

Charlotte Lab School Board of Directors Meeting

Wednesday, June 27, 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 Introduction of new Board member Nick Triplett Review meeting agenda | Tom Murray <i>Board Chair</i> |
| 5:55 p.m. | 5' each | Board Committee Reports <ul style="list-style-type: none"> ● Confirm chairs and committee members ● Finance & Fundraising <ul style="list-style-type: none"> ○ Review budget ● School Performance ● School Culture ● Facilities ● Governance <ul style="list-style-type: none"> ○ Vote to renew Casey's, Lindsay's and Nick's terms ○ Secretary nominations (and potential vote) ○ Governance Committee invites additional members ● Strategic Planning <ul style="list-style-type: none"> ○ Community survey results | Committee Chairs |
| 6:20 p.m. | 15' | Head of School Report | Mary Moss <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) | |

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|-----------|-----|---|--------------------------------------|
| 6:40 p.m. | 5' | Approve Minutes: Review and approve Board meeting minutes from 3/28/2018 meeting, 4/25/2018 meeting and 5/23/2018 meeting | Lindsay Thompson <i>Secretary</i> |
| 6:45 p.m. | 30' | Closed Session <ul style="list-style-type: none"> ● Mary's evaluation ● Board Agreement, norms and expectations | Tom Murray <i>Board Chair</i> |
| 7:15 p.m. | | Adjourn meeting | Tom Murray <i>Board Chair</i> |

Welcome. Meeting started at 5:50 p.m. Tom welcomed Nick Triplett to the Board. Board members present in person included Nicole Mottershead, Sarah Bordy, Tom Murray, Casey Rentch, Nick Clavin and Nick Triplett. In attendance by phone were Lindsay Thompson, Dean Emmerson, Rashidah Morgan and Mary Moss Brown. Andy Culicerto and Brian Leary were not in attendance.

Board Committee Reports. Going forward, we will have separate Finance and Fundraising committees. Sarah and Brian will co-chair the Fundraising committee. Tom, Casey and Nick C. volunteered to join the Fundraising Committee. We reviewed Committee member list to make updates and Chair designations.

Finance and Fundraising. In June, the Board funded a \$250k short term loan that will be paid back during the 2018/2019 school year, and Tom expressed thanks to those who contributed. In reviewing next year's budget, the decision was made to add more students to have sufficient scale in the 2018-2019 school year to improve Lab's financial picture. We are now at full capacity for 2018-2019 school year. We're adding 126 students (115 in 6th and 7th grades and 11 in lower school). We're up to 630 total students. We've reduced class sizes in K, 1st and 2nd for 2018-2019 school year. The 2018-2019 school year budget makes up over \$300k from the 2017-2018 school year. We identified many expense-related initiatives to drive down costs. Lab will be cash flow positive in 2018-2019.

The 2018-2019 budget includes assumed receipt of \$80k in grants. Board has authorized Mary to file grant applications for Lab, including Title I grants. Mary and her team are working on a few grants that we'll know about within a few weeks. They are \$200k-\$300k each. If Lab receives them, we expect pay out by first of year in 2019. If we receive grants, we may be able to hire more teachers.

We expect to finish 2019 with \$88k in cash. At end of this August, we expect to finish discussions with banks about revolvers. We'll know by end of August whether September requires the Board to voluntarily make another short-term loan.

Board discussed the idea of adding a TK/K classroom because we have a need for it. We do not have physical space, and would need to investigate purchasing/renting a trailer. The additional classroom would cost less than the income it would generate.

Casey made a motion to approve the budget, and Nick Clavin seconded the motion. Every Board member in attendance

voted to approve the budget for school year 2018-2019.

School Performance. Rashidah has emailed all Board members the link to give feedback for use in Mary's evaluation. There you'll see her describe what the Committee went through with Mary to establish a useful evaluation process.

School Culture. Nick Clavin is the chair of this new committee. Nick and Rashidah met with Lab counselor Meghan Wheelan last night to talk about how culture and wellness intersect at Lab. Committee will determine how Board should be involved in related initiatives. Discussed implementing a mentoring program between different grades, as well as a presentation to parents about escalating suicide rates.

Facilities. No update.

Governance. Dean made a motion to renew the 2-year terms of Lindsay, Casey and Nick Clavin. Nicole seconded the motion and all Board members in attendance voted in favor. Nick Clavin made a motion to nominate Sarah Bordy as the new Secretary and Nicole Mottershead as her Assistant Secretary. Casey seconded the motion and all Board members in attendance voted in favor. Nick Triplett is joining the Governance Committee.

Strategic Planning. Since last meeting, we launched survey and received roughly 400 responses from the 1000 recipients. Mary also ran a vision workshop for staff at the school which was very well-received.

Head of School Report. All teacher positions have been filled with quality personnel, except still hiring for 2 Lower School Spanish spots. New and returning staff spent week of June 11 planning for next school year with enthusiasm and positivity. The staff turnover is generally positive for school culture and staff morale. Making several changes with operations/administration/leadership staff to streamline roles and responsibilities and to ensure the practices are scalable. Shelli Merritt and Cat Malone will switch roles. Mary's goals for 2018-2019: 1. Coaching school leadership teams; 2. Developing Quest program and curriculum as Lab's "flagship" practice; 3. Strategic planning; and 4. Fundraising.

We've received preliminary EOG results. Highlights: 3rd grade Math, overall reading, especially 6th grade. Challenges: 5th grade Science, 6th grade Math (both expected). We have revamped K-7 Science curriculum to ensure that all students are better prepared in the future. Hired very strong 7th grade Math teacher for next year.

Public Comments. None.

Approve Minutes. Casey made motion to approve and Nick Clavin seconded a motion to approve minutes from March and April Board meetings. Everyone else voted in favor. Casey made suggestions to the May minutes, and those will be voted on at August Board meeting.

Closed Session.

Adjourn meeting. Casey made a motion to adjourn and Nick Clavin seconded. Everyone in attendance voted in favor, and the meeting was adjourned at 7:34 p.m.