

PLP BOD Board Meeting Minutes- Date: September 26, 2012

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

Absent:

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

Location: Upper School Seminar Room

I. Call to Order

At approximately 6:00 pm, Meeting called to order by Chair. Chair formally welcomes new board members- Steve Lusty and Nancy Pacious. Chair also recognizes and publicly thanks former board members- Julie Flaherty, Linda DiPaola, and Julie Robinson for their service to the board.

II. Conflict of Interest Reminder per N.C. General Statutes 138A-15(e). Vice-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 noted.

III. Approval of Meeting Minutes

Motion to approve Open and Closed session on August 22, 2012, September 10, 2012, Open session on September 17, 2012, and General Membership Meeting for September 21, 2012. Second. Majority Vote.

IV. Public Comment

None.

V. Administrative Matters and Committee Updates.

A. Membership Meeting Results

Head of School reports 308 families took ballots; 299 families submitted achieving quorum of 227 families. All 8 bylaw amendments passed; HoS and Chair will spearhead submission process for bylaw changes to DPI for final approval. New DPI consultant is Cande Honeycutt replacing Dottie Health who retired. BBQ was successful; 1400 tickets sold.

B. Capital Improvement

Julie Wilson with GL Wilson Construction introduced herself to the board; thrilled to be on project which will start on Jan 2nd, 2013. GL Wilson has already donated \$136,000 in pre-construction costs. Firming up Term Sheet from Regions for

construction of ACC and Fine Arts Building. Annual Fund is underway. Discussion transpired about including liquidated damages for buildings being completed on time.

C. Finance Report

- Controller reported that PLP is working to clear debt from books. Kaleidoscope Foundation has been paid the second \$110,000 payment for its loan. Two more payments on Varilease and done.
- New line item under revenue- Federal Revenue to show how EC services are paid.
- Requested that Controller add new column to budget showing percentage of funding remaining in the line items.
- Current budget shows a 'deficit' due to LEAs not yet paying PLP tuitions.
- Draft audit reports were done last week.
- Will add "Late Fees" under Banks.
- Board last month requested monthly balance sheet; Acadia stated they can provide quarterly balance sheets. Board consider what type of options for financial info for the purposes needed by the board and bring these thoughts to next board meeting.
- Board invited to email if questions.

D. Secretary Report

- Secretary shared report outlining board resignations, replacements, and term limits bringing the board up to date. Committees (defer to agenda when Board Committees will be reported).
- Beginning to update Secretary job description for next Secretary; board members are asked to review and send comments to Secretary. Chair and Secretary will work off-line to update.
- Board authorized Vice-Chair to update board bios and post to website, post term sheet to website.
- Secretary asked for assistance in de-classifying executive session minutes from last year. Tara agreed to assist; task will be completed in December for board to review, approve, and post for Jan, 2013.
- Officers received key to board cabinet, located in Houston House upstairs.
- New board members received Marcia Cornell-Feist's book.

E. Strategic Plan

Board agrees to meet on Tues., 09 October from 6-8 pm in US Seminar Room to continue Strategic Planning.

F. Head of School Evaluation Committee

Head of School will bring objectives to the Committee; then the Committee will meet and bring objectives to the Board. HoS has the First 100 days sheet that HoS distributed when he first arrived.

G. Policy and Procedures

Head of School has provided PLP Leadership with P&P Manual draft. In two weeks, HoS will share updated draft with Committee Chair who will then distribute to Committee. Manual will be divided into sections with all board members assigned to specific sections. Call for Applications will go out for more P&P Committee members to assist.

H. 2012-2013 Board Committee

Vice-Chair asked updated Committees. Motion made, second, and majority vote the following:

- Academic Strategy Committee- Pam Rogers with Tara Bain and Michelle Adams serving.
- Policy and Procedure- Anne McIntosh with Scott Broermann and Brian Hochman serving. Monthly reporting until Manual completed.
- Capital Improvement/ACC- Brian Hochman with Scott Broermann and Nancy Pacious serving.
- Nominating and Board Development- Tara Bain with Michelle Adams and Pam Rogers serving.
- Grievance- Steven Lusty with Pam Rogers and Brian Hochman serving.
- HoS- John Allemeier with Tara Bain and Nancy Pacious serving.

Committee Chair will email Call for Applications out by Friday.

- Finance Committee- Steven Lusty Lusty and John Allemeier serving.
- Board Liaison- Grants: Anne McIntosh
- Board Liaison- PTO: Steven Lusty

I. Q&A Responses

- Public Comment: Vice-Chair stated last month there was request for allowing football jerseys to be worn on game days. Board is following current policy, at this time. PLP Leadership will revisit policy next Spring at annual policy review.

VI. School Leadership Report

HoS noted that a donation has been made for three school rocks, one for each school. Board stated school rock is school operations; HoS can proceed. School rock will raise funds. Family Council donated laminator for Lower School and a monument brick sign; HoS has identified good placement and that will be proceeding.

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. 8:45 pm to seal meeting minutes of executive session and go into open session.

IX. VOTE

Motion made to authorize subset of board- Capital Improvement Committee- to work with HoS on communications updating on ACC and Final Arts Building to PLP community. Second. Majority vote.

X. DIRECTIVE

Board asks HoS to: (1) follow up on creating survey to PLP community asking for input on additional electives and programs, (2) draft communications to PLP community about ACC and Fine Arts Building for feedback, HoS will provide paper docs of agenda items for next board meeting.

XI. VOTE

Motion made to adjourn. Second. Majority vote. Meeting adjourned at approx. 9:10 pm.

Respectfully submitted,

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