

Conservatory Lab Charter School
Board of Trustees Meeting Minutes

January 23, 2018

5:00pm-7:00pm

2120 Dorchester Avenue

Dorchester, MA 02124

Present: Tyrone Sutton, Kitty Pell, Maisha Douyon Cover, Erika Sanchez, Bethany Ford, Reverend Groover, Kay Sloan, Martha Kleinman, Clay Rives, Gary Gut, Melanie Sheffield, Staverne Miller (phone), Kimberly Nelson (phone), Danna Mauch (phone), and Bob Grinberg (phone).

Staff: Linda Nathan (CAS), Jill Davidson (CAS), John Chistolini (CLCS), Allison Chow (CLCS), Josue Gonzalez (CLCS), Bea Abascal (CLCS Foundation), Rachel Sacks (CLCS Foundation), CLCS teachers

Guests: Seth Racine (consultant)

Absent: Brad Richardson, Lynn Cetrulo, Keree Simmons, Myriah Johnson, and Lisa Wong

- I. Public Comment
 - There was no public comment made
- II. Linda congratulated Nicole Mack, Principal, on all of her hard work this past year at CLCS
 - Review of student growth numbers based on last year's MCAS data
- III. Approval of 11/14/17 Board Meeting Minutes
 - Gary invited a motion to approve the meeting minutes from the 11/14/17 Board meeting; Martha made the motion and Kay seconded. There were no objections or abstentions. The motion passed unanimously.
- IV. Budget Compensation Presentation and Discussion
 - Gary thanked all those involved in the Teacher Retention and Recruitment Task Force for their hard work on the teacher compensation proposal process.
 - Seth Racine (consultant) gave an overview of the Teacher Retention and Recruitment Task Force, summarizing the topics discussed during each Task Force meeting and the conclusions reached during these meetings.
 - Highlights from discussion include:
 - Transparent pay scale
 - Different pay levels based on experience teaching
 - Reimbursement for teaching licensure

- Kaylie Carrico, a 2nd grade teacher and member of the Task Force commented on the Task Force process, stating that the proposed teacher compensation budget arose out of the desire to keep current teachers and to attract new ones. Meaningful inclusion in the process helps honor the effort and commitment of the current staff.
- Bob Grinberg summarized the results of the Finance Committee meeting:
 - Finance Committee agrees to the proposed teacher compensation budget, and recommends that the full board approve the proposal.
 - Finance Committee supports the first \$200,000 of increased compensation expense for FY2019; further increases of compensation or benefit expense must be supported by either revenue increases or other expense reductions.

V. Resolution for budget

- Gary invited a motion; Kay made the following motion and Reverend Groover seconded:

Resolved: The Board of Trustees commends the work of the Recruitment and Retention Task Force and fully endorses their recommendations, including having our FY2019 salary levels equal or exceed the Massachusetts Public Charter School highest category of salaries in order to support the hiring and retention of a top performing staff. We hereby approve an additional \$200,000 over our FY2018 salary and benefit budget for FY2019. Due to the need to remain financially sustainable, any amount above this increase will have to come from reducing other expenses. We are happy to partner with the Recruitment and Retention Task Force to achieve their goals.

There were no objections or abstentions. The motion passed unanimously.

VI. Committee Reports

- Development Committee Update – Melanie Sheffield
 - As of today, Foundation has raised \$326,000 toward end of year goal. Last year at this time, had raised \$299,000 – outpacing last year.
 - 20 out of 30 Board members (including the Foundation and CAS Boards) have committed to contributing – hope to get to 100% board member contribution by the end of the school year.
 - Update on Annual Fund:
 1. Published one direct mail piece, the rest have been electronic. Bea and her team are currently working on the spring campaign.
 - Friend's Visit next Tuesday at 3pm at the Lower School
 - \$12,500 match has just come in for 4th grade Revolution Project (Celebration of Learning). Need \$7,500 by end of February in order to get the \$12,500 matching contribution.
 - New idea is to fundraise for specific exhibitions

- Governance Committee Update – Kay Sloan
 - Governance Committee looking at how Governance (within the Board) is structured; exploring the composition of each committee with goal to improve communications amongst Board members.
 - Governance Committee will discuss the current structure at the next Joint Strategic Planning Committee meeting on February 1. After that, Governance Committee will come up with recommended changes to current structure to present to the Executive Committee, and then come to the full Board for a vote.
 - Martha Kleinman put forth the following motion:

Resolved: That the Board of Trustees at its January meeting fill the vacant position of Vice-Chair of the CLCS Board, effective immediately. It further recommends that Kay Sloan be elected Vice-Chair of the CLCS Board.

Gary seconded the motion. There were no objections or abstentions. The motion passed unanimously. Kay Sloan is now Vice Chair of the CLCS Board of Trustees.

- JSPC update
 - Currently working on the strategic plan for all three entities to be completed by and presented in June at the Annual Meeting for approval by the Board.
- Finance Committee Update
 - Reviewed budget reports
 - Goal to stay above 444 student enrollment
 - Revenue ahead of projections; expenses mostly in order – benefits are running higher than expected
 - Overall results inline within budget

VII. Horace Mann Update

- Highlights from discussion include:
 - MOU – legal contract between CLCS Board and Boston Public Schools
 - Seth reviewed all three types of Horace Mann charters
 - DESE decision will determine if current students can roll over and attend a CLCS Horace Mann; a must have for proceeding
 - CLCS Leadership staff will work with the school committee to write the MOU – needs to be approved by the CLCS Board before June to submit application

- Make sure that what is in the MOU and HM application supports the mission and vision for the school
- Part of negotiations would involve negotiating salaries for Resident Artists
- Essential to keep kids in the school if CLCS changes to Horace Mann
- Potential press outreach following Boston School Committee comments during meeting on January 24, 2018 – defer press reach outs to Gary and Linda – need to have BPS lead the discussion and initial decision making process
- Columbia Road project update
 - Put major architectural work on hold; design and construction have been dormant
 - Maintaining the option - \$10,000 a month – have the option to buy the land through May
 - Timeline developed with Bob Baldwin – steps necessary if Board votes to go forward with this land purchase come to the foreground by the beginning of April
 - Update on Steward lease – lease amendment proposal for a one year (to June, 2019) extension in our hands - subject to further review by Steward - rent unchanged– new charges for parking

VIII. School, Foundation, and CAS Reports

- No comments or discussion

Gary invited a motion to adjourn the meeting. Martha approved the motion. Gary seconded the motion. The motion passed unanimously.

Meeting adjourned at 6:45 pm.

Documents/Exhibits used during the meeting

1. Reflecting on Race and Culture on MLK Day - Letter from the Principal
2. 11/14/17 Board of Trustees meeting minutes
3. Teacher Retention and Compensation Summary January 2018
4. Compensation Budget Resolution
5. Vice Chair Resolution
6. Suggested BPS Talking Points
7. School Reports
8. Development & Communications Report
9. Center for Artistry and Scholarship Report
10. 1/4/18 Executive Committee meeting minutes
11. Joint Strategic Planning Committee overview document