

Charlotte Lab School Board of Directors Meeting

Wednesday, June 21, 2017, 5:45-7:00pm

Crescent Communities, Carillon Building, 227 West Trade Street

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
5:45pm	10'	Welcome / Review meeting agenda Catch-up	Tom Murray <i>Board Chair</i>
5:50pm	20'	Head of School Report <ul style="list-style-type: none"> ● End-of-year update ● Review of diversity survey raw data and summary of results 	Mary Moss Brown <i>Head of School</i>
6:10pm	5' each	Board Committee Reports <i>Each committee will present their 2016-2017 goals and action steps. Notably, additional members needed on the Fundraising and School Performance Committees. Mary will review Google share folder set-up for committee work.</i> <ul style="list-style-type: none"> ● Finance & Fundraising – Casey, Nick and Shelli <ul style="list-style-type: none"> ○ Review financial dashboard ● School Performance & Culture – Lindsay and Ray <ul style="list-style-type: none"> ○ Wellness subcommittee - Nick ○ Diversity and inclusion subcommittee - Lisa ● Facilities – Andy, Tom, Brian and Mary <ul style="list-style-type: none"> ○ Middle school update ● Governance - Lisa, Lindsay, Andy & Tom <ul style="list-style-type: none"> ○ Board candidates update ○ All sign Board Member Agreement we've previously approved ○ Next Board meeting: July 19 ● Strategic Planning - Tom, Brian and Ray <ul style="list-style-type: none"> ○ Growth & Expansion Subcommittee – Mary 	Committee Chairs
6:35pm	5'	Approve Minutes: Review Board meeting minutes from 5/17/2017	Lindsay Thompson <i>Secretary</i>
6:40pm	5'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	

6:45pm		Adjourn meeting	Tom Murray <i>Board Chair</i>
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Governance Committee Update

Met 6/8 2017 9am – 9:30

Attendees:

- Lindsay Thompson
- Andy Culicerto
- Lisa Frison

Discussed several board candidates that have expressed interest – shared feedback on initial calls and committee recommendations. Have decided to move 6 candidates to interview with Tom and broader governance committee over the next few weeks. Will make a collective recommendation for the remaining openings at the next board meeting.

MINUTES.

Board members: Tom Murray (Chair -arrived later in the meeting), Andy Culicerto (Vice Chair - not in attendance), Casey Wrench (Treasurer - by phone), Lindsay Thompson (Secretary), Lisa Frison, Brian Leary, Nick Clavin (not in attendance), Ray Richardson (not in attendance), Mary Moss Brown. Vikki Tunick also attended in person.

Welcome. By Secretary Lindsay Thompson.

Head of School Report. All teachers returning, except one who is moving home to Louisiana. Right now, hiring 5-8 staff for Middle School. Great candidates. 5 FT staff are moving from Elementary to Middle School.

93% family retention rate; 4.5% no and 2% Maybes. Losing 10 rising middle schoolers to AG and Piedmont. Now up to over 1400 applicants for the lottery. Mary will evaluate whether next year we move lottery date to around same time as CMS and when local private school acceptances are due. The Annual Fund raised over \$227,780. 76% of families, 100% of Board and 100% of staff participation.

Vikki attended this Board meeting and will attend future Board meetings on behalf of School.

Mary and Vikki reviewed year-end school performance. Topics covered: Literacy/Humanities Program. Reading assessment review. EOG Results. Math tests (which are our own). Improvements seen on most tests. We’re currently a “B” school.

When other schools publish MAP and EOG results in October, we can compare. Selwyn, Easter, Dilworth, Cotswold Elementary. Carmel, AG, Piedmont Middle. Contemplating not giving MAP to 1st graders next year given demanding keyboarding skills. May not be worth it compared to grades 2-5. Overall EOG achievement moved from 73% last year (3rd and 4th graders) to 76% (3rd, 4th and 5th graders) this year. Our goal is to hit in the 80%-90% across the board.

Mary and Vikki also reviewed results of Diversity Survey. 74% of 290 respondents see benefits of diversity. Majority of respondents are white and 43% with household incomes above \$150k. Administration has made decision to incorporate DE&I into every staff person’s role. Created PTSO VP of Access & Inclusion position.

Operations & Communication - Happy with it all. Improve progress report system; very labor intensive. Need to put PE flooring in multipurpose room of Elementary School. Renovating Middle School. Starting Mentor Families Program. Created new titles for various faculty and reorganized structure a bit. Susannah promoted to Director of External Relations. Raising money, branding, marketing, vendor relationships. Admissions and recruitment also falling under

Susannah. Kendra will be Assistant Head of Middle School.

Committee Updates

Finance - Reviewed proposed budget. Will vote on it next time. Mary and Susannah will offer dashboard of Fundraising strategy, and Board will review and give feedback. State of North Carolina released its public school budget today. Charlotte Lab School will see an increase of \$175/student/year.

School Performance and Culture - No update.

Facilities - No update.

Governance - Review of Board candidates and current size and structure of Board.

Strategic Planning - No update.

Approve Minutes. Lindsay moved to approve minutes from May's Board meeting. Brian seconded. All other Board members approved.

Public Comments. None.

Adjourn the meeting. Brian moved to adjourn. Lisa seconded the motion. All other Board members unanimously approved.