIV. VOTE**

Motion made to adjourn. Second. Majority vote. Meeting adjourned at approx. 10:50 pm.

Respectfully submitted,

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