

Charlotte Lab School Board of Directors Meeting

Wednesday, December 20, 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, Dean<ul style="list-style-type: none">○ Review financial dashboard○ Review Annual Fund efforts• School Performance & Culture – Rashidah• Facilities – Andy, Tom, Brian and Mary• Governance - Andy & Tom<ul style="list-style-type: none">○ Comms to existing candidates○ Efforts to reach out to 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'	Approve Minutes: Review and approve Board meeting minutes from 9/20/2017, 10/18/2017 and 11/17/2017 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>

Welcome.

Committee Reports.

Finance & Fundraising. Financials are stable. We are in the position we thought we would be in. We will meet in January to determine the rest of the year. We will keep an eye on February which will be low. EOY target=400 K + and we are on track. The numbers next year will be better as we add the next middle school class. It would be good to get to the

fundraising number by February. The Finance team will give an update prior to the next Board meeting.

Over \$50 K with annual funds; a family is making a donation of \$10K to put towards middle school technology. This person is also open to putting a school on the property of a new business. Goal of giving: \$275K

Next steps: Before the next Board meeting, we should aim to get 100% of giving from the Board. Send checks to Mary and make them out Charlotte Lab attn: Susannah.

Facilities. Lab received a property tax bill, unexpectedly due to a misunderstanding around who would pay for it. Next steps: Mary will verify the Levine lease has a pass through property tax. She will also follow up with the owner of the lower school building.

School Performance/Culture. No update.

Governance. The committee eliminated a few Board candidates and homed in on the needs for the final two slots.

Strategic Planning. The committee met to discuss a monthly cadence where we workshop/discuss issues. Dean and Mary met to discuss the vision of strategic planning. Next steps: The meeting will be scheduled in January and will be onsite at one of the schools.

Head of School Report. Lab has hired a middle school math teacher after being without one for six weeks. MAP testing is complete and the new dean is settled in. Student feedback is positive based on a survey that was distributed. The newsletter to parents has been a success. Wellness lectures are scheduled for February/March, including discussion about "Wait until 8th" - an initiative to delay cell phone ownership until 8th grade.

No public comment.

Meeting adjourned.