

**Charlotte Lab School Board of Directors Meeting**  
**Wednesday, October 21, 2015, 5:00-7:00pm**  
**301 E. 9th Street, Charlotte**

**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
5:00pm	5'	Welcome / Review tonight's agenda	Tom Murray
5:05pm	30'	Follow-up from last meeting: <ul style="list-style-type: none"> <li>● Budget status</li> </ul>	Acadia, Shelli Merritt
5:35pm	30'	<b>Programming:</b> <ul style="list-style-type: none"> <li>● Head of School Update</li> </ul>	Mary Moss Brown
6:05pm	30'	<b>Governance:</b> <ul style="list-style-type: none"> <li>● Committee Updates: <ul style="list-style-type: none"> <li>○ Strategic Planning/Goals</li> <li>○ New Board Members</li> <li>○ Fundraising/Grants</li> </ul> </li> </ul>	Corliss Brown Thompson Katie Morrison Reed Andy Culicerto Tom Murray
6:35pm	10'	<u>New Business &amp; requests for next meeting</u>	
6:45pm	5'	Review next steps and owners	Joel Bonasera
6:50pm	10'	Approve minutes from last meeting	Joel Bonasera
7:00pm		Adjourn meeting	Tom Murray

**Present:** Tom Murray (Chair), Mary Moss (non-voting), Peter Bove, Dee Lanier, Andy Culicerto, Joel Bonasera (Secretary, via phone), Katie Morrison-Reed, Corliss Brown-Thompson

**Absent:** Apri Gassaway (Vice Chair), Emily Zadigian Jenkins

**Non-Board Members Present:** Jenny H., Amanda G., and Jennifer M. from Acadia Northstar, Shelli Merritt (Head of Operations)

## Charlotte Lab School Board of Director Minutes, 10.21.15

Meeting called to order at 5:05 by Board Chair.

### 1. Budget Status

- a. The finances are reconciled up through August.
- b. September is not quite completely reconciled with a few purchases left to complete.
- c. Overall, our accounting firm is impressed with how organized the financial records have been.
- d. At Acadia's urging, we have obtained a credit card to use for purchases instead of a debit card. This is considered safer and easier to manage from a cash flow standpoint.
- e. NEXT STEPS: Shelli (with support from Board members Katie and Tom) will prepare a monthly version of the budget and update numbers based on actual spending patterns
- f. Steps are being taken to tighten up the operating costs for lunch catering.
- g. Self Help is satisfied with our record keeping and has dispersed the final part of the loan per their conditions on funds previously available being spent.

### 2. Head of School Update

- a. Last day of first quarter is tomorrow, the 22nd.
- b. Some small changes to the schedule will be made.
- c. Google Sites for each classroom will launch soon.
- d. Masteryconnect will also launch to provide parents and families up to date information on their student's progress.
- e. Personnel adjustments
  - i. A currently part-time EC teacher will be shifted to a full time position in order to better serve the EC population as well as assist with behavior management.
  - ii. Motion to hire an assistant for 1st grade: Mary. Cost will be \$22K.
  - iii. Motion to transfer Meg Scott from a part-time EC to full time working on EC, literacy, administration, and behavior management: Mary. Seconded by Andy, vote passed unanimously.
- f. In the next few weeks, we'll start getting ready for the next recruitment season.
- g. Parent involvement has been great, especially with lunch assistance and clerical work.
- h. PTSO is up and running.
- i. Dee Lanier is spearheading a Lab Dad program.

### 3. Governance

- a. Strategic Planning/Goals
  - i. Long term planning in January
  - ii. Need a more specific framework on how progress on goals will be reported
- b. New Board Members
  - i. Received four new resumes from interested parties
  - ii. Meetings are being set with these candidates to begin the screening process
- c. Fundraising/Grants
  - i. We were invited to apply for the \$75k Seeds of Hope grant.
  - ii. The committee decided not to apply for the Federal Charter School Startup grant as our demographics did not match the criteria closely enough to suggest acceptance.
  - iii. Charter School Growth Fund visited the school in September in order to assess our potential for future support.

### 4. New Business and Requests for Next Meeting

- a. Mary shared need to discuss long-term facilities plans
  - b. Board needs to consider pros/cons of PTSO remaining part of CLS 501c3 or applying for their own
5. Approve Previous Meetings
- a. Andy motion to approve, seconded by Corliss, passed unanimously

Meeting adjourned at 6:46

#### Next Steps

1. Shelli (with support from Board members Katie and Tom) will prepare a monthly version of the budget and update numbers based on actual spending patterns
2. Need a more specific framework on how progress on goals will be reported