

Charlotte Lab School Board of Directors Meeting

Friday, March 18, 2016, 1:00-3:00pm

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 MEMBERS IN ATTENDANCE: Lisa Frison, Emily Jenkins, Andy Culicerto, Corliss Thompson, Dee Lanier (via phone), Peter Bove (via phone), Apri Gassaway (via phone), Casey Rentch (via phone)

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
1:00pm	10'	Welcome / Review tonight's agenda Introduction of Lisa Frison Review norms Identify secretary to take notes for the meeting	Mary Moss Brown
1:10pm	20'	Programming: <ul style="list-style-type: none"> o Current issues update o Student progress update o Future planning update o Admissions update o PTSO request: 501c3 Need volunteer to investigate pros/cons?	Mary Moss Brown
1:30pm	40'	Governance: <ol style="list-style-type: none"> 1. Committee Updates: <ul style="list-style-type: none"> New Board Members Group – Apri Gassaway Personal update Determine chair and members Review current member matrix Prioritize needs and discuss timeline Fundraising/Grants update - Emily Jenkins STEM grant 	Committee Members/Leads

		<p>Playground update Facilities Committee – Mary Moss Updates from meeting with D. Levine Planning meeting needed Finance Committee Current Budget review – Shelli Merritt Projections for 2016 – Shelli Merritt Progress update on financial model – Casey Rentch Strategic Planning – Corliss Brown Members? Board retreat: dates, goals & agenda</p>	
2:30pm	20'	<p>Presentation & discussion of plan to increase socioeconomic diversity Determination of special committee members Review and approve letter to community</p>	Mary Moss Brown
2:50pm	5'	Review next steps and owners	Secretary
2:55pm	5'	Approve minutes from meetings in October 2015-February 20	Secretary
3:00pm		Adjourn meeting	Mary Moss Brown

Non-Board Members Present

Shelli Merritt (Head of Operations) and Susannah Lund (Director of Development)

Meeting called to order at 1:13 by Mary Moss

1. **Closed session** (1:15: Closed Session Minutes: Andy motion to go into closed session. Corliss seconded motion)
2. Programming
 - A. Families have been given MAP scores
 - B. Students are working in grade level groups for literacy and math block.
 - C. School calendar- 1025 hours required, over the hours required by the state, 4th quarter is longer, to account for testing. Calendar created based on lessons learned from this year.

Motion to approve calendar: Andy motioned to approve calendar. Emily seconded motion to approve calendar. All in agreement. Motion passed

- D. 865 children participated in lottery. 160 students were admitted.
- E. For 2016-2017, in rising 4th and 5th, 2 classes of 25. Created 3 classes of 20, created additional 10 seats in rising 4th and 5th
- F. In the lottery according to bylaws, siblings have priority
- G. Andy will check on 501c3. School operates 501c 3. PTSO would have their own independent board. Board is in support of PTSO forming a 501c3
3. Governance
 - A. New Board Members Group – Apri Gassaway
 1. Apri had been asked to assume leadership of New Board Members Group and declined. Andy Culicerto will chair committee along with Lisa Frison
 2. Specifically need a human resources attorney
 3. Strategic planning is needed. Hold a retreat during spring and summer. Committee needed for planning. Andy, Lisa, and Casey will be on strategic planning committee
 - B. Fundraising/Grants update - Emily Jenkins
 1. STEM grant, \$10,000 STEM grant from NSA (Equipment, staff member) Will find out more about how to retrieve and use money.
 2. Playground update, happy with design, but over target budget
 - C. Facilities Committee – Mary Moss
 3. Updates from meeting with landlord. Feels positive about the work that CLS is doing. Approved to moved forward with construction
 4. Plans for new space will be shared at next meeting
 5. Metropolitan building will be moved allowing more space for playground
 6. Facilities planning meeting needed

D. Finance Committee:

1. Current Budget review – Shelli Merritt
2. Projections for 2016 – Shelli Merritt
3. Progress update on financial model – Casey Rentch
4. Finance Committee members needed. Need for board recruitment
5. Transportation: In the process of examining new companies, costs, bids. Hoping to outsource
6. Acadia continues to play an important role in getting money from the state and counties. Many transactions that they help process
7. Extension for taxes have been filed until the end of the fiscal year
8. Additional expenses to come during the summer

Motion to approve the change in budget (Andy). Corliss seconded motion. All approved. Motion passed.

- E. Presentation & discussion of plan to increase socioeconomic diversity
 1. Determination of special committee members: Dee, Emily, Corliss
 2. Committee will meet to discuss approach
- F. Motion to approve previous minutes. Lisa abstained. Will need to vote at next meeting to get quorum.
- G. Corliss volunteered for secretary position.

4. Next Steps

- A. Mary follow up on closed session
- B. Andy, Casey, Lisa-strategic planning, date to come for retreat
- C. Andy, Lisa-new members committee
- D. Tom-meet with Jack Glasgow about available facilities
- E. Andy, follow up on 501c3