

Charlotte Lab School Board of Directors Meeting

Wednesday, April 15, 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/Admin updates on various aspects related to school planning;
- Share updates on various aspects related to operations, budget and start-up;
- Review and understand enrollment and marketing strategy to attract a diverse student population;
- Continue to build capacity as NC Charter School Governing Board Members; and
- Review the process for new board member approval and discuss applicants.

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	10'	Catch-up	
5:40pm	5'	Welcome new members / Transition out old members Review board norms	Tom Murray, Board Chair
5:45pm	15'	Head of School/Admin: <ul style="list-style-type: none"> ● Enrollment & marketing report/overview - Kendra <ul style="list-style-type: none"> ○ Discussion of Washington Post article and status of weighted lottery application - Mary ● Hiring & Compensation - Vikki & Mary/Corliss 	
6:00pm	30'	Operations: <ul style="list-style-type: none"> ● Background checks - Vikki ● Facility discussion - Mary ● Revised & Itemized budget - Mary & Shelli 	
6:30pm	15'	Fundraising - Founding Families Capital Campaign <ul style="list-style-type: none"> ● Overview of campaign strategy ● Kick-off event and board participation 	Susannah Lund
6:45pm	30'	Governance - Strengthening Activities: <ul style="list-style-type: none"> ● Orientation process - discuss ● Review last month's drafted goals - discuss ● Security of testing materials policy - discuss ● Review of reporting/outcomes & next month's vote 	Vikki-Rose Tunick
7:15pm	10'	Governance - new Board Members: <ul style="list-style-type: none"> ● Screening update ● Discussion of potential candidates 	Corliss Brown Thompson
7:25pm	5'	Governance - Next Steps: <ul style="list-style-type: none"> ● Review next steps and owners; Approve minutes from last session ● New business and requested agenda items for next meeting 	Joel Bonasera
7:30pm		Adjourn meeting	Tom Murray

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MEETING MINUTES

Present: Tom Murray (Chair), Apri Gassaway (Vice-Chair), Denise Glaser-Serrano (Treasurer), Joel Bonasera (Secretary), Corliss Brown-Thompson, Peter Bove (via phone), Dee Lanier, Emily Zadigian Jenkins, Vikki-Rose Tunick, Mary Moss (non-voting member)

Non-Board Members Present: Kendra Johnson (Recruitment), Susannah Lund (Development), Shelli Merritt (Operations, via phone)

Meeting called to order at 5:42 pm (Tom)

Welcome New Members / Review Board Norms (Tom)

1. Welcome to Emily Jenkins and welcome back to Dee Lanier. Also welcome to Susannah Lund who is joining us for the first time this meeting.
2. T.Murray needs to leave early; revise order for tonight's agenda.

Head of School / Admin Updates

1. Facility (Mary)
 - a. Current Construction timeline: April 27th construction start with completion July 16th.
 - b. We continue to look for ways to reduce costs such as construction (\$50k already identified, possibly \$50k more as contractors get more bids).
2. Fundraising (Susannah)
 - a. The challenge: we are building a brand, a school, and community relationships all at the same time; however, it is clear that we have very engaged and enthusiastic families ready to help.
 - b. The complete Founding Families Committee met for the first time yesterday (4/14) with 10 members.
 - c. Founding Family Event scheduled for May 11th; invites based on those who identified themselves in their enrollment packet as interested in assisting with fundraising.
 - d. Public Kickoff event / Orientation scheduled for May 28th at 658 Center, our catering partner.
 - e. Several grants in the process at this time.

T.Murray left meeting (6:20pm); A.Gassaway assumed leadership of the meeting as Vice-Chair.

3. Enrollment & Marketing (Kendra)
 - a. Continuing the process for State Board approval of a weighted lottery to address our stated target demographics for free/reduced lunch; only 1 other NC charter school has done this before because they didn't get their target demographics. If approved, will take place in the 2016-2017 lottery.
 - b. It remains to be determined how lottery would be weighted (i.e. certain percentage of Lab population designated for low income families, children with special needs, etc.)

- c. Current Demographics: roughly 60% caucasian, 40% students of color; evenly split on gender; roughly 25% F&R lunch; 45% CMS / 18% CMS Magnet, 37% Other (private, charter, preschool, etc.)
 - d. Multiple Demographic documents will be published in the family newsletter and online tomorrow including charts about the Lab School population and map of where people are from.
4. Hiring & Compensation (Vikki, Mary, Corliss)
- a. Final Group Interview Night was 4/1.
 - b. Director-level positions have all been offered and accepted; between administration and instructional positions, hiring is 75% complete.
 - c. 8/13 classroom teacher positions have been accepted; remaining teachers' are in the final stage of the process.
 - d. Mary/Vikki are creating staff survey; Vikki will compile demographic info about our staff (i.e. years of experience, education, type of experience, etc.) *will be finalized for June meeting
5. Background Checks (Vikki)
- a. Received quotes from variety of vendors.
 - b. Rexus Corporation is the only one-stop shop (conduct fed/state criminal / sex offender background check, fingerprinting, drug testing); they have reasonable rates.
 - c. Likely to conduct the screening of board members at a board meeting in the near future, staff members as they get hired.

P.Bove, S.Merritt, K.Johnson left meeting (7:00pm)

Governance Strengthening (Vikki)

1. Orientation process
 - a. Need to refine orientation process for incoming members - hopefully remaining members will be determined/brought on board by July 2015.
 - b. According to bylaws, outgoing board members orient incoming members.
 - c. Corliss will research/follow-up on an orientation process and present at the next meeting.
2. Review last month's drafted goals
 - a. SMART Goals drafted last meeting.
 - b. Mary proposed that we might settle on our bylaws outlined as "5-11 members" with the additional note of "Providing expertise in identified areas as the board sees the need."
 - c. Apri will provide Vikki with a board role and evaluation template previously used on other boards.
 - d. Added language under the fundraising goals regarding 100% support by board members.
 - e. Vikki will email revisions of the governance goals to be reviewed before and voted on next meeting.
3. Security of testing materials policy
 - a. Drafted based upon NC testing manual.
 - b. Plans to vote on this language next meeting.
4. Review of reporting/outcomes & next month's vote
 - a. Academic reporting will be contingent upon the academic benchmark model we adopt; most likely quarterly.
 - b. Consider DPI's model going starting this summer: 1/3 of each meeting revolving around 1) academics, 2) finances, 3) governance/operations to ensure that we are meeting our goals as a school / board.
 - c. Several models for reporting schedules are being considered based upon DPI's suggestions.
 - d. Vikki will email draft to be reviewed before and voted on next meeting.

Governance - new Board Members (Corliss)

1. Candidates that were interviewed last month are eager to hear back, but we are waiting on interviews of some other potentials.
2. Board Member subcommittee will convene on a phone call to speak on potentials tomorrow.

Budget

1. Will reserve discussion for next month's meeting with all members present.

Next Steps (Joel)

1. **Vikki** - compile demographic info on our staff (probably not to be discussed until June meeting due to a heavy workload of DPI's Ready-to-Open (RTO) Checklist on the May agenda)
2. **Dee** - create a board@charlottelabschool.org address.
3. **Corliss** - follow-up on an orientation process and present at the next meeting.
4. **Apri** - provide Vikki with a board role and evaluation template.
5. **Vikki** - present revisions of the governance goals, reporting/outcomes, other items for RTO checklist before next meeting for May vote.

Approve Last Month's Minutes (Joel)

1. Motion to approve last month's board minutes by J.Bonasera.
2. Seconded by V.Tunick.
3. Approved - 7/7 members present.

Meeting adjourned at 7:44 pm (Apri)