

Charlotte Lab School Board of Directors Monthly Meeting MINUTES

Wednesday, March 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? ● Minutes from Jan 30, 2019 - Conference Call from 5–5:30 pm and Feb 27 	Tom Murray
5:50pm	50'	School & Organization Reports <ul style="list-style-type: none"> ● (30')Mid-Year School Performance Report (with support from School Performance Committee)- Kendra Johnson & Vikki Tunick ● (10')HS Planning Team Report - Ricky Singh <ul style="list-style-type: none"> ○ Proposed Board Members for HS Team ● (10')Executive Director’s Monthly report <ul style="list-style-type: none"> ○ Planning for 2019-2020 ○ Overview of plan for Committee meeting on 4/24 ○ Review roles/staff members for 2019-2020 <ul style="list-style-type: none"> ■ Job/position update ● Q&A 	Mary Moss <i>Executive Director</i>
6:40pm	40'	Committee Reports and Work Session <ul style="list-style-type: none"> ● (5') Strategic Planning Committee <ul style="list-style-type: none"> ○ Goals update ● (15') Governance Committee <ul style="list-style-type: none"> ○ VOTE: New board member ○ Bylaws discussion: member #, term limits ● (5') Finance Committee: <ul style="list-style-type: none"> ○ Monthly financial report ○ Facilities financing update ● (5') Fundraising Committee <ul style="list-style-type: none"> ○ Board Donation and Pledges update - this year’s average board gift is \$1,330 less than last year ○ Innovation Fund/Carpool update Thanks Jules, Nicole, Dean, Lindsay (and Brian!). Raised \$7,700 ○ Donor Reception - looking for a location 	<i>Committee Chairs</i>

		<ul style="list-style-type: none"> ○ Grant news ● (5') Facilities Committee <ul style="list-style-type: none"> ○ Report from 3/11 work session ● (5') Wellness & Culture Committee <ul style="list-style-type: none"> ○ Updates 	
7:20pm	5'	New Business: <ul style="list-style-type: none"> ● Parking Lot items ● Items for April 24th committee meeting agendas ● Items for May 22nd full board meeting agenda 	<i>All</i>
7:25pm	2'	Vote: Approval of minutes from special January rescheduled phone meeting and February 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

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.
Wednesday, June 26, 2019. Committees Meetings, #4 General Board Meeting for Mary's year-end review. 5:45-9 p.m.
Wednesday, July 24, 2019. #5 General Board Meeting. 5:45 - 7:15 p.m.
Wednesday, August 28, 2019. #6 General Board Meeting. 5:45-7:15 p.m.
Wednesday, September 25, 2019. Committees Meetings. 5:45-7:15 p.m.
Wednesday, October 23, 2019. #7 General Board Meeting. 5:45-7:15 p.m.
Wednesday, November 20, 2019. Committees Meetings. 5:45-7:15 p.m.
Wednesday, December 4, 2019. #8 General Board Meeting. 5:45-7:15 p.m.

Welcome: Tom Murray called the meeting to order at 6:00 PM and welcomed the Trustees and staff in attendance: Sarah Bordy, Dean Emmerton, Andy Culicerto, Lindsay Thompson, Nick Triplett, Casey Rentch, Brian Leary, Nicole Mottershead, Jules Bellamy; Mary Moss On the phone: Nick Clavin Staff: Ricky Singh, Susannah Lund, Vikki Tunick, Catherine Malone, Allison McClain, Kendra Johnson

School and Organization Reports

Mary Moss invited her Instructional Leadership team to give the school report. Susannah Lund informed the group we had 1035 applicants for 2019/20 school year. 16% qualified for the weighted applicant pool. The School admitted 116 students (49% were EDS). 919 students remain on the waitlist. We anticipate a similar retention rate as last year which was 88%, but will know exactly how many students are returning after they submit their enrollment forms on May 3. Additionally, a parent and student mid-year satisfaction survey was recently performed. 90% of parents were pleased or very pleased with the School. 98% of students were pleased or very pleased.

Vikki provided a Lower School report. She reviewed the portfolio of school community events engaging students and parents. Kendra and Allison provided engagement highlights from the year for the Middle School. Initiatives that

promote teamwork and collaboration have been successful such as a Step Team and athletic teams and “Greet the Week”.

Ricky Singh provided an update on high school planning. The Charlotte Lab School was awarded a grant from the New School Venture Fund to support the planning of the high school. The School is now leading conversations with parents, educators, and the community around the question “What should a high school graduate of the class of 2024 look like?” The staff has made professional development site visits to Detroit Prep and Northeastern University (NExT Summit). Dean asked if they are engaging in dialogue about funding strategies when they go on site visits to other schools to which they responded in the affirmative.

Additionally, Vikki presented the mid-year testing performance highlights. Mary presented the slate of 2020 priorities: school culture, student performance, staffing, fundraising, financial and facilities.

Kendra announced she would be stepping down as the head of the Middle School at the end of the year. Both Mary and Tom thanked her for her incredible service to the Lab and for her leadership in launching and growing the school these past 7 years. It was also shared that Ricky Singh will be taking on the role of Designer in Residence next school year.

Committee Reports:

Strategic Planning – Dean reported the committee is focused on laying out the primary goals and the steps needed to achieve these goals with annual milestone goals for each year, over the next five years. At the April committee meetings, each committee will be asked to fill out their worksheet.

Governance - Lindsay presented a candidate for the Board’s consideration – Susan McBarnet. After discussion, Andy motioned to add her to the Board which was seconded by Tom. The Board voted unanimously to invite her to join the Board of Trustees. Lindsay next led a conversation regarding expanding the Board and presented options of potential volunteer structures.

Finance Committee – Casey shared the school is currently in positive financial standing.

Fundraising Committee – Brian announced we have 100% participation from the Board for this year’s annual fund. We need to prioritize raising funds so we are able to increase staff salaries and remain competitive in the market. We also need to continue to work and develop the case around the cost of delivering a Lab School education.

Susannah and Brian thanked the board members who participated in distributing annual fund appeal flyers to parents during drop off. We raised \$7700 during these two days. Susannah commented she received positive comments from the parents who enjoyed seeing the Board members in action. We plan to make this an annual part of the fund drive. We are tracking slightly behind last year, but typically receive 25% of our gifts in the spring months.

Facilities Report – Andy and Mary shared an update on their work to pursue a location for the high school. We anticipate the high school budget will be self-sustaining. We anticipate needing \$300,000 in contributed revenue for annual operations at the high school.

Wellness Committee – Students are visiting the Levine Children’s Museum

No members of the public were present for public comment.

At 8:00 PM, Andy moved to adjourn the meeting which was seconded by Brian and unanimously moved.