

# Charlotte Lab School Board of Directors Meeting

Wednesday, April 19, 2017, 5:45-7:30pm

Shumaker, Loop, Kendrick, LLP, Bank of America Plaza Building, 100 S. Tryon Street, Suite 2200

**Call-In Information: Dial-in Number:(712) 775-7031; Access Code:219-944; Host PIN:1750**

## CONFLICT OF INTEREST STATEMENT

*A conflict of interest is a transaction or arrangement that might benefit the personal, family, or business interests of a Board member. Board members have a fiduciary duty to conduct themselves without conflict to the interests of CLS. In their capacity as Board members, they must subordinate personal, individual business, third party, and other interests to the welfare and best interests of CLS.*

## BOARD NORMS

- Must act at all times in the best interest of the school;
- Maintain confidentiality;
- Be respectful and professional in discussion and disagreement;
- Stay on topic and be sure that comments are school-related; and
- Limit side conversations.

## AGENDA

Time	Duration	Topic	Presenter
5:45pm	10'	Welcome / Review meeting agenda Catch-up	Tom Murray <i>Board Chair</i>
5:55pm	15'	<b>Head of School Report</b> <ul style="list-style-type: none"> <li>• Mid-year curriculum &amp; program update:                             <ul style="list-style-type: none"> <li>○ Data updates</li> </ul> </li> <li>• 2017-2018 Enrollment/Lottery updates</li> <li>• Nonprofit Leadership Academy</li> <li>• Discuss updated language in Enrollment Policy (attached). <b>VOTE.</b></li> </ul>	Mary Moss Brown <i>Head of School</i>
6:10pm	5' each	<b>Board Committee Reports</b> <i>Each committee will present their 2016-2017 goals and action steps. Notably, additional members needed on the Fundraising and School Performance Committees. Mary will review Google share folder set-up for committee work.</i> <ul style="list-style-type: none"> <li>• School Performance &amp; Culture – Lindsay                             <ul style="list-style-type: none"> <li>○ Wellness subcommittee - Nick</li> <li>○ Diversity and inclusion subcommittee - Lisa</li> </ul> </li> <li>• Finance &amp; Fundraising – Casey and Nick                             <ul style="list-style-type: none"> <li>○ Review financial dashboard</li> </ul> </li> <li>• Facilities – Andy, Tom and Mary                             <ul style="list-style-type: none"> <li>○ Middle school update</li> </ul> </li> <li>• Governance - Lisa, Lindsay, Andy &amp; Tom                             <ul style="list-style-type: none"> <li>○ Bylaws review (attached). <b>VOTE.</b></li> <li>○ Board candidates update, R. Moore. <b>VOTE.</b></li> <li>○ Next Board meeting: Need to set date</li> <li>○ Race Equity Retreat</li> </ul> </li> <li>• Strategic Planning - Tom                             <ul style="list-style-type: none"> <li>○ Growth &amp; Expansion Subcommittee – Mary</li> </ul> </li> </ul>	Committee Chairs
6:40pm	5'	<b>Approve Minutes:</b> Review Board meeting minutes from 2/22/2017 and 3/22/2017 for approval	Lindsay Thompson <i>Secretary</i>

6:45pm	5'	<b>Public Comments</b> (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:50pm		<b>Adjourn</b> meeting	Tom Murray <i>Board Chair</i>

**MINUTES.**

**Board members present in-person:** Tom Murray (Chair), Andy Culicerto (vice chair), Casey Wrentch (treasurer), Lindsay Thompson (secretary), Nick Clavin, Mary Moss Brown, Lisa Frison (by phone) and Ray Richardson (by phone)

**Welcome.** By Chair Tom Murray.

**Head of School Report.**

*Curriculum updates.* Staff has started planning for next year. Recently held a full faculty retreat in Greenville, SC at end of May. Also considering candidates for hire for next year at middle school. Any new hire will hit payroll in August.

*Enrollment/Lottery updates.* We received 1281 applications. Only 137 applicants have qualified for Free and Reduced Lunch (FRL). Developing strategies for next year to attract these students. Still have 5 FRL seats open in 5<sup>th</sup> grade and 8 FRL seats open in 6<sup>th</sup> grade.

*Enrollment Policy.* Discussed the proposed highlighted changes. Andy moves to accept. All Board members vote in favor.

**Committee Updates**

*School Performance and Culture.* No update.

*Wellness Subcommittee.* Nick will submit handwashing summary to newsletter.

*Diversity and Inclusion Subcommittee.* Mary will provide written diversity survey summary to the Board. Mary reviewed success of recent diversity and inclusion event hosted with researcher Amy Hawn Nelson and two current Lab parents, among others.

*Finance & Fundraising.* Reviewed 2017 projected cash and income statement. Annual Fund scheduled to end May 1. We have received contributions between \$150k and \$170k (still counting). Only 40% participation among Lab families despite successful new giving challenge that gave us 41 new donors. Mid-March Susannah sent personalized letters to staff and any new family that had never given. This week, sending new letters to those who haven't yet given. Grandparents' Day scheduled for the Fall. We are gaining only roughly 60 new families next year so we are wary of giving fatigue and developing new fundraising strategies, including increased Board participation.

Mary and Susannah Lund spent recent afternoon with Charlotte Latin fundraising team. Complimented on our efforts. Developed ideas for grandparent giving based on Latin's approach. Latin's Board members' primary role is fundraising and donor cultivation, as we consider our Board's role in giving efforts.

*Facilities.* Lease is signed. Good first day event. Phase 1 of construction scheduled to be complete before 2017-2018 school year starts.

*Governance.* Discussed candidates and next Board meeting date of May 17 at 5:45 p.m.

**Approve Minutes.** Andy moved to accept both the 2/22 and 3/22 Board meeting minutes. Nick seconded. Everyone else unanimously accepted.

**Public Comments.** None.

**Adjourn the meeting.** Nick moves to adjourn. Casey seconds the motion. All other Board members unanimously support the motion.