

Charlotte Lab School Board of Directors Meeting

Wednesday, March 28, 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 | Lindsay Thompson <i>Secretary</i> |
| 5:55 p.m. | 5' each | Board Committee Reports <ul style="list-style-type: none">• Finance & Fundraising<ul style="list-style-type: none">○ Review financial dashboard○ Review Annual Fund efforts• School Performance & Culture• Facilities• Governance - vote on Bylaws• Strategic Planning | Committee Chairs |
| 6:20 p.m. | 15' | Head of School Report | Mary Moss Brown <i>Head of School</i> |
| 6:35 p.m. | 5' | Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members) | |
| 6:40 p.m. | 5' | Approve Minutes: Review and approve Board meeting minutes from 9/20/2017, 10/18/2017, 11/17/2017, 12/20/2017, 1/25/2018, 2/21/2018 meetings | Lindsay Thompson <i>Secretary</i> |
| 6:50 p.m. | | Adjourn meeting | Lindsay Thompson <i>Board Chair</i> |

In attendance in person: Sarah Bordy, Mary Moss Brown, Nick Clavin, Brian Leary, Lindsay Thompson. **In attendance by phone:** Rashidah Morgan, Nicole Mottershead, Casey Retch. **Not in attendance:** Andy Culicerto, Dean Emmerton, Lisa Frison and Tom Murray.

Welcome. By Lindsay. Welcome to newest member Sarah Bordy.

Committee Reports.

Finance and Fundraising. We are on track to get same pupil allotment from the State in July (\$6,800 per student). Sarah Bordy will join this committee. Intense application process underway for federal grant. We discussed opportunities for Board members to show support and ask for support from other community members in that process.

Annual Innovation Fund. Fundraising ongoing through end of May. Thanks to Brian Leary for hosting the recent event honoring those who have contributed at least \$1,000 to the Annual Fund. The next fundraising event is on April 12 at Catawba Brewing Company for parents. Board giving is 100%. Mary Moss Brown, Susannah Lund and Sarah Bordy will meet to discuss the Annual Fund campaign. Nick Clavin's brother-in-law has agreed to donate time to film a video for use in campaign.

School Performance and Culture. Rashidah and Lindsay are putting into place a self-evaluation form for Mary. Scheduled to do mid-year check-in after spring break. In process of setting goals for culture.

Facilities. Soon, we will conduct a formal cost analysis of leasing v. owning space for a high school, including evaluation of cost to expand middle school building.

Governance. At next meeting we will make a decision whether to move forward with two current candidates. We may reconsider a Board of Advisors. We did not have enough Board members present to vote on proposed revision to Bylaws.

Strategic Planning. No update.

Head of School Report. 1200 applicants for lottery. Accepted 100 students. On target to meet 35% FRL in Middle School and Kindergarten. 94% of current students have committed to returning. The Board and Mary have agreed that next year's lottery will be held in March 2019 before students admitted to area private schools are required to confirm their acceptance. Project to improve sound quality at lower school will start in April.

Public Comments. None.

Minutes - Brian Leary made a motion to approve the minutes; Nick Clavin seconded the motion; and everyone else present voted in favor.

Adjourn. Brian Leary made a motion to adjourn the meeting; Nick Clavin seconded the motion; and everyone else present voted in favor.