

Charlotte Lab School Board of Directors Monthly Meeting: FULL BOARD

Monday, December 2, 2019, 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

Wifi Password: T30S9K,x4^Lc<LL!FR1l

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'	<ul style="list-style-type: none"> ● Welcome & Reminders of Board practices/norms 	<i>Tom Murray</i>
6:00pm		Fingerprinting available for board members as needed	
5:50pm	50'	<p>Executive Director's Report</p> <ul style="list-style-type: none"> ● Charter Renewal interview update ● Charter Amendment update <ul style="list-style-type: none"> ○ VOTE: Amend charter to add 9th grade and forward proposal to the Office of Charter Schools ● Committee next steps - meet to define goals <p>Fundraising Update, Michelle Hunt</p> <ul style="list-style-type: none"> ● Giving Tuesday, Facebook help ● Innovation Fund pledges and launch plan ● January next steps for community donor cultivation ● Tours next week 	<i>Mary Moss</i>
6:40pm	40'	<p>Committee Presentations</p> <ul style="list-style-type: none"> ● Finance (10'), Casey Rentch and Cat Malone ● Development/Advancement (5'), Dean Emmerton/Susan McBarnet ● Governance (15'), Lindsay Thompson <ul style="list-style-type: none"> ○ VOTE: Renewing two-year terms for Nicole Mottershead, Dean Emmerton, and Rashidah Morgan ○ Discussion of Board composition ○ Discussion board term: 2- or 3-years ● Performance & Culture Committees (5') <ul style="list-style-type: none"> ○ Student & Staff Performance Subcommittee, Rashidah Morgan ○ School Culture Subcommittee, Krista Lewis-Johnson ○ Community Wellness Committee, Nick Clavin ● Facilities, Ed Martinez (5') 	<i>Committee Chairs or School Representatives</i>
7:20pm	5'	Approve Minutes from the October meeting	
7:25pm	3'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
7:28pm	2'	Adjourn meeting	

Charlotte Lab School Board of Directors Monthly Meeting MINUTES

Recorded by Free Nixon

PRESENT IN-PERSON: Tom Murray, Casey Rentch, Sarah Brody, Nick Clavin, Nicole Mottershead, Nick Triplett, Mary Moss, Catherine Malone, Michelle Hunt, Free Nixon, Caele Gambs

PRESENT VIA PHONE: Ed Martinez, Dean Emmerton, Krista Lewis- Johnson, Lindsay Thompson

ABSENT: Paola Pilonieta, Susan McBarnet, Brett Blumenthal, Rashidah Morgan

Welcome: 5:56 pm Tom Murray

Executive Director Report:

- Presented to CSAB (Charter School Advisory Board) for charter renewal process. We expect to hear from CSAB whether we will receive a 5- or 7-year renewal. SBOE will be voting this winter or spring.
- Amendment to current charter presented, to include grades 9-12 beginning with one grade each year, in fall 2020. Although Lab is not exceeding the growth limits, we must file an official amendment to add the grade level.
- Nicole Mottershead suggested that board vote to add grades 9-12, not just 9th grade, to avoid repetition of process. Casey Rentch made a motion to Amend our Charter to add add 9th - 12th grade. Nick Clavin seconded the motion. Tom Murray accepted votes. Motion was approved unanimously.
- Michelle Hunt made an announcement about GIVING TUESDAY and Innovation Fund updates.
- Caele Gambs, Director of Admissions, attended the meeting to announcement opening of enrollment period for 2020-21 for staff and Board members' children.

Committee Reports:

Finance (Catherine Malone)

- We are trending positive overall on our financial position. The state dropped an additional 20% of our annual money 11/18/19, based on last year's financials and this year's ADM.

Strategic Planning (Mary Moss, in place of Susan McBarnet and Dean Emmerton)

- Working on strategic plan and hope to have ready for public distribution this spring. The team has developed a 5-year plan and goals, as well as new branding/marketing strategy to align with the plan.

Fundraising

- Michelle Hunt made an announcement about GIVING TUESDAY and shared updated timeline for Innovation Fund. She also reminded Board Members to sign up for a school tour in order to help schools prepare for funder visits in the coming months.

Governance (Nick Triplett)

- Shared need to vote to renew board membership for three current board members: Rashidah Morgan, Nicole Mottershead, and Dean Emmerton. Members of Governance Committee met with them to determine interest in renewal.
- Nick Triplett made a motion to renew board membership terms for Rashidah Morgan, Dean Emmerton, and Nicole Mottershead. Casey Rentch seconded the motion. Tom Murray called for a vote of all three

members. The renewal was unanimously approved by all members.

- Nick shared recent Governance Committee discussions regarding consideration of doing two 3-year terms instead of three 2-year terms. Board discussed benefits of longer terms.
- Casey Rentch made a motion to extend terms. Nick Triplett seconded the motion. Tom Murray called for a vote of all three members. The extension of board member term was unanimously approved by all members.
- The Governance Committee will proceed with next steps to update/get approval of, Bylaws to reflect the new terms.
- Lindsay Thompson will send out a composition chart to speak about each member's role to determine current board member needs. Please review and give her any updates. The board will plan to discuss qualities/experience areas needed for additional board members at February meeting.

Wellness & Culture (Nick Clavin)

- Levine Hospital service trip planned for 5th graders in mid January.

School performance

- School performance will provide updates at next whole board meeting to share mid-year results.

Facilities (Ed Martinez)

- Mary Moss, Ed Martinez and Ricky Singh will meet to make a few decisions (ex..location, negotiation etc.) and finalize proposal to final location selection for grades 9-12.

New Business:

There was no new business suggested.

Public Comments:

No members of the public were present or had requested to attend/present to the Board.

Vote on Minutes:

Casey Rentch made a motion to approve October 28th minutes. Nicole Mottershead seconded the motion. Tom Murray called for a vote and the minutes from October were approved unanimously.

Adjourn:

6:50pm Nick Clavin made a motion to adjourn meeting. Nick Triplett seconded the motion. Tom Murray adjourned the meeting.

Next Meeting: Monday, January 13th, 5:45pm at Middle School for **COMMITTEE MEETINGS.**