

## Charlotte Lab School Board of Directors Monthly Meeting AGENDA w MINUTES

Wednesday, October 24, 2018, 5:45pm | Charlotte Lab Middle School Campus, 600 Seigle Avenue

GOOGLE HANGOUT Information: By Phone - 612-504-0197 PIN: 190 028 296# | By Video - meet.google.com/ruf-fnii-grd

### 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; 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'	<b>Welcome</b> <ul style="list-style-type: none"> <li>● Review meeting agenda, revisit norms, &amp; remember “parking lot.”</li> <li>● Who would like to assist as timekeeper for this meeting?</li> </ul>	Tom Murray <i>Board Chair</i>
5:50pm	60'	<b>Committee Reports</b> (see report notes below) <ul style="list-style-type: none"> <li>● Strategic Planning               <ul style="list-style-type: none"> <li>○ Plan for the year</li> <li>○ Activity with draft vision &amp; mission statements (attached)</li> </ul> </li> <li>● Culture &amp; Wellness</li> <li>● Facilities</li> <li>● Fundraising Committee</li> <li>● School Performance Committee</li> <li>● Finance Committee:               <ul style="list-style-type: none"> <li>○ Monthly financial report</li> </ul> </li> <li>● Governance Committee</li> </ul>	<i>Committee Chairs</i>
6:50pm	20'	<b>School &amp; Organization Reports</b> <ul style="list-style-type: none"> <li>● Executive Director’s Presentation               <ul style="list-style-type: none"> <li>○ Fundraising report</li> <li>○ Assessment Night Recap: Presentation (attached)</li> </ul> </li> </ul>	Mary Moss <i>Executive Director</i>
7:10pm	15'	<b>New Business:</b> <ul style="list-style-type: none"> <li>● Parking Lot items</li> <li>● Board email status:               <ul style="list-style-type: none"> <li>○ What do we need to do to make it work?</li> <li>○ Please provide your ONE preferred email to Mary.</li> </ul> </li> <li>● Items for November agenda</li> </ul>	<i>All</i>
7:25pm	2'	<b>Vote:</b> Approval of minutes from Aug 24 (Special Meeting), Aug 30 and Sept 26 meetings	
7:27pm	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		<b>Adjourn meeting</b>	Tom Murray

**COMMITTEE REPORT NOTES from October 2018**

<p><b>Facilities</b>  <i>Chair - Andy Culicerto</i>  <i>Staff - Mary Moss</i></p>	<p>Call on 10.2.18 (Mary, Tom, Brian)          Tom met Irene Fogelsong with Perkins &amp; Will and they are willing to do some pro bono design work          Tom/Brian will reach out to Daniel to get update on timing of building and his plans at 6-year mark of lease          Mary to continue exploration of modular units on MS campus, as well as other “easy” properties          Lab received Insight Architect \$10k grant for design services for master planning, etc. for HS</p>
<p><b>Finance Committee</b>  <i>Chair - Casey Rentch</i>  <i>Staff - Cat Malone</i></p>	
<p><b>Fundraising Committee</b>  <i>Co-Chairs - Brian Leary &amp; Sarah Bordy</i>  <i>Staff - Susannah Lund</i></p>	<p>Meeting on 10.26.18 prior to Board Meeting (Brian, Sarah, Mary, Susannah)</p> <ul style="list-style-type: none"> <li>● Reviewed Lab’s Fundraising Performance</li> <li>● Discussed Program for 9.30 donor event</li> <li>● Discussed formation of New Fundraising Committee</li> </ul> <p>First Meeting of full Fundraising Committee scheduled for Nov 5 @ 4 pm at Crescent Offices          - All Welcome</p>
<p><b>Governance</b>  <i>Chair - Lindsay Thompson</i></p>	<p>See attached notes</p>
<p><b>School Culture &amp; Wellness</b>  <i>Chair - Nick Clavin</i>  <i>Staff - Meegan Whelan</i></p>	<p><a href="#">School Culture &amp; Wellness</a> (also attached)</p>
<p><b>School Performance</b>  <i>Co-Chairs - Rashidah Morgan &amp; Lindsay Thompson</i>  <i>Staff - Vikki Tunick</i></p>	<p>Planned for Assessment Night on 10.16.18</p>
<p><b>Strategic Planning</b>  <i>Co-Chairs - Tom Murray &amp; Dean Emmerton</i>  <i>Staff - Mary Moss</i></p>	<p>Meeting on 10.15.18 (Mary, Tom, Dean, Brian)</p> <ul style="list-style-type: none"> <li>● Review results of parent/community survey and staff visioning activity</li> <li>● Discussed goals of committee</li> <li>● Discussed plan for board activity</li> <li>● Reviewed and revised vision statement and school mission statements</li> <li>● Discussed and drafted 5 year organizational goals</li> </ul>

**MINUTES**, recorded by Sarah Bordy and then Nicole Mottershead.

**Welcome.** Tom Murray called the meeting to order at 5:50 PM and welcomed the following Trustees In attendance: Nicole Mottershead, Rashidah Morgan, Nick Triplett, Dean Emmerton, Lindsay Thompson, Jules Bellamy, Sarah Bordy, Brian Leary, Nick Clavin, and on the phone: Andy Culicerto. Staff present: Mary Moss, Cat Malone

**Committee Reports.**

**Strategic Planning.** Dean reviewed the staff visioning activity result and the Parent & Community Survey. Overall satisfaction of stakeholders is 90% based on survey results. The Board agreed we need to develop a common definition and understanding of “college prep rigor” between parents, teachers, and the school. Mary indicated we could do a better job of making the skills learned through the Quest program more evident or emphasized as part of the college prep curriculum. One mixed response from our stakeholders is around expansion. Additionally, Trustees reviewed the current mission and vision statement and made recommended changes to the committee. The committee will bring the revised vision and mission statement for a vote at the November meeting. Based on the successful trajectory of the CLS model, opportunities are presenting themselves to monetize sharing the model either through consulting services or philanthropic partnerships. For example, New Schools Venture Fund has a new program entitled model providers, and Mary will be speaking with them shortly to determine if there is a role for CLS.

**Culture & Wellness.** Nick Clavin shared culture and wellness committee discussion on ideas around bringing traditions for CLS for student and staff. Traditions are usually things that student and staff look forward to and can potentially boost morale. Nick also discuss challenges around our families and geography. Committee is brainstorming around how to create opportunities outside of school to foster community.

**Facility.** Brian and Cat gave update on HVAC review. Cat also noted they are currently getting quotes for alternative space for expansion of 8<sup>th</sup> grade. Brian noted CLS was awarded the Insight’s School Design Grant for \$10k for initial design work for high school.

**Fundraising.** Brian noted September fundraising event was very successful. Brian noted Giving Tuesday would be held on November 27<sup>th</sup> this year. Brian provided an overview of the Charter School Program New Developer Grant that CLS was awarded with. The grant is for \$250k/year over 5 years for expansion.

**Finance.** Casey provided an overview of the potential line of credit (\$150k) and refinanced Self-Help loan (\$180k) with Paragon Bank. Brian made a motion for the finance committee to pursue financing as noted by Casey and the finance committee has the authority to execute final debt terms with signature of Treasurer. Nick seconded the motion. Everyone else voted in favor of.

Casey noted for period through September 30<sup>th</sup>, Cat has been doing a good job of managing cost to our budget. There have been a couple of minor unexpected costs such as refrigerator and HVAC repairs. CLS is having a timing issue with county funding. We had budgeted county funding to arrive by end of October, however, it is likely it will not arrive until November. A board member will bridge short-term timing issue loan.

Tom thanked Casey for his work and assistance to CLS.

**School Performance.** No update

**Governance.** Lindsay noted the committee is reviewing updated requirements around Board and committee meetings. The committee will make recommendation at the next meeting.

**Head of School Update.** Mary updated Board on various meetings she had with various funds and foundation for potential grants and partnerships. The board congratulated Mary on the positive MESH survey results for CLS.

**Public Comments.** None

**Minutes.** Nick Clavin made a motion to approve the August board minutes and the September minutes with the removal of approval of August board minutes. Brian seconded the motion. Everyone else voted in favor of.

**Adjourn meeting.** Nick Clavin made a motion and Brian seconded a motion to adjourn the meeting. Meeting adjourned at 7:55PM.