

Charlotte Lab School Board of Directors Monthly Meeting

Wednesday, September 26, 2018, 5:45pm | Charlotte Lab Middle School Campus, 600 Seigle Avenue

ZOOM CONFERENCE Information: By Phone - 925-921-7661 | By Video - <https://zoom.us/j/9259217661>

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 - use the “parking lot” to table topics for discussion at future committee sessions or meetings.

AGENDA

Time	Duration	Topic	Presenter/Facilitator
5:45pm	5'	Welcome <ul style="list-style-type: none"> ● Review meeting agenda & revisit norms ● Note: highlighted section above - “parking lot” added. ● Who would like to assist as timekeeper for this meeting? 	Tom Murray <i>Board Chair</i>
5:50pm	20' 30'	School & Organization Reports <ul style="list-style-type: none"> ● Head of External Affairs Presentation <ul style="list-style-type: none"> ○ Overview of Lab’s fundraising history ○ Preview of 2018-2019 fundraising ○ Talking points for donor cultivation event on 9/30 ● Executive Director’s Presentation <ul style="list-style-type: none"> ○ Fundraising report ○ School Report Card - What does it mean? 	Susannah Lund <i>Head of External Affairs</i> Mary Moss <i>Executive Director</i>
6:40pm	50'	Committee Reports (see report notes below) <ul style="list-style-type: none"> ● Finance Committee: <ul style="list-style-type: none"> ○ Monthly financial report & 2018-2019 budget update/outlook ● School Performance Committee: <ul style="list-style-type: none"> ○ Note about standardized testing and state data ● Culture & Wellness ● Strategic Planning ● Facilities ● Fundraising Committee: Fundraising event - 9/30, 5-7pm 	<i>Committee Chairs</i>
7:30pm	10'	New Business: <ul style="list-style-type: none"> ● Parking Lot: ● Identify committee leads for agendas, minutes, etc. ● Board email status: What do we need to do to make it work? ● Items for October agenda 	<i>All</i>

7:40pm	2'	Vote: Approval of minutes from August meeting	
7:42pm	3'	Public Comments (if any; statements are limited to 3 minutes and may not reference individual circumstances, individual students or faculty members)	
7:45pm		Adjourn meeting	Tom Murray

COMMITTEE REPORT NOTES from September 2018

Facilities <i>Chair - Andy Culicerto</i> <i>Staff - Mary Moss</i>	Meeting held on 9.11.18 View minutes here . Next meeting on October 2nd via conference call at 5pm.
Finance Committee <i>Chair - Casey Rentch</i> <i>Staff - Cat Malone</i>	
Fundraising Committee <i>Co-Chairs - Brian Leary & Sarah Bordy</i> <i>Staff - Susannah Lund</i>	Susannah, Mary & Brian met to prep for 9/30 event. Committee to meet on 9/26 prior to board meeting.
Governance <i>Chair - Lindsay Thompson</i>	GC met week of 9/17. We are working on the following goals: <ol style="list-style-type: none"> 1. Establish monthly committee meeting schedule 2. Formalize and document Board candidate selection process 3. Develop list/chart/inventory of current Board members and expertise still needed 4. Review and update Bylaws 5. Establish protocol and standards for evaluating Board members' performance 6. Succession planning
School Culture & Wellness <i>Chair - Nick Clavin</i> <i>Staff - Meegan Whelan</i>	Meeting held on 9.14.18 View minutes here . Next meeting on October 15th.
School Performance <i>Co-Chairs - Rashidah Morgan & Lindsay Thompson</i> <i>Staff - Vikki Tunick</i>	Committee members gathered several times to review/gather data. View minutes here . See report in agenda for presentation. Still to come: <ul style="list-style-type: none"> ● Assessment Night for Parents in October ● Additional training for board members on assessment practices
Strategic Planning <i>Co-Chairs - Tom Murray & Dean Emmerton</i>	Met on 9.21.18 with Heath Dillard to review results from community strategic planning survey (attached). Mary to provide overview of vision activity with staff during summer planning (attached). Developed current strategic planning timeline: <u>September:</u> Analyze results of survey - Attached report summarizing the results of the Lab parents &

Staff - Mary Moss	stakeholder survey we ran early summer; Review outputs from June staff vision exercise <u>October:</u> Conduct mission/vision exercise with board in October board meeting Begin developing 5-year strategic goals (e.g. open high school) <u>November:</u> Update & finalize vision/mission statement Refine & develop 5-year strategic goals and Identify analysis required
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Welcome: Board Chair Tom Murray called the meeting to order at 5:47 PM and welcomed Board members in attendance: Brian Leary, Lindsay Thompson, Nick Clavin, Nicole Mottershead, Sarah Bordy, Andy Culicerto, Rashidah Morgan, Dean Emmerton, Nick Triplett, and Jules Bellamy. On the phone: Casey Rentch Staff in Attendance: Mary Moss, Susannah Lund, Cat Malone

School and Organization Reports: Susannah Lund provided the Board with an overview of fundraising goals and priorities for the year, along with historical performance data. FY18 was our first year without any grants from a national foundation which had a significant impact on the annual operating budget for the year. (Historically, half of our contributed income has come from national foundations.) CLS will prioritize cultivating and soliciting national foundations this fiscal year. Additionally, more emphasis will be placed on targeted 1:1 cultivation and solicitation of individuals to meet our annual fundraising goal of \$300,000 for this year. To this end, a cultivation event for donors of \$250+ is being hosted by Lab parent’s Mary and Mark Kust on Sept 30. The video debut of “Lab’s Million Dreams” will occur at this event as well as pitch for support. Finally, a prospect list was shared with the Board who identified areas where they could help. Dean requested that a pitch deck be provided for Trustees use.

Mary Moss provided the school report and opened by thanking Lindsay, Nick T., and Rashidah for their participation in several sessions with the school performance committee, which evaluates our scores as well as implementation of our mission and vision. While the Lab has received a C from the NC State Report Card (the measurement of reading and math scores), it is currently outperforming the state and district in many areas. For example, students with special needs perform higher at Lab than at district counterparts. The board agreed a strategic priority for the coming year is to provide more resources for EDS students entering the school to help them perform on grade level as quickly as possible. Mary noted a particular area of need was finding funders to support our quest model and survival skills program, as these are model programs for CLS where we excel. The school report card will be shared with parents at Assessment night on October 16.

Board Committee Reports:

Finance. Casey provided the Board with an update on Q1 expenses. To date, there have been less expenses than what is budgeted. Our cash-flow position is positive. Board loans are anticipated to be paid back in November and December. Our final admissions number was 629 towards a goal of 630.

Culture and Wellness. Nick shared that vision screening sessions had been provided to the students. In addition, Brett Blumenthal, a best-selling self-help author, has been recruited to contribute to our newsletter to promote healthy habits of mind and body. Finally, students took a field trip to the Levine Children’s Hospital.

Strategic Planning. Dean reviewed a summary of the parent survey results with the Board. Following the survey a vision and mission exercise was executed with the staff. The Trustees will undergo a similar exercise at the October Board meeting. The results of these conversations will be utilized to help set our 5 year strategic plan goals.

Fundraising. Susannah's presentation served as the fundraising report for the meeting. The School is currently looking to fill a part-time grant-writing position. The Board indicated that increasing fundraising capacity is a priority this year.

Facilities. Andy indicated the committee is performing a site feasibility plan at the middle school location. They anticipate having data to share at the October Board meeting. In the meantime, Trustees continue to cultivate relationships with the property owners. There have been unexpected maintenance costs in the first quarter of approximately \$25,000. Given this, a more thorough assessment of current facility maintenance needs will be undertaken by the committee as well.

Public Comments. None.

Approve Minutes. Minutes for the August Board meeting were approved.

Adjourn Meeting. Tom thanked the staff present for their service and commitment to the mission of the Lab School and dedication to changing our shared community. Andy motioned to adjourn the meeting at 8:07 PM which was seconded by Brian Leary and approved by all members present.