

**Pine Lake Preparatory  
Board of Directors  
Meeting Minutes**

Meeting Date: November 18, 2009

Location: PLP Upper School

**Directors Present:** Anne McIntosh, John Moloney, Bill Neal, Antoinette Ellison, Cara Cassell Jones, Chris Perri

**Directors Absent:** None

**Administrative Staff:** Kate Alice Dunaway, Kari Jolly, Amy Sevic, Gloria Miller, Molly Manning, Jennifer Gnann, Chris Scholl

- Meeting called to order at 6:08 p.m. by John Moloney. John lays out protocol for meeting and introduces the board members to the audience.
- PLP Pride Moment. A group of drama students performs a vignette.
- Recognition of Barbara Freund, founding member of the Pine Lake Preparatory Board of Directors. Introduction by Kate Alice Dunaway and reflection on Barbara's service to our community and Pine Lake Preparatory. Barbara receives a kaleidoscope.
- Minutes from the October 28, 2009 meeting are presented for approval. Twan moves to approve the minutes; seconded by Cara. Unanimous approval; motion carried.
- Budd Berro from Governor Bev Perdue's office is here to present a letter of commendation from the Governor. Introduction of Mr. Berro by Anne McIntosh.
- Open Session. Each individual has 2 minutes to address the Board. – NONE.
- Head of School report from Kate Alice Dunaway. See attached. The 2010-2011 application/lottery process is discussed. Kate Alice highlights the academic testing goal for 2009-2010 – our cumulative result base goal is 90% and our premier goal is 92%. Anne questions if the Head of School report is posted on Edline; Kate Alice states that the Head of School report as presented to the board is not posted on Edline. A Head of School letter is posted regularly to our community. Additionally, the MS posts a newsletter and a LS newsletter is under development and all three schools have a designated "home page" on Edline. Chris notes that we need to continue improving communications with our families.
- Budget Update from Bill Neal and Tom Williams. John introduces Tom Williams, our accountant from Acadia Northstar. Tom opines that PLP is in a good position financially at this point in the year. The state has not supplied the actual funding amounts to date; however, estimates are thought to be on target. The November allotment has not been released from the State yet, but is anticipated on or around November 23. There is discussion regarding whether or not an overall special compensation policy is a closed or an open session topic. Tom opines that, should the board decide to move forward with adopting a special compensation policy, then the budget would be able to accommodate the expense of the policy. The state of matters last year (with reversions) vs. this year is discussed. The goal of making PLP "whole" for capital campaign expenses by 12/31/09 is also discussed. Tom is going to provide the Board with a report identifying the campaign expenditures (including for the ISC consultants) and PLPalooza. Making the school "whole" may not be possible by 12/31/09, as we are still a state of flux with expenses and income in this regard. The debt with Peoples Bank is discussed and it is debated on whether or not any of the debt is a "line of credit". There are 2 separate loans, one of which may be a line of credit; the interest rate on that debt is 6.75%. Anne adds she discussed the line of credit with People's Bank and is confident PLP has a designated Line of Credit. The question of whether or not to earmark funds to pay down the "line of credit" is also discussed. Kate Alice and Kari will determine if the debt is a line of credit and advise Bill. Tom recommends that, if a decision to pay down the debt on the line of credit is made, that said payment not exceed \$100,000.00. Bill

moves to pay down the “line of credit” with the interest rate of 6.75% in the amount of \$100,000, contingent upon confirmation from Kate Alice and Kari that the debt is a line of credit that we will have access to in the event an as yet unseen need arises; seconded by Chris. Unanimous approval. Motion carried. John moves to encumber \$100,000 of the 2008-2009 fund balance for the purchase of the campus; Bill seconds. Unanimous approval. Motion carried. John updates Tom on the status of the Kaleidoscope Foundation’s status on moving forward with Acadia’s Enterprise division’s representation of the Foundation. Anne provides Board of Directors with a bulleted summary of all of Kaleidoscope Foundation’s activity up until now. The Summary was prepared by Michael Kern, President of Kaleidoscope Foundation.

- An update on the Kaleidoscope Foundation, as prepared by Michael Kern, is distributed by Anne. See attached.
- Student & AP performance update. Kate Alice updates that the December 1 EC headcount is pending, which may require the addition of an EC teacher. Chris Scholl updates on the plan and goals for Upper School mid-term exams. Cara asks Chris to expand upon the plans to assist freshmen with their efforts as they take exams of this caliber for the first time. Chris asks Gloria and Amy to expand upon services in place to assist Lower School and Middle School students as they prepare for advanced testing. Chris P. asks how service learning is progressing; Amy opines that the progression is encouraging. John asks for clarification the December 1 EC headcount referred to earlier; Kate Alice shares that this is an endeavor that is ongoing as students progress through the identification and evaluation process.
- Policy Governance Review. Chris updates on the status of the search of candidates for the open board positions. Telephone and personal interviews are ongoing. The criteria set forth under the bylaws has also been reviewed and considered. Additionally, they are discussing possible amendments to the bylaws and the protocol for adopting any amendments. The Interview Committee will bring the written recommendations to the Dec 16th board meeting for discussion and vote.
- School policy development/executive limitation development. Discussion continues on the scope of the policies under consideration. No motion.
- Dates for the retreat are discussed; options in February will distributed for consideration.
- Stakeholder survey. Cara, with Kate Alice’s assistance, has identified another survey option from the National Association for Independent Schools. Details regarding the survey are considered. Kate Alice suggests that the National Alliance for Charter Schools may have a good option as well. John offers to work with Cara on this endeavor, with the suggestion that Twan weigh in on the final review.

Meeting adjourned at 7:50.