

Charlotte Lab School Board of Directors Meeting

Wednesday, March 18, 2015, 5:30-7:30pm

CRVA, Executive Conference Room

AGENDA

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

- Share Head of School/Faculty updates on various aspects related to school planning and start-up;
- Continue to build capacity as NC Charter School Governing Board Members;
- Discussion of new board screening process/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 reminder | Tom Murray, Board Chair |
| 5:50pm | 30' | Head of School/Faculty Reports: <ul style="list-style-type: none"> ● Enrollment - Mary ● Facilities: building lease, design, and furniture - Mary ● Budget/Fundraising - Mary ● Hiring - Vikki & Mary ● Partnerships - Mary ● Operations: insurance, transportation, nutrition - Mary ● Calendar dates - Mary & Vikki | |
| 6:20pm | 25' | Governance Strengthening: <ul style="list-style-type: none"> ● Strategic Goals and Accountability - Balance Scorecard ● Upcoming exercises <ul style="list-style-type: none"> ○ Review checklist ○ Assign roles | Vikki-Rose Tunick |
| 6:45pm | 20' | Governance - new Board Members: <ul style="list-style-type: none"> ● Screen process update ● Discussion of potential candidates* ● Inviting new members to next meeting | Corliss Brown Thompson |
| 7:05pm | 5' | Review next steps and owners; Approve minutes from last session | Joel Bonasera |
| 7:10pm | 5' | New business and requested agenda items for next meeting | Joel Bonasera |
| 7:15pm | | Adjourn meeting | Tom Murray |

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MEETING MINUTES

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

Absent: Apri Agyapong (Vice-Chair), Peter Bove

Non-Board Members Present: Shelli Merritt (Head of Operations)

Meeting called to order at 5:55 pm (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.

Head of School / Faculty Updates

1. Enrollment (Mary)
 - a. Continuing to go down the waitlist in all grades.
 - b. Currently - Roughly 630, 289 accepted
 - i. Waitlist - Roughly 340
 - c. Almost perfectly split by gender
 - d. (Vikki) Analysis of demographics from waitlist to enrollment. Check for statistics match.
2. Facility (Tom & Mary)
 - a. Owner has been very attentive to the needs of CLS; some details are still being negotiated.
3. Budget/Fundraising (Mary)
 - a. Secured fundraising at this time is at \$430,000.
 - b. (Mary & Vikki) Next meeting, prepare an overview of the budget and how it is generated.
4. Hiring (Vikki & Mary)
 - a. Shelli Merritt has stepped into the role of Head of Operations. She brings a wealth of knowledge and experience in finance to CLS. Shelli will be operating as a volunteer role until mid-summer.
 - b. Last hiring night will be April 1st for the final small group of applicants.
 - c. Continue to be impressed by pool of candidates and hope to have filled all positions by end of April.
5. Partnerships (Mary)
 - a. Continued development of partnerships with cultural and community partners.
 - b. Plans for community gatherings to facilitate families getting to know each other.
6. Operations (Mary)
 - a. Project 658 is very excited to be providing food service to the school. This contract has effectively created jobs for refugees that work with their organization.

7. Calendar(Mary)
 - a. (Vikki) Send calendar updates, ideally as a list by month of events and board meetings
 - b. (Vikki) Create/update/revise website calendar and find way to push data

Governance Strengthening (Vikki)

1. There are specific milestones that must be met by May 29th for compliance reasons.
2. Board members should be aware that the Board Member binder of information is available in the shared drive.
3. SMART GOAL: Finance (draft)
 - a. By December 1st, 2015, we expect to raise \$200,000 in fundraising from founding families and partnerships.
4. SMART GOAL: Governance (draft)
 - a. By July 1st, the CLS Board of Directors will identify board members that bring skills relevant to the success of the school in its first year of operation and increase its membership to 11.
5. SMART GOAL: Expansion of Facility (draft)
 - a. By the fourth year of operation, CLS will expand into the currently unused 4000 sqft. of space in the 301 E. 9th street facility.
6. Upcoming Deliverables to DPI
 - a. A policy on how Head of School will report on financials and academics at monthly board meetings.
 - b. A report schedule for the board calendar.

Governance - new Board Members (Corliss)

1. We've received multiple inquiries from prospective board members.
2. Tom and Corliss met with a few candidates today.
3. V. Tunick motions to go into closed session to discuss new board members. Seconded by J.Bonasera.
Approved by 5/5 members present.
 - a. The board enters closed session at 7:05.
 - b. Return from closed session at 7:25.

Next Steps (Joel)

1. Vikki -
 - a. Analysis of demographics from waitlist to enrollment. Check for statistics match.
 - b. Send calendar updates, ideally as a list by month of events and board meetings.
 - c. Create/update/revise website calendar and find way to push data.
2. Mary & Vikki -
 - a. Next meeting, prepare an overview of the budget and how it is generated.
3. Corliss -
 - a. Recommendations for new members to the board next month

Approve Last Month's Minutes (Joel)

1. Motion to approve last month's board minutes by V.Tunick.
2. Seconded by C.Thompson.
3. Approved by 5/5 members present.

Meeting adjourned at 7:33 pm (Tom)