

## Charlotte Lab School Board of Directors Meeting

Wednesday, June 24, 2015, 5:30-6:30pm

CRVA, Executive Conference Room

### AGENDA

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

- Review and vote on employee contract and EC policies;
- Share Head of School/Admin, finance, and start-up updates on various aspects related to school planning;
- 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	5'	Welcome / Review tonight's agenda Intro to Davidson Scholar - Will Hughes	Corliss Brown Thompson Vikki-Rose Tunick
5:35pm	10'	Operations: <ul style="list-style-type: none"> <li>• Employee Contract - revised (review/vote)</li> <li>• EC Policies (review/vote)</li> </ul>	Vikki-Rose Tunick
5:45pm	15'	Head of School/Admin Updates: <u>Programming</u> - <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Faculty Retreat</li> </ul> <u>Finance</u> - <ul style="list-style-type: none"> <li>• Self Help Loan</li> <li>• Fundraising</li> </ul>	Vikki-Rose Tunick
6:00pm	25'	Governance - New members: <ul style="list-style-type: none"> <li>• Discussion of potential board members</li> <li>• SMART goals / evaluation process</li> <li>• Next steps with new board member approval process</li> </ul>	Corliss Brown Thompson
6:25pm	5'	Governance - Next Steps: <ul style="list-style-type: none"> <li>• Review next steps and owners; Approve minutes from last session</li> <li>• New business and requested agenda items for next meeting</li> </ul>	Joel Bonasera
6:30pm		Adjourn meeting	Corliss Brown Thompson

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.

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### MINUTES

**Present:** Corliss Brown-Thompson (Acting Chair), Denise Glaser-Serrano (Treasurer, by phone), Joel Bonasera (Secretary), Peter Bove (by phone), Dee Lanier (by phone), Emily Zadigian Jenkins, Katie Morrison-Reed, Andy Culicerto

**Absent:** Tom Murray (Chair), Apri Gassaway (Vice-Chair), Mary Moss (non-voting)

**Non-Board Members Present:** Vikki-Rose Tunick (Assistant Head of School), Will Hughes (Davidson Scholars Intern)

**Meeting called to order at 5:35pm** (Corliss)

#### **Welcome / Review Agenda** (Corliss)

1. Tom is out of town; Apri is on maternity leave; Corliss is Acting Chair for the meeting
2. Intro to Will Hughes - Davidson Scholars Intern, assisting Leadership Team with several projects for June-July

#### **Operations** (Vikki)

1. Employee Contract
  - a. Shelli and Vikki made additions to previously approved Employee Contract based upon changes to the Benefits package and Criminal Background policy
  - b. Vikki submitted to McGuire Woods for feedback; lawyer proposed changes but wants to follow-up with information about At-Will employment: Career Status employees in charter schools vs. school districts
  - c. Board wants to revisit At-Will section as well as Hiring and Termination policy once the lawyer clarifies information from N.C. statutes
  - d. **Andy, Denise, Katie, Peter and Vikki** will meet and propose changes to contract and policy for next meeting
2. Exceptional Children Policies
  - a. North Carolina Exceptional Children policies and statutes are referenced explicitly in all of our draft policies; documents are standard
  - b. Motion to approve EC Policies made by Corliss, Seconded by Katie, Unanimously approved by 8 members present

#### **Head of School/Admin Updates** (Vikki)

1. Programming
  - a. Orientation (May 28)
    - i. Over 700 attendees (students and family members)
    - ii. There was a follow up orientation call for those who were unable to attend one week later
  - b. Faculty Retreat (May 29-30)
    - i. Mary focused staff trainings on mission and vision
    - ii. Staff seems very enthusiastic and aligned to mission
    - iii. Teacher planning sessions will be held at Discovery Place Education Studio during the month of July for each content area
    - iv. Only two full-time positions are currently open, strong candidates have been identified for both

2. Finance

- a. Self-Help loan
  - i. Officially closed June 1st
  - ii. Loan will be disbursed once there is a need for funds to complete construction
- b. Fundraising
  - i. In addition to the \$150k from the board, we've raised \$92k from our Founding Families Campaign so far with 17% participation from families
  - ii. Board discussed ways to enhance communication with founding families about how donated dollars are being allocated
  - iii. Potential finance committee can discuss fundraising and communication efforts

**Governance (Corliss)**

1. SMART Goals and Committees

- a. Proposed: create standing committees tied to the existing SMART Goals and other measurable facets of the school
  - i. Possible first step: Consolidate the goals initially generated by the board with those drafted for DPI guidelines
  - ii. Emily, Katie, Corliss and Mary will meet to create a strategic planning document to serve as an overview of our goals, reporting timeline, outline of metrics
  - iii. Possible committees (based on existing SMART Goals): Personnel, Audit and Finance, Student Needs/Academics, Community Goals, Nominations, Operations; ultimately committees will be formed based upon the strategic plan developed so these are subject to change
  - iv. Members of the committees will mostly be board members, however staff and/or parent volunteers with relevant background/experience may be asked to join committees for additional expertise
- c. Nominations of new board members
  - i. Need a clear list of required documents/information for prospective board members to submit
  - ii. Discussion of Potential Board members
    - 1. Motion to enter into closed session in order to discuss specific personnel/prospective board members made by Corliss at 6:27pm, Seconded by Denise, Unanimously approved by 8 members present
    - 2. Motion to leave closed session made by Corliss at 6:40pm, Seconded by Joel, Unanimously approved by 8 members present
  - iii. The board will follow-up with potential candidates and will invite one candidate to meet with Nominations committee

Denise and Dee dropped from conference call at 6:40pm

**Next Steps (Joel)**

- 1. Reexamine employment contracts and hiring/termination policy (Andy, Denise, Katie, Peter and Vikki)
- 2. Create a strategic planning document to serve as an overview of our goals, a reporting timeline, outline of metrics (Emily, Katie, Corliss, Mary)
- 3. Follow-up meeting with new board candidate (Corliss, Tom)
- 4. Approval of May's minutes - need to wait until next meeting for quorum to be present (2 members left meeting)

**Meeting adjourned at 6:45pm (Corliss)**