

Charlotte Lab School Board of Directors Meeting

Wednesday, April 25, 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	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 <ul style="list-style-type: none"> ○ Efforts to define culture ○ Schedule Mary's evaluation • Facilities • Governance <ul style="list-style-type: none"> ○ Vote on Bylaws ○ Lisa Frison ○ Two Board candidates ○ Discuss attendance at meetings in summer • Strategic Planning <ul style="list-style-type: none"> ○ Community survey 	Committee Chairs
6:20 p.m.	10'	New Board Meeting approach - discussion topics	Rashidah Morgan Lindsay Thompson
6:30 p.m.	5'	Race Matters for Juvenile Justice	Rashidah Morgan
6:35 p.m.	15'	Head of School Report <ul style="list-style-type: none"> • Grant application • Message to parents about Ricardo Mata (PlaySpanish) 	Mary Moss Brown <i>Head of School</i>
6:50 p.m.	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:55 p.m.	5'	Approve Minutes: Review and approve Board meeting minutes from 3/28/2018 meeting	Lindsay Thompson <i>Secretary</i>

7:00 p.m.	Adjourn meeting	Tom Murray <i>Board Chair</i>
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In attendance: Brian Leary, Nicole Mottershead, Casey Rentch, Sarah Bordy, Lindsay Thompson and Mary Moss. In attendance by phone: Dean Emmerton. Not in attendance: Tom Murray, Andy Culicerto, Nick Clavin and Rashidah Morgan.

WELCOME by Lindsay Thompson.

BOARD COMMITTEE REPORTS

- **Finance & Fundraising** – We need a short-term loan to get through May. Casey, Shelli and Mary are meeting soon to determine exact amount and will solicit contributions from Board members. Shelli and Mary are also working on next school year’s budget, which the Board will need to consider and vote on no later than June’s Board meeting. The budget will also assist with our efforts to secure a revolving credit line and loan refinancing. Reasons for our exceeding this year’s school budget include the following: we spent \$20k+ over personnel last month because we are hiring new personnel who are more experienced and require higher salaries; we provided better insurance this year; we’ve also been paying COBRA benefits, which are \$1500/month, to several employees who have left; and we’re required more substitute teacher coverage for staff who are pregnant.

Mary has been working on next school year’s projected budget. Next year’s anticipated costs include increased teacher salaries and technology. Rent for both facilities is the same next year.

In addition, we’ve been setting budget at beginning of school year and we aren’t refining it each month. We will start that process with next school year’s budget.

We have submitted our request for state funding based on a student population of 602 - approximately 400 in the lower school and 200 in the middle school.

- **School Performance & Culture** - Lindsay and Rashidah are working with staff as well as Nick Clavin to help define with Mary how the Board can support the school’s culture efforts.
- **Facilities** - Brian and Mary gave a tour of the middle school to the owners of the middle school facility and land (1.4 acres). The owners were excited about the work we are doing. They also own 0.7 acres next door. We will approach them to discuss Lab taking ownership of middle school facility and 2.1 acres of land. We will also develop a subcommittee that includes Board and non-Board members to consider Requests for Proposal (RFPs) from builders to add on to middle school. Brian and Mary will coordinate a meeting with our architect to discuss development plans. Once we have a development idea in place, we can go back to banks and grants to ask/apply for more loans.
- **Governance** - Lisa Frison is no longer on the Board. We agreed not to hold a Board meeting in July unless necessary (for example, for review and approval of next school year’s budget). We did not vote on proposed updates to the

Bylaws because there was no quorum. We continue to have two qualified Board candidates on whom we need to vote. We could not vote today without a quorum. We agreed Board members would reach out to each candidate for conversation, and we will vote on their candidacies at May Board meeting.

- **Strategic Planning** - A community survey will be issued to parents in early May to solicit feedback about Lab. This committee has planned out its calendar for the next 2 months. Besides survey, the next immediate goal is development of a mission/vision statement in June.

HEAD OF SCHOOL REPORT

- **Federal Grant Application** - Mary and her team completed their application that awards up to \$250k over 5 years. She will find out in mid-June whether it's awarded to Lab. The money will be used on professional development/planning/existing staff salary/marketing/website work. New staff member Elizabeth Baldwin has been a great addition to grant writing efforts. There are other grants and fundraising efforts ongoing.
- **Annual Fund.** Pledges are over \$200k and we plan to ramp up efforts in this next month, including specific outreach to certain families. Mary will provide the Board with a list of potential or current donors who we can contact for additional funds. We had 50-70 attendees at the PTSO event at Catawba Brewery. Proceeds of \$700 went to Annual Fund. The purpose was camaraderie, to raise funds, and to talk about end-of-year efforts. Board agreed that at such future events, we need to prepare an "ask" for annual fund contributions to those attending.
- **Play Spanish.** Additional criminal charges have been filed against Richard Mata, former head of PlaySpanish, for allegedly abusing at least one child who participated in his program at Eastover Elementary. The Board agreed with Mary that we should notify any specific families at Lab whose kids participated in PlaySpanish in school year 2015-2016 that their kids were not alone with Mr. Mata and to make Lab available to them if they want to discuss. Lab has not used PlaySpanish as a vendor since that school year.

NEW BOARD MEETING APPROACH

We discussed and all Board members present agreed that at each Board meeting we will spend 5 to 10 minutes discussing topics of relevance to the Board that do not fall within the Committee reports.

RACE MATTERS FOR JUVENILE JUSTICE

Rashidah will share information over email about upcoming opportunities for our Board to participate in this exceptional seminar on race.

PUBLIC COMMENTS. None.

APPROVE MINUTES. No quorum to vote.

ADJOURN MEETING. Casey made motion to adjourn. Lindsay seconded the motion. All present were in favor. The meeting adjourned at 7:30 p.m.