

Charlotte Lab School Board of Directors Monthly Meeting - AGENDA & MINUTES

Wednesday, February 27, 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

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? 	Rashidah Morgan
5:50pm	30'	School & Organization Reports <ul style="list-style-type: none"> ● Executive Director’s Monthly report <ul style="list-style-type: none"> ○ Present High School Overview ○ General monthly report ● Q&A 	Mary Moss <i>Executive Director</i>
6:20pm	60'	Committee Reports and Work Session <ul style="list-style-type: none"> ● Governance Committee <ul style="list-style-type: none"> ○ New board member update ○ VOTE: Meeting cadence/schedule discussion ● Finance Committee: <ul style="list-style-type: none"> ○ Monthly financial report ● Fundraising Committee <ul style="list-style-type: none"> ○ Board Donation and Pledges ○ Help Needed: Innovation Fund Outreach ● School Performance Committee <ul style="list-style-type: none"> ○ Presentation of ED job description - by Mary ○ Update on Mary’s mid-year check in - Mary to depart 	<i>Committee Chairs</i>
7:20pm	5'	New Business: <ul style="list-style-type: none"> ● Parking Lot items ● Items for February agenda 	<i>All</i>
7:25pm	2'	Vote: Approval of minutes from November meeting and special January rescheduled phone 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	Rashidah Morgan

COMMITTEE REPORT NOTES from December 2018/January 2019

<p>Facilities <i>Chair - Andy Culicerto</i> <i>Staff - Mary Moss</i></p>	<p>Work session planned for March 11th - to include input from Charter School Growth Fund and Insight Architects</p> <p>Pursuing leads on 3 potential sites (2 for all schools, 1 for high school) Pursuing partnership with Northeastern University to use Center City campus for HS</p>
<p>Finance Committee <i>Chair - Casey Rentch</i> <i>Staff - Cat Malone</i></p>	
<p>Fundraising Committee <i>Co-Chairs - Brian Leary & Sarah Bordy</i> <i>Staff - Susannah Lund</i></p>	
<p>Governance <i>Chair - Lindsay Thompson</i></p>	<p>We will provide updates on three current candidates. Discussing additional board seats to ease workload on current board members and to increase school support.</p> <p>We're also working on proposed Bylaws changes, which we will have ready for a vote at next meeting. Below is the proposed meeting schedule that you all need to vote on.</p> <p>Charlotte Lab School Board Meeting Calendar, 2019 Purpose: To comply with our obligations under NC Open Meetings Law and Charter School Regulations, namely (1) "Conduct regular meetings (8 times per year) of the board" (see https://stateboard.ncpublicschools.gov/policy-manual/charter-schools-administration/copy_of_policy-for-charter-schools-on-financial-and-governance-noncompliance); and (2) Notice, agenda, and take minutes of each committee meeting (see http://www.dmlp.org/legal-guide/north-carolina/open-meetings-laws-north-carolina), in a way that places reasonable requirements on Board members.</p> <p>PROPOSED BOARD MEETING DATES FOR 2019 Wednesday, January 23, 2019. #1 General Board Meeting. 5:45-7:15 p.m. Wednesday, February 27, 2019. Committees Meetings. 5:45-7:15 p.m. Wednesday, March 27, 2019. #2 General Board Meeting. 5:45 -7:15 p.m. Wednesday, April 24, 2019. Committees Meetings. 5:45-7:15 p.m. Wednesday, May 22, 2019. #3 General Board Meeting. 5:45-7:15 p.m.</p>

	<p>Wednesday, June 26, 2019. Committees Meetings and #4 General Board Meeting for Mary's year-end review. 5:45-9 p.m.</p> <p>Wednesday, July 24, 2019. #5 General Board Meeting. 5:45 - 7:15 p.m.</p> <p>Wednesday, August 28, 2019. #6 General Board Meeting. 5:45-7:15 p.m.</p> <p>Wednesday, September 25, 2019. Committees Meetings. 5:45-7:15 p.m.</p> <p>Wednesday, October 23, 2019. #7 General Board Meeting. 5:45-7:15 p.m.</p> <p>Wednesday, November 20, 2019. Committees Meetings. 5:45-7:15 p.m.</p> <p>Wednesday, December 4, 2019. #8 General Board Meeting. 5:45-7:15 p.m.</p>
<p>School Culture & Wellness <i>Chair - Nick Clavin</i> <i>Staff - Meegan Whelan</i></p>	
<p>School Performance <i>Co-Chairs - Rashidah Morgan & Lindsay Thompson</i> <i>Staff - Vikki Tunick</i></p>	<p>The School Performance Committee conducted Mary's mid-year check in on 1/10. We will share updates from the check-in with the Board. We plan to use the latest draft of Mary's job description to update her evaluation process for the 2020-21 school year. We also discussed potential next steps for determining the Board's approach to evaluating itself.</p>
<p>Strategic Planning <i>Co-Chairs - Tom Murray & Dean Emmerton</i> <i>Staff - Mary Moss</i></p>	<p>Working to develop 5-year goals, subject to further development of the committee in coming weeks.</p> <p>Strategic planning committee meeting met on 1/24</p>

Welcome: Rashidah Morgan called the meeting to order at 5:49PM and welcomed Board members in attendance: Brian Leary, Lindsay Thompson, Nicole Mottershead, Rashidah Morgan. Board members on the phone: Sarah Bordy, Jules Bellamy, Casey Rentch. Staff in Attendance: Mary Moss, Susannah Lund, Cat Malone

School and Organization Reports:

Mary reviewed the planning process for a high school and who on staff is responsible for working on the project. The plan includes community engagement events, researching other models around the country, developing educational programming, and securing community partners. We are currently expecting to retain 10-15% of students from 8th to 9th grade – approx. 125 students. The feedback from the initial listening sessions at the school was positive.

Mary is also actively exploring facility options for the high school. The first-year location will most likely be temporary. A fundraising plan will also be needed. There will be opportunities to explore naming rights on school or part of the school. The fundraising committee will be given the charge of identifying opportunities for philanthropic partner engagement and develop a case statement.

Committee Reports:

Governance Committee Report – The group reviewed the proposed Board meeting and Committee Meeting schedule. Brian made a motion to approve which was seconded by Nicole. The new schedule was then approved unanimously by

the Board. November minutes were approved unanimously.

The group discussed the recruitment and vetting process for new members. Lindsay shared the feedback that has been provided by current Trustees regarding the size of the board as well as skill sets needed. The Board agreed that marketing/PR, fundraising, and facilities expertise are the priorities. The Board will review the current candidate slate and make determinations at the March meeting. We will also review our current by-laws and governing structures around increasing board size at that meeting.

Finance Committee - The school was deemed in financial non-compliance by the state due to last fiscal year's deficit (based on short-term loans vs long-term loans). We now receive monthly payments by the state as a result. The next opportunity to have this reviewed will be our next audit at the completion of this fiscal year. We expect a favorable review at that time. All board loans have been repaid and we anticipate ending the year with a surplus.

School Performance Committee: The Board reviewed Mary's job description and made suggested edits. The Board then engaged in a closed session to discuss her mid-year review. All staff left the meeting.

Rashidah Morgan adjourned the meeting at 7:52PM.