

Charlotte Lab School Board of Directors Monthly Meeting: General Meeting

Monday, March 23, 2020, 5:45pm |

ZOOM: [https://us04web.zoom.us/j/560456004?pwd=N3B1QUx4M2tKTE1SQUZjR0hvZzU5UT09;Meeting ID: 560 456 004](https://us04web.zoom.us/j/560456004?pwd=N3B1QUx4M2tKTE1SQUZjR0hvZzU5UT09;Meeting+ID:+560+456+004)

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.

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'	Welcome <ul style="list-style-type: none"> ● Reminders of Board practices/norms 	<i>Tom Murray</i>
5:50pm	60'	Executive Director's Report <ul style="list-style-type: none"> ● COVID-19 Response update, Mary <ul style="list-style-type: none"> ○ Q&A ● Admissions & enrollment update, Cat (Caele) ● Heads of School Report / Upper School planning & facilities update, Vikki, Alison, Meg & Ricky <ul style="list-style-type: none"> ○ Q&A 	<i>Leadership Team</i>
6:50pm	10'	Committee Reports <ul style="list-style-type: none"> ● Finance: Casey/Nicole <ul style="list-style-type: none"> ○ Monthly budget report ● Development/Advancement: Michelle <ul style="list-style-type: none"> ○ Innovation Fund update 	<i>Committee Chairs and/or School Representatives</i>
7:00pm	2'	Approve Minutes from the February meeting	
7:02pm	3'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
7:05pm	5'	Adjourn meeting	<i>Tom Murray</i>
7:15pm	30'	Committee Break-Out Group Calls (Committee member underlined will facilitate the call; facilitator should take notes and submit them to Free Nixon for inclusion in minutes) <ul style="list-style-type: none"> ● Facilities & Finance: Ed, <u>Ricky</u>, Cat, Nicole ● School Culture Subcommittee: Krista, Nick T, <u>Merisha</u> ● Community Wellness Committee: Brett, Nick C, <u>Meegan</u> ● Student & Staff Performance Subcommittee: Rashidah, <u>Vikki</u>, Alison, Paola, Lindsay ● Development/Advancement: Michelle, <u>Mary</u>, Susan, Dean, Sarah 	

Charlotte Lab School Board of Directors Monthly Meeting MINUTES

Recorded by Free Nixon on 3/23/20

PRESENT IN-PERSON: Schools closed due to COVID-19

PRESENT VIA ZOOM: Tom Murray, Casey Rentch, Lindsay Thompson, Paola Pilonieta, Sarah Brody, Nick Clavin, Nick Tripplett, Krista Lewis- Johnson, Ed Martinez, Dean Emmerton, Susan McBarnet, Brett Blumenthal, Rashidah Morgan, Mary Moss, Meg Scott, Ricky Singh, Alison McClain, Catherine Malone, Vikki Tunick, Stacia Marcellin, Malshaun Burns, Michelle Hunt, Free Nixon

ABSENT: Nicole Mottershead

Welcome: 5:54 Tom Murray opened the meeting

Executive Director Report (Mary Moss)

- 125 Chrome books went out today
- Working to get 30 families internet access via mobile hotspots
- Opened question and answer for any concerns about the recent notice of COVID-19 Lab member
- HoS reported out their attempts to keep a record of attendance of faculty and students
- We are using the window of 4 hours a day and we created a tracker for Teacher and Non instructional work time
- The State Board voted to approve waiver for EOY testing and may not be EOY testing and that our status (TSI) will be in place until next year.

Admissions / Enrollment (Caele Gambs)

- 1,003 total applications
- 212 accepted
- 222 applicant waiting
- We postponed the tour but we are planning a virtual tour video
- We are on target with the "Intent to Return" form by the end of the week
- Ricky Singh has made calls to confirm intent with current 8th grade families. Above 80% was a hard yes. Very positive turnout for return.
- We are looking at 850 for total k-8 enrollment.

Upper School (Ricky Singh)

- We are working on a few Grants
- 250 families came to open house so we had a really good turn out
- We completed all steps for Department of Transportation/Department of environmental quality
- We have moved in person hiring event to virtual meeting on Wednesday March 25th
- Network meet and greet went really well and we had a great turn out

Lower School & Middle School: Heads of School Report (Vikki Tunick & Alison McClain)

- Reviewed the Organization Chart for this year and next year
- Shared that we are on track to meet our goal of 40% FRL
- Showed current graph vs 2015 outreach attempts to show geographic diversity
- Shared additional school progress and performance updates based on core tenets of Lab mission:

- Community in our classroom:
 - We have attempted to plan field trips to balance cost
 - 95% attendance rate
 - 83% retention rate
 - Revising our Intent to return form (listing some reasons why and notify us if their reason was not noted)
 - Scheduling exit interviews with families leaving; working on a process to capture better data
 - We discussed some reasons for student departure and how HoS have been working strategically with the MS team to improve connections between 5th graders, their families and the middle school
 - Remote learning started on March 19 through May 15
 - LS have weekly learning plans
 - MS have daily learning plans
 - We have been collecting feedback from parents and staff and revising as needed
 - **Concerns:** access to device and internet and appropriate use of technology
- Lifelong wellness
 - We are signed up to do MESH survey in April
 - Student Support teams developed to further support students and families
 - Deans of students created positive behavior plans
 - Counselors created check-in (counseling sessions, family calls, support groups and outside referrals)
- Success in college
 - Overall grade from 2018-2019 was a “B” (we maintained in Math and Reading and increased in Science)
 - Academic growth score of 81.1
 - One time TSI fund was used to provide professional development training (Reading phonics/Math Intervention)
 - We will receive k-3 summer reading program funds to support teachers and students
- Success in Global workplace
 - International trips have been rescheduled for June 2021 (China/Costa Rica). Families were given an option to go during this time or sell their spot
 - Progress reports now include reflection and tracking of skills for Quest. (Qualitative 2-8, Quantitative MS)

Finance Committee (Catherine Malone)

- We are on track with the budget as of end of February 2020
- We had a great response to people donating which started with our 3rd grade Math teacher Mr. Devin Rankin
- We were able to provide over 350 bags of food and supplies

Fundraising/Strategic Planning (Michelle Hunt)

- Just under \$73,000, about \$39,000 off from last year
- We do anticipate funds coming in from pledges and endowment gifts
- Moving forward the goal should be very specific so that donors can know what it is that we need
- Several board members made suggestions:

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

New Business:

N/A

Public Comments:

N/A

Vote on Minutes:

We have them, they need to be reviewed and will be available for next meeting

Adjourn: Tom Murray adjourned @ 7:22pm for Committees to go in breakout groups

Next Meeting: Monday, April 27th, 2020

*******BREAKOUT SESSIONS*******

Facilities & Finance: Ed, Ricky, Cat, Nicole

N/A

School Culture Subcommittee: Krista, Nick T, Merisha

Board was informed on the state of needs that families have identified so far and thoughts around how we could best support those needs moving forward. Here are some suggestions we agreed upon as a group:

1. Nick will take lead in asking the Board if they can financially support supplying specific families in need with monetary gift cards for assistance. A suggested dollar amount was \$50 per card OR
2. Nick will take the lead in asking Board members if they feel comfortable with "sponsoring a family" that may need assistance with rent, utilities, etc. while we are out of school.
3. Lab could fund an online grocery shopping account that would have the groceries delivered to the families who are in need.
4. According to the school advisory survey, 27 families need access to wifi. Lab could potentially: a) set up an account with Spectrum to pay for wifi 2) cover the costs of the hot spots -->Nick will make phone calls to Spectrum if we need him to.

Community Wellness Committee: Brett, Nick C, Meegan

- The team discussed the following:
 - Beginning to work with NCDOT on the transportation plan
 - Review of architect meeting with the scope and sequence to the building plan to follow
 - Update on timeline in regards to building out the Upper School
- **Committee Call-Wellness Vision and Programming**
 - Reviewed current covid-19 updates (Nick)
 - Discussed Lab's current plan

- Outlined best approach for Enews/Support for families (Guest speakers-Andrea Miller, Psychologists, etc).
- Best practices for student support (groups, videos, resources, etc).
- **Wellness Program (k-12) Vision:**
 - Reviewed slides
 - Discussed wellness outline
 - Outlined best approach to outline k-12 program for Lab Community
 - Reviewed timeline, goals, priorities
 - Created vision for Wellness Committee for next year
 - Brainstormed best approach for wellness events, programming, logistics etc.

Student & Staff Performance Subcommittee: Rashidah, Vikki, Alison, Paola, Lindsay

- A) Discussed conflict of interest and board norms
- B) Need to set up a time to meet with Mary regarding a Mid-Year review
- C) Continue to receive check-ins of Academic Performance of the School
- D) COVID-19 RESPONSE
 - The “new normal”
 - How do we address equity and access?
 - Being sure to meet immediate needs of family - food, supplies, devices, internet
 - Creating / possibly mailing out packets of work
 - Starting with giving a lot of information, may need to scale back and provide an easier method to disseminate daily lessons/videos/activities
 - Making sure to call families for personal touch (and who otherwise may not have access via email / internet)
 - Ensuring that we’re meeting the needs of whole child - having advisors call, engaging Deans and Guidance Counselors to follow-up with families
 - Is it possible to have teachers work in smaller groups with students?
 - Exploring setting up Zoom and individual phone calls with students for differentiated instruction
 - Differentiated packets of work / mailing packets to home
 - How do I continue to see our teachers develop?
 - Looking to Rashidah to help us further develop teachers
 - Possibly setting up bi-weekly or monthly calls in between subcommittee meetings
 - What’s our coaching model under WFH?
 - How are we supporting staff with access?
- E) ACTION STEPS
 - *Bi-weekly or monthly subcommittee call? Thought partners on these topics
 - *What does the board want to hear next? What information should we regularly report out?
 - *Help connect subcommittee with Free & Mary’s schedule for check-in

Development/Advancement: Michelle, Mary, Susan, Dean, Sarah

- The team discussed the following:
 - identifying grants that will cover Lab’s basic needs
 - clarifying needs - be specific with messaging how Innovation Fund makes a difference; reshare “Innovation Fund” flyer
 - setting up tiers - move forward with posting giving levels on the website

- linking giving page to home page
- submitting Lab's COVID response story to national outlets
- establishing a fundraising competition - example, coding challenge on Zoom, weekly design challenges, weekly family quests
- creating targeted strategies for faculty/staff and family giving