

Charlotte Lab School Board of Directors Meeting

Monday, July 25, 2016, 8-9pm

Via Conference Call: #(712) 775-7031, Code: 219944, Host: 1750

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
8:00pm	10'	Welcome / Review meeting agenda <ul style="list-style-type: none"> • Welcome & introductions of new board member: Lindsay Thompson 	Tom Murray
8:10pm	20'	Programming: <ul style="list-style-type: none"> o Q&A on Year-End Report o Summer planning update o Staffing update o Diversity & Inclusion update - Lottery Plan vote needed 	Mary Moss Brown
8:30pm	30'	Governance: <ul style="list-style-type: none"> • Committee Updates: <ul style="list-style-type: none"> o New Board Members Group – Andy Culicerto <ul style="list-style-type: none"> • Vote on new member • Timeline plan for additional new members (now 7-8) o Fundraising/Grants update - Emily Jenkins <ul style="list-style-type: none"> ■ Playground update o Facilities Committee – Mary Moss <ul style="list-style-type: none"> ■ Progress update o Growth & Expansion Committee - Mary Moss o 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 o Strategic Planning – Casey Rentch/Andy Culicerto <ul style="list-style-type: none"> ■ Next steps o Board Development – Corliss Brown/Lisa Frison <ul style="list-style-type: none"> ■ Retreat - 8/12: Determine location & lunch 	Committee Members/ Leads
9:00pm	5'	Review next steps and owners	Secretary
9:05pm	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
9:10pm	5'	Approve minutes from March meeting	Secretary

9:15pm	Adjourn meeting	
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Retirement Program Background

In 2015, Charlotte Lab School (CLS) opted out of the state pension program due to the cost and inability to exit the plan once enrolled

- Charter schools have only one opportunity to opt into the state pension plan
- The cost and inflexibility was prohibitive for CLS in year 1 and has been detrimental to the budgets of other charter schools in financially lean times

In lieu of the state pension, Charlotte Lab School offers a 403(b) plan which is the non-profit version of a 401(k)

- Minimum participation rate: 1%
- Maximum participation rate: \$18K

School has the discretion to match (profit share) up to 3% but has not yet contributed

- Currently only 32% of faculty participate
 - 64% of administrators
 - 17% of teachers

The low participation rate can be due to:

- Lack of incentive to save for retirement;
- Inability to save for retirement;
- Absence of focus on saving for retirement; and
- Lack of knowledge and/or understanding the program.

At 100% faculty participation a 1% - 3% match would cost \$19K to \$56K

- Marginal cost relative to participation in the state pension
- Even with a 3% match, the savings benefit is still modest

Contributing to the plan is:

- A strategy to retain talent
- An employer's responsibility to its employees

Proposal

With the cost-matching resulting in a modest cost to the school, Charlotte Lab School proposes the following:

- Offer a Retirement Planning workshop during faculty orientation in mid-August;
- Help all faculty enroll in the plan, aiming to make a 3% matching contribution by FYE 2016-17.

MINUTES

Monday, July 25, 2016

Board Members Present: Tom Murray, Casey Rentch, Lindsay Thompson, Emily Jenkins, Peter Bove, Andy Culicerto (6/8 members).

Board Members Absent: Corliss Brown, Lisa Frison

Welcome / Review meeting agenda, 8:03pm

- Welcome & introduction of new board member: Lindsay Thompson
- Lindsay introduced herself and shared her background as an employment litigator, and experience with previous school boards and human resources work

Programming, 8:06pm

8:06pm, Q&A on Year-End Report

- Dr. Moss Brown reviewed the year-end report and fielded questions about growth and proficiency in reading and mathematics
- Vikki Tunick, Assistant Head of School and former reading specialist, explained Fountas & Pinnell reading levels and how to analyze growth

8:34pm, Dr. Moss Brown explained that summer planning was proceeding well, teachers working on developing new curriculum for 5th grade and revising and improving k-4 curriculum; new teachers are being trained in CLS methods for planning and curriculum

Dr. Moss Brown shared that three positions remained open, however that there were several qualified candidates in the final interview process

Due to time constraints and maternity leave of faculty member overseeing the Diversity & Inclusion Committee and lottery process, a parent-faculty-board team is meeting next week; the lottery proposal will be presented to board for vote at the retreat on August 12th

8:38pm, Peter Bove exited the call.

Governance, 8:39pm

8:39pm, Committee Updates:

Andy Culicerto introduced Nick Clavin, a local reconstructive plastic surgeon, who has a lot of fundraising experience and whose wife has event planning and fundraising experience. Dr. Clavin has background that will be helpful to the school's wellness initiatives; he is also interested in having his students attend CLS. New Board Member committee felt that Dr. Clavin exhibited skills, commitment and passion for creating a great school for all kids. Tom Murray and Andy Culicerto recommended to board to vote to add Dr. Clavin to the board. Other board members asked follow-up questions regarding his experience and particular areas of expertise that will be beneficial to the board.

8:58pm, Andy Culicerto made a motion to vote to extend an offer to Nick Clavin to join the board. Lindsay Thompson seconded the motion. Casey Rentch confirmed needs for additional board members. Emily Jenkins expressed surprise by selection of a plastic surgeon for the board but shared her trust in the New Board Member committee.

9:01pm, Nick Clavin was unanimously voted in as a new board member.

New Board Member committee will discuss next steps at the board retreat to fill remaining spots with strategic candidates.

9:02pm, Fundraising/Grants update: Emily Jenkins will be pursuing grant funding available this fall. No new updates.

9:05pm, Mary Moss Brown updated that the playground project is scheduled to begin next week. Emily Jenkins reported that she conducted research on the various surfaces planned for installation of the playground and expressed concerns about the safety of the materials being used. She has remaining questions for the Playground Design company. Emily Jenkins confirmed that the poured rubber is from recycled rubber, but NOT recycled tires and is inquiring about the rubber that is being used with the astroturf. Tom will call playground company to follow up on safety concerns.

9:13pm, Growth & Expansion Committee - Mary Moss

Mary shared that two faculty members with aspirations to lead/run schools will be submitting applications for two new charter schools and that Crescent Communities has proposed a Lab School to be located in its new River District community. Tom emphasized that our support of these new schools would not detract from the work at Charlotte Lab School but shared excitement about the possibility of impacting more students in more diverse communities in Charlotte. A suggestion was made to spend more time (perhaps at the retreat) to think through our long-term strategy and vision.

9:22pm, Finance Committee Update

Casey Rentch shared updates on Year 2 budget, revisiting tightness of budget but highlighted that additional funding has come through from State funding sources and additional federal funding sources, so there is more comfort in the new year budget. Mary shared that the books for FY2015 close on August 8th, so school will have final budget report for 2015 Year-End at the retreat on 8/12.

9:29pm, Strategic Planning – Casey Rentch/Andy Culicerto: nothing to add

9:30pm, Board Development –

Mary reminded Board about retreat on August 12th and asked for volunteers to host and provide lunch; Andy Culicerto agreed to host and will confirm tomorrow. Vikki Tunick emphasized importance of onboarding new Board members in the future and requested that the Board develop that plan to build capacity. Emily Jenkins requested that Board members receive agenda in the near future so that they are able to provide feedback in advance if they are unable to attend the retreat.

9:33pm, Mary reviewed next steps for Board Members:

- ALL: Determine goal for Board annual fundraising; discuss this in preparation for retreat on 8/12
- MARY: Follow-up with Nick Clavin re: board training, dates, and student enrollment
- TOM: Call the Playground Designer to follow-up on safety concerns
- MARY: Report back to board at retreat on 8/12
- ALL: Consider participation in the Academic Committee and/or the Growth & Expansion Committee - email Mary with interest
- ANDY: Follow up with Mary regarding retreat logistics
- MARY: Add to Retreat agenda - faculty retirement plan
- MARY: Follow up with Charter Board Partners to send out retreat agenda so that members who are unable to attend can provide feedback in advance

9:35pm, Tom opened the floor for Public Comments; No members of the public were present.

9:36pm, Tom requested board members to approve meeting minutes from March through June 2016.

9:37pm, Emily Jenkins made a motion to approve the minutes from March-June. Andy Culicerto seconded the motion. The minutes were unanimously approved.

Tom adjourned the meeting at 9:37pm