

Board of Directors Meeting

October 22, 2014, 9:30-11:30am

Charlotte Regional Visitors Authority, 3rd Floor Conference Room

AGENDA

Meeting outcomes: By the end of this session, the Board of Directors will...

- Continue to build capacity as NC Charter School Governing Board Members;
- Share updates on various aspects related to school planning and start-up;
- Review and vote on Non-Discrimination, Whistleblower, and Document Retention Policies;
- Identify areas of charter application requiring amendment and vote on those changes; and
- Discuss long-term vision and plans for growth of Charlotte Lab School.

Time	Duration	Topic	Presenter
9:30am	5'	Welcome and overview of agenda and outcomes	Tom Murray, Board Chair
9:35am	15'	Governance Strengthening Exercises: <ul style="list-style-type: none"> • Review Board Member Binder • Jigsaw charter school law document • Clarify roles/responsibilities 	Mary Moss
9:50am	20'	Ready to Open Report: <ul style="list-style-type: none"> • 501c3 status • DPI Training and RTO requirements • Amendments <ul style="list-style-type: none"> ○ Bylaws ○ Review Policies: Whistleblower, Document Retention and Non-Discrimination Policies • Enrollment & Marketing 	Mary Moss Vikki Tunick Kendra Johnson
10:10pm	20'	Follow-up items from last meeting and/or Committee Reports <ul style="list-style-type: none"> • Compensation, Corliss Thompson • Facility, Tom Murray and Mary Moss • Hiring, Vikki Tunick 	Committee Leads
10:30am	30'	Getting your elevator speech ready	Kendra Johnson
11:00am	20'	Exploring possibilities for growth	Mary Moss
11:20am	5'	Review next steps and owners	Joel Bonasera, Secretary
11:25am	5'	Approve minutes from last session	Joel Bonasera, Secretary
11:30am		Adjourn meeting	Tom Murray

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Present:

Tom Murray (Chair), Corliss Brown-Thompson, Mary Moss (non-voting member), Vikki-Rose Tunick, Joel Bonasera (Secretary), Denise Glaser-Serrano (Treasurer)

Absent:

Apri Agyapong (Vice-Chair), Peter Bove; (both available via email for voting)

Non-Members Present:

Kendra Johnson

Meeting called to order at 9:33 am (Tom Murray)

Governance Strengthening (Mary)

1. Review Board Member binder.
2. Discuss contents and important documents.

DPI Trainings and RTO status (Mary, Vikki)

1. 501(c)3 application was completed and sent out; status pending.
2. Mary, Vikki and Kendra continue to attend DPI Charter School trainings in Raleigh.
3. Amendments due
 - a. All amendments to the charter were based upon the initial review we received from the NC Charter Advisory Board and any additional changes that the Office of Charter Schools told us we needed to make.
 - b. Board reviewed these changes throughout the Interview PPT slides back in May; final copy of amendments was emailed and approved.
 - c. Bylaws were ok (reviewed by McGuireWoods), no changes needed.
4. Voted on and adopted the non-discrimination policies for students and staff (in-person and email vote = 7/7) to be posted on website, marketing materials, student/staff applications.
5. Vikki will email McGuireWoods' whistleblower and document retention policies; Board needs to review for a vote next meeting.

Goals for this Month (Mary, Tom)

1. Open board positions need to be filled
 - a. Michelle Thornhill resigned last month; wished she could dedicate more time to Charlotte Lab School but has had too many work commitments.
 - b. With Dee and Michelle's absences, we currently have 8 Board Members, 7 of which are voting members.
2. Looking at what areas we want to represent: Fundraising, Finance/Accounting, Marketing/Communications, Technical/ Engineering?
3. All members will reach out to prospective Board members in those fields and report back

Facilities (Mary, Tom)

1. The building contact has named a price per sq ft and for parking.
2. Management of the building and utility costs are not included in the rent.
3. Architect and contractor feel that we can renovate the space within our budget. Waiting for projected costs - then will seek preliminary approval from county, Self Help, and DOT before signing lease.
4. Parking spaces for parents are limited under this plan, but we'll continue to look for options.

Marketing and Enrollment (Kendra)

1. Currently at 121 interest forms.
2. High interest in Kindergarten, looking for more in 1st and 2nd.
3. Looking for strategies to canvas other communities and neighborhoods for greater diversity.
4. Tentative elevator pitch: "Charlotte Lab School will be the first *reimagined school* that uses the *city as our classroom* to provide a *private school quality* foundation in a *small nurturing setting*."
 - a. Can be used as a starting point for board member discussion with interested families, at events or otherwise.
 - b. Lab School Model: *Language Immersion, Meaningful Learning, Advisory* (parent involvement and communication)
 - c. Discussion of what is the consistent message - Identifying those Big 3 elements will help with crafting a succinct message about CLS.

Faculty Recruitment (Vikki)

1. Based on the committee meetings, creating an evaluation structure is the next critical step to develop a compensation framework.
2. A draft plan is done; needs some work with Mary.
3. We have a solid process for hiring.
4. Several applications have been coming in, just over half have been completely processed by our staff. Essentially all positions have some applications, with exception of Speech and Mandarin Chinese candidates; EC candidates are low.
5. Possible staff recruitment info session? May be hosted at the Discovery Place Education Studio to help with logistics instead of NEU.

Charter School Growth Fund (Mary)

1. Pursuit of the support of the CSGF would include commitment to our full scale professional development plan.
2. There is also an emphasis on charter school networks/groups as opposed to singular locations. This would require us to address significant questions about how CLS would scale to a regional or national brand. How much of the foundational concepts of CLS are translated to other locations with different needs?
3. We need to balance our attention and resources on opening CLS successfully. The work to flesh this model out is not trivial.

Approval of Minutes (Joel)

1. August Minutes were already approved and posted.
2. No Board Meeting in September – committees met separately.

Next Steps

- Email whistleblower and document retention policies to review for a vote next meeting (Vikki)
- Pursuit of new board members (Tom, Mary)
- Architecture and contractor assessment; finalizing lease (Mary, Tom)
- DOT Assessment (Mary)
- Pitch synopsis; will email out to Board (Mary)
- Look into eventual paid advertisement for staff recruitment, possibly later in month (Vikki)
- Tentative Staff information night Tuesday, November 18th (Joel, Corliss, Vikki)

Meeting Adjourned at 11:34 am