

Charlotte Lab School Board of Directors Meeting

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

Shumaker, Loop, Kendrick, LLP, Bank of America Plaza Building, 100 S. Tryon Street, Suite 2200

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
5:45pm	10'	Welcome / Review meeting agenda Welcome new member Ray Richardson Catch-up	Andy Culicerto <i>Vice Board Chair</i>
5:55pm	15'	Head of School Report <ul style="list-style-type: none"> ● Mid-year curriculum & program update: <ul style="list-style-type: none"> ○ Data updates ● 2017-2018 Enrollment/Lottery updates ● Nonprofit Leadership Academy 	Mary Moss Brown <i>Head of School</i>
6:10pm	5' each	Board 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"> ● School Performance & Culture – Lindsay <ul style="list-style-type: none"> ○ Wellness subcommittee - Nick ○ Diversity and inclusion subcommittee - Lisa ● Finance & Fundraising – Casey and Nick <ul style="list-style-type: none"> ○ Review financial dashboard ○ Grants Subcommittee Replacement? ● Facilities – Andy, Tom and Mary <ul style="list-style-type: none"> ○ Middle school update ● Governance - Lisa, Lindsay, Andy & Tom <ul style="list-style-type: none"> ○ Bylaws review ○ Board candidates update ○ Next Board meeting: April 19 ● Strategic Planning - Tom <ul style="list-style-type: none"> ○ Growth & Expansion Subcommittee – Mary 	Committee Chairs
6:40pm	5'	Approve Minutes: Review Board meeting minutes from 2/22/2017	Lindsay Thompson <i>Secretary</i>

6:45pm	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:50pm		Adjourn meeting	Andy Culicerto Vice Board Chair

MINUTES

Board members present: Andy Culicerto (vice chair), Casey Rentch (treasurer), Lindsay Thompson (secretary) (by phone), Brian Leary, Nick Clavin, Mary Moss Brown (by phone), Ray Richardson (by phone).

Welcome by Vice Chair Andy Culicerto

Head of School Report

- 2017-2018 Enrollment updates
 - *1200 applicants. First time weighted lottery. 125 applicants eligible to be weighted.*
 - *Concerns about lottery revealed in responses to school Diversity Survey. 142 families responded to the survey. Most responses were supportive of diversity initiatives and weighted lottery. Other responses demonstrated misconceptions and confusion about how weighted lottery works.*
 - *To address questions raised, CLS hosted event including Amy Hahn Nelson and Head of School from Central Park School in Durham. First school in NC to do same weighted lottery. Successful event.*
 - *Most recent Open House was most diverse crowd of all of them.*
 - *We have 30 siblings in incoming K.*

Board Committee Reports

- **School Performance & Culture – Lindsay**
 - **Wellness subcommittee – Nick**
 - *In May have scheduled handwashing talk.*
 - *Will seek dermatologist approval of sunshades on playground to help with grant application.*
 - **Diversity and inclusion subcommittee – Lindsay**
 - *20 people at recent meeting. Covered reaching out into community and making sure policies are inclusive.*
- **Finance & Fundraising – Casey and Nick**
 - Reviewed financial dashboard
 - *Still on track to end school year just under \$200k.*
 - *We've done better on Annual Campaign and grants.*
 - *Expected that middle school will cost \$160k of negative cash flow next year. By second year of middle school we should break even.*
 - *In 2020, we'll be a full school. And we hope to have \$800k with which to build capital.*
 - *For Annual Fund, we are up to \$135k. In May, we'll do grandparent outreach. Overall momentum has been good.*
 - *At Board breakfast on March 15, approximately 20 parents and PTSO members attended. Casey, Brian, Nick and Mary represented the Board. Attendees asked engaging, relevant questions about the lottery, middle school, school's financial position.*
 - *PTSO meeting on 2/28. Tom and Andy spoke. There were about 50 attendees. Went well.*
- **Facilities – Andy, Tom and Mary**
 - *Middle school lease almost negotiated and signed.*

- **Governance – Lindsay & Andy**
 - Bylaws review – will conduct at next Board meeting
 - Board candidates update
 - Next Board meeting: April 19
 - *Background checks and fingerprints at next meetings.*

- **Strategic Planning - Mary**
 - No update.

Approve Minutes: Review minutes from February 22, 2017 Board meeting. Andy made motion to approve; no second to motion. Instead, Board decided to table vote until next Board meeting on April 19, 2017.

No Summary or Public Comments Made.

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