

## Charlotte Lab School Board of Directors Meeting

Wednesday, November 18, 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> <li>• Monthly status</li> </ul>	Acadia, Shelli Merritt
5:35pm	40'	<b>Programming:</b> <ul style="list-style-type: none"> <li>• Head of School Update and review of calendar</li> <li>• Budget requests</li> <li>• Vote on budget requests</li> <li>• Ideas for Board professional development; sharing of resources from NSVF conference and request for committees</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 process progress</li> <li>○ New Board Members update and vote</li> <li>○ Fundraising/Grants update</li> </ul> </li> </ul>	Corliss Brown Thompson Katie Morrison Reed Andy Culicerto Emily Jenkins
6:35pm	10'	New Business & requests for next meeting	
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), Dee Lanier, Andy Culicerto, Joel Bonasera (Secretary), Corliss Brown-Thompson, Emily Zadigian Jenkins, Apri Gassaway (Vice Chair), Katie Morrison-Reed (via phone), Peter Bove (via phone)

**Absent:** None

**Non-Board Members Present:**

Jenny H., Amanda G., and Jennifer M. from Acadia Northstar, Shelli Merritt (Head of Operations)

Meeting called to order at 5:12 by Tom Murray

1. Budget Update with Acadia Staff

- a. Final student count for state funding is 280. Any additional students will still garner funding from their respective counties.
- b. House Bill 97 Section 80.18A has provided for a \$750 bonus for teachers with funds provided by the state. The timing and amount of this bonus is at the discretion of individual charter schools.
- c. A board action to provide an amount for Line 3: Board of Directors Expenses is requested. Previously, roughly \$3300 was spent (e.g. travel and research, board meeting food).
- d. A board action to provide an amount for Line 5: Non-Cap Instructional Equipment is requested. According to Acadia, we have spent roughly \$180,000 in this category.
- e. Making changes to the "budget" in this fashion is normal practice for schools based on the common language among accounting in this sphere (often related to the software that is mandated by the state).
- f. Acadia is in the process of producing a budget tracker that will more clearly present information on current status of expenditures and revenue now that our records are up to date.
- g. While the state and county funds are now known, the amount of money provided by the federal government (e.g. EC costs) are still not known, likely until January.
- h. The board reviewed the financials at length, specifically October and November.

2. Budget Requests

- a. Increase Salaries line item to increase available time for Guidance, to hire an operations assistant (to assist with clerical and operations), and an additional TA (will provide one TA per grade level for the lower grades)
- b. Increase Books and Supplies
- c. Increase Benefits line item based on new hires
- d. Increase technology budget
- e. Increase Non-Cap Equipment and Leases
- f. Increase Staff Development line item for PD stipends
- g. Increase Custodial budget to hire a full time custodian and operations expert (this would consolidate several different services into one person and provide support during the day)
- h. Motion to approve the above budget changes by Joel, seconded by Dee. Passed unanimously with 9 votes at 6:15.

*Dee Lanier left the meeting at 6:22.*

Motion to approve the previous minutes by Andy, seconded by Joel.

Approved unanimously by 8 members at 6:23.

*Andy Culicerto, Apri Gassaway and Emily Zadigian Jenkins left the meeting at 6:29.*

3. Head of School Update

- a. Dr. Moss will forward a detailed update on coursework based on parent feedback.
- b. Fundraising towards our \$250,000 is on track with only \$16,000 left to raise by Dec. 1st.
- c. 140 attendees to two open houses with two more on the calendar that are both fully reserved.
- d. Center City Partners visited last week and are helping with community connections

- e. First Ward Park opens Dec. 8th and CLS will participate in that opening. This will provide more outside space for our students.
  - f. Facilities
    - i. Everything in the building work except for a single door is completed.
    - ii. Initial furnace preparation will be covered by our service provider
  - g. Fire drills and inspection are all in compliance
  - h. Masteryconnect is coming online soon which will provide quantitative measures of student growth. January timeline.
  - i. We were invited to apply for a \$75k grant via Foundation for the Carolinas to fund our playground and outside space.
4. Governance
- a. New Board Member Vote on J. Casey Rentch.
  - b. Rentch would provide a wealth of knowledge on accounting and finance as well as connections to possible outside assistance.
  - c. Nominated by Corliss Brown, passed unanimously with 9 votes at 6:21
5. New Business
- a. No new business

#### Next Steps

1. It would be beneficial to have a future board member with HR experience to help our operations staff navigate some of the details of employment law and hiring process.
2. Further investigation of the upfit of the uninhabited space
3. Planning for Committees and reporting continues
4. Pursue a way to document the special needs of our students to better communicate our needs to funders (grants) and internally (education and guidance staff)
5. Invite teachers to board meetings periodically to provide some perspective

Meeting adjourned at 7:08.