

**Charlotte Lab School**  
**Board of Directors Meeting**

Wednesday, November 6, 2013

7-9pm

Discovery Place, Charlotte, NC

**Present:** Mary Moss, Apri Agyapong, Joel Bonasera, Peter Bove, Denise Glaser-Serrano, Dee Lanier, Tom Murray, Vikki-Rose Tunick (Interim Secretary)

**Absent:** Michelle Thornhill (work travel conflict)

**Also in Attendance:** Elizabeth Dilworth, Corliss Brown-Thompson

1. Meeting is called to order at 7:05pm – M. Moss
2. Welcome and introduction of all board members – M. Moss
  - a. Sharing of job titles, relevant skills, and experiences
  - b. Discussion of all members' individual work habits
3. Overview of the CLS Board Member resource binder, roles and responsibilities of a board member and NC Charter Application process. – M. Moss
  - a. Specific members ask to go paperless with future documentation: D. Lanier, J. Bonasera, C.Thompson, A.Agyapong
  - b. M.Moss and V.Tunick will start sharing charter application Google Docs with rest of the Board
4. Overview and discussion of the Bylaws – V.Tunick
  - a. Board has questions about term lengths, offices held and removal of directors; the following suggestions were made by T.Murray
    - i. 2-year terms for majority of Board members
    - ii. Maximum of 2 consecutive terms for officers
    - iii. Maximum of 3 terms for directors
    - iv. Secretary and Treasurer can be combined as one officer
    - v. Under "Removal of Directors" change "majority of directors" to a fraction (i.e.  $\frac{3}{4}$ )
  - b. M.Moss and V.Tunick will get clarification on the following questions from the Board:
    - i. Is there a need for subcommittees (i.e. Audit Committee, Compensation Committee) and do subcommittees have to abide by the N.C. Open Meetings Law?
    - ii. Should the School Director be one of the officers? How is the School Director's role written in other charter schools' Bylaws? (i.e. non-voting member)
  - c. M.Moss and V.Tunick will revise Bylaws and have them reviewed by 501(c)(3) attorney
  - d. Board agrees that Directors will elect a Board Chair and Secretary at the next meeting
5. Review next steps and schedule – M. Moss
  - a. Board agreed to review the Google Docs that will be sent out (Mission, Purposes, Goals, Governance) and begin to complete questions 1-8 of Board questionnaire
  - b. Board requested Google Calendar updates for upcoming Board meetings
6. Meeting is adjourned at 9:00pm

**Charlotte Lab School**  
**Board of Directors Meeting**

Monday, November 18, 2013

7-9pm

Nascar Hall of Fame/Convention Center, Charlotte, NC

**Present:** Mary Moss, Apri Agyapong, Joel Bonasera, Denise Glaser-Serrano, Dee Lanier, Tom Murray, Corliss Brown-Thompson, Michelle Thornhill, Vikki-Rose Tunick (Interim Secretary)

**Absent:** Peter Bove (work conflict)

1. Meeting is called to order at 7:10pm – M. Moss
2. Welcome and introduction to new board members – M. Moss
3. Status of NC Charter Application process – M. Moss
  - a. Discussion around Mission, Vision, Goals, Core Values, and Professional Development
  - b. Board has questions/made suggestions about wording/message
    - i. Be clear about Mission vs. Vision
    - ii. Mission needs to include community partnership – sets the school apart from others
    - iii. Mission should explain the idea of “the Lab” = there is a lab at every level – students, teachers, community
    - iv. Mission and Application should explain what 21<sup>st</sup> Century learning means = being adaptable on an ongoing basis, the school reflects what is going on in the current world; constructivist mentality (what the student will become); using hands-on approach; student-centered/students presenting outcomes to classmates and partners; community learners and givers
    - v. Be clear that technology is not a “period of the day” but rather integrated throughout, accessible when you need it; students and faculty should be deliberate about it
    - vi. Technology may need to be added as a new core value; describe digital dexterity of the school
    - vii. Goals for CLS may want to include “attitudinal shifts” of students, faculty, school, families = learning community (i.e. kids will understand how \_\_\_ plays a role in our world)
  - c. M.Moss and V.Tunick will revise and repost in CLS Google Drive
4. Revision of the Bylaws – V.Tunick
  - a. Board reviews revisions of bylaws since last meeting
  - b. Board members still have questions/comments about specific articles
    - i. General Powers: Overseeing the hiring, termination and evaluation of school leader, not all personnel
    - ii. Term: Need to be sure that we include a clause stating that “we will not rotate more than 50% of board at one time”
    - iii. Conflict of Interest:
      1. Include “fiduciary responsibility” so there is a distinction between the role of Board members and their work interests (i.e. the two are separate, Board members serve as individuals and do not represent their organizations’ interests)
      2. Review other charters to include a clause about Board Members’ children receiving priority admission at CLS
  - c. M.Moss and V.Tunick will revise Bylaws and have them reviewed by 501(c)(3) attorney

5. Voting for officers - all NSA
  - a. Board Chair = T.Murray
  - b. Secretary = J.Bonasera
  - c. Treasurer = M. Thornhill
  - d. Board will vote on Vice-Chair at next meeting
6. Review next steps and schedule – M. Moss
  - a. M.Moss and V.Tunick will post minutes onto website
  - b. Board agreed to language on minutes going forward “NSA” = Nominated, Second, Approved
  - c. M.Moss and V.Tunick will continue to email and post portions of charter application onto CLS Google Drive
  - d. Board will continue to complete questionnaire and write one-page resume
  - e. Board agrees to have 2 more working sessions for all who can attend and have them earlier in the evening (Topics: Goals, Educational Plan, Governance, Financial Plan, Transportation, Safety)
    - i. Monday, November 25<sup>th</sup> @ 5pm; location TBD - work session
    - ii. Monday, December 2<sup>nd</sup> @ 5pm; location TBD
7. Meeting is adjourned at 9:10pm

Note: Based on discussions held during work session on Monday, November 25th, Board Chair Tom Murray suggested that we move to vote to name Mary Moss as the proposed Head of School. As a result, Board members were notified that Monday, December 2nd would be an official Board Meeting during which business would be conducted. The date, time and location were also posted on the CLS website.