

PLP BoD Board Meeting Minutes – April 24, 2013

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

Absent: 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 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. Approval of Minutes

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

IV. Public Comment

None

V. Administrative Matters and Committee Updates

a. Finance Committee

- i. Ginger Lusty welcomed as new controller. Thank you to Rebecca for helping to bridge the gap.
- ii. March finance reports reviewed. Chris T mentioned that bids were received for LS playground improvements and lowest bid accepted. Work to begin in two weeks. Minimal discussion ensued.
- iii. Approval of next year’s budget will be moved to May in order to received more accurate numbers from the state.
- iv. Chris T suggested comments section on reports be used for any cumulative variance over \$2,500. Discussion and agreement.
- v. Chris T moving forward with Rebecca Barr to conduct next audit due to lower price than others previous work done for PLP.

b. Capital Improvement Committee

- i. Board was given a tour of the FA Bldg tonight.
- ii. Approved Change Orders (for toilets in FA Bldg and Fiber Optic Cable) will be signed tonight by Michelle and Scott.

iii. CI Committee will be meeting to create a recommendation for next investment and its timing.

iv. Discussion regarding debt and priorities for next investment ensued.

c. Board 2013-14 Meeting Calendar

i. Tara presented recommended calendar of meetings.

Vote Motion to approve Board 2013-14 Meeting Calendar. Second. Approved by majority vote.

d. Board 'To Do' List

i. Tara reviewed how this matrix will be used moving forward.

e. Surveys

i. Anne led discussion regarding past use of surveys. Discussion ensued. Will conduct Student and AP surveys early in 2014. Chris T to conduct Stakeholder in next two weeks.

f. Board Development/Nominating Committee

i. Tara B introduced Orientation Manual to Board. Minimal discussion ensued.

g. Policy Approval

i. The following policies were on a Consent Agenda:

1. Arrival and Dismissal Policy
2. Board of Directors General Membership Replacement Policy
3. Honor Code Policy
4. Inclement Weather Policy
5. Lottery Policy and Procedure
6. Possession of Toy Weapons at School Policy
7. Student Records Policy
8. Travel and Transportation Policy
9. Uniform and School Dress Code Policy
10. Video Monitoring & Surveillance Cameras Policy
11. Visitor Policy
12. Withdrawal Policy

Vote Motion to approve policies listed on the Consent Agenda. Second. Approved by majority vote.

ii. The following policies were pulled from the Consent Agenda and discussed.

1. Attendance Policy. Discussion ensued. Chris and Anne will bring forward at future meeting.
2. Field Trip Policy. Discussion ensued.

Vote Motion to approve Field Trip Policy as discussed. Second. Approved by majority vote.

3. Grading Policy. Discussion ensued.

Vote Motion to approve Grading Policy as amended. Second. Approved by majority vote.

4. Long Term Suspension. Discussion ensued. Chris and Anne will bring forward at future meeting.

5. Non-Profit (501c(3)) Associates for Pine Lake Preparatory Policy. Discussion ensued. Chris and Anne will bring forward at future meeting.
6. Privacy Policy. Discussion ensued.

Vote Motion to approve Privacy Policy as amended. Second. Approved by majority vote.

7. Student and Athlete Accident Insurance Policy. Discussion ensued. Chris and Andrew will bring forward at future meeting.

h. Q&A Responses

- i. No public comments from last meeting.

VI. Strategic Planning Update

- i. Chris T and his team have started to work on tactics, success measures and timing. Some will take a great deal more time than others. Will complete the work at the Leadership retreat in June. Will present completed matrix at July BoD meeting.

VII. School Leadership Report / Update

- a. Lower School – highlighted assessments, iPad minis, AP training, Reading Convention.
- b. Middle School – highlighted Spring performances, Spirit Week, AP “Place Mat” plans.
- c. Upper School – highlighted Tennis & Golf teams are Conference Champions, Prom successful, upcoming 9th grade transition meeting, assessments and Graduation.
- d. HoS –
 - i. Programs – Dual enrollment courses discussed.
 - ii. Resources – Job Fair (80 candidates), need for science teacher candidates, will look into head hunter for this.

VIII. Action Items – Board and Leadership Team

- a. Chris T – Stakeholder survey on or before May 10.
- b. Michelle – Assign surveys to officer or committee in July.
- c. All BoD – Changes/Additions to Orientation Manual to Tara by May 10.
- d. All BoD 0 Tell Michelle by May 10 if you will be attending PLP Graduation on June 1.
- e. Tara – Send list to Chris T of the Policies that we did not complete tonight.

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 resume open session at 9:50 PM EST. Second. Approved by majority vote.

- a. Absence of Michelle Adams noted.

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

Vote Motion to approve employment action as amended. Second. Accepted by majority vote.

Vote Motion to approve content of HOS evaluation. Second. Accepted by majority vote.

Vote Motion to approve compensation package for HOS as discussed. Second. Accepted by majority vote.

Vote Motion to allow the HOS Evaluation Committee to review verbiage of HOS contract and have Chair sign the contract. Second. Accepted by majority vote.

Vote Motion to remove Amy Sevic as signer of Athletic Bank Account and Add Andrew Mocerri as signer to the Athletic Bank Account. Second. Accepted by majority vote.

XI. Adjourn

Vote Motion to adjourn at approximately 9:55 p.m. EST. Second. Accepted by majority vote.

Respectfully submitted,

Tara Bain
Secretary, Board of Directors