**Minutes – Open Session**

**Meeting of the Board of Directors**

**Pine Lake Preparatory, Inc.**

**Wednesday, March 20th 2019**

**Invited:** Sarah Phillips, Sara Thomas, Marianne Umphlett, Pamela Frost-Shirley, Bill Aull, Jeremy Shook, Emily Fowler, Brendan Kelly, and Jason Yanni

**Attendees:** Sarah Phillips, Sara Thomas, Pamela Frost-Shirley, Emily Fowler, and Jason Yanni

**Absent:** Jeremy Shook, Brendan Kelly, Marianne Umphlett, and Bill Aull

**School Leadership Present**: Andrew Moceri, Tim Hoffman, Sam Ranallo, Shelly Sims, Sherri Fletcher, Joe Webb, Kristen Sutek, and Lori Reuter

1. **Call to Order and Attendance (6:32 pm)**
2. **Conflict of Interest Reminder per NCGS 138A-15(e):** *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.*

*No Conflicts*

1. **Public Comment (6:33 pm)**

*No*

1. **Board Business (6:34 pm)**
	1. Approval of Meeting Minutes

* + 1. Approval of Open Session Meeting Minutes from February 27th

*Move to motion made by: Sarah Phillips*

*Second motion made by: Emily Fowler*

*Motion Passed: Yes - Unanimously*

*Any one abstained: Sara Thomas*

* 1. Board Nominations Update – Pamela Frost-Shirley
		1. Information Sessions

*Discussed dates, format, and goals related to the information sessions as well as the number and quality of the early applications.*

* + 1. Interviews

*Discussed dates, format and goals related to the interviews.*

* 1. Board Retreat – Initial Conversation and Date Consideration – Sarah Phillips

*Discussed format of the retreat and new board member orientation as well as next steps for finalizing the dates for each meeting.*

1. **Administrative Matters (6:43 pm)**
	1. Monthly Financial Report – Sherri Fletcher and Andrew Moceri (15 minutes)
		1. February 2019 Dashboard

*Reviewed and discussed the dashboard.*

* + 1. February 2019 Capital Campaign

*Discussed current state of the capital campaign, expected funds for the remainder of the year, and communication plan to PLP community of the results.*

* + 1. Approval of March Initial Re-Forecast

*Reviewed the re-forecast and the factors driving the need to make the changes.*

*Motion to approve the re-forecast of the budget*

*Move to motion made by: Sarah Thomas*

*Second motion made by: Pamela Frost-Shirley*

*Motion Passed: Yes - Unanimously*

*Any one abstained: No*

*Discussed the credit rating that was recently updated and the factors that contributed to it.*

* 1. Good News – Leadership Team

*Shared and discussed accomplishments and good news at the Lower, Middle and Upper Schools as well as school wide achievements.*

* 1. Summer (Remedial) Program Approval – Andrew Moceri

*Susan York presented the Summer (Remedial) Program documentation and process.*

*Motion to approve the Summer (Remedial) Program for 2019*

 *Move to motion made by: Sarah Phillips*

*Second motion made by: Sara Thomas*

*Motion Passed: Yes - Unanimously*

*Any one abstained: No*

* 1. Staff Recruitment Plan Update – Andrew Moceri

*Received update on the recruitment plan including completed actions and next steps.*

*Received update on the survey regarding the school start times and lessons learned. Also, discussed next steps in the process of evaluating school start times in the future.*

**6. Executive Session (7:40 pm):** Motion to move into Executive Session b. § 143-318.11(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.*

*Motion to move into closed session*

*Move to motion made by: Sarah Phillips*

*Second motion made by: Emily Fowler*

*Motion Passed: Yes - Unanimously*

*Any one abstained: No*

**7. Resumed Open Session (8:15 pm):** *I move that the minutes of the closed session held on (03/20/19) 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.*

**8. Vote as needed based on items in Executive Session.**

*Motion to approve the hiring of Justin Leluika to fill the open US Art position*

*Move to motion made by: Sarah Phillips*

*Second motion made by: Emily Fowler*

*Motion Passed: Yes - Unanimously*

*Any one abstained: No*

**9. Adjourn (8:16 pm)**

*Motion to adjourn meeting*

*Move to motion made by: Sarah Phillips*

*Second motion made by: Pamela Frost-Shirley*

*Motion Passed: Yes - Unanimously*

*Any one abstained: No*