

Charlotte Lab School Board of Directors Meeting

Wednesday, June 15, 2016, 5:30-7:30pm

101 S Tryon Street, Suite 2200

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"> ○ Year-end update ○ Feedback on year-end report data ○ Summer planning update ○ Staffing update ○ Diversity & Inclusion update - vote needed later this month 	Mary Moss Brown
6:10pm	30'	Governance: <ul style="list-style-type: none"> • Committee Updates: <ul style="list-style-type: none"> ○ New Board Members Group – Andy Culicerto ○ Fundraising/Grants update - Emily Jenkins <ul style="list-style-type: none"> ■ Playground update ○ Facilities Committee – Mary Moss <ul style="list-style-type: none"> ■ Progress update ○ Finance Committee – <ul style="list-style-type: none"> ■ Monthly Budget report – Mary Moss ■ Projections for 2016 – Mary Moss ■ Progress update on financial model – Casey Rentch ○ Strategic Planning – Casey Rentch/Andy Culicerto <ul style="list-style-type: none"> ■ Next steps ○ Board Development – Corliss Brown/Lisa Frison <ul style="list-style-type: none"> ■ Retreat - August 12th 	Committee Members/ Leads
6:40pm	5'	Review next steps and owners	Secretary
6:45pm	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:50pm	10'	Approve minutes from March meeting	Secretary
7:00pm		Adjourn meeting	Tom Murray

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5:30pm	10'	Welcome / Review meeting agenda	Tom Murray
5:40pm	30'	<p>Programming:</p> <ul style="list-style-type: none"> o Year-end update o Feedback on year-end report data <p>ASK MARY FOR LIST OF DATA THAT SHE WILL REPORT ON What is CMS's expectation? Examine comparison to schools where students came from Further examination of data and reporting is being worked on Mary is working on compiling report and preparing to explain data</p> <p>Executive summary</p> <ul style="list-style-type: none"> o Summer planning update <p>Developing curriculum Working on things differently and better for next year</p> <ul style="list-style-type: none"> o Staffing update <p>Still working on hires 100% retention rate. CMS</p> <ul style="list-style-type: none"> o Diversity & Inclusion update - vote needed later this month <p>Working on letter to send to NC State Board</p>	Mary Moss Brown
6:10pm	30'	<p>Governance:</p> <ul style="list-style-type: none"> • Committee Updates: <ul style="list-style-type: none"> o New Board Members Group – Andy Culicerto <p>Discussion was that we had certain needs. Major need was HR experience. Waiting until retreat. Lin Andy motions to extend offer to join board to recent candidate for employment law Emily, Apri, Seconded Her board, Lindsay, Vikki has a notebook, signed documents, that Corliss will meet with Susannah</p> <ul style="list-style-type: none"> o Fundraising/Grants update - Emily Jenkins <ul style="list-style-type: none"> ■ Playground update <p>Exceeded goal, 20 more days, able to get everything in drawing. What we don't know is how much it will cost to shade the entire playground. Will shade what we can afford and we can add shade as needed. June 30th, figure out number and then send a blast so people Playground is a 2 week project, first 2 weeks of August</p> <ul style="list-style-type: none"> o Facilities Committee – Mary Moss <ul style="list-style-type: none"> ■ Progress update ■ Get facilities committee together in early to mid-July ■ Considering best way to fund facilities improvement o Finance Committee – <ul style="list-style-type: none"> • <ul style="list-style-type: none"> ■ Monthly Budget report – Mary Moss <p>End of year close out will happen at July meeting Motion to approve budget, Andy, Corliss seconded. All approved.</p> <ul style="list-style-type: none"> ■ Projections for 2016 – Mary Moss ■ Progress update on financial model – Casey Rentch 	Committee Members/ Leads

		<p>Financial model was reviewed by board Considering fundraising from campaign, friends of lab school, and developing strategy, matching Lund will spend more time on fundraising and not on everyday operations Recommend plan that Shelli and Mary have recommended. Need to watch trends Finance committee is developing contingency plan Examine timing of expenses, Approve budget recommended by finance committee. Finance committee will create contingency plan in case revenue doesn't meet expectation. The finance committee and board will monitor budget monthly and adjust as needed.</p> <ul style="list-style-type: none"> ○ Strategic Planning – Casey Rentch/Andy Culicerto <ul style="list-style-type: none"> ■ Next steps ○ Board Development – Corliss Brown/Lisa Frison <ul style="list-style-type: none"> ■ Retreat - August 12th 	
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