

7:10pm	15'	Head of School/Admin: <ul style="list-style-type: none"> ● Enrollment ● Fundraising ● Curriculum & Instruction 	Mary Moss Brown Vikki-Rose Tunick
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

Board Norms:

- Must act at all times in the best interest of the school.
- Maintain confidentiality.
- Be respectful and professional in discussion and disagreement.
- Stay on topic and be sure that comments are school-related.
- Limit side conversations.

Charlotte Lab School Board of Directors Meeting

Wednesday, May 20, 2015, 5:30-7:30pm
CRVA, Executive Conference Room

MEETING MINUTES

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

Non-Board Members Present: Shelli Merritt (HoO); Invited into the meeting at 6:15pm – Kathryn Morrison Reed (Prospective Board Member), Andrew Culicerto (Prospective Board Member)

Meeting called to order at 6:00 pm (Tom)

1. Meeting began late due to Speed Street traffic
2. Joel arriving late due to work conflict/traffic; Corliss begins meeting as Acting Secretary

Welcome / Governance - New Board Members (Tom / Corliss)

1. Discussion of Prospective Board member qualifications – Kathryn Morrison Reed
 - a. Mary and Vikki had previously met Katie at NGLC conference
 - b. Corliss and Mary had follow-up interviews with her about her expertise and interest in board seat
 - c. Katie works for Afton Partners and has extensive experience with public school district / charter school budgeting, finance and strategic planning
 - d. Corliss made a motion to add Katie to the Board, Peter seconded motion, motion was approved unanimously (8 members present)
2. Discussion of Prospective Board members qualifications – Andrew Culicerto
 - a. Tom, Corliss and Mary interviewed Andy about his expertise and interest in board seat
 - b. Andy works for Shumaker, Loop & Kendrick, LLP and has extensive experience with commercial litigation, construction, real estate and fundraising
 - c. Corliss made a motion to add Andy to the Board, Vikki seconded motion, motion was approved unanimously (8 members present)
3. Joel joins the meeting at 6:15pm
4. New board members welcomed into the meeting; will refrain from voting on all items tonight due to lack of time to previously review items

Review of Meeting Norms / Expectations (Tom / Mary)

1. Introductions of all board members and experience
2. Discussion of Role as Board Members / Accountability
 - a. Reminder of agreed upon Norms
 - b. History of Charlotte Lab School; context around opening a new school
 - c. Importance of decorum, professionalism and confidentiality
 - d. Purpose of meetings, timeliness, conflict of interest policy; essential for all board members to make the interest of the school and students the top priority
 - e. Role of Board Members to act as Ambassadors for the school
3. Tom Murray received a letter of support from landlord, Daniel Levine
 - a. He expressed how impressed he is with the professionalism of the Board and of HoS

- b. Looking forward to working with the school and believes the school will have great success
- 4. Apri will be on maternity leave beginning in June; Tom will speak with other members individually about who will take the role of Vice Chair during her leave

Governance – Ready to Open Checklist items (Vikki)

- 1. Review and vote on all RTO items
- 2. Governance Strengthening Activities
 - a. Have conducted activities over the last few meetings
 - b. Revised items based upon board member feedback
 - c. Vikki sent out revisions a few weeks prior to meeting for additional review
 - d. *Smart Goals, Contingency Plans, Board Member Orientation Process, Reporting Policy, Outcomes Calendar* – all ready for vote
- 3. Revision of Policies
 - a. All policies have been previously discussed and sent out a few weeks ago for additional review
 - b. Instructional Policies - *Security of Testing Materials, Grading, Report Cards, Promotion, Retention, Accountability, Student Behavior, Day 1 operations*
 - c. *Grading and Discipline Policies* updated based on February and March parent focus groups
 - d. Operations Policies - *Staff Evaluations, Student Health/Safety, Student Records, After School Programming, Family and School Communication, Campus visitors*
 - e. All policies ready for vote
- 4. All remaining items have been drafted, previously discussed and set out a few weeks ago additional review
 - a. *Projected Enrollment form*
 - b. *Plan for Transportation*
 - c. *Plan for Lunch*
 - d. *Student/Parent Handbook*
 - e. All documents ready for vote
- 5. Vikki made a motion to approve all of the Governance Strengthening Activities (listed above), Policies (listed above), Projected Enrollment form, Plan for Transportation, Plan for Lunch, and Student/Parent handbook, Joel seconded motion, motion was approved unanimously (9 members present)

State Retirement / Comprehensive Medical Plans (Shelli)

- 1. Review and vote on NC State Retirement and Comprehensive Medical Plans
- 2. Retirement – decision to use state plan or to opt-out
 - a. We will never be able to opt in or out with State of NC after this time; once decision is made it is final
 - b. Shelli found several quotes; best has been from BB&T (403b)
 - c. No initial matching of retirement funds, money from State 403b is transferable, money from State pension is not transferrable, CLS can create a vesting process later on down the road
 - d. Pro w/ BB&T – we can have exactly what state employees have; flexibility - switch plans as necessary
 - e. Pro w/ BB&T – 403b allows flexibility of costs
 - f. Con w/ opting-out – may lose candidates who have a lot vested into the state pension; however, not the case for hiring this year
 - g. Discussed with Metrolina Scholars Academy School Business Manager; school is a realistic comp for our school; they have a private retirement plan and recommend staying private
- 3. Benefits – decision to use state plan or to opt-out
 - a. Shelli found quotes from BCBS, Aetna = same coverage from state and eligible at CMC and Novant Presbyterian
 - b. All above pros and cons apply

- c. Additional con – if Lab employee gets very sick, coverage may be more severely impacted due to smaller group vs. state group that lumps all NC public teachers together
- 4. Summary: Private plans are more flexible and affordable; based upon Shelli’s research, she makes the recommendation to opt-out of State NC retirement and medical plan
- 5. Vikki made a motion to opt-out of State NC Retirement and Comprehensive Medical plans and to pursue the 403b plan proposed by BB&T who will serve as plan administrator; Denise seconded motion; Motion was approved unanimously (9 members present)

Operations (Mary)

- 1. Review of Operations agenda items
- 2. Review official charter agreement that was signed earlier this month
- 3. Self-Help Loan
 - a. Given preliminary approval three weeks ago
 - b. Ambitious fundraising numbers - prior to construction start-up and prior to the start of first full operating year
 - c. Loan process has required transparent and careful work with budget; has helped us become financially stronger
 - d. Anticipated close in late May or early June
 - e. Self-Help interested in seeing progress of Founding Family Capital Campaign
 - f. Awarded \$50,000 extra from Charter School Growth Fund contingent on the closing of the Self Help Loan
- 4. Finalization of Lease terms
 - a. Took time to get specific numbers for specific lease terms (additional rent, utilities estimates, etc.)
 - b. \$2400 fee for landscaping and additional fees for parking lot maintenance are being negotiated
 - c. The board has previously given Facilities Committee authorization to work on any contracts/negotiations pertaining to facilities; continue to agree to this arrangement
- 5. Budget
 - a. Reviewed most recent version of the budget
 - b. Remind members again of the importance of the 20-day mark for Annual Daily Membership
 - c. Will be stressing the importance of attendance during the opening of the school year at upcoming enrollment events
 - d. The budget’s included projections for fundraising are based on other comparable schools’ records
 - e. Capital Asset Contribution is a fund required by Self-Help as an additional layer of security and collateral
 - f. Child nutrition line item is based on covering 30% of costs (based on current student needs)
 - g. Revenue estimates are conservative; there will likely be additional funds available from the state for EC needs, possibly other funds (Katie will review)
 - h. Katie and Mary to follow up with CMS on possible support through contracted CMS services
 - i. Mary will follow-up with adding costs for fingerprinting, drug testing and criminal background screening for board and staff
 - j. Feel that the compensation offered to the educators and staff members is competitive and we hope to be able to provide steady increases in teacher pay year over year
 - k. Vikki made a motion to approve the Budget, Dee seconded motion, motion was approved unanimously (9 members present)

7:10 Peter left the meeting but dialed in at 7:21pm

Head of School/Admin Updates (Mary / Vikki)

- 1. Enrollment

- a. Enrollment Report shared (see chart)
- b. Will continue to over-enroll based upon previous charter principals recommendations

Grade	K	1	2	3	4
Total Grade Level Openings	60	60	60	50	50
Number of Enrollments	69	64	65	57	54
Waitlist	171	53	56	43	35

2. Fundraising
 - a. Kick-off on May 11th with families who checked that they had expertise/interest in fundraising in Enrollment Packets; well-attended and executed thanks to Susannah for coordination
 - b. Public kick-off at May 28th Orientation
 - c. We are happy to accept pledges that would come before the end of the next school year to further support year 1 expenses
3. Curriculum & Instruction
 - a. We have roughly 300 people coming so far to our Orientation (parent support, book fair, etc) to be held at the 658 Center
 - b. We will need plenty of support for that night and ask board to attend
 - c. Staff retreat to be held May 29-30th; all hired staff will be in attendance
 - d. Mary has officially offered Vikki-Rose Tunick the role of Assistant Head of School and recommends that Vikki step down from her position on the board to assume her role
 - i. Board agrees and thanks Vikki for her service on the board
 - ii. Vikki will step down from the board at the end of the meeting

Next Steps (Joel)

1. Need an acting Vice Chair by next meeting due to Apri's maternity leave (Tom)
2. New board members added to Google Drive and/or to receive printed board book (Vikki)
3. Investigate possible CMS support with contract services (Mary and Katie)
4. Add fingerprinting, drug-testing, criminal background check fees to expenses (Mary)
5. Send meeting request for Orientation and faculty retreat event (Vikki)
6. Send scope and sequences/professional development plan to Academic Excellence Committee for review (Vikki)
7. Orient the new board members (Vikki)
8. Distribute D&O policy to the board members (Mary)
9. Look for new members; we currently have two openings on the board with Denise's summer departure (All)

Approve Last Month's Minutes (Joel)

1. Review of last month's board meeting minutes
2. Joel made a motion to approve last month's board minutes, Vikki seconded motion, motion was approved unanimously (9 members present, including 1 via phone)

Meeting adjourned at 8:00pm (Tom)