

# Charlotte Lab School Board of Directors Monthly Meeting

Thursday, August 30, 2018, 5:45pm | Charlotte Lab Middle School Campus, 600 Seigle Avenue

**Call-In Information: Dial-in Number:(712) 775-7031; Access Code:219-944; Host PIN:1750**

## 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.

## AGENDA

Time	Duration	Topic	Presenter/Facilitator
5:45pm	5'	<b>Welcome</b> Review meeting agenda & revisit norms	Tom Murray <i>Board Chair</i>
5:50pm	20' 30'	<b>School &amp; Organization Reports</b> <ul style="list-style-type: none"> <li>● Heads of School Reports:                             <ul style="list-style-type: none"> <li>○ Staffing &amp; Enrollment, Annual Goals</li> </ul> </li> <li>● Executive Director's Presentation:                             <ul style="list-style-type: none"> <li>○ Summer progress report</li> <li>○ Annual Board Plan Draft - overview &amp; discussion</li> </ul> </li> </ul>	Mary Moss <i>Executive Director</i>
6:40pm	10' 5' 5'	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>● Finance Committee:                             <ul style="list-style-type: none"> <li>○ Monthly financial report and 2018-2019 budget</li> </ul> </li> <li>● School Performance Committee:                             <ul style="list-style-type: none"> <li>○ 360-degree process for Leadership Team</li> </ul> </li> <li>● Fundraising Committee:                             <ul style="list-style-type: none"> <li>○ Reminder: Fundraising event - 9/30, 5-7pm</li> </ul> </li> </ul>	<i>Committee Chairs</i>
7:00pm	30'	<b>Committee Work Session:</b> <ul style="list-style-type: none"> <li>● Review/update committee rosters</li> <li>● Set goals for 2018-2019</li> <li>● Establish regular meeting schedule</li> </ul>	<i>Committee Chairs</i>
7:30pm	10'	<b>New Business:</b> <ul style="list-style-type: none"> <li>● Identify dates for school tour</li> <li>● Other items for September agenda?</li> </ul>	<i>All</i>

7:40pm	2'	<b>Vote:</b> Approval of minutes from May, June meetings	
7:42pm	3'	<b>Public Comments</b> (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
7:45pm		<b>Adjourn meeting</b>	Tom Murray <i>Board Chair</i>

**MINUTES:**

Welcome: Meeting started at 5:50 PM. Board Chair Tom Murray welcomed all in attendance. Board members attending in person: Tom, Casey Rentch, Andy Culicerto, Rashidah Lopez Morgan, Jules Bellamy, Nick Triplett, Nicolas Clavin, Lindsday Thompson, and Nicole Mottershead. Board members attending by phone: Brian Leary. Board member not in attendance: Dean Emmerton and Sarah Bordy. Staff in attendance: Mary Moss, Vicki-Rose Tunick and Cat Malone

Welcome Jules to the board and Jules introduced himself and his background.

School and Organization:

With the start of school this week, Mary had Vicki and herself (on behalf of Kendra Johnson) give an overview of the Lower and Middle School.

Vicki and Mary went over Lower and Middle School organization chart and structure. They also went over their respective role, responsibilities, essentials and goals for the school year. Vicki and Mary noted that each staff has their own plan similar the ones they presented.

Mary and Vicki noted that they had a great start to the first week of school. They noted that the schools were fully staffed and students are getting settled in. Schools had successful meet the teacher night.

Discussions were had on Middle School and facility with addition of 7th grade. Mary noted that there was no facilities work completed over the summer at the Middle School and the space is working out based on the number of students in attendance (approximately 210). Lower School had wall and flooring work done.

Mary noted school enrollment, staffing, and waitlist figures. Board discussion of items for future consideration on teacher recruitment and retention. Mary present new school website and lunch program.

Finance Committee:

Casey presented 6/30/2018 year-end (unaudited financials) and forecasted income statement and cash flow for the year. Discussed outstanding board loan and plan for repayment. Casey discussed progress of discussion with potential financing partner and roadblocks regarding lack of collateral and financial results from 6/30/2018 year-end. Casey discussed Cat's performance over Finance function. Request that Mary put together a list of grants and identify priority items.

School Performance:

Rashidah discussed Mary's annual evaluation meeting and goals for the upcoming year. The committee is looking into implementing 360 feedback.

Fundraising:

Brian noted upcoming Donor's appreciation invite has been distributed. Brian briefly discussed preliminary Innovation Fund goals. A formal plan will be presented at the next meeting.

Head of School Report:

Discussion around Mary's transition from Head of school to Executive Director. Mary discussed her role, responsibilities, essentials and goals for the year. Mary presented the draft Board Plan for the upcoming year and committee structure.

Discussed facility committee to meet to on plans for Middle School. Plans for future board school visit. Present EOG results in more details at next meeting.

Public Comments: None

Minutes: Andy made a motion and Nick Clavin seconded a motion to approve May and June minutes. Everyone else voted in favor of.

Adjourn meeting: Andy made a motion and Nick Clavin seconded a motion to adjourn the meeting. Everyone else voted in favor of. Adjourn at 7:41PM

**ACTION ITEMS from 8.30.18**

Mary <i>ED</i>	<ul style="list-style-type: none"> <li>● Send list of action items for follow-up</li> <li>● Set up board member email addresses/accounts and connect with Tech Support</li> <li>● Add Executive Session to monthly agendas</li> <li>● For September meeting: <ul style="list-style-type: none"> <li>○ Send academic data in advance</li> </ul> </li> <li>● Review data re: families who are leaving</li> <li>● Check NC open meetings law re: board meeting re-location or technology to improve calling-in experience</li> <li>● For fundraising report, create list of potential major donors and requirements</li> </ul>
Tom <i>Chair</i>	<ul style="list-style-type: none"> <li>● Inquire about possibility of providing 403b training (Saving for Retirement) to Lab staff</li> </ul>
Andy <i>Facilities</i>	<ul style="list-style-type: none"> <li>● Set up initial committee meeting (Brian, Tom, Mary, Cat)</li> <li>● Put together plan/timeline and present at September meeting</li> </ul>
Casey <i>Finance</i>	<ul style="list-style-type: none"> <li>● Confirm enrollment numbers for budget</li> <li>● Follow up with Mary re: operations staffing</li> </ul>
Brian & Sarah <i>Fundraising</i>	<ul style="list-style-type: none"> <li>● Prepare report for September meeting</li> <li>● Prepare talking points for Board members for fundraising event on 9/30</li> </ul>

Dean <i>Strategic Planning</i>	<ul style="list-style-type: none"> <li>● Set up initial committee meeting (</li> <li>● Prepare annual plan for presentation at September meeting</li> </ul>
Lindsay & Rashidah <i>School Performance</i>	<ul style="list-style-type: none"> <li>● Set up initial committee meeting (Nick, Mary, Vikki, Meg, Kendra, Ricky, Alison)</li> <li>● Prepare report/presentation for September meeting</li> </ul>
Nick C <i>Culture &amp; Wellness</i>	<ul style="list-style-type: none"> <li>● Set up initial committee meeting (Rashidah, Nick T, Mary, Meegan, Ricky, Donna)</li> </ul>
Sarah <i>Secretary</i>	<ul style="list-style-type: none"> <li>● Prepare minutes for approval at September meeting</li> </ul>