

Charlotte Lab School Board of Directors Monthly Meeting

Wednesday, November 28, 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'	Welcome <ul style="list-style-type: none"> ● Review meeting agenda, revisit norms, & remember “parking lot.” ● Who would like to assist as timekeeper for this meeting? 	Brian Leary <i>(for Tom Murray)</i>
5:50pm	30'	School & Organization Reports <ul style="list-style-type: none"> ● Executive Director’s Monthly report <ul style="list-style-type: none"> ○ Monthly progress ○ Current struggles: Dual role of Superintendent/Principal coach and Non-profit Executive Director ○ Facilities/Finance proposal for 2019-2020 	Mary Moss <i>Executive Director</i>
6:20pm	60'	Committee Reports (see report notes below) <ul style="list-style-type: none"> ● Strategic Planning ● Culture & Wellness ● Facilities ● Fundraising Committee ● School Performance Committee ● Finance Committee: <ul style="list-style-type: none"> ○ Monthly financial report ● Governance Committee 	<i>Committee Chairs</i>
7:20pm	5'	New Business: <ul style="list-style-type: none"> ● Parking Lot items ● Items for January agenda 	<i>All</i>
7:25pm	2'	Vote: Approval of minutes from October meeting	
7:27pm	3'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
7:30pm		Adjourn meeting	Tom Murray

COMMITTEE REPORT NOTES from November 2018

<p>Facilities <i>Chair - Andy Culicerto</i> <i>Staff - Mary Moss</i></p>	<p>No report.</p>
<p>Finance Committee <i>Chair - Casey Rentch</i> <i>Staff - Cat Malone</i></p>	<p>Casey provided financial dashboard, income statement, and statement of cashflows.</p> <ul style="list-style-type: none"> ● Paragon Bank financing complete ● Liquidity has improved ● Up to-date on paying financial obligations as of December (Brian recommended sending “thank you” note to both landlords.) ● First payment from federal grant should be received in January.
<p>Fundraising Committee <i>Co-Chairs - Brian Leary & Sarah Bordy</i> <i>Staff - Susannah Lund</i></p>	<p>Brian articulated that we could be doing more to message the need for support to parents. One suggestion is to printed materials that could be passed out at carpool drop off.</p> <p>He reiterated the need for everyone on the Board to be financially committed to 100% participation. The group discussed an opportunity presented by a parent to sponsor a John Maxwell “Live to Lead” event for parents as a fundraiser.</p>
<p>Governance <i>Chair - Lindsay Thompson</i></p>	<p>See attached</p> <p>Board is expected to each sign a Conflict of Interest policy as well as Annual Commitment and Responsibilities Form each year. Section IV of the Annual Commitment and Responsibilities has been updated to reflect the expectations of Board members to either give or get a financial commitment as well as assist in advocating for financial support for the School. 100% Board Giving is a requisite for some philanthropic entities. Please scan and send your forms to both Lindsay and Sarah.</p> <p>Andy asked Trustees to think about what our needs are on the Board in relation to mission and strategic plan. We will also review what is best practice for a charter school. Mary has identified her needs in the following areas: Fundraising (both local support and state advocacy for charter school funding), Diversity and inclusion efforts (Leading on Opportunity), high school and higher education connections. The Board has requested a more formal process for how names are brought to the table and vetted by board before conversations occur with a potential candidate. Andy motioned to approve renewal of Tom’s board service. The motion was approved unanimously.</p> <p>The committee is currently reviewing the frequency with which the Board meets and will present a proposed calendar for 2019 at a future meeting. We are obligated to have 8 Board meetings per year as a Charter school. Committees are required to provide notice, agendas, and minutes.</p>
<p>School Culture & Wellness <i>Chair - Nick Clavin</i> <i>Staff - Meegan Whelan</i></p>	<p>The School will perform mass vision screening for the students in January. The School is also crafting a bullying policy and training will be implemented with teachers.</p>

School Performance <i>Co-Chairs - Rashidah Morgan & Lindsay Thompson</i> <i>Staff - Vikki Tunick</i>	Mary is currently working on staff and teacher job description. Nick is currently evaluating test scores.
Strategic Planning <i>Co-Chairs - Tom Murray & Dean Emmerton</i> <i>Staff - Mary Moss</i>	No report.

ACTION ITEMS from 11.28.18

Mary <i>ED</i>	<ul style="list-style-type: none"> ● Send list of action items for follow-up ● ● ●
Tom <i>Chair</i>	<ul style="list-style-type: none"> ● ● ●
Andy <i>Facilities</i>	<ul style="list-style-type: none"> ● ● ●
Casey <i>Finance</i>	<ul style="list-style-type: none"> ●
Brian & Sarah <i>Fundraising</i>	<ul style="list-style-type: none"> ● ● ●
Dean <i>Strategic Planning</i>	<ul style="list-style-type: none"> ● ● ●
Lindsay & Rashidah <i>School Performance</i>	<ul style="list-style-type: none"> ● ● ● ●
Nick C <i>Culture & Wellness</i>	<ul style="list-style-type: none"> ● ● ● ●
Sarah <i>Secretary</i>	<ul style="list-style-type: none"> ● Prepare minutes for approval at January meeting ● ●

Welcome: Brian Leary called the meeting to order at 5:46 and welcomed the Board members in attendance: Andy Culicerto, Jules Bellamy, Lindsay Thompson, Nick Clavin, Nicole Mottershead, Dean Emmerton, Sarah Bordy, Mary Moss; on the phone: Rashida Morgan; Staff in attendance: Susannah Lund, Cat Malone. The group welcomed a member of the public, Alisa Berger, a longtime collaborator of Dr. Mary Moss and co-founder of the iSchool in New York City.

School and Organization Reports: Mary Moss shared the School has made good fundraising progress in the last two months. Recently, a planning grant for a high school model was submitted to the New School Venture Fund (\$200,000 request). Mary also recently had a call with TranscendEd to discuss how to scale our Quest model. Partnering with TranscendEd will help open doors to new funders for the Lab. Additionally, Transforming Education is visiting the school 12/5 and 12/6 to explore our unique success in MESH results. Finally, Getting Smart, a national blog on progressive education, is visiting 12/10 to determine if they wish to highlight the School in their national press outlet. Interactions with the afore mentioned leadership groups will help open doors with additional national education reform funders.

Internally, the leadership Team is undergoing 360 reviews with follow-up sessions planned for January. Mary thanked Board Member Rashidah Jones for her leadership. Mary met with Lab parent Doug Bacon (a leadership consultant – Throwing Words) for a coaching session as she continuously works to define the leadership structure for the School and determine what is needed to meet our mission and vision.

With regard to facilities, the School is performing a site assessment of middle school location to determine the scope of expansion possible. The findings showed any additions to the site will require approval by multiple agencies and that will be difficult to achieve. Additionally, the infrastructure cost to support modular units is prohibitive. Mary is now looking at different models for class structures. and working with Nick T. to examine data on which to base a recommendation.

See above agenda for individual committee reports.

At the conclusion of the meeting, Andy motioned to approve the October minutes which were approved unanimously. The meeting was adjourned at 7:38 PM.