

# Charlotte Lab School Board of Directors Meeting

Wednesday, February 21, 2018, 5:45-7:00 p.m.

Charlotte Lab Middle School, 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
5:45 p.m.	10'	Welcome to everyone Review meeting agenda	Tom Murray <i>Board Chair</i>
5:55 p.m.	5' each	<b>Board Committee Reports</b> <ul style="list-style-type: none"><li>• Finance &amp; Fundraising – Casey, Nicole, Dean<ul style="list-style-type: none"><li>○ Review financial dashboard</li><li>○ Review Annual Fund efforts</li></ul></li><li>• School Performance &amp; Culture – Rashidah &amp; Lindsay<ul style="list-style-type: none"><li>○ Our focus</li></ul></li><li>• Facilities – Andy, Tom, Brian and Mary</li><li>• Governance - Tom &amp; Lindsay<ul style="list-style-type: none"><li>○ Comms to existing candidates</li><li>○ Sarah Bordy</li></ul></li><li>• Strategic Planning - Tom, Brian, Mary and Dean</li></ul>	Committee Chairs
6:20 p.m.	15'	<b>Head of School Report</b>	Mary Moss Brown <i>Head of School</i>
6:35 p.m.	5'	<b>Public Comments</b> (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:40 p.m.		<b>Adjourn</b> meeting	Tom Murray <i>Board Chair</i>

Present: Brian, Casey, Tom, Dean, Mary, Lindsay. On phone: Rashidah, Lisa and Nick. Not present: Nicole.

**Finance** - Brian discussed fundraising efforts, including hosting events at Board members' homes and a brewery event. We've received our county allotment check for January and should be good through June. We're in midst of due diligence with a few banking institutions as we pursue line of credit.

**School Performance and Culture** - Rashidah and Lindsay continue their meetings with Mary to create her

self-evaluations and evaluations of school performance.

**Facilities** - Consider looking at facilities in North End for high school.

**Governance** - Andy makes motion to approve Sarah Bordy as a new Board member subject to an interview with Mary. Dean seconded the motion. The remainder of the Board present approved the motion. We will move forward with interviews of two other candidates. We also agreed to move the Board meetings to the fourth Wednesday of month.

**Strategic Planning**. Will discuss in more detail the proposed timeline and initiatives at a next Board meeting.

**Head of School Report**. Mary reported on school initiatives for safety given recent events in Parkland, Florida. Created detailed evacuation plan. At Lower School, we practice fire and tornado drills, which include same actions as lockdown safety drills. Studies show that telling young kids about lockdown safety drills increases anxiety without increasing preparedness. Mary is in the middle of setting goals for her instructional leadership team. Our free and reduced lunch population continues to grow in academic performance but not as same rate as our other students.

**Adjourn**. Andy makes motion to adjourn the meeting, and Casey seconds the motion. All approve.