

CLCS Board Meeting Minutes
 January 28, 2020 5:00 pm - 7:00 pm
 Conservatory Lab Charter School-Upper Campus
 2120 Dorchester Ave, Dorchester, Ma 02125

- 2019-2020 CLCS Board of Trustees Goals**
1. Support the administration, faculty, and students in continuing to strengthen campus life and outcomes
 2. Complete construction of new Upper School building.
 3. Support and coordinate in every way possible the successful completion of the final phase of the capital campaign for the new school building.
 4. Strengthen communication and transparency among partner organizations and parent group.

Present: Kay Sloan, Kimberly Nelson, Lisa Wong, Curtis Warner, Gary Gut, Bob Grinberg, Martha Kleinman, Lynn Cetrulo, Kitty Pell, Takiya Anthony-Price,
 Staff: John Chistolini, Nicole Mack, Josh Garver, Andres Barraza,
 Guests: Zakiyyah Sutton, Allida Warn, Rick Tagliaferri
 Absent: Ceferina Murrell, Erika Sanchez, Sandy Yeung, Elaine Chow

Meeting began at 5:02pm.

<p>1. Public Comment -No public comment</p>	<p>5:02pm</p>
<p>2. Approval of September 2019 Board Meeting Minutes -Board Chair Kay Sloan made the formal request to approve the November 2019 Board Meeting Minutes. Martha moved. Lynn seconded. <i>Action: Minutes unanimously approved.</i></p>	<p>5:02-5:05pm Documents: 1. November 2019 Board Meeting minutes</p>
<p>3. School Report -- CLCS Principal Nicole Mack presented an overview of school events including recent concerts, key school visits, student conferences and presentations, DESE Reporting, progress in</p>	<p>5:05pm-5:25pm Documents:</p>

<p>OTUS assessments, and the efforts to build out key assessments in music.</p>	
<p>4. Middle School Task Force Report</p> <p>--- Education Chair Kimberly Nelson provided an overview of the Middle School Task Force report which summarizes the findings of the task force from their past year of research. The report included fourteen recommendations centered on a few main themes including 1) Continuity in location, faculty and staff, continuity in relationships and student partners, 2) Community—reaffirming connections with the Uphams Corner community, 3) Choice and Challenge, with regard to providing students with more choices for creative exploration and more opportunities for advancement in their craft.</p> <p>---A suggestion was made to establish an alumni network and create a structure to track alumni.</p> <p>---Board Chair Kay Sloan entertained a motion to thank the Middle School Task Force for their work and to accept their report into the board minutes and future agendas. Gary moved. Martha seconded.</p> <p><i>Action: Motion to thank the Middle School Task Force and accept their report unanimously approved.</i></p>	<p>5:25pm-5:50pm</p> <p>Documents:</p> <ol style="list-style-type: none"> 1. Middle School Task Force Report
<p>5. Executive Committee Report</p> <p>-- <i>DESE Communication:</i> Board Chair Kay Sloan provided an update on CLCS’s conversation with</p>	<p>5:50-6:20pm</p> <p>Documents:</p>

<p>DESE regarding the conditions of the charter renewal. Kay confirmed that CLCS has agreed to include both the Foundation and the Realty Corp as component units for the audit. CLCS also informed DESE that the school has ended the tri-party agreement and is working on making that transition between now and June.</p> <p><i>---Update on CAS Role---</i>Kay expressed to the CLCS Board that CAS has a limited role with the school now that the tri-party agreement has ended.</p> <p><i>--Organizational Structure for FY 20-21:</i> The CLCS Board discussed how responsibilities for dissemination and fundraising will need to be addressed without CAS support.</p>	
<p>6. Finance Committee report</p> <p>- Bob Grinberg, Treasurer, provided an overview of the proposed salaries and benefits for FY21, in addition to an overview of the year to date financials..</p> <p><i>Year to date Financials:</i></p> <p>From July 1-December 31, the school should have a surplus this year of 1.2 million, which is in line with the school’s budget. The administration of the school has been able to successfully monitor and control the school’s expenses. .</p> <p><i>Overview of the proposed salaries and benefits for FY21:</i></p> <p>--- The school has budgeted for FY21 a 5% increase in tuition and facility reimbursement. The</p>	<p>6:20-6:40pm</p> <p>Documents:</p> <ol style="list-style-type: none"> 1. 2019-12 Financials 2. FY21 Budget draft

<p>budget shows a 600,000 surplus for the year. The goal is to notify staff after February break about offer letters, retention, etc. Two recommendations are to change the benefit package from 50% coverage in health insurance to 60%-80% and to give a minimum 4% increase to all staff. A 5-year plan was made to ensure we can continue our benefits package in the coming years.</p> <p>Board Chair Kay Sloan entertained a motion to approve the preliminary tuition reimbursement expectation for FY21; a budgeted surplus of \$601K, and to delegate to the Finance committee authorization to make offer letters based on the preliminary budget. Martha Moved. Gary Seconded.</p> <p><i>Action: Vote to approve the preliminary tuition reimbursement expectation for FY 21; a budgeted surplus of \$601,000, and to delegate to the Finance committee authorization to make offer letters based on the preliminary budget unanimously approved.</i></p>	
<p>7. Facilities update</p> <p>Board member Gary Gut provided an overview of the progress on the construction of the new building. The construction workers are enclosing the outside of the building with insulation and are running pipes and conduits inside. The move-in date is still July 16th.</p>	<p>6:40-6:50pm</p>
<p>8. Capital Campaign update</p>	<p>6:50-6:55pm</p> <p>Documents:</p>

<p>The Director of the Capital Campaign Rick Tagliafferi provided an update on the fundraising progress for the Capital Campaign, which is nearing closer to its target.</p>	<p>1. Capital Campaign Update report</p>
<p>9. Planning for the opening of new building</p> <p>I. -CLCS Chief Operations Officer John Chistolini provided an overview of the logistics that have begun in order to prepare for the move into the new building, including but not limited to retaining a moving company, consulting with internet experts, moving through the admissions process, and planning two celebrations for the opening of the new building (one for donors and the other for the community). Tentative dates are October 1st at 2pm for the ribbon-cutting, and a date around the annual barbecue for the community celebration.</p>	<p>6:55-7:00pm</p>
<p>10. Other business</p> <p>-Board member Zakiyyah Sutton reminded board members to start using the new board member platform, Boardable, for access to documents and other board-related communications.</p>	<p>7:00pm-7:01pm</p>
<p>11. Adjournment</p> <p>-Board Chair Kay Sloan moved to adjourn the meeting at 7:02pm. All approved.</p>	<p>7:01pm</p>
	<p>Other documents used during meeting:</p> <ol style="list-style-type: none"> 1. CLCS January Board Meeting Agenda 2. CLCS School Report 3. January Development Report