

**Minutes – Open Session  
Meeting of the Board of Directors  
Pine Lake Preparatory, Inc.  
Wednesday, August 22<sup>nd</sup> 2018**

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

**Absent:** Bill Aull

**School Leadership Present:** Andrew Mocerri, Dr. Tim Hoffman, Lori Reuter, Sam Ranallo, Shelly Sims, Brant Hyatt, and Shelli Fletcher

**1. Call to Order and Attendance – Sarah Phillips, Chair (6:30 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.*

*Conflicts noted: No*

**3. Public Comment (6:35 pm)**

*Public Comment: Yes*

*Tammy Phillips addressed the board with concerns about the new split lunch schedule*

**4. Approval of Meeting Minutes (6:42 pm)**

- a. Approval of Open Session Meeting Minutes from the July 25<sup>th</sup> Open Session Meeting.  
*Move to motion made by: Sarah Phillips*  
*Second motion made by: Sara Thomas*  
*Motion Passed: Yes - Unanimously*  
*Any one abstained: No*
- b. Approval of Open Session Meeting Minutes from the July 25<sup>th</sup> Closed Session Meeting.  
*Move to motion made by: Sarah Phillips*  
*Second motion made by: Sara Thomas*  
*Motion Passed: Yes - Unanimously*  
*Any one abstained: No*
- c. Approval of Special Meeting Minutes from August 2<sup>nd</sup> 2018.  
*Move to motion made by: Sarah Phillips*  
*Second motion made by: Sara Thomas*  
*Motion Passed: Yes – Unanimously except for abstentions*  
*Any one abstained: Yes – Marianne Umphlett and Emily Fowler*
- d. Approval of Special Meeting Minutes from August 13<sup>th</sup> 2018.  
*Move to motion made by: Sarah Phillips*  
*Second motion made by: Sara Thomas*  
*Motion Passed: Yes – Unanimously except from abstentions*  
*Any one abstained: Yes – Pamela Frost-Shirley and Marianne Umphlett*

**5. Administrative Matters (6:48 pm)**

- a. Monthly Financial Report – Sherri Fletcher and Andrew Mocerri (15 minutes)

*Reviewed and Discussed Financial Dashboard for 2017-2018 year end and July 2018 year-to-date*

*Reviewed Capital Campaign 2017 year end capital campaign and 2018-2019 plan  
Reviewed year-to-date July Capital Campaign*

- i. Motion to Approve Bill Aull and Sarah Phillips as signature designees on Regions Operating and Local Checking Accounts.

*Move to motion made by: Marianne Umphlett*

*Second motion made by: Emily Fowler*

*Motion Passed: Yes - Unanimously*

*Any one abstained: No*

- b. Policy Update – Andrew Mocerri (10 minutes)

- i. Anaphylaxis Policy  
ii. Paid Time Off / Personal Leave Policy

*Reviewed and discussed both policies*

*Policies will be posted 30 days for comment*

- c. Student Retention Data Report – Andrew Mocerri (10 minutes)

*Reviewed student retention – over 97% overall*

*Discussed the significant value of the state of the school address*

- d. Current School Enrollment Update (5 minutes)

*Current school enrollment is 1,872 students*

- e. Presentation of the Strategic Plan Objectives (15 minutes)

*Reviewed and discussed goals and objectives*

*Each goal will be assigned to a committee for strategic oversight*

**6. Executive Session (7:35 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.*

*Move to motion made by: Sarah Phillips*

*Second motion made by: Sara Thomas*

*Motion Passed: Yes - Unanimously*

*Any one abstained: No*

**7. Resumed Open Session:** *I move that the minutes of the closed session held on August 22, 2018, 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.*

*Move to motion made by: Sarah Phillips*  
*Second motion made by: Sara Thomas*  
*Motion Passed: Yes - Unanimously*  
*Any one abstained: Yes – Jeremy Shook*

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

- a. Motion to approve hiring of *Celsa de Jesús-Goff* for Upper School Spanish and Social Studies position

*Move to motion made by: Sarah Phillips*  
*Second motion made by: Sara Thomas*  
*Motion Passed: Yes – Unanimously except for abstentions*  
*Any one abstained: Yes – Jeremy Shook*

**9. Adjournment. (8:27 pm)**

*Move to motion made by: Sarah Phillips*  
*Second motion made by: Sara Thomas*  
*Motion Passed: Yes – Unanimously except for abstentions*  
*Any one abstained: Yes – Jeremy Shook*