

Charlotte Lab School Board of Directors Meeting

Thursday, January 25, 2018, 5:45-7:00 p.m.

Charlotte Lab Middle School, 600 Seigle Avenue

Call-In Information: Dial-in Number:(712) 775-7031; Access Code:219-944; Host PIN:1750

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; and
- Limit side conversations.

AGENDA

Time	Duration	Topic	Presenter
5:45 p.m.	10'	Welcome to everyone Review meeting agenda	Tom Murray <i>Board Chair</i>
5:55 p.m.	5' each	Board Committee Reports <ul style="list-style-type: none"> ● Finance & Fundraising – Casey, Nicole, Dean <ul style="list-style-type: none"> ○ Review financial dashboard ○ Review Annual Fund efforts ● School Performance & Culture – Rashidah & Lindsay ● Facilities – Andy, Tom, Brian and Mary ● Governance - Tom & Lindsay <ul style="list-style-type: none"> ○ Comms to existing candidates ○ Scheduled interview with Sarah Bordy ● Strategic Planning - Tom, Brian, Mary and Dean 	Committee Chairs
6:20 p.m.	15'	Head of School Report	Mary Moss Brown <i>Head of School</i>
6:35 p.m.	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:40 p.m.		Adjourn meeting	Tom Murray <i>Board Chair</i>

Welcome. Tom Murray, Brian Leary, Rashidah Morgan, Nicole Mottershead, Lindsay Thompson and Casey Rentch attended in person. Dean Emmerton and Mary Moss attended by phone. Lisa Frison, Andy Culicerto and Nick Clavin did not attend. Shelli Merritt participated in the Finance report.

Finance Committee. We reviewed the financial dashboard and budget. Charlotte Lab receives funding three times/year from the school system, with the first payment of 2018 coming in soon, setting us up nicely for February. This school year over all, we've had two notable increased expenses. That is parking and lunches for students. We discussed how to approach future discussions with the parking management company at both the elementary and middle schools to avoid

tickets and fines incurred by teachers driving back and forth to teach. In addition, the cost of student lunches hit our operating budget because we have parents who do not pre-pay for lunches, and we cover that cost until they do. We discussed that it may be a unique opportunity for a supporter to help fund the lunches. It's an example of a concrete donation opportunity.

We need to draft an investment policy dictating how we use and invest stocks donated. Nicole will lead that effort. In addition, we considered a motion to open a securities investment account with Wells Fargo Advisors. Casey so moved, and Brian seconded the motion. A quorum was present, all voted in favor, and the motion passed.

We also discussed the tax avoidance benefit if a supporter donates investments. Under "Giving to Lab" on the website, we can explain that opportunity.

Annual Fund – Brian talked about Tresata planning an event, as well as Board members hosting events. We are considering a formal auction event, and a more informal event at, for example, a local brewery. Last year BOD contributed \$75k to the annual fund, or a third of the total amount. As of this week, the school has raised \$155k total, and we'll find out how much of that has been paid/pledged by the Board. The Board should fulfill all pledges before June.

School Performance and Culture. No update.

Facilities. Update to follow in Strategic Planning Committee's update.

Governance. The committee is in process of additional Board candidate interviews.

Strategic Planning. Three-phase plan through end of 2018. We plan to host stakeholder events – Board, staff, parents. We will cultivate PTSO members and interns to help. We discussed the Committee's suggestions for a plan of proposed meetings and brainstorming sessions.

Public Comments. None.

Adjourn. Casey moved to adjourn the meeting, Brian seconded the motion, all in attendance voted in favor. The meeting was adjourned at 6:50 p.m.