

Charlotte Lab School Board of Directors Meeting

Wednesday, February 25, 2015, 5:30-7:30pm

CRVA, Executive 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;
- Review and vote on revised policies and amendments to Bylaws;
- Nominate and vote on Secretary position;
- Share updates on various aspects related to school planning and start-up;
- Review and vote on approval of Insight Architecture to provide design services;
- Share updates from DPI and review Ready to Open Checklist due in May; and,
- Discussion of new board members/developing process for potential members.

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.*

Time	Duration	Topic	Presenter
5:30pm	15'	Dinner and catch-up	
5:45pm	5'	Welcome and overview of agenda / Conflict of Interest statement	Tom Murray, Board Chair
5:50pm	10'	Voting: <ul style="list-style-type: none"> • Ready to Open Report Policy revisions • Amend bylaws - quorum • Secretary position to replace Joel Bonasera 	Vikki Tunick
6:00pm	20'	Head of School/Faculty Reports: <ul style="list-style-type: none"> • Enrollment - Kendra • Facilities: building lease, design, and furniture - Mary • Budget/Fundraising - Mary • Hiring - Vikki & Mary • Partnerships - Mary • Operations: insurance, transportation, nutrition - Mary 	
6:20pm	10'	Review and vote on Insight Architecture proposal for design services	Mary Moss
6:30pm	30'	DPI Updates: <ul style="list-style-type: none"> • NC Open Meetings Law reminders and best practices • Upcoming deadlines / Ready to Open report due in May <ul style="list-style-type: none"> ○ Review checklist ○ Assign roles 	Vikki Tunick
7:00pm	20'	Governance - new Board Members: <ul style="list-style-type: none"> • Process for reviewing qualifications • Discussion of potential candidates 	Tom Murray Corliss Brown-Thompson
7:20pm	5'	Review next steps and owners; Approve minutes from last session	Secretary
7:25pm	5'	New business and requested agenda items for next meeting	Secretary
7:30pm		Adjourn meeting	Tom Murray

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Board of Directors Meeting**

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MEETING MINUTES

Present: Tom Murray (Chair), Peter Bove, Denise Glaser-Serrano, Dee Lanier, Mary Moss (non-voting member), Vikki-Rose Tunick, Joel Bonasera (Secretary), Michelle Thornhill (Treasurer) Corliss Brown-Thompson

Absent: Apri Agyapong (Vice-Chair)

Non-Board Members Present: Kendra Johnson

Meeting called to order at 5:40pm (Tom)

Review Conflict of Interest Statement (Tom)

1. Review of Conflict of Interest Statement.
2. Allow opportunity for board members to recuse themselves if conflict presents itself for any agenda item.

Voting (Vikki)

1. Review of all policies discussed / revised at last meeting: *School Calendar, Hours, Hiring and Termination, Criminal Background, Admissions and Enrollment, Governance and Board Ops, Grievance, Safety Plans, Finance, Head of School Evaluation Tool, Staff Handbook*
 - a. Motion to approve all [above] policies / policy revisions by V.Tunick.
 - b. Seconded by D. Serrano.
 - c. Approved - 6/6 members present.
2. *Nepotism Policy* - needs to be reviewed and voted on
 - a. Proposed to revise policy to mirror NC State Employee's Policy; change terms "wife" and "husband" to spouse.
 - b. Motion to approve revised Nepotism Policy by V.Tunick.
 - c. Seconded by J. Bonasera.
 - d. Approved - 6/6 members present.
3. Bylaws amendment for Quorum
 - a. Discussion about changing quorum number with possibility of new members.
 - b. Decided $\frac{2}{3}$ is still acceptable number even if we have additional members.
 - c. No motion to change the bylaws at this time.

4. Secretary
 - a. Discussion to designate a co-secretary to serve as backup in the event that the secretary is physically absent.
 - b. The board will appoint an interim secretary to record minutes of the session if necessary.

Head of School / Faculty Updates

1. Enrollment (Kendra)
 - a. 557 applications were entered into the lottery.
 - b. Still receiving applications; these names are added to the end of each grade's wait list.
 - c. Acceptance Emails/Phone Calls made: 336.
 - i. Currently - 203 Accepted, 5 Declined, 128 have not responded.
 - ii. Waitlist - 221.
 - d. Waitlist contacts will be based on the numbers after Friday's deadline; waitlist contacts will likely not be made directly after the deadline.
2. Facility (Mary)
 - a. Looking for a certificate of occupancy at mid-July. Mid March county inspections for the beginning of construction and upfit.
 - b. Building upfit will be roughly \$700,000. This is included in the "Total operations" line item in Year 0 (2014-2015).
 - i. Major expenses: technology, furniture, HVAC upgrade, bathroom upgrades.
 - ii. Possible office furniture donation from CRVA.
3. Hiring (Vikki)
 - a. Currently 97 candidates have completed online applications.
 - b. Additional 150 applicants applied via teachers-teachers.com.
 - c. Mary has had hiring conversations with some applicants; Intent to Hire letters will soon go out.
 - d. Third Group Interview Night slated for tomorrow; will probably be rescheduled for next week due to weather.
 - e. Goal to finish hiring decisions by late March/early April.
4. Partnerships (Mary)
 - a. Uptown organizations are very excited to partner.
 - b. Currently solidifying Discovery Place, NEU, Children's Theatre of Charlotte.
 - c. Talking with many other groups about in-school enrichment, afterschool, quest programs/partnerships.
5. Operations (Mary)
 - a. Currently examining options for 403(b) and healthcare.
 - b. Project 658 has been identified as the caterer for lunch.
 - c. Analysis of enrollment data is underway to calculate bus routes; parents who are able are encouraged to donate for the cost of this transportation expense.
 - d. Afterschool programs not expected to affect the budget.

6. Architectural Proposal (Mary)
 - a. Provided by Insight Architects.
 - b. Experienced firm: provided services for other alternative schools including Community School of Davidson's high school.
 - c. Motion to approve the Insight Architects proposal by V.Tunick.
 - d. Seconded by D.Serrano.
 - e. Approved - 6/6 members present.

DPI Updates (Vikki)

1. NC Open Meetings Law reminders and best practices
 - a. Reviewed DPI powerpoint presentation from January's meeting.
 - b. The board reviewed the rules of open meeting compliance including the 9 stated reasons for going into closed session.**
2. Upcoming deadlines
 - a. Board reviewed the list of deadlines as provided by DPI's Ready to Open Report with emphasis on deadlines in May and those completed for December's deadline.
 - b. Discussed items that will need board feedback and approval.

Governance - new Board Members (Tom / Corliss)

1. Filling Vacancies on the Board
 - a. Several (8) candidates have provided resumes and cover letters for the Board's review; currently at 7, capped at 11.
 - b. The Board discussed the possible procedures of bringing on new board members (e.g. holding list for future openings, application process)
2. Discussion of New Members
 - a. Motion to enter into closed session on the grounds of discussing personnel/officers of the board by T.Murray.
 - b. Seconded by V.Tunick.
 - c. Approved - 6/6 members present.
 - d. K.Johnson left the meeting at this time; Mary remained as a non-voting board member.
 - e. Went into Closed Session at 7:07pm.
 - f. Returned from closed session at 7:30pm.
3. New Board Members vote
 - a. Motion made to approve Dee Lanier and Emily Jenkins as new board members by V.Tunick.
 - b. Seconded by J.Bonasera.
 - c. Approved - 6/6 members present.

Next Steps

1. Corliss
 - a. Create application for new board members.
 - b. Contact other prospective board members about revised process.
 - c. Set up date with Tom and Mary to meet to discuss new Board Member applications/qualifications.
2. All members
 - a. Review minutes on the Drive.
 - b. Respond via email with comments / concerns to Vikki within 48hrs.
3. Vikki
 - a. Update the Board binder with newly revised policies, meeting minutes, etc.
 - b. Do the final review of minutes and post to website.

Approve Last Month's Minutes (Joel)

1. Motion to approve last month's board minutes by J.Bonasera.
2. Seconded by C.Thompson.
3. Approved - 6/6 members present.

Meeting called to order at 7:35pm (Tom)

****NC Open Meetings Law**

Reasons to go into Closed Session:

- 1) Confidential, privileged information. Information that does not fall under the Public Records Law
- 2) Prizes, honorary degrees, scholarships
- 3) Attorney-client privilege
- 4) Location or growth of industries
- 5) Negotiation of a contract
- 6) Specific personnel / officer matters
- 7) Plans related to emergency response
- 8) Action plans related to existing or potential terrorist activity
- 9) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct