

Charlotte Lab School Board of Directors Meeting

Wednesday, February 17, 2016, 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	5'	Vote on new secretary to replace Joel Bonasera	Tom Murray
5:10pm	35'	Programming: <ul style="list-style-type: none"> • State of the School report, including: <ul style="list-style-type: none"> ○ Parent survey data ○ Current academic data 	Mary Moss Brown
5:45pm	25'	Governance: <ul style="list-style-type: none"> • Committee Updates: <ul style="list-style-type: none"> • New Board Members Group - Corliss Brown <ul style="list-style-type: none"> ○ Vote on new member ○ Review current member matrix ○ Prioritize needs • Fundraising/Grants update - Emily Jenkins <ul style="list-style-type: none"> ○ Whole Foods ○ Playground update • Strategic Planning - Apri Gassaway <ul style="list-style-type: none"> ○ Board training: setting expectations ○ Committees: leads, assignments & goals ○ Board retreat 	Committee Members/Leads
6:10pm	20'	Finance: <ul style="list-style-type: none"> • Head of Operations budget review • Projections update – in progress: Casey Rentch 	Shelli Merritt
6:30pm	20'	Presentation & discussion of plan to increase socioeconomic diversity Determination of special committee members	Mary Moss Brown
6:50pm	5'	Review next steps and owners	Secretary
6:55pm	5'	Approve minutes from meetings in	Secretary
7:00pm		Adjourn meeting	Tom Murray

MINUTES

Charlotte Lab School, February 17, 2016

5-7pm

Members Present: Andy Culicerto, Emily Jenkins, Casey Rentch, Tom Murray, Corliss Brown, Apri Gassaway (via conference call)

Non-Members Present: Mary Moss Brown, Vikki Tunick, Kendra Johnson, Shelli Merritt

Members Absent: Peter Bove, Dee Lanier

3rd Grade Student Presentation

Teacher Mary Ashley Davino had two groups of 3rd grade students present their work on urban gardening.

Tom Murray called the meeting to order at 5:23pm

- Members discussed who would take on secretary position; no members volunteered.
- It was determined that a member will take notes each meeting until a new member is selected for the secretary position; these notes will then be emailed to Andy Culicerto, who will work on revising/editing the minutes in preparation for approval at the following meeting and posting on the school website
- Kendra Johnson, Mary Moss Brown and Vikki Tunick will be taking minutes for the meeting

Programming:

1. See Mid-Year Update: State of the School handout provided by Mary Moss
2. See School Data Analysis handout provided by Mary Moss
 - a. Kendra Johnson (Principal Intern) reviewed the data
 - b. It was discussed that while our diversity is promising, it will be difficult/slow to change because of the few seats available each year due to sibling policy
 - c. There are likely students who qualify as EC or TD but who are not formally designated because of previous schooling where they may not have been tested
 - d. Members inquired about whether it was possible to find MAP data for comparable district schools
 - e. Staff indicate that the data will provide more useful performance information once students take the MAP tests again in the spring and we are able to analyze growth data
 - f. It will be important to look at socioeconomic and race factors at that time
 - g. Staff also indicated that current MAP results have been used specifically in math to assign students to groups based on their needs in different skills: some students will receive intensive remediation, others practice for fluency, and others will have opportunities to apply understanding through projects
 - h. Staff pointed out factors that might influence the number of 1st grade students who did not make grade level progress, including: different teachers administering assessments, the higher number of levels students are expected to grow in 1st grade
 - i. Many results are as-expected; Board and staff need to be aware of discrepancies with race/gender/socioeconomic status

Governance:

1. Due to the absence of any members of the public, it was decided “closed session” was not required.
2. Nominations
 - a. Corliss presented the LinkedIn Profile for a prospective Board member - Lisa Frison; previously a Board Member for a local charter school KIPP Charlotte
 - b. Lisa previously interviewed with Tom, Corliss, and Mary - discussed her alignment with Lab
 - c. Corliss made a motion to nominate Lisa Frison to the board
 - d. Andy seconded the motion
 - e. Corliss shared the relevant questions Lisa asked during school tour - members discussed her experience; Lisa was recommended by a former board member Michelle Thornhill
 - f. Andy made a motion to add Lisa to the board, Emily seconded the motion; motion passed with 6 members present
 - g. Corliss will step off Nominations Committee and April will join Nominations
3. Fundraising
 - a. \$2,000 Whole Foods Garden Grant approved
 - b. Playground committee is currently getting proposals from a few vendors
 - i. construction would begin during the current school year
 - ii. once money is raised, approx. 6 weeks for construction
 - iii. funder will not let school use existing funds, so school must raise \$30,000
 - iv. STEM grant written for \$45,000
4. Strategic Planning (Mary presents; Vikki begins taking minutes)
 - a. Corliss, Mary and Apri met to discuss board development
 - b. Discussed bigger picture for board - create a committee for marketing, communications and recruitment efforts for socioeconomic diversity
 - c. Corliss and Tom are interested in being part of the group; Mary would like to speak to a few community members as well as parents and staff to add committee members
 - d. This committee will present back to the board at the next meeting

Finance: (Shelli presents)

1. Discussed current school budget
2. Includes changes to budget with recent grant earnings for playground campaign
3. Casey made a motion to approve the changes to the budget as of 2.17.16, Corliss seconded the motion; motion passed with 6 members present
4. Casey is willing to chair the Finance committee but Board believes we need to add members to the board with Finance background to support with finances
5. Casey and Shelli are currently building a projection model to cover the next 5 years to help allocate capital going forward

Next Meeting: Friday, March 18 @ 1pm

7:10pm Andy made a motion to adjourn the meeting, Emily seconded, motion approved with 6 members present