

Regular Board Meeting
MINUTES
May 8, 2017
1929 W. Arrowood Rd., Charlotte NC 28217

In Attendance; Susan Walker (Board Chair), Marty McCarthy (Vice Chair), Siobhan Papa, Larry Lacivita, Gregg Sinders, Dana Goldfarb and Joe Young.

Also attending: Lisa Oates and Sheila Goad

Meeting was called to order and Quorum was established. UCCS Board's Next Meeting will be at 6:30pm, Monday June 12 , 2017 at 1929 W Arrowood Rd in Charlotte, NC.

Mission Statement was read by Marty McCarthy

A motion was made by Marty McCarthy to adopt the agenda and was seconded by Siobhan Papa. All accepted the motion and it was unanimous.

A motion was made by Siobhan Papa to approve minutes and seconded by Marty McCarthy. All accepted the motion and it was unanimous.

Marty McCarthy introduced Doug Burkhart as a recommended new board member. Marty McCarthy made the motion and was seconded by Joe Young. The motion passed unanimously.

Marty McCarthy updated the board on discussions with Mecklenburg County regarding the Certificate of Occupancy. He anticipates receiving the Certificate of Occupancy by the end of May

UCCS Head of School, Sheila Goad discussed the Enrollment and Marketing Report. UCCS has an actual number of 67 students fully enrolled. There are 41 in Kindergarten, 16 in 1st grade and 7 in 2nd grade. We have had 103 apply and they have all gotten follow up emails and have been contacted again. Susan Walker requested that the Head of School contact each person that applied that hasn't returned enrollment paperwork and to make this contact by phone until she has a conversation with them.

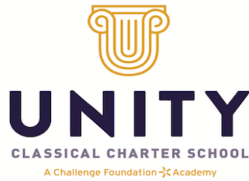
Strong marketing activities are planned for both May and June. An open house is planned for this Saturday with kid activities planned. Regular community information sessions will be held in May and June as part of our continued recruiting efforts on May 16th, June 1st and June 8th.

Efforts to visit area preschools and talk with directors continue with Mike Walker and Marty McCarthy leading the effort. Sheila Goad will follow-up with the preschool directors.

Marty McCarty arranged for a free electronic billboard at Aysley that should soon be in operation. Steele Creek Church of Charlotte offered to pay half of the cost for an electronic billboard on I-485. The total cost is \$2500. A motion was made by Joe Young to authorize \$1,250 for the electronic billboard and was seconded by Marty McCarthy. The motion passed unanimously.

Dana Goldfarb distributed via email attachment the Project Plan Review. Dana Goldfarb motioned to accept and it was seconded by Marty McCarthy and approved by all unanimously.

Dana Goldfarb and Susan Walker said they will work upload the approved RTO documents into dropbox.



Changes to the Employee Handbook were presented. Motion to Approve the above changes and other additions to Employee Handbook was made by Marty McCarthy and seconded by Joe Young. Motion was approved unanimously.

UCCS has obtained furniture from the closing of Community Charter School. They are allowing UCCS to buy their furniture for a low price. UCCS will need to supply a check by May 15th for \$450 to hold all of the merchandise. Motion to move on furniture purchase made by Siobhan Papa and seconded by Dana Goldfarb. All approved the motion unanimously.

We are awaiting the quote for Singapore Math and it will be sent to Dana Goldfarb as soon as it comes in.

The Afterschool Program is moving rapidly through the project timeline and the necessary information and marketing plans have been submitted. Everything is in line to be ready to go in August.

A Special Promotion is in effect for currently enrolled families to bring a new family to UCCS Open House and we will buy them a free uniform shirt. This promo needs to be marketed better. Siobhan Papa and Sheila Goad will send a reminder email out to all parents.

Open board positions need to be filled. UCCS needs someone to replace Stephanie first. Marty McCarthy is continuing to work to find potential new board members.

RTO deliverables were discussed. We now have 14 days to get them completed.

Insurance and P&C was discussed. There were 3 quotes received and the church has no other requirements at the present. We need a signed document that we have the liability coverage. The amount budgeted for this is \$15,000 which includes property, casual and liability.

We will have to perform an audit but this doesn't have to start until next year. DeCosimo has been selected as the firm to provide the annual audit.

Student Proficiency levels After discussion, Gregg Sindere made a motion to change Student Proficiency levels changed to 70%+ green, 60-70 yellow and -60% red with Susan Walker seconding and all approving the change, unanimously.

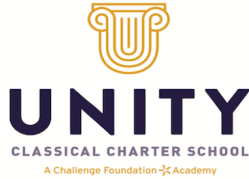
Teacher Engagement After discussion, Marty McCarthy made motion to remove teacher engagement from board metrics, Larry Lacivita seconded and all approved, unanimously.

Balanced Score Card After discussion Gregg moved that the Balanced Score card be approved for submittal with the RTO, seconded by Marty McCarthy and all approved, unanimously.

Operations & Board Policy Manual Changes- After discussion, Marty McCarthy moved that the Operations & Board Policy Manual Changes be approved and the motion was seconded by Joe Young. All approved, unanimously.

Outcomes-Based Board Meeting Calendar After discussion, Marty McCarthy moved to adopt with Joe Young seconding and all approving unanimously.

Annual Audit recommendation was up for discussion and vote. A summary was sent via email attachment prior. Several firms were considered. It was recommended to enter a non-binding agreement with Elliot Davis DeCosimo, CPA to perform the 17-18 audit for \$12,000. Gregg Sindere moved to accept, seconded by Marty McCarthy and approved unanimously.



Accounting Services – Proposals were received and the recommendation is to enter into a contract with Acadia Northstar for accounting services, cash management, payroll services and PowerSchool. Marty McCarthy moved we go with Acadia, Joe Young seconded. Motion passed with Gregg Sindors abstaining.

Budget and Break even budget Dana presented the budget and breakeven budget for submittal to the Office of Charter Schools as part of the RTO process

UCCS has already had 2 employee staff meetings with our two kindergarten, one 1st and one 2nd grade teachers, and one PE teacher (+Nursing, Sub) all in attendance. Will still need an EC and maybe a possible ELL teacher. Will check to see if any current teachers are ELL certified or can be. The ELL position as of right now can be ½ time or ¼ time. (This would mean the Teacher Assistant would take over while the ELL certified teacher is working in that capacity. RTO requirement is already met at 75%.)

Board members are encouraged to attend the NC Association for Public Charter Schools Conference being held at the Koury Convention Center in Greensboro, NC July 30 - August 1. Sheila Goad and Marty McCarthy have already registered and will be attending.

Marty McCarthy moved to adjourn and Dana Goldfarb seconded with all approved, unanimously.

Session closed.