



**Charlotte Lab School
Board of Directors Meeting**

Wednesday, August 20th, 2014

3-5pm

CRVA Board Room

AGENDA

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

- Share updates on various aspects related to school planning and start-up;
- Review and provide feedback on planning timeline; and
- Determine membership and next steps for committees.

Time	Duration	Topic	Presenter
3:00pm	15'	Catching up	
3:15pm	5'	Welcome and overview of agenda and outcomes	Tom Murray, Board Chair
3:15pm- 4:10pm	20'	Operations update <ul style="list-style-type: none"> • Facility • Lunch • Budget: loan update, NGLC update • 501c3 application status 	Mary Moss Vikki Tunick
	10'	Fundraising & Development	Mary Moss
	20'	Marketing <ul style="list-style-type: none"> • Overall plan • Student enrollment • Faculty recruitment 	Mary Moss Vikki Tunick Kendra Johnson
	5'	Curriculum & Programs <ul style="list-style-type: none"> • Planning • Partners: Northeastern U 	Mary/Vikki Corliss Brown Thompson
4:10pm	10'	Follow-up items from last meeting	Vikki Tunick facilitates
4:20pm	20'	Review planning timeline, committee needs and roles Determine committee membership	Mary Moss
4:40pm	10'	Committees determine leads and meeting dates	Committees
4:50pm	5'	Review next steps and owners	Joel Bonasera, Secretary
4:55pm	5'	Approve minutes from last session	Joel Bonasera, Secretary
5:00pm	5'	Adjourn meeting	Tom Murray

**Present:**

Tom Murray (Chair) - left early, Corliss Brown-Thompson, Mary Moss (non-voting member), Vikki-Rose Tunick, Apri Agyapong (Vice-Chair), Joel Bonasera (Secretary), Michelle Thornhill (Treasurer; via phone), Peter Bove (via phone), Denise Glaser-Serrano

Non-Members Present:

Kendra Johnson

Northeastern Partnership

1. Corliss, Mary, and Vikki met with Dave Csezniuk, dean of partnerships at College of Professional studies.
2. The certificate would be 16 hours. For the 16 hours, it would cost \$5904. Northeastern is willing to provide a discount on the tuition.
3. Mary began looking for funding possibilities. She met with the Belk Foundation, Joanna Anderson, Executive Director, who is interested in program as well. Anderson recommended applying for the January grant cycle. Kendra mentioned the Lewis Calder grant as a possibility.

Facilities

1. Building on W Ninth St. Vikki and Mary think it is a better option than building on Fourth St.
2. Building is owned by Levine Properties. It is on a large lot and we would be able to negotiate a space for a playground, parking, bus lot, drop.
3. Jack has reached out regarding the building. Over 30,000 square feet. This building would hold us at full capacity. Building is three separate units that are leased as separate units, but they can be attached.
4. Close to the light rail. Less congested part of town.
5. Estimate for the upfit of the W 4th St building was almost \$1.5 million. Will be unable to pay for it; ultimately fell through due to upfit costs, road access, delays in information

Marketing and Enrollment

1. Need to build a healthy waiting list to ensure full enrollment and demonstrate community support and engagement
2. Board members: help make LAB visible and start the conversation to have information sessions or other community events.
3. Possible partnership with YMCA branches to engage with parents, specifically McCrory and Johnston
4. Looking for contacts with PreSchools and daycares

Faculty Recruitment

1. Goals
 - a. Information sessions starting in the fall
 - b. Online marketing and word of mouth
 - c. Facebook, Twitter, new website
 - d. Observer contact? Blog connections?
2. Build a model of one of our classrooms first? Possibility if the facility is available
3. If 9th St. facility works out, could host Launch event in the suite that has been used as an event space (hardwoods, exposed brick, 10,000 sq ft)
4. Hiring Process Overview
 - a. General application and resume
 - b. screening through basic face to face Q and A
 - c. model lesson and/or video, site visit
 - d. Observe group planning with multiple candidates
 - e. What's the profile of the teachers we want to hire? What's the rubric and how are we norming it?



*Urban Excellence Framework *Turnaround Teacher Competencies (UVA?)

5. When do we need to have our staff hired? Ideally 50% by January. Hiring committee needs to start meeting to have rubric finished in mid September.

Lunch

1. Continuing conversation with Grateful Table
2. Possible on staff cafeteria manager who also teaches - she may teach nutrition and cooking along with meals management
3. Looking for additional support for this program and lunch service in general
4. Do we need to offer breakfast and does it need to meet federal guidelines?

NGLC Funds Dispersal and Loans

1. We can't be a part of the Parents for Educational Freedom in North Carolina until we are officially approved by the State Board (Sept meeting).
2. Our NGLC funds can be handled by PEFNC but not until we are officially approved.
3. NGLC is open to reimbursing costs incurred before they disperse the funds in September
4. Some board members are considering loaning some funds to cover costs before the NGLC funds arrive.
5. LAB School would need to have a written agreement that clearly states the terms of this loan, possibly a promissory note. The terms of this loan would be completely interest free to ensure the transparency of the loan and avoid a possible conflict of interest.
6. Board does not want the loan to be construed as a conflict of interest; agree that only board members who do not plan to apply for employment at Charlotte Lab can loan the school money.

501c(3) Status

1. #1 Platinum Consultants' application documentation and professionalism proved to come in well below expectations (typos, incorrect school name, misinformation, overall unacceptable work)
2. Peter has put us in touch with McGuire Woods in order to look over the documents
3. Vikki will write a letter of complaint to the company

Committees

1. Mary has been working on putting together major tasks and pairing them with board member interests and skills
2. For the next month, committees will meet separately
3. Facility committee: Apri, Tom, Mary, Peter, Vikki
4. Compensation Committee: What are our policies on pay, raises: Corliss, Michelle, Peter, Tom
5. Hiring Committee: Denise, Corliss, Apri, Joel, Mary, Vikki
6. Marketing Committee: Mary, Vikki, Kendra, Allison, Susannah Lund (volunteer), Denise
7. Future Committee topics: transportation, food, curriculum, fundraising

Next Steps

1. Tom will facilitate meeting with Michael Smith and Michael Marsicano to discuss support from Uptown community.
2. Will connect Kendra and/or Mary with community members
3. Board members need to read and sign the conflict of interest form; members not present will sign at the next meeting

Meeting Adjourned at 5:02 PM