

Charlotte Lab School Board of Directors Meeting

Wednesday, September 21, 2016, 5:45-7pm **Rescheduled for Friday, September 23, 2016 2-4pm**

Charlotte Lab School, 301 E 9th Street, ELA wing

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
2:00pm	15'	Welcome / Review meeting agenda	Andy Culicerto <i>Board Vice Chair</i>
2:15pm	10'	VOTE: Review and Approval of July minutes Review retreat notes and provide feedback and ideas for future support	Corliss Brown <i>Secretary</i>
2:25pm	50'	Governance <ul style="list-style-type: none"> • Review bylaws, general Board Member expectations, resources and binders; Sign Conflict of Interest policy agreements • Review and discussion of Committee work, meeting protocols & expectations, and deliverables for Committee Reports on 11/2 • Committee assignments <ul style="list-style-type: none"> ○ Governance - Lisa (Tom, Andy, Lindsay, Vikki, Mary) ○ Facilities - Andy (Tom, Casey, Shelli, Mary) ○ Finance & Fundraising - Casey & Emily, co-chairs (Nick, Shelli, Susannah, Mary) ○ School Performance & Culture - Corliss & Lindsay, co-chairs (Lisa, Nick, Vikki, Mary, Ricky, Meegan, Melissa) ○ Strategic Planning - Tom (Corliss, Mary, Vikki, Susannah) 	Vikki Tunick Corliss Brown Mary Moss Brown
3:15pm	15'	Head of School Report <ul style="list-style-type: none"> ○ School opening report - general ○ Enrollment update ○ Q1 look-ahead 	Mary Moss Brown
3:30pm	15'	VOTE: Budget Report	Shelli Merritt Casey Rentch
3:45pm	5'	Summary: Review next steps and owners	Secretary
3:50pm	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
3:55pm		Adjourn meeting	Andy Culicerto <i>Board Vice Chair</i>

Attendance: Andy Culicerto, Corliss Thompson, Emily Jenkins, Lindsay Thompson, Mary Moss

Staff: Shelli, Susannah, Vikki,

Minutes 9/23/2016

Governance

- Review bylaws, general Board Member expectations, resources and binders; Sign Conflict of Interest policy agreements
- Review and discussion of Committee work, meeting protocols & expectations, and deliverables for Committee Reports on 11/2
- Committee assignments
 - Governance - Lisa (Tom, Andy, Lindsay, Vikki, Mary)
 - Vikki will attend governance committee meeting to do board training with new members
 - Develop board volunteer procedures (i.e. committee meeting procedures)
 - Chairs are responsible for recruiting volunteers and committee members
 - Chairs need to develop and document a process for bringing in volunteers (i.e vetting, maintaining professionalism during meetings)
 - CLS Committee Tasks for November 2nd meeting
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- Lisa and Lindsay met as governance committee: Identify active board members, when they are rolling off, suggested meeting schedule
- Questions about how often we need to meet as a full board
 - Facilities - Andy (Tom, Casey, Shelli, Mary)
 - Finance & Fundraising - Casey & Emily, co-chairs (Nick, Shelli, Susannah, Mary)
 - School Performance & Culture - Corliss & Lindsay, co-chairs (Lisa, Nick, Vicky, Mary, Ricky, Meegan, Melissa)
 - Strategic Planning - Tom (Pete, Corliss, Mary, Vikki, Susannah)
 - New Schools Venture Fund is visiting on September 29th. Beginning a new grant competition. Mary shared desired funding for new potential grant

Head of School Report

- School opening report - general
- Enrollment update
- Q1 look-ahead
- Curriculum night

VOTE: Budget Report-no budget, no quorum

Corliss motioned to adjourn

Owners:

Andy will send out committee summary and expectations
Vikki will attend governance meeting to do board trainings
Develop a set of board volunteer expectations and procedures-Mary and Susannah
Susannah will send out a public notice regarding committee
Emily and Mary will create a template for committee reporting
Emily will initiate work of finance committee
Andy will initiate work of facilities committee
Lindsay will initiate work of governance committee
Corliss will initiate work of school culture committee
Corliss will initiate work of strategic planning committee
Finance committee will share run rate