

Unity Classical School – Board minutes
March 13, 2017

Attendees: Susan Walker, Marty McCarthy, Joe Young, Dana Goldfarb, Gregg Sindere, Siobhan Papa (by phone), Larry Lacivita and Don Minges. Observers present: Sheila Goad, Jeff Heybruck, Michael Barnes and Lisa Oates.

The meeting opened at 6:35 pm, with introduction of Jeff Heybruck (visitor) and then reading the mission statement.

The next meeting will be at 6:30 pm, our standard meeting time, on April 10 at the school in room 206 upstairs.

The Board approved the agenda for the meeting. The motion was made by Joe and seconded by Dana. All voted in favor. There were no objections.

The Board approved the minutes of the last meeting. The motion was made by Dana and seconded by Joe. All voted in favor. There were no objections.

There was a discussion led by Michael Barnes, of Unique Solutions, describing his firm's services, primarily background checks. Mr. Barnes described the many varieties of background checks available, as needed, and his recommendations for Unity's needs. There was discussion regarding the active monitoring of criminal charges involving Unity employees, e.g., actively monitoring if a Unity teacher or employee is charged with a crime in NC, the additional cost is \$12 per year per employee. Since Charlotte Mecklenburg Schools appears to do this, and we believe we are called to follow suit, Unity needs to follow accordingly.

The Finance Committee and Governance Committees reviewed the financial forecast and tracked our progress. Some items are behind expectations and were discussed individually. Siobhan Papa agreed to lead the effort to research the furniture we need for both the classrooms and offices. Our current bank account balance is approximately \$32,000. Steele Creek Church agreed to initiate an after-school program. Dana also discussed the remaining items for our RTO checklist. Gregg agreed to inventory our insurance requirements and compare it to other charter schools. Larry will take the lead on finding a Board Secretary to record Board meeting minutes going forward. Sheila reported that we are making good progress on the COO, certificate of occupancy. Lisa reported that we are making good progress finding teachers and teacher assistants, and we are on schedule. We discussed the need for more plans as specified, assigned to Sheila and Lisa. We plan to engage an external firm for the bus services and will solicit competitive bids.

The Governance Committee reviewed the proposed metrics to measure Unity's success and progress. The Board needs to review all of these metrics as we need to file our approved metrics with the regulators. Comments are expected from each Board member ASAP. The deadline is March 31.

There was discussion regarding fundraising and status.

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March 13, 2017

The Board discussed the hiring of a part-time employee, as recorded in last month's minutes, at a salary of \$25k. After a thorough search, the Board discussed hiring Lisa Oates. The motion was made by Marty, and seconded by Joe. All voted in favor. There were no objections.

There was discussion regarding engaging a Board secretary, paying \$15 an hour, for \$45 per session. The motion was made by Dana, and Marty seconded. All voted in favor. There were no objections.

There was discussion of getting our enrollment packets finalized, after much discussion, the Board agreed on two-weeks time. The motion was made by Gregg, and Marty seconded. All voted in favor. There were no objections.

The Board regretfully accepted the resignation of Stephanie Kokrak from Unity's Board, recognizing her travel schedule and duties as a new parent. The motion was made by Don, and Joe seconded. All voted in favor. There were no objections.

There was discussion about retaining Julie Freeland to coordinate marketing activities at \$400 a month for three to six months. There was discussion about having specific goals and measurables for the marketing effort. The motion was made by Joe, and Marty seconded. All voted in favor. There were no objections.

There was discussion about incentives for parents recruiting additional students. The incentive will be either one free polo uniform shirt, or gift card equivalent. The requirement is that the student must stay enrolled in Unity for the first 20 days at a minimum (this usually means they remain with us). The motion was made by Joe, and Marty seconded. All voted in favor. There were no objections.

There was discussion and a recommendation to join the Arrowood Business Association, the cost is \$260 per year. The motion was made by Joe, and Don seconded. All voted in favor. There were no objections.

There was discussion regarding a potential Board member, Ceci Ramirez, and the Board members recruiting other new possible Board members as needed.

As discussed in last month's Board meeting, the Board reviewed the assignments of duties to complete the remaining items on the RTO checklist. All assignments are final and due for Unity's schedule by May 6, 2017. Please report progress to Susan as soon as practical, preferably before May 6. Everyone has much work to do.

There was discussion regarding a new Treasurer, Joe Young (currently the assistant Treasurer). The motion was made by Gregg, and Marty seconded. All voted in favor. There were no objections.

There was discussion regarding a new Secretary, Gregg Sindors. The motion was made by Marty, and Joe seconded. All voted in favor. There were no objections.

Unity Classical School – Board minutes

March 13, 2017

The Board reviewed student applications, which are tracking close to plan. The Board reviewed the plans for the upcoming Parent Informational Meeting on 3/23 and a Pizza Night on 3/16, both events will commence at 6:30 pm at the school. There was discussion and recommendations on the details for the Pizza Night. Joe will work with Dick Kittle on additional marketing efforts and will report back at a later date.

On Monday, March 20, we will host mock teaching interviews, starting at 3:30 pm at the school. This is part of the interview process for hiring Unity teachers. Board members are encouraged to attend if possible.

There being no further agenda items or additional issues raised, the Board adjourned, the time was 9:01 pm.