

## Charlotte Lab School Board of Directors Monthly Meeting: Full Board--Committee Meeting

Monday, January 13, 2020, 5:45pm | Charlotte Lab Middle School Campus, 600 Seigle Avenue

By Video - [meet.google.com/ruf-fnii-grd](https://meet.google.com/ruf-fnii-grd); Wifi Password: T30S9K,x4^Lc<LL!FR1I

### 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 Duties

Duty of Care: Directors must act prudently and actively participate in advancing Lab's mission and goals.

Duty of Loyalty: Directors must place Lab's interests above their own.:

Duty of Obedience: Directors must abide by all applicable laws and regulations.

### 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; and

Limit side conversations - use the "parking lot" to table topics for discussion at future committee sessions or meetings.

### AGENDA

Time	Duration	Topic	Presenter/Facilitator
5:45pm	5'	<ul style="list-style-type: none"> <li>Welcome &amp; Reminders of Board practices/norms</li> </ul>	<i>Tom Murray</i>
5:50pm	10'	<p><b>Executive Director's Report</b></p> <ul style="list-style-type: none"> <li>Charter Renewal &amp; amendment update</li> <li>Enrollment update</li> <li>US Facilities update</li> <li>Please come to Multicultural Night - Friday, 1/24!</li> <li>Next Meeting: Mid-year School Performance HoS reports</li> </ul>	<i>Mary Moss</i>
6:00pm	60'	<p><b>Committee Work Sessions</b></p> <ul style="list-style-type: none"> <li>Overview of goals, tasks, and agenda</li> </ul> <p><u>Finance &amp; Facilities:</u></p> <ul style="list-style-type: none"> <li>Board: Tom Murray, Casey Rentch, Ed Martinez, Nicole Mottershead</li> <li>Staff: Cat Malone, Ricky Singh</li> </ul> <p><u>Development/Advancement</u></p> <ul style="list-style-type: none"> <li>Board: Dean Emmerton, Susan McBarnet, Sarah Bordy</li> <li>Staff: Michelle Hunt</li> </ul> <p><u>Performance &amp; Culture Committees</u></p> <p>Student &amp; Staff Performance Subcommittee</p> <ul style="list-style-type: none"> <li>Board: Rashidah Morgan, Lindsay Thompson</li> <li>Staff: Mary Moss</li> </ul> <p>School Culture Subcommittee</p> <ul style="list-style-type: none"> <li>Board: Krista Lewis-Johnson, Nick Triplett, Paola Pilonieta</li> <li>Staff: Merisha Leak</li> </ul> <p>Community Wellness Committee</p> <ul style="list-style-type: none"> <li>Board: Nick Clavin, Brett Blumenthal</li> <li>Staff: Meegan Whelan</li> </ul>	<i>Committee Chairs and/or School Representatives</i>
7:05pm	20'	<b>Committee reports &amp; updates</b> , see above	

		<b>Governance Committee updates, Lindsay</b>	
7:25pm	2'	<b>Approve Minutes</b> from the December meeting	
7:28pm	3'	<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	2'	<b>Adjourn meeting</b>	

### **Committee Agendas & Tasks for 1/13/20**

#### **All committees:**

- Conduct a mid-year review of your committee’s progress towards goals and plan to present status at February full board meeting
- Review the [Strategic Action Plan](#), provide input/additions where necessary (please use “comments” feature), identify goals relevant to your committee, and integrate into goals/plans for the spring

#### **Committee-specific tasks:**

- Finance & Facilities:
  - Review final two facilities options
    - Ricky to present pros/cons
    - Cat to present budget model comparisons
  - Determine next steps for each and negotiation plan/owner
- Strategy & Development:
  - Michelle will present:
    - Innovation Plan update and next steps
      - Board giving update
      - Ideas to promote 100% participation among faculty
    - Donor cultivation strategy and next steps
  - Mary will present current Strategic Plan draft and goals document
  - Susan to share marketing/branding update
    - Mary: Need materials for US recruitment, we need a press release
  - Create timeline and discuss next steps/owners for strategic plan roll-out
- Performance & Culture:
  - School Performance:
    - Please make an outline/list of the questions you have and/or data you’d like to see included in the mid-year report from the Heads of School at February’s meeting
  - School Culture:
    - Provide updates on conversations with various stakeholders
    - Determine next steps for board training
    - Outline next steps and timeline for DE&I Council and committee
  - Community Wellness
    - Discuss enews topics for the coming months
    - Create a calendar of wellness events currently planned; how might we reach more members of our parent community? What might we be able to offer to the broader Charlotte community?
    - Review plans for tech-free and wellness weeks

## **Charlotte Lab School Board of Directors Monthly Meeting MINUTES**

Recorded by Free Nixon on 1/13/20

**PRESENT IN-PERSON:** Tom Murray, Casey Rentch, Lindsay Thompson, Paola Pilonieta, Sarah Brody, Nick Clavin, Nicole Mottershead, Nick Triplett, Krista Lewis- Johnson, Ed Martinez, Dean Emmerton, Susan McBarnet, Brett Blumenthal, Mary Moss, Colby Snyder, Catherine Malone, Michelle Hunt, Merisha Leak, Meegan Whelan, Free Nixon

**PRESENT VIA PHONE:** Rashidah Morgan

**ABSENT:** n/a

**Welcome:** 5:52 pm Tom Murray welcomed members and staff

**Executive Director Report:** Mary Moss shared the following:

- CSAB presented approved Lab for 7 year charter renewal to State Board of Education Team is actively working
- Shared update on high school recruitment; going well, applications coming in
- Team has narrowed down to 2 options for the HS location
- Encouraged board members to come to multicultural night on 1/24

**Committee Reports:**

**Finance/Facilities (Tom Murray)**

- Working on multiple sites. We have ruled out 2 and finalizing proposal.
- We are on budget and we are in a good position.

**Fundraising/Strategic Planning (Michelle Hunt)**

- Shared plans for possible fundraising from Alumni
- Considering a signature Lab annual event
- Setting up donor tiers so that they can know where they are giving

**Governance (Nick Triplett)**

- Several new applications for board membership have been submitted
- Committee is reviewing them and will return to board with recommendations

**Wellness & Culture**

- Wellness week and communication around
- Focused on Diversity and inclusion and how wellness can support and how families can be included.

**School performance (Rashidah Morgan)**

- Heads Of School will be presenting mid-year school progress updates at next month's meeting

**New Business:**

N/A

**Public Comments:**

N/A

**Vote on Minutes:**

Dean Emmerton made a motion to approve December minutes.

Nick Clavin seconded the motion.

All voted in favor.

**Adjourn:**

7:03 pm Casey Rentch made a motion for adjournment

Lindsay Thompson seconded the motion.

All voted in favor.

Board members moved into Committees.

**Next Meeting:**

Monday, February 24th, 5:45pm at Middle School for **FULL BOARD MEETING.**