



Board of Directors Meeting
November 24, 2014, 12:00-2:00pm
 201 Altondale Avenue / Conference Call

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 policies: Bylaws, governance, employee (hiring, termination, grievance, criminal background), Safety, Admissions & Enrollment (20-day count)
- Review and vote on: Board Evaluation Tool, Employment Agreement, Test Coordinator Job Description; Calendar (general and testing);
- Vote on renewal of consultant contract;
- Discuss and vote on PEFNC partnership; and
- Discuss long-term vision and plans for growth of Charlotte Lab School.

Time	Duration	Topic	Presenter
12:00pm	5'	Welcome and overview of agenda and outcomes	Tom Murray, Chair
12:05am	10'	Governance Strengthening Exercise: <ul style="list-style-type: none"> • Update on open Board positions 	
12:15am	55'	Ready to Open Report – Discuss and vote on: <ul style="list-style-type: none"> • Policies: <ul style="list-style-type: none"> ○ Governance ○ Finance ○ Employment: hiring, criminal background, grievance, termination ○ Admissions ○ Enrollment & 20-day count ○ School calendar/day ○ Safety • Systems/Structures: <ul style="list-style-type: none"> ○ Testing Coordinator Job Description ○ Board evaluation tool ○ Employment contract 	Mary Moss & Vikki Tunick
1:10pm	30'	Updates and Committee Reports: <ul style="list-style-type: none"> • Follow-up from last meeting... (see last month's minutes) • Enrollment & Marketing 	Committee Leads

		<ul style="list-style-type: none"> • Compensation, Corliss Thompson • Hiring, Vikki Tunick <ul style="list-style-type: none"> ○ Vote on contract renewal for consultant 	
1:40pm	10'	Update on mission wording/messaging Plea for board involvement with enrollment & marketing	Mary Moss
1:50pm	5'	Review next steps and owners	Joel Bonasera, Secretary
1:55pm	5'	Approve minutes from last session	Joel Bonasera, Secretary
2:00pm		Adjourn meeting	Tom Murray, Chair



**Charlotte Lab School
Board of Directors Meeting**

Monday, November 24, 2014, 12:00-2:00pm
201 Altondale Avenue / Conference Call

Present:

Corliss Brown-Thompson, Mary Moss (non-voting member), Vikki-Rose Tunick, Denise Glaser-Serrano (Treasurer)

Via conference call: Tom Murray (Chair), Joel Bonasera (Secretary) [12-1pm], Apri Agyapong (Vice-Chair) [12:50-1:20pm], Peter Bove

Meeting called to order at 12:03 pm (Tom Murray)

Ready to Open Report - Discuss and Vote (Vikki/Mary)

1. Nicole Priestly, former CMS Zone superintendent has been helping with policies.
2. Admissions and Enrollment Policy
 - a. accepted and approved (6 votes, members that were present)
3. Criminal Background Check Policy updated:
 - a. A background check for board members.
 - b. Broaden language to more than just criminal background check
 - c. Language about *fingerprinting*
 - d. Approved with updates (6 votes, members that were present)
4. Employee Agreement
 - a. Peter will work on revision:
 - i. Include language about *at-will employment*
 - ii. Include language about *non-binding nature/offer letter only*
 - iii. Remove signatures so that they are no longer required
 - b. Board approved subject to the revisions discussed (6 votes, members that were present)
5. Hiring and Termination Policy
 - a. Peter will work on revision:
 - i. Include language about *at-will employment, who can hire and fire, you can be fired for any reason...including, but not limited to...*
 - ii. Board holds off on voting on the policy until revisions are made
6. Accountability Policies
 - a. Reviewed Draft of Testing Calendar and Testing Coordinator Description
 - b. Policies approved (6 votes, members that were present)
7. Governance Policies
 - a. Reviewed Bylaws, Conflict of Interest Policy, Grievance Policy, Whistleblower Policy, and Document Retention and Destruction Policy

- b. Decided not to include Nepotism Policy but rather use Conflict of Interest Policy; agreed to cross reference Admission and Conflict of Interest policies to include Board members' children's preference
 - c. Policies approved (6 votes, members that were present)
- 8. In the interest of time, Peter, Mary and Vikki will work on revisions of policies, email them out and Board will vote on them later in the week; these include:
 - a. Governance - Board Ops, Committees, PTA/Third Party
 - b. Instructional Programming - School Hours, Calendar
 - c. Operations and Personnel - revisit Hiring and Termination
 - d. Safety - School Safety Plan, Afterschool Plan
 - e. Board wants background on policies: outline what the policy is about, how it was formulated, and the confidence we should have in content

Extension of Director of Student Recruitment Consultant Contract - Discuss and Vote (Mary)

1. Goal was to have 240 interest forms by the end of November; we now have 280
2. Consultant has been cold calling, setting up information sessions, and keeping an eye on demographics.
3. 2 Board members left conference call; the 5 board members present voted to continue the contract for 3 more months
4. Other members will be asked to vote electronically

Hiring committee update (Vikki)

1. 10 prospective candidates will attend Group Planning Interview Night on 12/3
2. Continuing to receive applicants on website and through teachers-teachers.com; now over 100 applicants

Compensation Committee update (Corliss)

1. Mary and Corliss met to create a base salary table and a benefits sheet
2. The two will meet with Tom and Peter for further feedback
3. Committee will bring salary table and benefits sheets to December meeting for review and vote

Fundraising (Mary)

1. In final round for \$200K Charter School Growth Fund grant
2. Mary is meeting with a group of non-profit fundraisers to develop a fundraising plan
3. Tom and Mary will meet to discuss further fundraising options before the year's end

One Sentence Tagline for Lab School (Mary)

1. *Charlotte Lab School ...*
2. Mary will email tagline and talking points to everyone

Facility Update (Mary)

1. Mary has met with architect; did a CAD drawing
2. December 5th @ 2 pm is Preliminary Inspection Review
3. Moving forward with Self-Help loan
4. Waiting for the architect and contractors to find out final upfit costs in order to determine what we actually need/want to negotiate

Governance Strengthening (Tom/Mary)

1. Tom has identified a potential board member
2. Tom will connect Mary with potential board member to determine whether board member is definitely interested/a good fit

Next Steps:

1. Review and Officially Approve via email/follow-up conference call -
 - Governance - Board Ops, Committees, PTA/Third Party, Board Evaluation Tool, Finance Policy
 - Instructional Programming - School Hours, Calendar, Enrollment & 20-day count Policy
 - Operations and Personnel - revisit Hiring and Termination
 - Safety - School Safety Plan, Afterschool Plan
 - Mary and Vikki will be sure to provide Board with background on policies
2. Mary will revise and email out new consultant contract; remaining 2 board members will vote to approve
3. Compensation Committee will finalize salary table and benefits sheets
4. Mary will email out new tagline with talking points
5. Tom and Mary will meet regarding fundraising opportunities and potential new board members

Meeting adjourned at 2:00 pm (Tom Murray)