

**Board Meeting Minutes**  
Provost Academy South Carolina, Inc.  
July 7, 2009  
8:30 a.m.-8:51 a.m.

**Board Members:**

Present: Peter Brown, Ann Bundrick, William Herlong

*Absent:* Breeze Draheim

*Quorum present?* Yes

**Others Present:** Jeff McCoy, Darrell Johnson, Dan Loon, Michael Serpe, Geri Kalinsky, and Jodie Beckley

**Preliminary Items:**

Meeting was called to order by Chairman Peter Brown.

Minutes approved from June 30, board meeting.

A. Enrollment report:

Dan Loon reported 843 confirmed enrollments as meeting.

B. Employee Recruitment

Geri Kalinsky reported all adviser and full-time instructor positions have been filled. Still looking for graders and a part-time business manager.

C. Budget

Discussed at some length and efforts to determine breakeven number of students. Board members emphasized need to have balanced budget by second year.

D. It was reported that the employee handbook and parents handbook have been completed. Further, policies on enrollment and administration, special education, and procurement have been prepared. Brown moved to approve subject to review by SC counsel. Herlong seconded. Motion passed.

E. Discussion of event in Mt. Pleasant on July 18.

As there was no further business, the meeting was adjourned.

Respectfully submitted,  
William Herlong  
Acting Secretary