

Charlotte Lab School Board of Directors Meeting

Thursday, November 16, 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 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, Shelli, Susannah<ul style="list-style-type: none">○ Review financial dashboard○ Review Annual Fund efforts• School Performance & Culture – Lindsay & Rashidah• Facilities – Andy, Tom, Brian and Mary• Governance - Lisa, Lindsay, Andy & Tom• 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'	Approve Minutes: Review and approve Board meeting minutes from 9/20/2017 and 10/18/2017 meetings	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>

Attending: Nicole, Mary, Lindsay, Nick, Andy, Brian, and Dean by phone. Not attending: Tom, Casey, Rashidah, Lisa.

Welcome.

Committee Reports.

Finance and Fundraising. We are financially sound. We should expect a dip in available funds in January while we're awaiting the State's payment to Lab. We anticipate the Annual Fund will help. In January, we anticipate State funds for 30 exceptional children (\$3k/each). We anticipate ending fiscal year with \$200k in surplus. At next Board meeting, with

a larger group, we should decide whether we're willing to push back Board meetings by a week so that the Board has more time to review financials before the monthly Board meeting.

School Performance and Culture: Rashidah and Lindsay have met with Mary, who has shared her goals for discussion. Nick raised the idea of a culture committee separate from a performance committee. Wellness month will be in March instead of May. Nick giving general talk in January about well-being and flu season.

Facilities. No report.

Governance. Committee pursuing Dean's and Brian's recommendations for Board members.

Strategic Planning: Committee had a good kick-off call this week.

Head of School Report. Update on staffing. Dean of Students Donna Jordan started on Monday. She has 24 years experience in Title I schools and social service organizations like Pinnacle. Significant experience with students who have behavioral/discipline issues. Julia Jackson has come on board to teach the Passion Project class for 6th graders. She's a consultant. We also have a new Spanish teacher at Middle School, and we are interviewing candidates for a Middle School math teacher position. Confirmed that Queens and UNCC are partners of Lab, and potential sources for teacher candidates at the school. End of trimester is on Tuesday. Good parent feedback to recent parent survey. Conducting staff survey.

Annual Innovation Fund. Ultimate goal is \$250k-\$275k by end of school year. Will initiate "quiet phase" immediately after Thanksgiving through 12/31. Goal to raise \$125k from Board, staff, other big donors. Then we know what we're pushing for in the spring. Need Board support. Susannah to be in touch with suggestions/ideas for how we can highlight and maximize our contributions. **Before next Board meeting, give Susannah and Mary the amount of your pledge.**

Approve Minutes. Did not have quorum to approve.

Public Comment. There was no public comment.

Adjourn. Nick moved to adjourn, and Brian seconded the motion. Everyone else was in favor. Meeting adjourned at 7:12 p.m.