

Pine Lake Preparatory Board Meeting

Open Session Minutes: June 27, 2018 at 6:30 PM (Upper school)

Attendees: Mark Foley, Aaron Petrosky, Pamela Frost-Shirley, Sarah Phillips, Bill Aull

| | Agenda Item | Purpose | Who | Materials | Time |
|-----|--------------------|---|--------------------------|-------------------------------|-------------------|
| I | Open Session | Open Bridge Line Call to Order Take attendance Conflict of interest reminder* <i>Mark Foley, Aaron Petrosky, Pamela Frost-Shirley, Sarah Phillips, Bill Aull in attendance</i> | Board Chair Secretary | N/A | 6:30PM 5 mins |
| II | Public Comment | Input to board <i>No Public Comment</i> | Public | N/A | 6:35PM 5 mins |
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| III | Previous Minutes | Vote to approve <i>4/20 Strategic Planning Session - HOLD, confirm changes discussed at May meeting were made to these minutes</i> <i>5/21 Retreat/Board Meeting Minutes - APPROVED Open and Closed Meeting minutes</i> | Board Chair | Minutes from previous meeting | 6:40PM 5 mins |
| IV | Board Committees | Discussion & possible Approval of Board Committees for 2018/2019 Members to rank top three committees they wish to a part of. <i>Discussion of:</i> Governance: - <i>Policy</i> - <i>Executive Director Evaluation</i> Grievance | Board Chair | | 6:45PM 15 mins |

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| | | <p>Finance: chaired by Treasurer</p> <ul style="list-style-type: none"> - Including fundraising <p>Nominating and Outreach</p> <ul style="list-style-type: none"> - Board development - Community development/outreach - School culture <p>Academic Excellence</p> <ul style="list-style-type: none"> - Academic excellence - Staff hiring and development - Diversity and inclusion <p>APPROVED</p> <p>We will approve membership for committees in July</p> | | | |
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| V | Finances | <p>May Financials Capital Campaign Update 2018-2019 Budget (for approval) Contract with auditor: Rebecca Barr (for approval) Motion to remove Aaron Petrosky and Kurt Woolley from bank card. Subsequent motion to add Sarah Phillips. (for approval).</p> <p><i>Reviewed financials for 2017-18 and proposed budget for 2018-19. APPROVED 2018-19 fiscal year budget as presented with a \$202,000 surplus.</i></p> <p><i>APPROVED appointment of Rebecca Barr as auditor for audit and tax return.</i></p> <p><i>APPROVED motion to remove Aaron</i></p> | CFO Finance Committee Chair | Dashboard & Detail | 7:00PM 30 mins |

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| | | <i>Petrosky and Kurt Woolley from bank card and APPROVED motion to add Sarah Phillips to the bank card.</i> | | | |
| VI | Executive Director Report | <p>Good News Contract approval for additional security cameras (for approval) Contract approval for 2018-2019 Cleaning Contract</p> <p>Strategic Planning update (Core Values) from staff workshop in June.</p> <p><i>May graduation at Cove went really well.</i></p> <p><i>Staff workshop last day of school, recognized staff members of the year and celebrated service awards. Worked on the core values and got buy in and worked on definitions of core values.</i></p> <p><i>Walter Blanco was named the PLP teacher of the year.</i></p> <p><i>Security cameras - part of a security plan and continual evaluation of where needs are. Did phone system and outdoor speakers this year. Now want to expand cameras. APPROVED motion to authorize \$20,000 from current year projected surplus for installation of security cameras.</i></p> <p><i>Cleaning contract - \$128,500 for Skyline Services to take over campus cleaning contract for 2018-19. Terminated last year's vendor and put out the contract for bid. APPROVED motion to authorize contract with Skyline Services, with funding of \$128,500 to come from the approved 2018-19 budget.</i></p> <p><i>Office of Charter Schools reviews</i></p> | <p>T. Hoffman and L. Reuter</p> <p>J. Webb and A. Mocerri</p> <p>J. Webb and A. Mocerri</p> <p>T. Hoffman and S. Ranallo</p> | See for approval folder for all docs | 7:30PM 15 mins |

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| | | <p><i>policies annually to ensure compliance. They updated expectations this year and conflict of interest form requires we cite the NC statute in our policy. Not a material change, but just adding the references to the statute.</i></p> <p><i>APPROVED motion to approve amendments Policy 1140, Conflict of Interest, which represent non-material changes to the policy.</i></p> <p><i>Reviewed proposed Board meeting schedule for 2018-19, for approval in July. Please send feedback to Sarah before the meeting.</i></p> <p><i>Carpet, hard surface, and paint installation going well.</i></p> <p><i>MOTION to go into closed session</i></p> | | | |
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| VIII | Closed Session | **Executive Session per 143-318.11(a)(6) | Board Session | | 7:45PM |
| IX | Open Session | <p>Voted to Approve the Following Employees:</p> <p><i>Hannah Brantley to teach 5th grade science</i></p> <p><i>Emilia Malberg as PT 1st grade spanish immersion associate</i></p> <p><i>Zuriel Zeron Smith as PT 2nd grade spanish immersion associate</i></p> <p><i>Val Watson as PT reading associate for 3rd grade</i></p> <p><i>Wendy Telatko as FT EC associate in lower school</i></p> | | | |

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| | | <i>Justin Berdysz as EC teacher in lower school</i> <i>Jennifer Douglas as 8th grade ELA teacher</i> <i>Erin Sumners as 6th grade science teacher</i> | | | |
| X | Adjourn | Close Meeting <i>Adjourned at 8:00 pm</i> | Board Chair | N/A | 8:00 PM |