

Charlotte Lab School Board of Directors Meeting
Wednesday, September 16, 2015, 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'	Follow-up from last meeting: <ul style="list-style-type: none"> · Head of School/AHoS/HoO contract updates (Vikki Tunick) · Budget one-pager update (Shelli Merritt) 	
5:10pm	30'	Programming: <ul style="list-style-type: none"> · Head of School Update 	Mary Moss Brown
5:40pm	30'	Finance/Operations: <ul style="list-style-type: none"> · Head of School Update 	Mary Moss Brown Shelli Merritt
6:10pm	30'	Governance: Committee Updates: <ul style="list-style-type: none"> ○ Strategic Planning/Goals ○ New Board Members ○ Fundraising/Grants 	Corliss Brown Thompson Katie Morrison Reed Andy Culicerto Tom Murray
6:40pm	10'	New Business & requests for next meeting	
6:50pm	5'	Review next steps and owners	Joel Bonasera
6:55pm	5'	Approve minutes from last meeting	Joel Bonasera
7:00pm		Adjourn meeting	Tom Murray

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301 E. 9th Street, Suite 100

MINUTES

Present: Tom Murray (Chair), Apri Gassaway (Vice Chair), Mary Moss (non-voting), Dee Lanier, Andy Culicerto, Emily Zadigian Jenkins,

Absent: Katie Morrison-Reed, Corliss Brown-Thompson, Peter Bove

Non-Board Members Present: Jenny H., Amanda G., and Jennifer M. from Acadia Northstar, Shelli Merritt (Head of Operations), Vikki Rose-Tunick

Meeting called to order at 5:12 pm (Tom)

Welcome / Review Agenda (Tom)

Head of School/Admin Updates:

Finance / Operations -

1. Budget Update
 - a. Balance overview
 - b. Acadia Northstar representatives will be present at each monthly board meeting for the first year and then quarterly for the following years.
 - c. Acadia Northstar reps provided a breakdown of the services they will provide
 - d. Acadia is working on compiling the receipts from the last few months to fully rectify the budget.
 - e. Need to send the board resolution sent in July that approved the budget. (SHELLI)
 - f. Need to send board member email addresses to Acadia (SHELLI)
 - g. Need to schedule a phone call with Tom and the Acadia team to discuss the details of the financial report (TOM)
2. Fundraising / Grants
 - a. Interviewed for the \$100,000 New Schools Venture Fund
 - b. We've reached \$150,000 through the founding families for a total of \$207,000 with the board member donations.
3. Building and Operations
 - a. The first fire drill was held Sept. 4th successfully.
 - b. First health inspection: 98.5
 - c. All reports indicate that the lice outbreak was handled very efficiently
 - d. Parent volunteers has really helped with lunch logistics
 - e. Transportation: roughly 140 students on bus. Efficiency has steadily increased.
 - f. Carpool: Head of school has contacted the construction crews about their handling of traffic in the area during pickup and dropoff.
 - g. PTSO has been formed and is currently operating under our 501c3. They are still handling their own accounting at this point, though they are exploring the option of becoming their own 501c3.
 - h. PTSO Kickoff is September 29th, 6-8pm.

Programming

1. Faculty
 - a. Our part time Spanish teacher has taken on a full time role.
2. Enrollment and Registration
 - a. ADM Update: projected 291, originally 280
 - b. We continue to get contacted by families asking about registration and waitlist (which is currently over 350).

Board Member / Subcommittee Updates:

Governance -

1. Nominations process
 - a. We currently have 3 potential candidates that we need to meet in order to determine if we would like to extend them an invitation to join the board.

Next Steps -

1. Review next steps and owners
 - a. Need to send the board resolution sent in July that approved the budget. (SHELLI)
 - b. Need to send board member email addresses to Acadia (SHELLI)
 - c. Need to schedule a phone call with Tom and the Acadia team to discuss the details of the financial report (TOM)
2. Approve minutes from July and August meetings
 - a. Andy motion, Tom seconded to approve the minutes. Approved unanimously with 6 votes
3. New business and requested agenda items for next meeting
 - a. PTSO - discuss whether they should operate under our 501c3 or create their own
 - b. Weighted lottery update and discussion

Meeting adjourned at 6:40 pm (Tom)