

PLP BOD Board Meeting Minutes- Date: December 18, 2012

PLP BOD Present: Michelle Adams, Tara Bain, Anne McIntosh, John Allemeier, Scott Broemann, Nancy Pacious, Steven Lusty, Pam Rogers, Brian Hochman.

Absent: None

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

Absent: Chris Scholl

Location: Upper School Seminar Room

**I. Call to Order**

At approximately 6:02 pm, Meeting called to order by Chair. Chair recognizes the absence of Brian Hochman. Hochman enters meeting at approximately 6:28 pm.

**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. Anne McIntosh noted possible perception of conflict of interest on safety and secure issues (coming up in Leadership Report); Steven Lusty noted possible perception of conflict of interest on Mechanical Sciences Lab. Both McIntosh and Lusty will refrain from any participation in the respective discussions.

III. **Approval of Meeting Minutes**

Motion to approve Open and Closed session on November 28, 2012. Second. Board member Majority Vote.

IV. **Public Comment**

None.

V. **a. Capital Improvement**

Table until Brian H arrives.

**b. Finance Report**

Controller shares that budget is looking good. They have done a good job in staying on top of revenues. Board members ask about some of the negative percentages; Treasurer, Controller, and HoS report this is a reflection of continued work to clean line items.

#### **c. Board Development/Nominating**

Committee shares recommendations to follow up on recent bylaw changes.

#### **VOTE**

Motion made to accept recommendation #1- Of the three appointed board seats open in 2013, two will be for two years, and one will be for one year. Second. Motion passes.

#### **VOTE**

Motion made to accept recommendation #2- Current board members who joined mid-term may be grandfathered and allowed to serve a total term length longer than four years but less than five years, to be determined as current terms expire. Second. Motion passes.

#### **VOTE**

Motion made to accept recommendation #3- Proposed schedule/timeline for board elections and appointments. Second. Motion passes.

Jan 23, 2013	Board approves Call for Application
Feb 01-28, 2013	Call for Applications for board-appointed positions
Week of Feb 26	Mandatory Info Meetings/Phone Calls
Mar 01-7, 2013	Board reviews applications
Mar 07, 2013	Candidate interviews
Mar 18-31, 2013	Call for Applications for Parent-Elect positions
Mar 27, 2013	Mandatory Info Meetings
Apr 01, 2013	Applications posted on EdLine for review by membership
Week of Apr 15, 2013	Elections format: TBD * Initiation of electronic voting
July 01, 2013	Terms begin

#### **d. Strategic Plan**

Discussion of goal to have Strategic Plan done by June and build out the framework. Board member- Tara Bain has offered to find a facilitator who will volunteer services. Propose Friday night from 4pm-8:30 pm and Saturday from 8-2 pm. Pam Rogers will resend SWOT analysis to board members via email. Possible date: Jan 25/26, depending on facilitator's schedule.

#### **e. Policy and Procedures Manual Schedule**

Committee Chair distributed new, revised schedule asking board if they had any questions. Board requests red-line to see recommended changes. Board agrees on schedule; to get feedback to Committee Chair by Jan 09 via email.

<u>Policy Section</u>	<u>Board Feedback</u>	<u>P&amp;P Cmte Meets</u>	<u>Board Vote</u>
First 1/3	Jan 09	Jan 16	Jan 23
Second 1/3	Feb 13	Feb 20	Feb 27
Third 1/3	Mar 13	Mar 20	Mar 27

**f. Grants Update**

Board liaison provides quarterly update to Board; met with Head of School last week to get feedback/input on upcoming grants PLP will support, including Discovery Education Playground, DonorsChoose.org, and college scholarships for seniors, such as Shah Education Foundation.

**g. Secretary Transition**

Outgoing Secretary met with Incoming Secretary this afternoon at Houston House to review board files. Incoming Secretary now has key to file cabinet; will be busy reviewing files and organizing. Transition continues to be smooth.

**h. Q&A Responses**

None

**i. Capital Improvement**

Chair reports Groundbreaking Ceremony was well-attended; lots of good feelings. Two cameras will be installed so that PLP community can watch construction. After school ends Wed., 19 December, fences will go up and dirt will begin to move. Special thanks to the Kaleidoscope Foundation for all of their efforts.

**VII. School Leadership Report**

- HoS reports the PLP Leadership would like opportunity to revise Athletic and Academic Policy before board reviews, specifically to address “marking periods.” HoS requests board consider “marking period” be re-defined from 6-week periods to semester periods and align with the Athletic Association.

**VOTE**

Motion made to redefine marking period to shift from 6-week eligibility to a semester-eligibility for extracurriculars to be effective for Jan, 2013 for the 2013-2014 academic school year. Second. Motion passes.

- Board members have received proposal on Mechanical Sciences Lab; HoS would like to table this discussion until Jan board meeting and see if he can renegotiate some of the cost figures.

· HoS is carefully considering an additional bus; but believes the carpool line may not be as problematic as earlier predicted with construction. HoS would like to table this discussion until Jan board meeting.

· Speed bumps proposal has been shared with board. Six speed bumps (petroleum-based) in all would go from gutter to gutter; with two down the hill, two up the hill, one at Lower School Crosswalk and one near Entrance's Crosswalk.

**VOTE**

Motion made for HoS to negotiate up to \$7100 and get speed bumps installed on campus loop. Second. Motion passed.

**VII. Vote**

Motion to go into Executive Session. Second.  
Approved.

**VIII. Resume Open Session and Motion to Seal Meeting Minutes of Closed Session**

Motion made; second and approved at approx. 8:36 pm to seal meeting minutes of executive session and go into open session.

**IX. VOTE**

Motion made to authorize Controller contract be extended through June, 2013. Second.  
Majority vote.

**X. VOTE**

Motion made to approve the declassification of 2011 closed meeting notes. Second. Majority vote.

**XII. Action Items for Board and Leadership**

Board asks:

- (1) HoS to check on options for electronic voting (HoS)
- (2) Board review P&P and provide feedback to Committee Chair by Jan 09.

**XI. VOTE**

Motion made to adjourn. Second. Majority vote. Meeting adjourned at approx. 8:45 pm.

Respectfully submitted,

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

