

Meeting Minutes
Meeting of the Board of Directors
Pine Lake Preparatory, Inc.
November 16, 2016

BOD Members Present: Eric Stachowski, Mark Foley, Bill Farnsworth, Nancy Kuechler, Kurt Woolley, Pam Frost-Shirley and Sarah Phillips.

Absent: Aaron Petrosky and Sara Thomas

Administration Present: Chris Terrill, Andrew Mocerri, Shelly Sims, Tim Hoffman, Sherri Fletcher, Brant Hyatt and Kristen Sutek.

- I. Call to Order and Attendance – Kurt Wooley, Chair 6:31 p.m.
- II. Conflict of Interest Reminder per NCGS 138A-15(e) 6:31 p.m.
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.
- III. No Public Comment – 6:32 p.m.
- IV. Approval of Meeting Minutes – 6:33 p.m.
 - a. Nancy Kuechler made the motion to approve the open session minutes for the October 26, 2016 meeting.
 - b. Sarah Phillips seconded the motion
 - c. Motion was unanimous
 - d. Nancy Kuechler made the motion to approve the closed session minutes for the October 26, 2016 meeting.
 - e. Bill Farnsworth seconded the motion
 - f. Motion was unanimous
- V. Administrative Matters and Committee Updates – 6:35 p.m.
 - a. Monthly Financial Report – Sherri Fletcher
 - b. Head of Schools Report – Chris Terrill
 - a. ** Pam Frost-Shirley arrived at the meeting at 6:41 p.m. and the conflict of Interest Reminder as read by Kurt Woolley
 - c. Committee Updates
 - i. Academic Excellence Committee
 1. Reviewed and discussed the college application initiative
 2. Reviewed and discussed the proposal for ACT instruction
 - a. Sarah Phillips made the motion to approve the college application initiative pilot program
 - b. Mark Foley seconded the motion

- c. Motion was unanimous
 - d. Bill Farnsworth made the motion to approve the ACT Instruction Pilot Program through the Davidson Center for \$8,500.
 - e. Mark Foley seconded the motion
 - f. Motion was unanimous.
 - 3. Policy Committee
 - a. Discussed reconciling the Parents Handbook to the Board Policies
 - b. Updated the RFP process.
- vi. **Executive Session – 7:22 p.m.**
 - a. Nancy Kuechler made the motion to move to Executive Session
 - a. Pam Frost-Shirley seconded the motion
 - b. Motion was unanimous
 - i. § 143318.11(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee
- VII. **Resume Open Session and Motion to Seal Minutes of Closed Session – 8:26 p.m.**
 - a. Nancy Kuechler moved that the minutes of the closed session held on (date) be withheld from public inspection in order to protect and preserve the purpose of such closed session, pursuant to section 143-318.10(e) of the Open Meetings law.
 - b. Eric Stachowski seconded the motion
 - c. Motion was unanimous
- VIII. **Vote for Closed Session Items**
 - a. Bill Farnsworth made the motion that we approve the compensation matter discussed in closed session.
 - b. Mark Foley seconded the motion
 - c. Motion was unanimous
 - d. Sara Phillips made the motion to give up to \$10,000 for gift cards to be given to PLP staff members for a token of appreciation to staff members and authorizing a committee of 3 people to organize the event and speak.
 - e. Mark Foley seconded the motion
 - f. Motion was unanimous.
- VIII. **Adjournment – 8:40 p.m.**
 - a. Sarah Phillips made the motion to adjourn the meeting
 - b. Pam Frost-Shirley second the motion.
 - c. Motion was unanimous
- IX. **Next meeting is December 14, 2016 6:30 p.m. in the Upper School**

*** Minutes respectfully submitted by Nancy Kuechler Pine Lake BOD secretary