

Charlotte Lab School Board of Directors Meeting

Wednesday, February 22, 2017, 5:45-7:30pm

Charlotte Lab School (Parking available at 618 N. College Street)

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;
- Limit side conversations.

AGENDA

Time	Duration	Topic	Presenter
5:45pm	10'	Welcome / Review meeting agenda Welcome new member Brian Leary Catch-up	Tom Murray <i>Board Chair</i>
5:55pm	15'	Head of School Report <ul style="list-style-type: none"> • Mid-year curriculum & program update: • 2017-2018 Enrollment updates 	Mary Moss Brown <i>Head of School</i>
6:10pm	5' each	Governance: Committee Reports <i>Each committee will present their 2016-2017 goals and action steps. Notably, additional members needed on the Fundraising and School Performance Committees. Mary will review Google share folder set-up for committee work.</i> <ul style="list-style-type: none"> • Governance - Lisa, Lindsay, Andy & Tom <ul style="list-style-type: none"> • VOTE: Ray Richardson for Board member. ○ Board candidate update ○ Resource for Board financial responsibility: http://www.charterschooltools.org/tools/Finance101ForCharterBoards.pdf ○ Revisit board meeting dates, frequency and topics ○ VOTE: Add clarification of enrollment policies to include re-enrollment provisions for students (with principal discretion). • Facilities - Andy, Tom and Mary <ul style="list-style-type: none"> ○ Middle school update. • Finance & Fundraising - Casey and Nick <ul style="list-style-type: none"> ○ Review financial dashboard – Casey ○ Grants Subcommittee Replacement? • School Performance & Culture - Lindsay, Lisa and Nick <ul style="list-style-type: none"> ○ Diversity & Inclusion Subcommittee - Kendra Johnson <ul style="list-style-type: none"> ■ Racial Equity Institute for Board members ■ https://www.racialequityinstitute.org/ 	Committee Chairs

		<ul style="list-style-type: none"> ○ Wellness Subcommittee - Nick Clavin, Meegan Whelan <ul style="list-style-type: none"> ■ Recent efforts at school ● Strategic Planning - Tom <ul style="list-style-type: none"> ○ Growth & Expansion Subcommittee – Mary 	
6:40pm	5'	Approve Minutes: Review minutes from 1/18 and committees	Lindsay Thompson <i>Secretary</i>
6:45pm	5'	Summary: Review next steps and owners	Lindsay Thompson <i>Secretary</i>
6:50pm	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:55pm		Adjourn meeting	Tom Murray <i>Board Chair</i>

MINUTES

Board members present: Tom Murray (chair), Andy Culicerto (vice chair), Casey Rentch (treasurer), Lindsay Thompson (secretary), Lisa Frison, Brian Leary, Nick Clavin, Mary Moss Brown. No staff present.

Welcome by Tom

Head of School Report

- *PTSO in process of getting 501(c)(3) established. Paperwork almost complete for submission.*
- *Mary invited volunteers to attend the 2/28 PTSO meeting. Andy and Tom will attend on behalf of Board.*
- *PTSO is hosting “Meet the Board” breakfast on March 15, 7:45-8:30 a.m.*
- **Mid-year curriculum & program update:**
 - *Communicating academic progress in a valuable way has been a challenge.*
 - *Latest progress report seems to have met needs in providing comprehensive feedback.*
 - *Partnership with Tresada, which is parent-owned. Committed to services, events over 2 years. Focused on turning complicated data into dashboards and analytics. Donating equipment to Quest and Maker programs so Quest area now labeled as “powered by Tresada.”*
 - *Big opportunity to build useful analytic tools in elementary space.*
 - *In process of hiring teachers for next year. Anticipate 5 spots needed to fill for K-6. All teachers save one plan to return.*
 - *Mary asked Board for recommendations where she can host several faculty retreats this spring.*
- **2017-2018 Enrollment updates**
 - *992 applications. Application deadline is March 10.*
 - *60 spots total available. Mostly kindergartners + 35 for 6th grade.*
 - *We have approval to grow to 530 students.*
 - *Lottery is March 20 and public. First year it’s weighted. Nearly 100 applicants are socioeconomically challenged. About 30 kindergarten applicants are siblings or staff children.*

Committee Reports

Governance – Lisa, Lindsay, Andy and Tom

- *Bylaws updates almost completed for larger Board review.*
- *Board Agreement draft being reviewed by the Committee.*
- *Mary’s evaluation being drafted by Lisa and Lindsay, including meetings with Mary.*
- *Building out dashboard of Board materials with Tresada.*
- **VOTE:** Ray Richardson for Board member. *Lisa, Lindsay and Tom gave background.*

- Brian made motion to approve Ray conditional upon feedback from his references. Andy seconded the motion. All other Board members voted in favor.
- *Tom mentioned several potential candidates.*
- *In coming months, all Board members will be run through background check as will all future new members.*
- **VOTE:** Add clarification of enrollment policies to include re-enrollment provisions for students (with principal discretion).
 - *No vote held. Mary and Lindsay will work on language for future vote.*

Facilities - Andy, Tom and Mary

- Middle school update.
 - *Terms agreed upon, but still in process of signing lease.*

Finance & Fundraising - Casey and Nick

- Review financial dashboard – Casey
- *We expect to end year with \$175k of cash.*
- *Middle school will cost estimated \$200k cash flow next year.*
- Grants Subcommittee Replacement?
 - *Submitted two grants recently. We have 60 pending grant applications. To date, raised \$85k annual fund. \$67,500 from Board.*
- *401(k) equivalent for teachers and staff. We're tabling and starting in June.*

School Performance & Culture - Lindsay, Lisa and Nick

- Diversity & Inclusion Subcommittee
 - Racial Equity Institute for Board members. <https://www.racialequityinstitute.org/>
 - *Board members confirmed interest in attending. Lindsay will coordinate with Kendra. \$200/Board member.*
- Wellness Subcommittee - Nick
 - *Recent dental hygiene presentation for students – Dr. Kalon*
 - *Future hand hygiene presentation for students – Nick to present*
 - *Updates to sick room protocol – Working on updates to room and gear.*

Strategic Planning - Tom

- Growth & Expansion Subcommittee – Mary
 - *Adult living facility - 100k sq. ft. available beginning this summer. No lease expense. Expensive upfit. Well-aligned with Lab's vision and goals. Nonprofit. Will draw a diverse group of donors from Day 1.*

Approve Minutes: Review minutes from January 18, 2017 Board meeting. Andy made motion to approve; Brian seconded the motion. All other Board members voted in favor of approving minutes.

No Summary or Public Comments Made

Meeting adjourned: Andy made motion to adjourn; Brian seconded the motion. All other Board members voted in favor.