

Conservatory Lab Charter School – Board Meeting Minutes  
May 1, 2018 – 5pm-7pm  
133 Hancock Street, Dorchester MA 02124

Present: Kitty Pell, Brad Richardson, Kay Sloan, Tyrone Sutton, Danna Mauch, Bethany Ford, Kim Nelson, Martha Kleinman, Lynn Cetrulo, Maisha Douyon Cover, Bob Grinberg, Gary Gut, Keree Simmons, Lisa Wong, Melanie Sheffield

Staff: Linda Nathan (CAS), Rachel Sacks, Nicole Mack, John Chistolini, Bea Abascal (F), Jill Davidson (CAS)

Absent: Staverne Miller, Clay Rives, Erika Sanchez, Myriah Johnson, Reverend Groover

Guests: Seth Racine

Meeting began at: 5:10pm (Gary called the meeting to order)

- I. Public Comment
  - a. No public comment
  
- II. Approval of March 2018 Board meeting minutes
  - a. Martha put forth the motion to approve the minutes. Kim seconded the motion. There were no objections or comments. The motion passed unanimously.
  
- III. Minor Amendment for Temporary Change to Charter – school days due to snow
  - a. Kitty put forth the motion to approve the amendment. Brad seconded the motion. No objections or comments. The motion passed unanimously.
  
- IV. Review of Charter Renewal Process
  - a. Seth reviewed the timeline for the Charter renewal process
    - i. Will work internally to compose a draft of charter renewal, and present a draft to the full board for approval at the June 12, 2018 meeting
    - ii. State will review the application, then do a site visit
    - iii. Board of DESE will decide on approval of the charter renewal in February 2019 – new charter will start in July 2019
  - b. Overview of scoring process for charter renewal
  - c. Highlight growth over past year; challenges with proficiency data due to student additions in upper grades causing turnover as a result of multiple relocations
  - d. Working on this moving forward to improve sixth to seventh grade retention.
  - e. Welcome feedback from Board of Trustees on draft of charter renewal. Submission to the State is due August 1, 2018.

- f. Review of internal evaluation methods and processes to measure and support student growth at CLCS.
  - g. Review of MCAS testing process and schedule; students are taking tests on computers.
- V. Review and approval of FY2018-FY2019 CLCS budget
- a. Bob Grinberg gave an overview of the projected budget for the FY18-FY19 year
  - b. Increase in tuition and facilities income (3% tuition increase from the State)
  - c. Healthcare benefits increased due to more CLCS staff choosing to be on the school's plan (aging out of parents' plans)
    - i. For FY19-FY20 – get feedback from faculty and staff to explore other healthcare plans
  - d. Finance committee has met prior and approved presented budget
  - e. Lease at Carney Hospital was scheduled to expire June 2018. Extension was granted
  - f. Working to close the gap between CLCS teacher salaries and Boston Teachers Union salaries
  - g. A question was raised about the Foundation grants. This is an expected amount of funds raised through the Foundation for the eventual benefit of the school. Once we have a new building, we should be able increase such fundraising and grow the annual fund program.
  - h. Bob put forth a motion to approve the 2019 budget. Brad seconded the motion. No objections or further discussion. The motion passed unanimously.
- VI. Columbia Road project proposed vote
- a. Gary gave an overview of the presented resolutions that the Board will need to vote on.
    - i. Resolution to approve the Second Amendment extending the term of the sublease for 2120 Dorchester Ave was made, seconded and passed unanimously.
    - ii. Financing of Columbia Road project
      - 1. Overview of the financing for the new building project, and funding still needed
      - 2. Overview of the timeline for the new building project
      - 3. Overview of project strengths and challenges
      - 4. Need to close on the Columbia Road land plot by June 4, 2018
    - iii. Review of certain proposed resolutions:
      - 1. Presented amendments are necessary for the next steps of the building project at Columbia Road land site; without Board approval of these amendments, the building project cannot move forward
      - 2. Second Resolution: Board approves acquisition of the Columbia Road property; give authorization to Board leadership to extend closing date on the land; if buying the land with own proceeds

with \$3 million bridge loan, take money from school bank accounts to do that (only if absolutely necessary). Authorize Board to enter into lease with property going to be built for school

3. At the approval of the full Board, Gary put the second resolution into its own separate vote, and combined the other resolutions (1, 3-11) a combined vote.
- iv. Vote on Resolution #2 as stand-alone resolution:
  1. Gary made the motion to approve the resolution. Danna seconded the motion. No further discussion. The motion passed unanimously.
- v. Vote on other resolutions.
  1. Brad made the motion to vote on items 1-11 (excluding 2). Kay seconded the motion.
    - a. Discussion: construction plan versus construction cost – need acoustic treatment to walls and want to reinforce second floor in case decision is made to build a third floor
  2. No further discussion. Motion passed unanimously.
- b. Important notes:
  - i. Executive Comm did vote on April 24 to recommend to Foundation to approve at their May 1 Board meeting an agreement with the Seller to extend the closing date for the purchase of Columbia Rd.
  - ii. The resolution provided in the pre-meeting materials for the full CLCS Board to confirm the Exec Comm’s recommendation was not presented for a vote, as it has been superseded by the above resolutions.

VII. No comments or questions about the School Board Report

VIII. Development Report – Melanie Sheffield

- i. As of April 12 – 68% of fundraising goal

IX. Other business:

- a. DESE will be sending out Financial Disclosure forms to all Board members to fill out by 9.1.18

Gary asked for a motion to adjourn the meeting. Kitty seconded the motion. The motion passed unanimously.

The meeting concluded at 7:02pm.

### **Documents/Exhibits Used During Meeting**

1. May 1, 2018 CLCS Board Meeting Agenda
2. March 20, 2018 CLCS Board Meeting Minutes
3. Board Vote – Temporary Minor Amendment on Length of School Year (snow days)

4. Charter Renewal Memo
5. FY19 Budget Draft
6. Proposed Resolutions regarding Columbia Road
7. School Reports, Development and Communications Report, CAS Report