

Charlotte Lab School Board of Directors Meeting

Wednesday, May 23, 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 and budget○ Review Annual Fund efforts• School Performance & Culture<ul style="list-style-type: none">○ Race Matters for Juvenile Justice• Facilities• Governance<ul style="list-style-type: none">○ Vote on Bylaws○ Vote on two Board candidates• Strategic Planning<ul style="list-style-type: none">○ Community survey results	Committee Chairs
6:20 p.m.	10'	*New!* Board topic - committee structure and focus	Rashidah Morgan Lindsay Thompson
6:30 p.m.	15'	Head of School Report	Mary Moss <i>Head of School</i>
6:45 p.m.	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
6:50 p.m.	5'	Approve Minutes: Review and approve Board meeting minutes from 3/28/2018 meeting and 4/25/2018 meeting	Lindsay Thompson <i>Secretary</i>
6:55 p.m.		Adjourn meeting	Tom Murray <i>Board Chair</i>

Welcome. Board Chair Tom Murray welcomed all in attendance, including Leigh Jones, a member of the public. Board members attending in person: Tom, Casey Rentch, Andy Culicerto, Rashidah Morgan, Nicole Mottershead, Sarah Bordy,

Mary Moss. Board members attending by phone: Nick Clavin, Dean Emmerton, Lindsay Thompson. Not in attendance: Brian Leary.

Board Committee Reports.

School Performance and Culture. The Board discussed attending the Race Matters for Juvenile Justice two-day seminar. Tom will confirm with Rashidah his available dates to attend in August. After confirming Tom's availability, we will decide other Board members to attend. Mary has identified the staff members she wants to attend.

Facilities. Committee asked for additional Board members to join given the amount of work to be accomplished this summer for middle school facility to accommodate both 6th and 7th grades in 2018-2019 and 6th, 7th and 8th grades in 2019-2020. Committee will meet in first two weeks of June to discuss plan for next steps, including discussions with Board's Strategic Planning committee, the middle school building and land owners, as well as the architect and developer who did work for us on the Lower School.

Governance.

- **Bylaws** - Andy made a motion to update the Bylaws to include a provision to increase the number of potential directors on the Board to 13 and to make each term run two years from a director's initial appointment. Dean seconded the motion and other voting members voted in favor. The Bylaws will also be updated to reflect that Mary's title is Executive Director, not Head of School. Lindsay will draft for consideration and a vote another change to Bylaws for each director to serve a maximum of 3 terms unless 70% of voting Board members vote to make an exception for that director to serve more than 3 terms.
- **Board candidates.** Two potential Board candidates were discussed in Closed Session at end of meeting.

Strategic Planning. Committee has drafted a survey to email to students, parents and community friends that totals 20-25 questions in both English and Spanish. Goal is to solicit and receive feedback in early June, at which point committee will evaluate responses to produce an updated vision/values statement for the school.

Board topic: committee structure and focus. Board discussed and agreed to separate School Performance and School Culture into separate committees because of culture/community/wellness efforts for more students at Lower and Middle Schools. Board agreed no other committee changes needed at this time. Board also agreed to reinstitute committee reports emailed to the full Board before each meeting.

Head of School Report. We received 268 applications eligible for our socioeconomic diversity preference in the lottery. Mary will investigate and follow up on establishment of Board member email addresses through Charlotte Lab server. This summer, Mary is working on a "to do" list of items she wants to accomplish next year that she will share with the Board when ready. We are close to completing all hiring decisions for next year, and a staff retreat is scheduled for August. Again, we have very little staff turnover. We are \$25k short of achieving Annual Fund goal, but expect to meet goal by deadline.

Board Committee Reports.

Finance and Fundraising. We discussed the budget, the year is cash flow positive, and in the short term, the Board is providing a loan to meet the school's timing of cash flow. In June, we are supposed to learn whether we've received

federal grant for which Mary applied. It's \$250k/year every year for 5 years.

NC Department of Instruction has changed how it allocates funds for Exceptional Children. Mary is making an appointment to speak with the Department to learn more about the requirements for fund allocation and what actions Lab can take to ensure it receives appropriate funding. To date, Lab students with Individualized Education Plans (IEPs) are performing twice as well as students in CMC schools.

Public Comments. None.

Approve Minutes. Casey suggested revisions to both March and April 2018 minutes. Therefore, we will vote on those revised minutes at June's Board meeting.

Closed Session.

Adjourn Meeting. All present Board members voted to adjourn and the meeting was adjourned.