

# Charlotte Lab School Board of Directors Meeting

Wednesday, November 11, 2016, 5:45-7:30pm

UNC-Charlotte, Room 1102

## 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
5:45pm	15'	Welcome / Review meeting agenda Catch-up	Tom Murray <i>Board Chair</i>
6:00pm	10' each	<b>Governance: Committee Reports</b> <i>Each committee will present their 2016-2017 goals and action steps. Mary will review Google share folder set-up for committee work.</i> <ul style="list-style-type: none"> <li>● Governance - Lisa &amp; Lindsay                             <ul style="list-style-type: none"> <li>○ Board membership update</li> <li>○ <b>VOTE:</b> Extension of Tom Murray's board term</li> </ul> </li> <li>● Facilities - Andy</li> <li>● Finance &amp; Fundraising - Casey &amp; Emily, co-chairs                             <ul style="list-style-type: none"> <li>○ <b>VOTE:</b> Monthly Budget approval - Casey</li> <li>○ Grants Subcommittee - Emily</li> </ul> </li> <li>● School Performance &amp; Culture - Corliss &amp; Lindsay, co-chairs                             <ul style="list-style-type: none"> <li>○ Diversity &amp; Inclusion Subcommittee - Kendra Johnson</li> <li>○ Wellness Subcommittee - Nick Clavin , Meegan Whelan</li> </ul> </li> <li>● Strategic Planning - Tom                             <ul style="list-style-type: none"> <li>○ Growth &amp; Expansion Subcommittee - Mary</li> </ul> </li> </ul>	Committee Chairs
7:00pm	15'	<b>Head of School Report</b> <ul style="list-style-type: none"> <li>● Q1 update                             <ul style="list-style-type: none"> <li>○ Enrollment</li> <li>○ Student and staff performance and culture</li> <li>○ Upcoming events and initiatives</li> </ul> </li> </ul>	Mary Moss Brown
7:15pm	5'	<b>Approve Minutes:</b> Review minutes from 9/25 and committees	Corliss Brown <i>Secretary</i>
7:20pm	5'	<b>Summary:</b> Review next steps and owners	Corliss Brown <i>Secretary</i>
7:25pm	5'	<b>Public Comments</b> (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
7:30pm		<b>Adjourn</b> meeting	Tom Murray <i>Board Chair</i>

**Attendance: Tom Murray (chair), 2 guests, Susannah Lund, Lindsay Thompson, Corliss Thompson (secretary), Andy Culicerto, Casey Rentch (treasurer), Lisa Frison, Emily Jenkins, Nick Clavin**

### **Welcome and Catch-Up**

Casey reported on successful audit process. CLS was issued clean audit. Recommendation to ensure that minutes are posted in a timely fashion. Shelli Merritt's work on successful audit was noted.

### **Governance: Committee Reports**

*Each committee will present their 2016-2017 goals and action steps.*

*Mary will review Google share folder set-up for committee work.*

- Governance - Lisa & Lindsay (*See CLS Governance Committee Goals Document*)
  - Met on October 4th. Reviewed deliverables from retreat
  - Committee created goals for governance committee
  - Board membership update
    - Discussed board membership needs (Education, fundraising experience and capacity, real estate, diversity from multiple perspectives)
  - **VOTE:** Extension of Tom Murray's board term
  - **Lisa Motioned to extend Tom Murray's board chairmanship for two years. Andy seconded. Unanimous vote (7 votes).**
- Facilities - Andy
  - In consultation with real estate agent about long term facilities needs
  - Looking at financials for growth and space based on student numbers
  - Consideration of space for middle school.
- Finance & Fundraising - Casey & Emily, co-chairs (*See CLS Finance and Fundraising Goals and Action Plan*)
  - Determine reporting structure for financials with schedule for board meeting
  - Monthly Budget review - Casey
  - Grants Subcommittee report - Emily
- School Performance & Culture - Corliss & Lindsay, co-chairs (*See CLS School Performance and Culture Plan*)
  - Diversity & Inclusion Subcommittee - Kendra Johnson
  - Wellness Subcommittee - Nick Clavin , Meegan Whelan (*See CLS Wellness Committee Plan*)
- Strategic Planning - Tom
  - Growth & Expansion Subcommittee - Mary
    - Formed a team amongst faculty members
    - Find additional board committee members
    - Tom to tap his strategic planning committee to support CLS work over spring months

### **Head of School Report**

- Q1 update
  - Enrollment is above target - 403 (targeted 375)
  - Student and staff performance and culture - [State of the School presentation](#) to be given 9/27
  - Upcoming events and initiatives

**Approve Minutes:** Review minutes from 9/23 and committees; Andy motioned to approve; Emily seconded the motion. Lindsay, Emily, Andy, and Corliss voted in favor of approving minutes.

**Summary:** Review next steps and owners

- Mary and Tom will follow up with real estate lead
- Tom will connect with UNCC regarding real estate needs
- Facilities committee will meet in the next week to follow up on conversation
- Determine calendar for board meetings
- Change the location for the next meeting

<https://docs.google.com/document/d/183jwjE24MBIGuel-4iCMWguAGancBFadF1-N3UrxPAs/edit>

- o Mary and Tom will get a minute taker for the next meeting.
- o Tom will talk to Daniel about board parking