

Charlotte Lab School Board of Directors Monthly Meeting: General Meeting

Monday, April 27, 2020, 5:45pm |

ZOOM: <https://us04web.zoom.us/j/560456004?pwd=N3B1QUx4M2tKTE1SQUZjR0hvZzU5UT09>

Meeting ID: 560 456 004; Password: 507651

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 ● Zoom norms: Stay on mute, watch your airtime 	<i>Tom Murray</i>
5:50pm	10'	Executive Director's Report <ul style="list-style-type: none"> ● COVID-19 Response update <ul style="list-style-type: none"> ○ Calendar adjustments & event planning ○ Remote learning ○ Student/family support ● 2020-2021 planning <ul style="list-style-type: none"> ○ Admissions & enrollment ○ Staffing update ○ Preparing for a new normal 	<i>Mary Moss</i>
6:00pm	40'	Committee Reports <ul style="list-style-type: none"> ● Finance: Casey/Nicole/Cat <ul style="list-style-type: none"> ○ Monthly budget report ○ 2020-2021 budget update ● Development/Advancement: Michelle <ul style="list-style-type: none"> ○ Grants update ○ Innovation Fund update & discussion ● Governance: Lindsay <ul style="list-style-type: none"> ○ Prospective board member updates ● Facilities: Ed/Ricky ● Culture: Krista/Merisha ● Wellness: Nick C/Meegan ● Performance: Rashidah/Vikki <ul style="list-style-type: none"> ○ Meeting this week ○ Discuss ED's mid-year review results in closed session 	<i>Committee Chairs and/or School Representatives</i>
6:40pm	5'	Review Minutes from January, February & March meetings.	
6:45pm	3'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:48pm		Adjourn meeting & Enter Closed Session	<i>Tom Murray</i>

Charlotte Lab School Board of Directors Monthly Meeting MINUTES

Recorded by Free Nixon on 4/27/2020

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, Nicole Mottershead, Rashidah Morgan, Mary Moss, Merisha Leak, Ricky Singh, Catherine Malone, Meegan Whelan, Malshaun Burns, Michelle Hunt, Free Nixon

ABSENT:

Welcome: 5:51pm Tom Murray opened the meeting

Executive Director Report (Mary Moss)

- Shared the more recent announcement by Governor Cooper to continue remote learning through the end of the school year. Adapting learning process/approach based on feedback, and checking in on mental health of families and students.
- Leaders have been meeting re: how we can create alternate arrangements to celebrate our 5th graders and 8th graders.
- Planned teacher work day May 1st and PD Day May 15th
- Mary also shared the Lower Middle and Upper school update. They are implementing recess where students can see friends and safely meet under the supervision of our Deans of School.
- Staffing update
 - 2 hiring nights/14 candidates
 - 4 offers/3 accepted/1 pending
 - We are achieving diversity goals and we have hired our first Upper School teacher.
- Enrollment update:
 - Current families' Intent to Return forms:
 - 60% response rate (222 not yet)
 - Yes - 393, No - 14, Maybe - 8
 - Higher number coming back this year from last year with 5th grade
- Instructional calendar for 2020-2021
 - Planning for adjusted schedules and more remote learning
- Board Member Questions:
 - *Do we see any grade where there is a concern with numbers?*
 - Not at this time, but watching closely and continuing with marketing/recruitment efforts
 - We do have flexibility to move students among grade levels if needed to achieve overall numbers
 - *Have we thought about ways to support students as they transition back?*
 - Currently working on a comprehensive plan to address all areas of the transition back and to plan for several different scenarios for the fall

Finance Committee Report (Casey Rentch)

- *Net this year:* Significant improvement in careful tracking and monitoring
- *Movement around budget for next year:* expect reduction 6-8%
 - Cat & Mary have worked to make reductions in budget
- *Application for payment protection program;* We submitted an application; Suggestion of clear communication on how we are using the funds
 - Two teams have been formed to work on these plans

Fundraising Committee (Michelle Hunt)

- Faculty/Staff Challenge (goal of 100% participation)
- #whylab campaign (weekly family, f/s and board stories)
- LYBUNTS, SYBUNTS and non-givers (calls and email solicitations)
- Social media campaign
- “Friends of Lab” (newsletter and email solicitations)

Governance Committee(Lindsay Thompson)

- Anti Nepotism policy has been updated in regards to who that includes immediate family members:
- Board Took a Vote to approve the new policy:
 - Lindsay made a motion
 - Nick Clavin 2nd the motion
 - All voted in favor to approve the revised Anti Nepotism policy
 - There is another potential Board member - will interview and potentially vote at next meeting

Facilities Committee (Ed & Ricky)

- Engagement letter has been drafted with law firm that confirms service is pro bono. This is to help in regards to Long term lease.
- Ricky reported that county reports were coming back favorably and work on upper school was on schedule.

Culture Subcommittee (Merisha)

- Announced program with Alex F. from the restaurant group Sea Level and Catawba brewing and they will support family and staff with providing 20 meal kits per week. Any staff who are in need can also take advantage of available meals.
- We have a Professional development series/community book club planned and teachers can earn 3.0 CEU upon completion.

Wellness Subcommittee (Meegan Whelan)

- We have developed a Short Term and Long Term plan
- The long-term plan would align with our K-12 vision and would include a monthly topic to be discussed community-wide.

Performance (Rashidah Morgan)

- During Breakout March Meeting we Focused on the Status of Remote Learning at Lab
 - Continue age-appropriate remote learning plans K-8 with streamlined assignments and videos
 - Regular Zoom calls
 - Content Areas + Advisory
 - EC Services - Reading, Math, OT, Speech services
 - Enrichment / PE - live lessons w/ providers
- April Updates:

- Implement parent survey & 2nd round of Advisory calls
- Zoom calls - Add Live Instruction & Social Time / Recess (social opportunities for students with counselors, deans and support staff)
- Presented data for NSVF grant; preparing data for CSGF grant
- Next Meeting: Utilize NSVF slides to consolidate data and create a “grant presentation” for future funders

Meeting was adjourned by Tom Murray at 7:12pm to enter closed session in order to share feedback on Executive Director’s mid-year review.