

Charlotte Lab School

Board of Directors Meeting

Monday, June 2, 2014

5-7pm

Nascar Hall of Fame/Convention Center, Charlotte, NC

Present:

Corliss Brown-Thompson, Denise Glaser-Serrano, Mary Moss (non-voting member), Vikki-Rose Tunick (acting Secretary), Apri Agyapong (Vice-Chair), Tom Murray (Chair)

Absent:

Michelle Thornhill (Treasurer), Joel Bonasera (Secretary), Peter Bove

Non-Members Present:

Mandy French, Kendra Johnson

1. Meeting called to order by Tom Murray at 5:25pm; Vikki takes minutes for tonight's meeting
2. Board Update (Tom)
 - a. Accepted resignation of Board Member Dee Lanier. Dee felt that his being on the board of Charlotte Lab could be perceived as a conflict of interest with his current employer and he did not want to jeopardize his current employment or relationship with employer.
 - b. Dee may support Charlotte Lab in the future with Google trainings and resources.
 - c. Bylaws have been reviewed; quorum isn't present – will vote on changes and adoption via email
3. Facilities Update (Mary)
 - a. Continuing to pursue facility at 227 W. 4th St. Mary and Vikki met with architect David Bellamy and associate Vincent Spencer from LS3P to do preliminary designs. The two will schedule meeting with both Department of Transportation and inspectors in the upcoming weeks for approval.
 - b. If the facility is approved, the building will need to be outfitted before students enter. Mary has been having conversations with potential organizations that are willing to purchase the building, outfit it and lease it back to us.
 - i. Phone Conversation with Self Help, non-profit lender.
 - ii. Conversations through realtor with Beacon Properties.
 - c. As we move through the process, we will continue conversations with both parties to determine our best option.
4. Formal introductions of guests (Mary)
 - a. Kendra - May support Charlotte Lab during planning year with overall Ops.
 - i. Just completed Masters of Education degree in Leadership and Organizational Performance from Vanderbilt University.
 - ii. During this last year was working with founder of start-up charter school in Nashville, TN who was also part of Next Generation Learning Challenge network (Summit Schools, CA).
 - iii. Managed process of building school website, communication with external partners, recruitment of parents and students.
 - iv. Former TofA core member in '08 and former ELA teacher at James Martin in CMS.
 - b. Mandy - Will support Charlotte Lab with photography for brochures/website.
 - i. Photographer
 - ii. Has Marketing background
 - iii. Current CMS parent and prospective Charlotte Lab parent

5. Budget update (Michelle was absent, Mary presented)
 - a. Proposed tentative budget for monies received from NGLC grant.
 - i. Metacognition, math, challenge-based and advisory consultants to do curriculum planning (~\$18,000)
 - ii. School visits to Atlanta and California (~\$7,500)
 - iii. Marketing materials, website, app and logo design (~\$21,299)
 - iv. Outsource support with 501(c)(3) status (~\$450)
 - v. Board meeting food, drink, PD for board (~\$2,000)
 - vi. Trying to save about \$50,000 for start-up next summer
 - b. Board suggestion - revise NGLC budget document to break down all the support personnel information (resumes, bios, how they were recruited, what specifically they will be working on), trips, marketing materials, etc. to detail exactly how all the money is being spent.
 - c. Don't have quorum present at meeting so members in attendance approve to present this budget to full board for approval.
6. Marketing/enrollment update (Vikki)
 - a. Mary and Vikki have been continually meeting with Allison Evans who works in marketing/branding, particularly with some of the independent schools in Charlotte.
 - b. Creating marketing materials for prospective parents and teachers. Early discussion with Parents for Educational Freedom of NC who has grant money from Walton foundation. They are currently working with a few charter schools in the Charlotte area and are interested in supporting Charlotte Lab with updating our mailing list to include prospective parents, teachers, ...
 - c. Board suggestion - be clear on political affiliations of groups, find out more information about groups before agreeing to work with any particular organizations.
 - d. Feedback on materials - liked "Day in a Life - Lab student" document but need to tweak it to make sure it appeals to all parents/students. Another suggestion is to add a "Day in a Life - Lab teacher".
7. Partnership update
 - a. (Corliss) Corliss, Mary, Vikki and Jennifer Brown (New Classrooms) recently met to discuss partnership with Northeastern, particularly developing how to offer courses at Northeastern to support PD plan. Corliss will continue to write up strategic plan and will report back to us.
 - b. (Tom) met with Heath Morrison to discuss ways for Charlotte Lab to partner with CMS and how to build relationships. Dr. Morrison said CMS personnel would follow-up.
 - c. Mary) recently spoke with Akeshia Craven-Howell (CMS Executive Director of School Transformation) as a follow-up to Dr. Morrison's meeting with Tom. Mary will be meeting with her in the near future and will report back to us.
8. Curriculum update (Vikki)
 - a. Mary and Vikki are examining consultant budget, meeting with a focus group in July to map out subjects, and write curriculum overview.
 - b. Have begun to create curriculum documents for prospective parents.
9. Staffing/hiring (Vikki)
 - a. Reviewing potential contract for consultants.
 - b. Mary and Vikki have started meeting with potential teachers and have created google forms to document our meetings.
 - c. Board suggestion about contract -
 - i. Be clear that consultants must reference their sources.
 - ii. Specify that stipend is per project rather than hours worked.
 - iii. What are the laws around citing curriculum sources? i.e. challenge-based model is ours but has aspects of other models *find out more about copyright laws
10. Operations update (Mary)

- a. Mary is continuing to obtain insurance quotes for Board members.
- b. Mary and Vikki will update the Board next time on insurance quotes.

11. **Next Steps:**

- a. All Board members are asked to send out website to friends/other community members. Also, be on the lookout for potential facilities.
- b. Tom - will talk to Foundation for the Carolinas non-profit to possibly hold monies for us and make introductions between BofA and Center City Partners and Mary and Vikki.
- c. Corliss - will find out more information about curriculum copyright laws.
- d. Vikki will bring back potential revised contracts for review.
- e. Mary and Vikki will report back about prospective employees and progress on marketing / curriculum.
- f. Future agenda items - **Tentative Next Meeting: Wednesday, July 9th 3-5pm**
 - i. Facilities update
 - ii. NGLC budget approval / where NGLC grant will be deposited - Foundation for the Carolinas?
 - iii. 501(c)(3) status update
 - iv. Consultant contracts
 - v. Copyright laws on curriculum
 - vi. Marketing and Curriculum updates
 - vii. Board insurance quotes

12. Meeting is adjourned at 7:05pm