

CONSERVATORY LAB

CHARTER SCHOOL

Minutes of Conservatory Lab Charter School
Board of Trustees Meeting
Tuesday, April 25, 2017 4:45p.m. – 6:45 p.m.
2120 Dorchester Ave., Dorchester, MA

Present: Brad Richardson, Lisa Wong, Martha Kleinman, Erika Sanchez, Anne Snyder, Kitty Pell, Gary Gut, Bethany Ford, Clay Rives, Keree Simmons, Melanie Sheffield.

Absent: Kay Sloan, Stephanie Perrin, Danna Mauch, Maisha Douvon-Cover, Bob Grinberg, Staverne Miller, Elaine Ing, Myriah Johnson

Staff: Linda Nathan (CAS), Seth Miller(CAS), Josue Gonzalaz, John Chistolini, Dana Reder, Bea Abascal, Catherine Martin, Kate Rourke, Meghan Hines, NicoleMack, Cecilia Soriano

I.Public Comment: Request was made by Dana Reder, staff member, that the public comment section be moved to the end of the meeting.

II. Center Reflections – Anne Snyder:

- Explanation of the Venn diagram, in the notes, describing the expected progress in the relationship between the Center and CLCS.
- Description of the Perrone-Sizer Leadership program and how it is helping to develop a pipeline for emerging leaders.
- New potential opportunities for Center's workdescribed: with Longy and U. Mass. Boston; as consultants, eg. With Boston Latin on race and equity; partnering with the Cambridge Public Schools in supporting the work of a design coach.
- 75% of Linda Nathan's time is devoted to CLCS at this time.

At this point in the meeting, there was a pleasant presentation given by students from Ms. Elizabeth Schibuk's science class on the effect of climate change on icebergs. The students showed some of their sculptures depicting the change and which will be shown at an art gallery next month through a partnership which the 7th grade has with the Revolving Museum.

III. Educator Highlight presented by Meghan Hines, learning specialist at the lower school: Ms. Hines outlined the multi-faceted approach which she employs to reach the differing needs of her students. Her goal with every student she works with is to close the gap between the child's level and the grade level that child should be at.

IV. Approval of minutes from February 28th and March 28th Board Meeting: Gary Gut made a motion to approve these minutes. Motion was seconded by Martha Kleinman and the motion was approved unanimously.

V. Real Estate Report: There are two real estate projects in the works pursuant to Board approved strategy -

a. Columbia Road site: A P&S is very close to execution. Appropriate due diligence investigations into a number of areas such as zoning/permitting, environmental, financing, community interest and preliminary design study will follow.

b. Mattapan site: The potential project still has a number of unanswered questions, including designation of the specific site, acquisition process, price and community interest. 1st meeting with community representatives was very positive.

c. Other options: Continuing to explore innovative opportunities for integrating CLCS with other arts based schools within the BPS. Officials and leaders of other arts organizations have expressed interest and support.

VI. Process for Annual Evaluation of Service Agreement for Services Provided by CAS to CLCS

- Feedback on CAS performance will be collected from CLCS Trustees
- Survey responses will be collected from the School's leadership
- Linda Nathan will do a self-evaluation
- A summary will be prepared by members of the Executive Committee and presented to the Board prior to communicating the feedback to CAS
- Separately, the CLCS Board will undergo its own regular self-evaluation.

VII. Development Report (Deep Dive)

- Bea Abascal, Director of Development, began by reviewing the points made in the Executive Summary of the Power Point prepared for this meeting. These are:
 - Foundations (including family foundations) make up two-thirds of the Annual Fund with individual donors making up the rest.
 - October through January are the months when most donations are received
 - 96% of the Annual Fund came from \$500+ donations

- 70% of the Annual fund came from 10-14 Donation of \$10,000
- Recurring large donors make up 50% of the Annual Fund
- Raised \$1.9 million over 4 years – from two donors; stewardship of key relationships remains a priority
- However, developing the pipeline of new donors is critical to future plans
- It will take a collective effort and multiple strategies to accomplish this
 - Each page and chart in the power point provided further detail was carefully reviewed.
 - Clay Rives, Co-Chair of the Development Committee, stated that the Governance Committee and the Development Committee have to work closely together.
 - Specific goals have to be set at the beginning of the year
 - Involvement of the Board is critical
 - Board members need to host cultivation events
 - Board participation in the Annual fund needs to be 100%. It is 80% at this time.
 - Kitty and Tony Pell have offered a \$40,000 Matching Grant to bring in 200 new or lapsed donors. If every Board member brought in 5 new donors that goal would be met.
 - Gary Gut, CLCS Board Chair:
 - Made a strong suggestion to put into writing that Board Trustees have an responsibility to Development.
 - It is the time of year to put up a list of candidates for the election to the Board of Trustees.

VIII. John Chistolini, Chief of Operations:

- The request for change of school hours for next year has been approved
- The update of bylaws has been approved
- New organizational structure approved

Anne Snyder moved to adjourn the meeting, Brad Richardson seconded the motion and it was approved unanimously.

The meeting adjourned at 6:30p.m.