



**Charlotte Lab School
Board of Directors Meeting**

Monday, January 19, 2015, 5:30-7:30pm
CDI Southeast, Suite 1070

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 revised policies: instructional programming, Bylaws, nepotism, governance, employee (hiring, termination, grievance, criminal background), School Safety Plan, Admissions & Enrollment (20-day count), finance, and Head of School evaluation; and
- Nominate and vote on Secretary position.

Time	Duration	Topic	Presenter
5:30pm	15'	Dinner and catch-up	
5:45pm	5'	Welcome and overview of agenda	Tom Murray, Board Chair
5:50pm	50'	Updates: <ul style="list-style-type: none"> ● Governance: new Board members – Mary ● Enrollment - Kendra ● Facilities: building lease, design, and furniture - Mary ● Budget/Fundraising - Mary ● Hiring – Vikki & Mary ● Partnerships – Mary ● Operations: insurance, transportation, nutrition – Mary 	
6:40pm	40'	Ready to Open Report Policy revisions: Review and voting	Vikki Tunick
7:20pm	5'	Review next steps and owners	Vikki Tunick
7:25pm	5'	Approve minutes from last session Nominate and vote on Secretary position to replace Joel Bonasera	Vikki Tunick
7:30pm		Adjourn meeting	Tom Murray

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MEETING MINUTES

Present: Mary Moss (non-voting member), Vikki-Rose Tunick (acting secretary), Denise Glaser Serrano (treasurer); Kendra Johnson (non-Board member), Lato Fields (non-Board member)

Via conference call: Corliss Brown Thompson, Apri Agyapong (Vice-Chair) @6:45pm, Joel Bonasera (Secretary) @6:35pm

Absent: Tom Murray (Chair), Peter Bove

Meeting called to order at 5:45pm (Mary)

Updates (Mary)

1. New Board Members (Mary)
 - a. Prospective new member - VP of Client Relationships, Bank of America
 - i. He read board minutes, noticed we are looking for someone with finance background, and is interested in joining the board
 - ii. Brightwalk Neighborhood development community member
 - iii. Experience with financing and tax credit equity to developers of affordable housing, senior housing, and charter schools
 - iv. Current board member for another nonprofit - Charlotte Mecklenburg Housing partnership
 - v. Mary will follow-up with a one-on-one meeting; will then invite him to a future board meeting to meet members
 - b. Looking at 2 other potential members - one with fundraising/non-profit background, other city-planning expertise
2. Application Numbers (Kendra)
 - a. As of 1/19 - # of total applications = 208; # of students applied = 265
 - b. Grade level distribution: K-110, 1-46, 2-51, 3-22, 4-36
 - c. Does not reflect all of the families that completed interest forms (many were hand-written interest forms from info sessions, some of whom have no contact email)
 - d. Recruitment team will:
 - i. Conduct additional info sessions in January and February (libraries)
 - ii. Will continue to hand deliver applications to places where most interested parties completed hand-written applications (preschools, housing authority, libraries)
 - iii. Follow-up on Thursday 1/22 with group of volunteers to call parents who completed an interest form but have not yet turned in their application
 - e. Location for lottery - TBD, evening of 2/16; will be videotaped
 - f. 2 community members and 2 board members will conduct lottery; potential

Board designees - Corliss, Tom (no children in lottery, unbiased)

3. Facility (Mary)
 - a. Tom and Mary met again with building owner; he is willing to support with upfit costs to make the building work (either by loan or foundation donation)
 - b. Owner said we can announce the official location in our next outgoing communication to parents; will most likely announce location in one of our upcoming newsletters pending discussion with Board Chair
4. Budget/Fundraising (Mary)
 - a. Reviewed updated budget; discussed contingency plans and surplus for savings each year
 - b. Mary shared 2 budget scenarios - one where we will have to pay additional loan for upfit, one without loan for upfit (where part of the upfit is considered a donation by the foundation)
 - c. With continued fundraising and recent award of the \$200K grant from Charter School Growth Fund, we feel confident with budget
 - d. Going to re-apply for Federal CSP - will revisit in June and set aside time/committee to review last year's application in the weeks before it is due
 - e. Fundraising committee/volunteers are applying for current grants (local foundations and federal grants)
 - f. Other items that will affect budget
 - i. Transportation Costs: after lottery, will send out an enrollment survey to get a sense for who will be attending/if they are using transportation
 - ii. Hiring/Programming: Mary is talking to partners to see if we can utilize partnership in place of hiring staff members (i.e. Children's Theatre of Charlotte, Discovery Place Spanish program - see below)
 - iii. 403B plan vs. NC Retirement plan: Mary is currently getting quotes from different banks; will save us money and is transferrable from different schools
5. Hiring (Vikki) *Denise Glaser-Serrano took notes during this section
 - 2nd hiring event held first week in January - planning another hiring event in February; successful but model lessons/videos still seem to greatly impact hiring decisions - Q: Corliss asked if they are worth having, A: with a larger number of applicants
 - Currently 72 teacher/employee applications on our site, 130 on teachers-teachers.com; surge since beginning of the year; still posting on TFA, Queens University, and UNC Charlotte sites and going to their recruitment fairs *Joel joined meeting (6:35 pm)
 - Invite potential Business Manager applicants to board meetings - Corliss suggested having a couple board members meet with Business Manager applicants
 - Mary presented compensation schedules/salaries and benefits; board members asked to review - they will need to be approved/discussed at the next board meeting.
 - Vikki wants to clarify that it's okay to go on resumes/letters of reference to calculate years of experience vs. just using years as certified teacher; Corliss mentioned seeing some resumes of the candidates we are most interested in in order to have an idea of salary ranges, clarifying Masters degrees.

- Compensation Committee follow-up - (Corliss, Mary, Peter & Tom are members) need to schedule meeting to discuss:
 - Framing “out of classroom” jobs and how that will impact salaries (i.e. before-school care, after-school, etc)
 - Specify how to pay teachers for years of non-teaching but related work (i.e. Tech Director’s former experience in IT)
 - Clarify Master’s pay (for Masters in teaching, related field AND content area)
 - Vikki - send update to Hiring Committee to show staffing plan and expertise/salaries
 - Vikki - send resumes of prospective staff members to Compensation Committee for discussion/evaluation of years of experience
6. Partnerships (Mary)
- a. Mary met with series of Enrichment providers
 - i. Children’s Theatre of Charlotte - they seemed excited about prospect and agreed to develop curriculum so that each CLS student will be able to do a 9-wk residency there each year and put on a performance at the end of their residency; may even be more cost-efficient than a Drama teacher
 - ii. Discovery Place - regular museum visits for field experience & Spanish Lang program; solidifying partnership; Mary will follow-up
 - iii. Chess - Mary met with potential provider
 - b. Mary had 403b discussion with BB&T, Wells Fargo and will continue to reach out to other banks to get comparable quotes

Ready to Open Report - Discuss and Vote on Revisions (Vikki/Mary) *Apri joined meeting (6:45pm); NOTE: we had a majority for meeting, but not a quorum so will discuss items today and officially vote next meeting

1. Board previously voted on all policies except Nepotism Policy; discussed revisions and will vote next meeting
2. Instructional Programming -
 - a. School Calendar - added justification for # of workdays, half days, holidays/annual leave days, instructional hours, make-up days
 - b. School Calendar and School Hours Policy - created policy for guidelines for annual calendar creation based upon DPI requirements
3. Hiring and Termination Policy -
 - a. Policy revised to state that Board will be in charge of hiring/ termination/ evaluation of HOS, but HOS will be in charge of hiring process for employees
 - b. Added hiring process steps
4. Criminal Background Check Policy -
 - a. Policy revised to mirror that of CMS
 - b. Similar to what is posted on the CMS, revised to add levels of volunteers
5. Admissions and Enrollment Policy -
 - a. Policy revised based upon last meeting’s decision about application period/timeline
 - b. Added policies and priorities based upon discussion with NC State BOE’s template for policy

6. Governance and Board Ops -
 - a. Policy regarding meetings and minutes revised to take out section about closed sessions because we were out of compliance
7. Nepotism Policy -
 - a. Policy created based upon NC State BOE's suggestion
 - b. Written by John Hoke, McGuire Woods LLC - similar in nature to Conflict of Interest Policy
 - c. Questioned language - want to be sure that we can hire relatives, family members, etc. but that the person of authority who is hiring (i.e. hiring manager or member of the hiring committee) cannot take part in the hiring process for the immediate family member or person with whom s/he has a close personal relationship
 - d. Needs to be reviewed by Peter and look at further revisions
8. Grievance Policy -
 - a. Policy revised to clarify chain of responsibility and open session (only allowed to go into closed session for one of 9 reasons according to statute)
 - b. Revised by John Hoke for appropriate language
9. Bylaws -
 - a. Amendments to the Bylaws made to change language of "Notice of Meetings" and "Email Communication"; need to ensure that meetings are announced at least five days prior and that official meetings will not be followed-up with emails of official vote
 - b. Revised by John Hoke for appropriate language
10. Safety Plan -
 - a. Policy revised to split into two - 1) School Safety Plan and Policies (public) and 2) Emergency Management Plan (not public)
 - b. Vaccine info and Diabetes Care plan needed to be added
11. Finance Policies -
 - a. Policy revised to add management of federal funds
12. Head of School Evaluation Tool -
 - a. Policy revised to add Kim Marshall's PD tool used for Mary's self-assessment
 - b. Mary will report to Board monthly and through her reports of progress, surveys/feedback from parents, students and partners, Board will be able to evaluate her
13. Staff Handbook -
 - a. Handbook written for charter application but never officially approved
 - b. Revised to account for changes to mission statement, vision statement and current personnel policies

Next Steps/Owners:

Corliss - Set up Compensation Committee follow-up meeting; members will discuss:

- Framing “out of classroom” jobs and how that will impact salaries (i.e. before-school care, after-school, etc)
- Specify how to pay teachers for years of non-teaching but related work (i.e. Tech Director’s former experience in IT)
- Clarify Master’s pay (for Masters in teaching, related field AND content area)

Vikki - Send update to Hiring Committee to show staffing plan and expertise/salaries; send resumes of prospective staff members to Compensation Committee for discussion/evaluation of years of experience

Mary - Continue seeking 403b plans, revising budget, securing partnerships, updates - facility

Discussion of new Secretary (Mary)

1. Joel feels he should step down due to many recent scheduling conflicts; often has to attend via conference call
2. Suggestion for Corliss to become secretary; will vote next meeting

December Minutes (Vikki)

1. Minutes from December were emailed to all board members and no one emailed changes
2. Have been displayed on website
3. Will do the same with January minutes and vote on both minutes next meeting when have quorum

Next Meeting: February 25, 5:30-7:30pm (time change due to Board’s morning conflicts)

Meeting adjourned at 7:55pm (Vikki)