

**Minutes – Open Session
Meeting of the Board of Directors
Pine Lake Preparatory, Inc.
Wednesday, June 26th 2019**

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

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

Absent: Sara Thomas

School Leadership Present: Andrew Mocerri, Tim Hoffman, Sam Ranallo, Sherri Fletcher, Lori Reuter, Laurie Schatz, Brant Hyatt, and Shelly Sims

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 (6:33 pm)

- a. Approval of Meeting Minutes

i. Approval of Open Session Meeting Minutes from May 22nd.

ii. Approval of Executive Session Meeting Minutes from May 22nd.

Move to motion made by: Sarah Phillips

Second motion made by: Bill Aull

Motion Passed: Yes - Unanimously

Any one abstained: Jeremy Shook

- b. Committee Format Discussion – Sarah Phillips and Jason Yann

Discussed current committee structure and options for the 2019-2020 year.

Officer approval needs to be voted on in July and Committee structure needs to be approved no later than August.

- c. Approval of Annual Operating Plan – Andrew Mocerri

Discussed and reviewed the Annual Operating Plan. A few more changes need to be made before it is ready for approval in the July meeting.

5. Administrative Matters (7:09 pm)

- a. Monthly Financial Report – Sherri Fletcher and Andrew Mocerri

i. May 2019 Dashboard.

Reviewed and discussed the financial dashboard.

ii. May 2019 Capital Campaign Update.

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

iii. 2019-2020 Annual Budget Report Approval.

Reviewed and discussed the proposed budget reforecast, the 2019-2020 proposed annual budget, and the variances.

Motion to approve the June annual budget reforecast.

Move to motion made by: Sarah Phillips

Second motion made by: Bill Aull

Motion Passed: Yes - Unanimously

Any one abstained: No

Motion to approve the 2019-2020 annual budget.

Move to motion made by: Sarah Phillips

Second motion made by: Emily Fowler

Motion Passed: Yes - Unanimously

Any one abstained: No

b. New Website Launch – Andrew Mocerri and Brant Hyatt

Discussed the challenges that delayed the project, the new launch date, and demonstrated the enhancements of the new website.

c. Graduation Date Change: From June 6th to May 30th – Tim Hoffman and Lori Reuter

Reviewed the reasons for the date change of next year's graduation.

Motion to approve calendar date adjustment of graduation.

Move to motion made by: Sarah Phillips

Second motion made by: Pamela Frost-Shirley

Motion Passed: Yes - Unanimously

Any one abstained: No

Marianne Umphlett left the meeting.

d. Landscaping Contract – Joe Webb

Reviewed and discussed the new landscaping contract.

Motion to approve contract with ASE Landscaping for services on campus and at the athletic complex.

Move to motion made by: Sarah Phillips

Second motion made by: Bill Aull

*Motion Passed: Yes - Unanimously
Any one abstained: No*

- 6. Executive Session (7:49 pm):** Motion to move into Executive Session b. § 143-318.11(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Motion to move into closed session

*Move to motion made by: Sarah Phillips
Second motion made by: Emily Fowler
Motion Passed: Yes - Unanimously
Any one abstained: No*

- 7. Resumed Open Session (8:42 pm):** I move that the minutes of the closed session held on (6/26/19) be withheld from public inspection in order to protect and preserve the purpose of such closed session, pursuant to section 143-318.10(e) of the Open Meetings law.

Motion to resume open session.

*Move to motion made by: Sarah Phillips
Second motion made by: Emily Fowler
Motion Passed: Yes - Unanimously
Any one abstained: No*

- 8. Vote as needed based on items in Executive Session.**

Motion to approve the hiring of Wendy Telatko – US Occupational Course of Study/Extended Content Standards, Kimberle Eroh LS Exceptional Children’s Teacher, Stephanie Zaino – LS Exceptional Children’s Teacher, Mara Walter - Informational Technology Associate, Maite Pettit – LS Spanish Immersion Co-Teacher, and Matthew Primm – MS Theatre Arts.

*Move to motion made by: Sarah Phillips
Second motion made by: Bill Aull
Motion Passed: Yes - Unanimously
Any one abstained: No*

- 9. Adjourn (8:45 pm):**

Motion to adjourn meeting

*Move to motion made by: Sarah Phillips
Second motion made by: Pamela Frost-Shirley
Motion Passed: Yes - Unanimously
Any one abstained: No*