

# Charlotte Lab School Board of Directors Meeting

Wednesday, September 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 Review meeting agenda	Tom Murray <i>Board Chair</i>
5:55 p.m.	5' each	<b>Board Committee Reports</b> <ul style="list-style-type: none"><li>• Finance &amp; Fundraising – Casey and Nick<ul style="list-style-type: none"><li>○ Review financial dashboard</li></ul></li><li>• School Performance &amp; Culture – Lindsay &amp; Rashidah</li><li>• Facilities – Andy, Tom, Brian and Mary</li><li>• Governance - Lisa, Lindsay, Andy &amp; Tom</li><li>• Strategic Planning - Tom, Brian, Mary and Dean<ul style="list-style-type: none"><li>○ Discuss Board Retreat</li></ul></li></ul>	Committee Chairs
6:20 p.m.	15'	<b>Head of School Report</b>	Mary Moss Brown <i>Head of School</i>
6:35 p.m.	5'	<b>Approve Minutes:</b> Review Board meeting minutes from 8/17/2017	Lindsay Thompson <i>Secretary</i>
6:40 p.m.	5'	<b>Public Comments</b> (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:45 p.m.		<b>Adjourn</b> meeting	Tom Murray <i>Board Chair</i>

**In Attendance:** Tom, Andy, Casey, Lindsay, Rashidah, Dean, Mary, Nick, Lisa and Brian.

**Welcome.** Tom welcomed everyone.

### Committee Reports.

**Financial Committee.** Casey reviewed our financial dashboard. We are launching Annual Fund this fall instead of spring 2018.

**School Performance & Culture.** Rashidah and Lindsay are working with Mary to define her evaluation and how we can help her in the school's efforts with diversity, equity, and inclusion.

**Wellness subcommittee.** Nick has coordinated with school staff to centralize all medications taken by students, as well as draft a manual for handling wellness care, emergency medical situations for students.

**Facilities.** In 2019, we will need to teach approximately 200 students in the Middle School. We should soon start defining timeline for construction.

**Governance.** We have recently interviewed candidates Mike Cuoco and Pat Rondero. Governance Committee needs to meet again before it will make recommendation of either candidate to full Board for a vote.

**Strategic Planning.** Discussed which Board members can participate in this particular committee and in planning for a Board retreat, where we can cover in more detail topics like fundraising.

**Head of School Report.** Enrollment is strong. Initially there were problems with buses being used by both middle and elementary school, but those are resolved. Mary traveling to Germany later this month. Invited by our furniture maker, VS Furniture, to speak at a conference about the usefulness and impact of their furniture in the Lab school setting.

**Minutes.** Andy moved to approve the minutes from the August Board meeting. Dean seconded the motion. Lisa abstained from voting. All other Board members present voted to approve the minutes.

**Public Comments.** There were no public comments.

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