

## PLP BoD Board Meeting Minutes – August 28, 2013

**PLP BoD Present:** Michelle Adams (Via phone), John Allemeier, Scott Broermann, Tara Bain, Bob D'Amelio, Bill Farnsworth, Brian Hochman, Nancy Pacious, John Timmerman

**Absent:** None

**PLP Administration Present:** Gloria Miller, Andrew Mocerri, Chris Terrill, Chris Scholl

**Location:** PLP Upper School Seminar

### I. Call to Order

At approximately 5:32 p.m. EST, meeting called to order by Vice Chair.

- II. **Conflict of Interest Reminder** per NCGS 138A-15(e). Vice Chair reads Conflict of Interest Reminder per N.C. "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."

Vice Chair asks if any member has a conflict with any issues before the board this evening. None noted.

### III. Approval of Meeting Minutes

**Vote** Motion to approve open minutes from 7/31/13. Second. Approved by majority vote.

### IV. Public Comment

- a. No public comments.

### V. Administrative Matters and Committee Updates

a. Finance Report

- i. Ginger – Reviewed final 2014 Budget. Slight increase in expected revenue and state retirement costs resulting in approximately \$16,000 less as budgeted net surplus. Discussion ensued.

**Vote** Motion to approve 2014 PLP Budget. Second. Approved by majority vote.

b. Capital Improvement

- i. Brian – Committee to meet prior to September BoD meeting and will report then.

c. Board Development

- i. Tara – Handed out Board Meeting books to new members. Requested response regarding possible attorney workshops by Friday, 8/30/13.

d. Board Committees/Liaisons

- i. John A – Led discussion regarding committees that are required and/or deemed necessary for 2013-14 terms.

**Vote** Motion to have the following committees: Communication, Capital Improvement, Board Development/Nominating, Policy and Procedures, Grievance, Finance and Head of School Evaluation (with Strategic Planning Oversight). Second. Approved by majority vote.

- ii. Discussion regarding committee/liaison assignments ensued. Below are the committees, Chairs are listed first and in bold. Chairs to create descriptions so that a call for volunteers can occur in the coming weeks.
  1. Communication: **John T**, Bill, Tara
  2. Capital Improvement: **Brian**, Bill Scott
  3. Board Development/Nominating: **Tara**, Michelle, John A
  4. Policy and Procedure: **Michelle**, John A, Nancy
  5. Grievance: **Bill**, Michelle, John A
  6. Finance: **Scott**, Bob, Brian
  7. Head of School Evaluation (with Strategic Planning oversight): **Bob**, Nancy, John A
  
  8. Kaleidoscope Foundation Liaisons: John T, Bob
  9. Boosters Liaison: Nancy
  10. PTO Liaison: Nancy

e. Q&A Responses

- i. No public comment at July meeting.

f. Michelle Adams Board seat

- i. Michelle – has accepted job promotion, which required relocation to New Jersey. Is willing to complete term if BoD is okay with phone calls and occasional in-person attendance. Discussion ensued with Michelle abstaining except to answer questions from BoD. BoD agrees to support and enable Michelle to complete term and we very much appreciate her willingness to do so.

**VI. School Leadership Report / Update**

- a. Chris T – Initial enrollment is 1657 (99.8% of estimate). Busses running with 256 in afternoon service.
- b. Chris S – ACT report shows PLP students well above state and national scores. College and career Program has 26 students taking mostly college level courses.
- c. Andrew – Enrollment of approximately 430 students, new Fine Arts electives have rolled out.
- d. Gloria – Highlighted Literacy Center, new strings program and the ability to use the “curve” in during morning drop off.

**VII. Action Items – Board and Leadership Team**

- a. All BoD and Chris – Email Tara by Friday, 8/30, which workshops you are interested in.
- b. John A – Email existing committee descriptions as Word Doc to BoD by 8/29.
- c. Committee Chairs – Email John T final committee descriptions by 9/8.
- d. Chris T – Provide BoD with student retention statistics by September BoD Meeting.
- e. John T – Update BoD Contact List.
- f. Communication Committee – Define Dropbox organization.

**VIII. Executive Session**

**Vote** Motion to go into executive session to discuss 143-318.11(a)(5) and 143 318.11(a)(6). Second. Accepted by majority vote.

**IX. Return to Open Session**

**Vote** Motion to resume open session. Second. Accepted by majority

**Vote** Motion to approve Executive Session Minutes from 7/31/13. Second. Approved by majority vote.

**Vote** Motion to seal meeting minutes of closed session. Second. Accepted by majority.

Note: Michelle Adams ended phone call at approximately 6:55 p.m. Nancy Pacious departed meeting at approximately 8:10 p.m.

**Vote** Motion to approve employment contracts as discussed. Second. Approved by majority vote.

**Vote** Motion to approve officers as follows:

Chair John Allemeier

Vice Chair Nancy Pacious

Secretary Tara Bain

Treasurer Scott Broermann

Second. Approved by majority vote.

**X. Electronic Storage**

a. Discussion regarding using Dropbox

b. Discussion regarding paper copies versus electronic copies for BoD meeting packets. Will try to use electronic documents at this point.

**XI. Adjournment**

**Vote** Motion to adjourn at approximately 8:24 p.m. Second. Accepted by majority vote.

Respectfully submitted,

Tara Bain  
Secretary, PLP Board of Directors