

Charlotte Lab School
Board of Directors Meeting

Monday, February 3, 2014

5-7pm

Nascar Hall of Fame/Convention Center, Charlotte, NC

Present: Corliss Brown-Thompson, Peter Bove, Denise Glaser-Serrano, Dee Lanier, Mary Moss (non-voting member), Vikki-Rose Tunick, Joel Bonasera (Secretary), Michelle Thornhill (Treasurer)

Absent: Apri Agyapong (Vice-Chair), Tom Murray (Chair)

1. V.Tunick typing minutes through 5:34, J. Bonasera assumes notes at that point
2. Google chat with Pamela Blizzard
 - a. On Pamela
 - i. Raleigh Charter High (founding)
 - ii. Sci education non-profit: Contemporary Science center, Research Triangle Park, grew to Finance Manager
 - b. Founding Board of Raleigh Charter = operational board
 - c. Who can get us insurance?
 - d. Who can get quotes for _____?
 - e. Who can place ads in the paper?
 - f. Q and A from Blizzard session amended to these minutes.**
3. Bylaws Review
 - a. Suggestion: Initial board members have staggered terms (1,2,3 years) with 2 year terms to follow
 - b. Suggestion: Tax authorities recommend a document retention (board documents, student documents?) and whistleblower policy. These are IRS guidelines for help with tax compliance. Draft policies have been provided.
4. Charter Review Update
 - a. Roughly 61 applications will be reviewed Feb 10,11 and March 10,11. LABCLT will be reviewed next Tuesday. This is an open session but input from non-committee members is not allowed.
 - b. The majority of the review board members are currently part of a charter school.
 - c. There is an additional step after the review committee: The State Board can (or at least has in the past) rejected charters at this point.
5. Davidson Day School Tour
 - a. Overall amazing experience. Great culture, amazing resources. Remarkable amounts of human resources: teachers, parents, etc.
6. January Minutes
 - a. Approved with 2 typos in section 7D (corrected)
7. Visit from Toni Heming, Carolina STEM Academy
 - a. A subcommittee will conduct a preliminary review on Feb 11. We can't actively participate, but we can observe. Carry a hard copy of the charter to the meeting. Notes of clarification during the meeting can be passed to the moderator to relay to the subcommittee.
 - b. Subcommittee review will culminate with a recommendation to go forward. A report of commentary will be supplied but lacks nuance of the actual meeting.
 - c. Observation of the subcommittee helped a lot in preparation for the Board Interview.
 - d. Recommendation: each board member should be fluent in the mission statement (not word for word, but very clear of the "essence" of the statement)
 - e. Suggestion: create a brief presentation addressing any point of clarification or confusion noted

- at the committee. This presentation can be used during the Board Interview.
- f. Questions during the interview were directed topically, assigned board members fielded questions at that time.
 - g. Recommendation: If possible, sit in on another interview session to gain insight before the final interview.
 - h. Interview was roughly 20 min, maybe 30. 7 slides total
 - i. Some of the questions seemed related to the subcommittee review, but many were not. Big questions often arise around transportation and lunch program. Concerns about equity considerations with transportation and lunch.
 - j. Admissions can't explicitly include criteria, but marketing and class offerings are often used as a filter via self-selection. This isn't necessarily an intended outcome, but it happens. The approval committees are on the lookout for this sort of thing; beware anything that might be considered an admission standard.
 - k. We'll know if we have preliminary approval before we leave the council interview
 - l. "There is no 'However...'", approve or deny
 - m. LABCLT Facilities committee is a critical group to get off the ground. Good, because that's on the agenda for today. Seek partnership with a commercial broker to provide capital or lease options. CSTC, Charter School Capital, Encharter, others to come via email. Come with several options to see what fits with the mission and funding. Most groups will not take an organization seriously until final approval.
 - n. Have a business plan and planned budget to present to prospective partners (looks like we're in good shape there)
8. Meeting Adjourned at 7:13

Q and A with Pamela Blizzard

Q: Can you talk a little about the word "board development"? What do I need to do to develop myself? other people?

A: Characteristics of a good board. Training. What do you need to be trained in, how often do we need to train ourselves - experts, book clubs, consensual understanding of what we know/don't know. Office of Charter Schools will call board in for training - legal, financial, etc.

Q: When did the principal / manager step down from board?

A: Once the charter was approved.

Planning Year

CEO, facilities, charter school architect (city/county code, not school district) - nailed down at least 8 months prior to opening; Dee said - tell architect, can you create a "design space"

i.e. Facility - April, permits June, opened Aug

Finance - use one of the firms (Acadia North Star - expensive, spreadsheets aren't great (not a lot of info) but reliable) or hire PT person, not just Bookkeeper, ISIS/state agencies

Lottery/Admissions - i.e. striated, "you have a spot in the school but we're not offering the class you want to take" public = bingo, posted online, names in a hat

Q: do you have a wait list? How do you manage it?

A: always have to guess numbers (i.e. want 100 kids, will offer spaces to 120, people are marked WL1, WL2,...); usually need to respond back w/in 2 wks - certified letters, need documentation/data sheet that you have tried every route to communicate w/ parents

Q: Did you design application?

A: Yes, paper application. Can offer online application.

(@ Crossroads, e-version and paper copy available in school.)

Q: How much contact do you have w/ DPI after the application is over? Are they really involved - hands-on governance?

A: Day long trainings, 1x/ month, w/ Board. If any parent complains and calls DPI, they will respond.