

## PLP BoD Board Meeting Minutes – March 27, 2013

**PLP BoD Present:** Michelle Adams, John Allemeier, Tara Bain, Scott Broermann, Anne McIntosh, Nancy Pacious,

**Absent:** Brian Hochman, Pam Rogers

**PLP Administration Present:** Gloria Miller, Chris Scholl, Amy Sevic, Chris Terrill

**Location:** PLP Upper School Seminar

### I. Call to Order

At approximately 6:00 p.m. EST, meeting called to order by chair. Chair recognizes the absence of Brian Hochman and Pam Rogers.

### II. Conflict of Interest Reminder

“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.”

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

### III. Resignation

Steve Lusty tendered his resignation from the Board of Directors effective 3/26/13.

### IV. Approval of Open Meeting Minutes

Motion to approve open and closed meeting minutes from 2/27/13 and 3/6/13. Second. Approved by majority vote.

### V. Public Comment

None

### VI. Administrative Matters and Committee Updates

#### a. Capital Improvement

- i. Chris T. shared new renderings of FA building and gym floor.
- ii. Chris T. explained the unanticipated classification of our building which requires additional toilets at a cost of approx. \$44K. Discussion ensued.

**Vote** Motion to authorize PLP FA – 2nd Floor Toilet Change Order. Second. Approved by majority vote.

#### b. Finance Committee

- i. Chris T. explained that bus engine needed to be replaced. He negotiated with seller to provide engine while PLP will pay for “pulling” of engine and installation. Discussion ensued.
- ii. Reviewed finance reports. Discussion ensued.

#### c. 2013-14 Tentative Budget

- i. Chris T. reviewed tentative budget, which needs to be to the state by June 30. Discussion ensued.

#### d. Board Nominating/Development Committee

- i. Tara and Chris T. reviewed election timing, process and public communication. Electronic voting will be open 12:01 am April 15 to 12:00 pm April 19. Total vote count will be monitored to assure quorum is being attained with follow-up email and phone blasts as needed for reminders. Discussion ensued. Board agrees to allow committee to enhance wording in the voting announcement.

**Vote** Motion to approve wording to announce candidate information on edline. Second. Approved by majority vote.

**Vote** Motion to approve wording for the actual ballot. Second. Approved by majority vote.

e. **Q&A Responses**

- i. John stated that February public comment was in regards to Athletic Policy, which will be discussed later in the meeting.

**VII. School Leadership Report / Update**

- a. Middle School – highlighted Barrier Island, Science Olympiad and Musical.
- b. Lower School – highlighted Book Fair and discussed program in place to handle misuse of social media with students.
- c. Upper School – highlighted PowerSchool, Spring sports, Science Olympiad, student trip to Boston Robotics, Musical, Penny Wars and Graduation (June 1 at 10:00 am).
- d. HoS –
  - i. Legislative update.
  - ii. Finance committee has interviewed for Controller position and will present recommendation in closed session.

**VIII. Policy Review and Approval**

- a. Anne reviewed recommended changes to Confidentiality and Conflict of Interest Policy. Minimal discussion.

**Vote** Motion to approve Confidentiality and Conflict of Interest Statement as amended. Second. Accepted by majority vote.

- b. Anne shared Athletic Policies with committee, leadership and board comments. Extensive discussion ensued.

**Vote** Motion to approve the policies, which are presented in the PLP Student Athlete Handbook, as amended. Second. Accepted by majority vote.

**IX. Executive Session**

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

**X. Return to Open Session**

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

**Vote** Motion to approve Ginger Lusty as Controller. Second. Accepted by majority vote.

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

- a. Chris T – Get notes column added to monthly finance reports starting in May meeting.
- b. Chris T – Determine terms of computer lease program and report back to Board.
- c. Chris T – Publish tentative budget on edline.
- d. Chris T – Ensure all employees have primary email account associated with edline for electronic voting.
- e. Chris T – Send out test email to ensure all members are receiving prior to elections, Board members will confirm receipt.
- f. Bd Nominating Comm – Change wording of email to announce voting.

- g. Leadership – Develop Academic Enhancement Program.
- h. Leadership – Update team jersey procedure for next year.
- i. P&P Comm – Update Athletic P&P as amended, send out to full Board prior to publication.
- j. HOS Eval Comm – Complete all necessary work to bring forward a proposed HOS evaluation tool and contract including compensation for Board approval at April meeting.

**XII.Adjourn**

**Vote** Motion to adjourn at approximately 10:32 p.m. EST. Second. Accepted by majority vote.

Respectfully submitted,

Tara Bain  
Secretary, Board of Directors