

Charlotte Lab School Board of Directors Meeting

Wednesday, July 15, 2015, 4:00-6:00pm

CRVA, Executive Conference Room

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.*

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.

AGENDA

Time	Duration	Topic	Presenter
4:00pm	5'	Welcome / Review tonight's agenda Fingerprint Cards / Background Check Waiver forms	Tom Murray Vikki-Rose Tunick
4:05pm	25'	Operations: <ul style="list-style-type: none"> ● Hiring Documents <ul style="list-style-type: none"> ○ Employee Contract - revised (review/vote) ○ Hiring/Termination Policy - revised (review/vote) ○ Background Check Policy - revised (review/vote) ● Benefits & 403b 	Vikki-Rose Tunick Shelli Merritt
4:30pm	5'	Fingerprinting (Fingerprint Ink)	Vikki-Rose Tunick
4:35pm	30'	Head of School/Admin Updates: <u>Programming</u> - <ul style="list-style-type: none"> ● Faculty ● Upcoming Dates / Orientation <u>Finance</u> - <ul style="list-style-type: none"> ● Budget ● Fundraising ● Construction / Self-Help 	Mary Moss Brown Vikki-Rose Tunick
5:05pm	35'	Governance: <ul style="list-style-type: none"> ● SMART goals ● Nominations process ● Next steps with new board member approval process 	Corliss Brown Thompson Katie Morrison Reed Andy Culicerto
5:40pm	5'	Next Steps: <ul style="list-style-type: none"> ● Review next steps and owners ● Approve minutes from May and June ● New business and requested agenda items for next meeting 	Joel Bonasera
5:45pm		Adjourn meeting	Tom Murray

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MINUTES

Present: Tom Murray (Chair), Denise Glaser-Serrano (Treasurer), Joel Bonasera (Secretary), Corliss Brown-Thompson (via phone), Dee Lanier, Emily Zadigian Jenkins, Katie Morrison-Reed, Andy Culicerto, Peter Bove (by phone @5:00pm), Mary Moss (Head of School, non-voting)

Absent: Apri Gassaway (Vice-Chair, on maternity leave)

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

Fingerprinting done at 4:00pm (Fingerprint Ink)

Meeting called to order at 4:30 pm (Tom)

Welcome / Review Agenda (Tom)

Operations

1. Hiring Documents (Vikki)
 - a. Employee Contract and Hiring/Termination Policy
 - i. The contract was previously revised by McGuire Woods and checked against NC laws/State Employee rules
 - ii. Andy, Denise, Katie, Peter and Vikki met to review changes; the team agrees with changes made by McGuire Woods and has brought contract to the Board for approval
 1. Career Status does not apply to charter schools; therefore, At-Will employment language will remain
 2. Both parties can terminate contract for any reason - employees must give 60 days notice and Charlotte Lab School must give 30 days notice (unless the contract is being terminated for criminal/moral/sexual misconduct, etc. as outlined in the policy)
 - iii. Motion to approve the revised Employee Contract and Hiring/Termination Policy made by Andy, Seconded by Denise, Unanimously approved by 8 members present
 - b. Criminal Background Check Policy
 - i. Minor changes made to language based upon current fingerprinting process and release form
 - ii. Motion to approve the revised Criminal Background Check Policy made by Andy, Seconded by Katie, Unanimously approved by 8 members present
 - c. Drug Testing
 - i. For reasons of cost, drug-testing will be required only for employees; Board and volunteers will receive criminal background check and all Board members will have fingerprints kept on file
 - d. Benefits & 403(b) (Shelli)
 - i. Tom, Katie, Mary and Shelli will comprise a benefits committee to oversee the 403(b) plan for employees
 - ii. At this point we have no matching plan, but we may contribute at our discretion in the future
 - iii. Employees will have a 3-month probationary period before contributions are made
 - iv. We've selected the 70/30 Blue Cross Blue Shield plan option; a few more employee enrollment forms need to be collected at which point we can finalize the plan costs

- v. Mary recommends that we cover 100% of employee benefit; this will fall within our current budget
- vi. Motion made to budget accordingly to cover 100% of the employee benefits for by Joel, seconded by Dee, Unanimously approved by 8 members present
- vii. The board plans to revisit this numbers on an annual basis

Governance

1. SMART Goals (Katie)
 - a. As previously discussed, the focus of SMART Goal development is to produce a plan that tracks specific goals of the school and the cadence that they are reported to the Board and stakeholders
 - b. Proposed: a two phased approach:
 - i. Today, we have functionally organized goals to use as a starting place
 1. Are these comprehensive? There are some points that look like they require more specifics
 - ii. In the future, we will work to organize the other pursuits of CLS into this framework
 - c. Next month, the subcommittee will present an initial semi-comprehensive list of goals to the Board along with reporting timelines (Emily, Katie, Corliss and Mary)
 - d. Board Members will review the current draft of goals and try to identify the specific goals that might be missing from each category
2. Evaluation process (Corliss)
 - a. How will we denote success overall?
 - b. A balanced scorecard approach is recommended by Tom similar to that of the CRVA
3. Next steps with new board member approval process (Andy)
 - a. Corliss and Andy have outlined a new-member identification process
 - i. Prospective members will submit a resume, cover letter, and Lab School questionnaire
 - ii. The Application Subcommittee will be responsible for interviewing prospective members that warrant additional investigation based on the needs of the board; they will then give their recommendation to the Board
 - iii. Prospective members will be voted on by the Board at the next board meeting
 - b. Denise will step down as a board member at the end of the meeting; she has served two years as a Founding Board Member and will be joining the staff as a part-time Talent Development Teacher

Peter joined the meeting via phone at 5:00pm.

Head of School/Admin Updates

1. Finance (Mary, Shelli)
 - a. Budget
 - i. DPI requires a one-page proposed budget report by the 24th of this month; this budget is based on the 280 student max-enrollment and projected Average Daily Membership (ADM) of the first 20 days of school
 - ii. Debt repayment plan is targeted at repaying Self Help within four years at which point we will begin to repay other lenders
 - iii. The budget actuals will be submitted to DPI on a monthly basis
 - iv. Transportation line will be added; the Capital Campaign line item will be revised to read as "Grants and Fundraising" to account for other funds raised

- v. Motion to approve the one-page proposed budget, with the addition of a line item for Transportation and revision of Grants/Fundraising line item, made by Andy, Seconded by Katie, Unanimously approved by 9 members present
- vi. Tom will meet quickly to sign off on the budget once these two changes have been made
- b. Fundraising
 - i. Currently at \$180k towards the \$250k goal; we are on track to achieving that goal
 - ii. New Schools Venture Fund invited us to apply for a new grant opportunity worth roughly \$100k which is designated specifically for schools starting in 2015
 - iii. We are currently drafting a Seeds of Hope Grant (via Foundation for the Carolinas) to support student wellness
 - iv. Board members ask that a spreadsheet listing grant opportunities be shared at next meeting
- c. Construction / Self-Help
 - i. Construction is on track and around budget which should free up our construction contingency
 - ii. Board member tour is requested, possibly during the next board meeting
 - iii. The construction on the light rail and road modifications are behind schedule: 9th St. North of Brevard will be closed, so carpool and bus will be modified for the time being (details forthcoming); Daniel Levine is providing free parking on a nearby lot during dropoff and pickup times to enable parents to walk their children in
 - iv. Construction scheduled to finish Aug. 1st
 - v. Instructional materials ordering is underway; thanks to the diligence of the In-Kind Donations subcommittee, school is receiving many in-kind donations
- 2. Programming (Mary, Vikki)
 - a. Faculty
 - i. Fully hired except for part-time Spanish position
 - ii. A full faculty breakdown with years of experience/education is available in the Board Member Google Drive
 - b. Upcoming Dates / Orientation
 - i. Our agreement with Project 658 to provide lunch service didn't work out, but we have finalized plans to collaborate with Wholesome Tummies (WT Cafe); they will handle ordering/payment online and will be present at the potlucks so families can sample food/discuss meal plans
 - ii. August 14th: Setting Up Our Space Night (Board members asked to join families/staff with furniture and room-setup)
 - iii. August 17th-20th: Advisory Potlucks/Back to School nights by grade level
 - iv. August 17th: Ribbon-Cutting Ceremony (tentative)
 - v. August 19th Originally scheduled board meeting; however, 2nd grade Potluck is the same night so meeting will be rescheduled to August 12th at the building
 - vi. PTSO is up and running and will operate under the 503b status of CLS for the time-being (they may or may not choose to become a separate entity)

Tom left the meeting for another engagement at 5:34pm and requested that Andy serves as Chair for the remainder of the meeting.

Next Steps

- 1. Review next steps and owners (Joel)
 - a. SMART Goals subcommittee (Corliss, Katie, Emily, Dee, Mary): will present an initial semi-comprehensive list of goals to the board along with reporting timelines

- b. Board Members: will review the current draft of goals and try to identify the specific goals that might be missing from each category
 - c. Mary and Shelli: will make revisions to the one-page Budget outline and obtain final approval and signature from Tom before submission to DPI
 - d. Emily and Mary: will present spreadsheet and information which outlines the upcoming grant opportunities at next meeting
2. Approve minutes from May and June (Joel)
 - a. Motion to approve the minutes from May and June by Katie, Seconded by Joel, Unanimously approved by 8 members present

Meeting adjourned at 5:44 pm (Andy)