

## Charlotte Lab School Board of Directors Meeting

Wednesday, January 18, 2017, 5:45-7:30pm

Charlotte Lab School (Parking available at 618 N. College Street)

### 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
5:45pm	10'	Welcome / Review meeting agenda Catch-up Intro and Welcome to Brian Leary	Chair <i>Tom Murray</i>
5:55pm	10' each	<p><b>Governance: Committee Reports</b>  <i>Each committee will present their 2016-2017 goals and action steps.</i>  <i>Mary will review Google share folder set-up for committee work.</i></p> <ul style="list-style-type: none"> <li>• Governance - Lisa &amp; Lindsay               <ul style="list-style-type: none"> <li>○ Board membership update</li> <li>○ Revisit board meeting dates and frequency</li> <li>○ <b>VOTE:</b> Brian Leary's candidacy for board membership</li> </ul> </li> <li>• Facilities - Andy               <ul style="list-style-type: none"> <li>○ <b>VOTE:</b> Move forward with LOI on Seigle avenue building</li> </ul> </li> <li>• Finance &amp; Fundraising - Casey &amp; Emily, co-chairs               <ul style="list-style-type: none"> <li>○ Overview of Annual Campaign - Susannah</li> <li>○ <b>VOTE:</b> Monthly Budget approval - Casey</li> <li>○ Grants Subcommittee - Emily</li> <li>○ <b><u>ACTION: Submit planned giving amount to Tom by 1/20</u></b></li> </ul> </li> <li>• School Performance &amp; Culture - Lindsay, chair               <ul style="list-style-type: none"> <li>○ Diversity &amp; Inclusion Subcommittee - Kendra Johnson</li> </ul> </li> </ul>	Committee Chairs

		<ul style="list-style-type: none"> <li>○ Wellness Subcommittee - Nick Clavin, Meegan Whelan</li> <li>• Strategic Planning - Tom</li> <li>○ Growth &amp; Expansion Subcommittee - Mary</li> </ul>	
7:00pm	15'	<p><b>Head of School Report</b></p> <ul style="list-style-type: none"> <li>• PTSO request for Board report at quarterly meetings, 2/28 Volunteers needed</li> <li>• Parent Coffee with the Board to kick-off Annual Fund - Board volunteers needed</li> <li>• Community Charter School Assumption proposal presentation <ul style="list-style-type: none"> <li>○ <b>VOTE:</b> Submit draft proposal to Office of Charter Schools and Community Charter for feedback</li> <li>○ <b>ACTION:</b> <a href="#">Review assumption proposal and provide feedback to Mary by 1/23</a></li> </ul> </li> <li>• Mid-year curriculum &amp; program update: <ul style="list-style-type: none"> <li>○ Schedule changes</li> <li>○ Progress reports</li> <li>○ Data updates</li> </ul> </li> <li>• <a href="#">Proposed spending plan for NSVF Grant</a></li> <li>• 2017-2018 Enrollment updates</li> </ul>	Mary Moss Brown
7:15pm	5'	<b>Approve Minutes:</b> Review minutes from 11/2 and committees	TBD <i>Secretary</i>
7:20pm	5'	<b>Summary:</b> Review next steps and owners	TBD <i>Secretary</i>
7:25pm	5'	<b>Public Comments</b> (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
7:30pm		<b>Adjourn</b> meeting	Tom Murray <i>Board Chair</i>

**MINUTES**

**Board members: Tom Murray (chair), Andy Culicerto (vice chair), Casey Rentch (treasurer), Emily Jenkins, Lindsay Thompson, Lisa Frison (by phone), Mary Moss Brown. Nick Clavin not in attendance. This is Emily’s last meeting.**

**Staff in attendance: Susannah Lund, Shelli Merritt**

**Welcome** by Tom

**Committee Reports – Governance Committee**

*Each committee will present their 2016-2017 goals and action steps.*

*Mary will review Google share folder set-up for committee work.*

- **Governance – Lisa, Lindsay, Tom & Andy**
  - Met on January 4th.

- Current goals for committee: update Bylaws; draft Board agreement; draft Mary's evaluation; identify, interview and recommend potential Board members.
  - Potential Board members in various stages of discussion/interview/consideration:
    - Pam Wideman – Deputy Director, Char-Meck Dept. of Neighborhood & Business Services
    - John Pollock – Former head of Marketing for Belk.
    - Stacy Aldrich – Queens University Director of Alumni Relations.
    - Ray Richardson – Director of Operations at Foundation for Tomorrow.
    - Ron Kimble – Former Deputy City Manager.
  - **VOTE:** Approval of Brian Leary's membership
  - **Andy motioned to approve Brian Leary's membership on the Board for two years. Emily seconded. Casey, Lindsay, Lisa, Tom all voted in favor (6 votes total).**
  - Also, discussed having monthly Board meetings, and all Board members present support that idea.
- **Facilities – Andy, Tom and Mary**
    - Identified site for middle school – 600 Seigle Avenue. Very proximate to current CLS. Could partner with Piedmont Middle for sports programs. 14,000 sq. ft. Full commercial kitchen. Believe we can negotiate rent of \$10-\$11/sq. ft. and up to 10-year lease. Need to upfit, approximately \$300k. Motivated landlord. Other potential tenants are interested in property.
    - Architect is working this week on drawings that will give owner a better idea of what we're talking about. Haven't committed to anything. With this move, we would not be able to increase class size.
    - Consider this a bandaid until we can break ground on our own building in 5 years to house the entire school. Current lease with Daniel Levine expires in 4-5 years.
    - **VOTE:** Approval to send 9-month Letter of Interest to Seigle Avenue landlord.
    - **Lindsay motioned to approve sending LOI. Casey seconded. Emily, Tom and Andy all voted in favor (5 votes total). Lisa no longer in attendance at meeting at time of vote.**
  - **Finance & Fundraising - Casey & Emily**
    - Casey presented the January 2017 financial dashboard. We ended December with \$305k cash. We will be down to \$190k in June. Expect to spend \$300k operating in 2017.
    - In December 2016, New Venture Fund committed to awarding a \$250k grant.
    - For this year, we'll run \$200k negative. This is the last year we can sustain a negative operating dynamic.
    - Emily gave overview of grants efforts, including the New Venture Fund award and Mary's efforts to secure a \$5k technology grant. Charter School Growth Fund – Mary thinks we'll get some money from them this fiscal year. They like growth, and we can grow K-5. Gave us \$250k last year. Mary wants them to fund for more staff.
    - Susannah reviewed first Annual Campaign efforts. Called the Lab Innovation Fund. Seeking funding for unrestricted operating support. Goal is \$150k for year. Has raised \$20k to date. Seeks \$50k from Board. Tom has committed to give \$25k toward that goal. Board members should submit planned giving amount to Susannah by 1/20/2017. Seek 100% of Board members and families to participate.

- **School Performance & Culture – Lindsay, Nick and Lisa**
  - Diversity & Inclusion Subcommittee – Mary provided update in Kendra’s absence
    - Socioeconomic weighted lottery approved.
    - This committee is most successful parent grouping to date.
    - New Venture Fund money will help us track whether we’re making a diversity difference.
  - Wellness Subcommittee – Mary provided update in Nick’s absence
    - Doing a lot of work putting together parent programming, professional development, cleanliness of building with staff.
  
- **Strategic Planning - Tom**
  - Growth & Expansion Subcommittee – Mary
  - School at River District will open earliest in 2019. Potential leader identified in Meg Scott, who was a principal in CMS and now part-time teaching/instructional coach to ELA teachers at Lab.
  - Aldersgate. Through relationship with UNCC researcher and Professor Amy Hawn Nelson.
    - Idea is to start school on Aldersgate campus.
    - Elderly available to serve as mentors, tutors.
    - Beginning summer 2018, they’ll have 100k sq. ft. building available.
    - Aldersgate is also talking to UNCC to put a community center for health education, talking to Charlotte Bilingual Preschool, as well as after school program for immigrants and refugees.
    - Would charge no rent, but renovation work and \$300k operating expenses/year.

#### **Head of School Report**

- **Community Charter School** is small and one of oldest charter schools in Charlotte. Similar progressive philosophy to CLS. They’re about 28% proficiency for their 79 students. 90% minority, 70% EDS. Today, Mary, Vicki and Ricky went to school to talk with administration and get a sense for children’s needs. Financially in a rough spot. CMS owns building and has not repaired in years. Pretty significant special education population. Almost 20/80.
  - State issued RFP for other charter schools to assume its charter. Mary wants to apply. Likelihood that CMS will boot them out and try to sell it.
  - CMS accepting assumption applications through February 24.
  - Considerations are whether we can do it financially, how it impacts current community, PR results, how it impacts lottery, how it impacts administration and teachers.
  - **VOTE:** After discussion Andy makes motion that we do not submit the application for assumption. Emily seconds motion. Tom, Lindsay, Casey vote in support.
- Mid-year curriculum & program update: schedule changes, progress report updates. Mary talked to contractor who can provide customized reporting for \$150k system.
- 350 people have RSVP’d to Open House event later this month. Mary feels good about enrollment. Target for next year is 470 students with 65 middle school and about 400 elementary.

#### **Andy moved to elect Lindsay as Secretary.**

- Tom seconded Andy’s motion. Emily, Casey and Lindsay supported the motion.

**Approve Minutes:** Review minutes from November 2016 Board meeting. Lindsay made motion to approve; Andy seconded the motion. Tom, Casey and Emily voted in favor of approving minutes.

**No Summary or Public Comments Made**

**End of meeting**

- Tom made motion to adjourn the meeting. Casey seconded the motion. Lindsay, Andy and Emily voted in favor of adjourning the meeting.