

Charlotte Lab School Board of Directors Meeting

Wednesday, May 18, 2016, 5:30-7:30pm

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
5:30pm	10'	Welcome / Review meeting agenda	Tom Murray
5:40pm	30'	Programming: <ul style="list-style-type: none"> ○ Current issues update ○ Academic progress update ○ Faculty update: professional development & hiring <ul style="list-style-type: none"> ▪ End of year faculty celebration ○ Diversity & Inclusion update: Committee meeting 5/24, 6pm 	Mary Moss Brown
6:10pm	60'	Governance: Committee Updates: New Board Members Group – Andy Culicerto Fundraising/Grants - Emily Jenkins Playground Facilities Committee – Mary Moss Expansion project: VOTE NEEDED Finance Committee Monthly Budget report – Shelli Merritt Revised Projections: VOTE NEEDED Projections for 2016 – Shelli Merritt Staffing plan for 2016: VOTE NEEDED Progress update on financial model – Casey Rentch Strategic Planning – Casey Rentch/Andy Culicerto Next steps Board Development – Corliss Brown/Lisa Frison Retreat plans Secretary Role – Corliss Brown: VOTE NEEDED Vice Chair Role: NOMINATION & VOTE NEEDED	Committee Members/ Leads
7:10pm	5'	Review next steps and owners	Secretary
7:15pm	10'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
7:25pm	5'	Approve minutes from April meeting	Secretary
7:30pm		Adjourn meeting	Tom Murray

--	--	--	--



Charlotte Lab School Board of Directors Meeting

Wednesday, May 18, 2016, 5:30-7:30pm

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.

PRESENT: Lisa Frison (phone), Peter Bove (phone), Emily Jenkins, Tom Murray, Apri Agyapong, Andy Culicerto, Corliss Thompson,

Absent: Casey Rentch

Meeting called to order by Tom Murray at 5:40.

- I. Welcome/Review meeting agenda
 - A. Review norms
- II. Programming
 - A. Current Issues Update
 - i. No major updates. Previous issues have been resolved
 - ii. Mary Moss Brown has visited charter schools and funders in DC and San Francisco
 - iii. Community tour will be held on 5/20. 3 board members will attend
 - iv. Mary will send out end of year report. Board members will note additional data requests
 - B. Academic Progress Update
 - i. STAMP assessment results
 - ii. Most students are at the mid-novice to high-novice level. Equivalent to 2nd grade full immersion or end of 1st year high school.
 - iii. End of year wrap up will be in June
 - C. Faculty update: professional development & hiring
 - i. Still on target for 100% faculty retention rate. Teacher positions may be shifted
 - D. Diversity & Inclusion update: Committee meeting 5/24, 6pm
 - i. Letter has been sent to community about socio-economic diversity.
- III. Governance
- IV. New Members
 - A. Board can expect a full update next month.
 - B. There are candidates interested in being a part of the board. We are taking time to assess skills needed.
- V. Fundraising/Grants
 - A. \$110,000 needed for playground. Have raised \$42,325, enough to receive Seeds of Hope Matching
 - B. Playground construction should start August 1st
 - C. Currently applying for grant through Cam Newton Foundation
 - D. Emily will share list of where we've applied for grants and status with board members

- E. Mary will follow up with interested donor that is connected with Tom
- F. Will send a letter to new families about fundraising
- VI. Facilities Committee
 - A. Mary will share most current design and budget for expansion with board
- VII. Finance Committee
 - A. Shelli Merritt reviewed changes to budget.
 - i. **Andy motioned to approve, Lisa abstained, 6 of 8 voted, motion approved.**
 - B. Insurance, quote from a company that works with established schools. Changes: Commercial umbrella, Worker's Comp is higher, student accident insurance. Policy expires today.
 - i. **Andy motioned to approve changes related to insurance policy documented in Insurance Companion 2016-2017. All in favor of changes to insurance policy 7 of 8 board members voted in favor.**
 - C. Acadia-Provides system of checks and balances, 3rd party, accounts payable, all checks are reviewed by Acadia, handle payroll, file taxes, insurance premiums. Coordinate payments from gov't.
 - i. **Apri motioned to rehire Acadia, Emily seconded, all in favor-motion passed (7 of 8 board members voted in favor)**
 - ii. As we grow next year we will re-visit money management firms vs internal, charter financial services.
 - D. Financial model-Shelli, Casey and Mary are sitting down to think about projections for 2016. New contracts are just coming in so, they are working on projections
- VIII. Strategic Planning
 - A. No update
- IX. Board Development
 - A. Officer Positions
 - i. Andy motions that Corliss Thompson is secretary. Seconded by Emily. All approved (7 of 8)
 - ii. Andy motions that Casey is treasurer. Seconded by Apri. All approved (7 of 8)
 - iii. Corliss motions Andy vice-chair. Emily seconded. All approved (7 of 8)
 - B. Retreat will be in August, still working on date
- X. Other
 - A. Board support for faculty end of year celebration
 - B. Consider board support for individual students with purchasing books at book fair next year