

**Minutes – Open Session
Meeting of the Board of Directors
Pine Lake Preparatory, Inc.
Wednesday, February 27th 2019**

Invited: Sarah Phillips, Sara Thomas, Marianne Umphlett, Pamela Frost-Shirley, Bill Aull, Jeremy Shook, Emily Fowler, Brendan Kelly, and Jason Yanni

Attendees: Sarah Phillips, Marianne Umphlett, Pamela Frost-Shirley, Bill Aull, Jeremy Shook, Emily Fowler, Brendan Kelly, and Jason Yanni

Absent: Sara Thomas

School Leadership Present: Andrew Mocerri, Tim Hoffman, Sam Ranallo, Shelly Sims, Sherri Fletcher, Joe Webb, and Laurie Schatz

1. Call to Order and Attendance (6:30 pm)

- 2. Conflict of Interest Reminder per NCGS 138A-15(e):** *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.*

No Conflicts

3. Public Comment (6:32 pm)

No

4. Board Business (6:32 pm)

a. Approval of Meeting Minutes

- i. Approval of Open Session Meeting Minutes from January 23rd
- ii. Approval of Executive Session Meeting Minutes from January 23rd

Move to motion made by: Sarah Phillips

Second motion made by: Emily Fowler

Motion Passed: Yes - Unanimously

Any one abstained: No

b. Board Nominations Update – Pamela Frost-Shirley

i. Board Elections

Announced the three candidates that were elected for the 2019-2020 school year for each school. Also, discussed the follow-up meetings that have occurred to identify lessons learned and best practices related to the overall board election process.

ii. Nominating Process

Discussed the steps left in the nominating process moving forward including interviews.

5. Administrative Matters (6:37 pm)

a. Monthly Financial Report – Sherri Fletcher and Andrew Mocerri

(Sara Thomas joined by phone – no conflicts)

i. January 2019 Dashboard

Reviewed and discussed the dashboard including items purchased with donations from the PTO as well as the current financial position.

ii. January 2019 Capital Campaign

Discussed current state of the capital campaign and the expected funds for the remainder of the year.

iii. Lions Share Pledge Update(s)

Discussed the current state of pledges committed, the success of the campaign team, and the significance of the strategic plan. Also reviewed tactics to continue the momentum and potential challenges moving forward.

(Sara Thomas left the meeting)

iv. Approval of Contracts:

1. Rebekah Barr, CPA, PC to perform July 1, 2018 to June 30, 2019 Audit.

Motion to approve the contract for Rebekah Barr to perform July 1, 2018 to June 30, 2019 Audit

Move to motion made by: Sarah Phillips

Second motion made by: Emily Fowler

Motion Passed: Yes - Unanimously

Any one abstained: No

2. Rebekah Barr, CPA, PC to complete Pine Lake's 990 tax form for fiscal year.

Motion to approve the contract for Rebekah Barr to complete Pine Lake's 990 tax form for fiscal year

Move to motion made by: Sarah Phillips

Second motion made by: Bill Aull

Motion Passed: Yes - Unanimously

Any one abstained: No

b. School Lottery Update – Andrew Mocerri

Discussed and reviewed the current state of the 2019-2020 school year lottery and the information included on the application.

c. Good News – Leadership Team

Shared and discussed accomplishments and good news at the Lower, Middle and Upper Schools as well as school wide achievements.

- d. Annual Operating Plan Update 2.0 – Andrew Mocerri and Leadership Team

Reviewed and discussed the year-to-date progress toward the goals outlined in the annual operating plan related to the Service Learning Program and Workforce Evaluation Tools.

Brendan Kelly Departed – 7:28

6. Adjourn (7:44 pm):

Motion to adjourn meeting

Move to motion made by: Sarah Phillips

Second motion made by: Marianne Umphlett

Motion Passed: Yes - Unanimously

Any one abstained: No