



Charlotte Lab School Board of Directors Meeting

Monday, December 17, 2014, 9:30-11:30am

Charlotte Regional Visitor's Authority, 3rd Floor Conference Room / Conference Call

Present:

Corliss Brown Thompson, Mary Moss (non-voting member), Vikki-Rose Tunick (acting secretary), Apri Agyapong (Vice-Chair), Tom Murray (Chair) - arrival at 10:15
Kendra Johnson (non-Board member)

Via conference call: Peter Bove, Joel Bonasera (Secretary)

Absent: Denise Glaser Serrano

Meeting called to order at 9:50 am (Apri)

Head of School Update (Mary)

1. Enrollment
 - a. 352 interest forms to date
 - b. Discussion of ways to improve diversity - interview coming up with Que Pasa Mi Gente; plans to do more public information sessions in January; suggestion to reach out to interested candidates to host private sessions
2. Facilities
 - a. Preliminary meeting with DOT and Inspectors - positive information
 - b. Still waiting on contractor's budget
 - c. On track to sign lease in January
3. Budget/Fundraising
 - a. Committee of volunteers met
 - b. Will be convening regularly to begin applying for grants
4. Hiring
 - a. Hiring Night - December
 - b. Successful turn out and proceeding through next steps with particular candidates
 - c. Next Hiring Night - January

Ready to Open Report - Discuss and Vote (Vikki/Mary) - (waited for Tom to arrive; quorum 6/7)

1. Board was given the last few weeks to review policies on the Google Drive; discussion today of any concerns/changes based on December DPI meeting
2. Admissions and Enrollment Policy
 - a. Policy revised after attending the DPI training on Monday Dec. 16.
 - b. Specific Enrollment Dates added; best practice is to have a 30 day enrollment

window, and allow a 10 day response for parents to notify if they accept. Jan 14 - Feb 13; 31 days, contact Kendra.

- c. Discussion about how parents should find out admissions decision and how they should notify us of their acceptance. Want to make it accessible to everyone.
 - d. Modified to say: "Receive a written letter" instead of a letter by U.S. Mail.
 - e. Update dates: Response time before Friday Mar. 6
 - f. Family Application - families who have more than one child; not allowed to do a sibling preference in the first year. Family application helps keep families together - complete with a surname, all children, grades.
 - g. Whole school lottery - all students in the same family are placed at the same time.
 - h. Add Multiple Birth Preference - twins are admitted together through the lottery
 - i. These are not State requirements but options of how to run the lottery.
 - j. Staff Members - population cannot exceed 15% of student population; if it exceeds, must do a separate lottery.
 - k. Economic Diversity - giving charters to have a weighted lottery; seats set aside to support economic diversity; only passed for one other school; Central Park in Durham - wanted to serve a diverse population, they have become almost 100% affluent. They were approved by the State Board to begin a weighted lottery over the next 4 years up to 40% of the school population.
 - l. We could propose this and present to State Board for approval for our school; we propose 30% set aside for economic diversity; proposing this strategy to do this in the first year.
 - m. Do we have time? Joel Medley is optimistic - if approved by the State, Board has preliminary approval. 30% is not a cap but a goal.
 - n. How does the lottery work for this population?
 - o. If it's a kindergarten applicant, how do these families know if they qualify if they've never had to apply for it?
 - p. Change the language to ensure the policy clarifies that it's for new applicants only, not currently enrolled students.
 - q. Use the preference lottery to get to 30% and then the remaining are entered into the general lottery.
 - r. Do we have to do a separate lottery for economically disadvantaged students?
 - s. Motion made to approve Admissions Policy pending State board approval for weighted lottery. Motion seconded. Approved. Will re-approve after State Board approval is confirmed.
3. Hiring Policy
- a. The board prefers to delegate to the Head of School authority to hire and terminate employees based on approved annual budget and position. Peter and Vikki will amend language.
 - b. Motion made to approve hiring and termination policy. Seconded and policy approved.
4. Criminal background policy
- a. We need to find specific language from LEA (CMS) regarding when the criminal background check is conducted and how the findings impact hiring decisions.
 - b. Suggested to find specific CMS policy wording and align our policy to that,

- citing CMS's policy as the one by which we abide.
- c. Motion made to approve criminal background check policy pending revisions based on CMS policy. Motion seconded. Policy approved.
5. Offer letter/Employment Agreement
 - a. Letter reviewed. Attorney provided additional language.
 - b. Employment agreement reviewed. Clarifications made between Faculty Handbook and Board Policy Manual and contents of each. Peter will provide final.
 - c. Motion made to approve Intent to Hire Letter as well as Employment Agreement. Policy seconded. Approved.
 6. Finance Policies
 - a. Mary believes School Business Manager should be involved in creating policies and procedures that work for our school. Most schools researched have very thorough and specific procedures outlined.
 - b. Reimbursement Procedures as approved by Board.
 - c. 2 signatures for every check written by school based people.
 - d. Will there be a CPA doing monthly financials? to ensure this is done correctly the first year, have School Business Manager trained for
 - e. CPA will review Board Meeting minutes and suggest recommendations for policies and procedures.
 - f. Motion, second, approved.
 7. Safety Plan
 - a. Previously reviewed.
 - b. Motion to approve school safety plan, CMS approved policy, seconded, motion passed.
 8. School Hours, Time of day, Calendar
 - a. Previously reviewed.
 - b. Calendar generally follows CMS calendar, ending one week early and with a few changes to professional development/half days for conferences.
 - c. Motion to approve, seconded, motion passed.
 9. Board Evaluation Tool
 - a. Self assessment for yourself, Kim Marshall's PD tool used for Mary, quarterly revisiting board goals to monitor progress.
 - b. Motion to approve tools, second, motion passed.
 10. Governance and Board Ops
 - a. Whistleblower and Document Retention previously voted on.
 - b. Others came from tentative handbook and bylaws (revised language for non-Board members)
 - c. Motion to approve, second, motion passed.

Next Steps:

1. Waiting for feedback from DPI on approved policies; will review language/revise accordingly and vote on changes at next meeting. (Mary/Vikki/Peter)
2. Continue follow-up with facilities, furniture and recruitment of new board members. (Mary/Tom)
3. Next meeting tentatively scheduled: January 21st, 9:30am @ CRVA, 3rd floor conference room

Meeting adjourned at 11:35am (Tom)