

Charlotte Lab School Board of Directors Meeting

Wednesday, October 18, 2017, 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, including new Board member Nicole Mottershead 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 and Nick <ul style="list-style-type: none"> ○ Review financial dashboard ● School Performance & Culture – Lindsay & Rashidah ● Facilities – Andy, Tom, Brian and Mary ● Governance - Lisa, Lindsay, Andy & Tom <ul style="list-style-type: none"> ○ Proposed Board members for emergency/crisis decisions ● Strategic Planning - Tom, Brian, Mary and Dean <ul style="list-style-type: none"> ○ Discuss Board Retreat 	Committee Chairs
6:20 p.m.	15'	Head of School Report <ul style="list-style-type: none"> ● Review PMA proposal 	Mary Moss Brown <i>Head of School</i>
6:35 p.m.	5'	Approve Minutes: Review Board meeting minutes from 9/20/2017	Lindsay Thompson <i>Secretary</i>
6:40 p.m.	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:45 p.m.		Adjourn meeting	Tom Murray <i>Board Chair</i>

In Attendance: Tom, Andy, Casey, Lindsay, Nicole, Rashidah, Dean, Mary, Nick. Lisa and Brian attended by telephone.

Welcome. Tom welcomed everyone. Nicole introduced herself.

Committee Reports.

Financial Committee. Casey reviewed our financial dashboard. NC's Department of Public Instruction is delayed in paying out money that we typically expect in early October. We should receive the funding within next three weeks. Until we receive that payment, we are \$175k lower than expected on cash flow. That will be remedied once we receive the payment.

School Performance & Culture. Rashidah and Lindsay talking with Mary this month about how the Board can support the school's efforts with diversity, equity, inclusion and Mary's performance.

Wellness Subcommittee. Today, Board member Nick Clavin helped chaperone 7 5th graders at Levine Children's Hospital. They all wrote essays to win a contest to take a tour of the hospital and to raise money - \$500 - for the kids in the hospital.

Facilities. Mary spoke with Aldersgate about opportunity on their campus in coming years to open a CLS school.

Governance. Full Board discussion about how we want to respond to emergency/time sensitive situations that do not require and do not lend themselves to full Board involvement. Decided that a minimum of 3 officers will participate and handle any such situation. In addition, the Board Chair will include other Board members who may have relevant skills/experiences to contribute. Lindsay will research and confirm our obligations under Public Meetings Law to document and report any such situations or meetings/conversations related to such situations.

Strategic Planning. Dean will meet with Mary to understand more of aspirations of the committee.

Head of School Report. Reviewed PMA proposal and said that we'll talk more after strategic committee meeting meets this month. Had 4 open staff positions, and received a lot of great applicants. Launched a parent survey.

We talked about the recent shooting at a gas station that had gunfire hit one of our morning buses. All feedback from parents about how Mary and her team handled has been positive. The police officers on the scene praised the guidance counselors and Mary for a job well-done and commended the children for their response. There is ongoing support of the affected kids and families. Mary and her team will review our bus protocols, policies related to violence at school or at off-site activities to be sure that should we have need to deal with a violent situation again, that we have effective, reliable protocols in place.

Minutes. Lindsay will provide minutes from 9/2/2017 meeting at next meeting for approval.

Public Comments. There were no public comments.

Adjourn Meeting. Casey made a motion to adjourn the meeting. Dean seconded the motion. All other present Board members voted in favor of adjournment.