

Minutes of Meeting of Directors
of
Unity Classical Charter School (Unity)
November 19, 2016

A specially scheduled meeting of the Board of Directors of Unity was held at the Steele Creek Community Church, 1929 West Arrowood Road, Charlotte, N.C., beginning at 9:00 a.m. on November 19, 2016. Present were Chair Susan Walker and directors Don Minges, Dana Goldfarb, Marty McCarthy, Siobhan Papa and Joe Young. Also present were Sheila Goad and Lisa Oates. No objection was raised to the meeting, to those present, or to the notice of the meeting. The meeting was called to order by Ms. Walker.

Amend Articles of Incorporation. A motion was made and seconded and unanimously adopted to amend the Articles of Incorporation of Unity as follows:

1. Change the name of the Registered Agent to Joe C. Young.
2. Change the street address of the Registered Agent to 2445 Selwyn Avenue, Unit 302, Charlotte, North Carolina 28209.
3. Change the Telephone Number of the Principal Office of Unity to 704/334-2036.
4. Change the Address of the Principal Office of Unity to 2445 Selwyn Avenue, Unit 302, Charlotte, North Carolina 28209.

Amend By-laws. A motion was made, seconded and unanimously approved to amend the By-laws of Unity to read as attached hereto as Attachment #1.

Teacher Employment Contract. Upon Motion and Second, the Board unanimously approved a Teacher Employment Contract.

Employee Contract. Upon Motion and Second, the Board unanimously approved an Employee Contract for employees other than teachers.

School Safety Plan. Upon Motion and Second, the Board unanimously approved a School Safety Plan as developed by Ms. Papa and Ms. Oates and submitted to the Board.

Workshop Days. Upon Motion and Second, the Board unanimously agreed to schedule three or four additional workshop days prior to the May, 2017 deadline for approving additional Policies and Procedures.

Criminal Check. Upon Motion and Second, the Board unanimously approved a Criminal Background Check Policy for Staff, and a Criminal Background Check Policy for Volunteers, all as read to the Board by Mr. Goldfarb.

Admissions. Upon Motion and Second, the Board unanimously adopted an Admissions Policy as developed by Mr. Goldfarb and submitted to the Board.

Lottery. Upon Motion and Second, the Board unanimously approved Lottery Policies and Procedures as developed by Ms. Walker and Mr. Goldfarb and submitted to the Board.

Records Retention Policies. Upon Motion and Second, the Board unanimously approved a Records Retention Policy as developed by Mr. Goldfarb and submitted to the Board for approval.

Board Committees. Upon Motion and Second, the Board unanimously agreed to establish three committees – a Finance Committee to be chaired by Dana Goldfarb; a Governance Committee to be chaired by Don Minges; and a Personnel and Grievance Committee to be chaired by Siobhan Papa, and the Board adopted policies and procedures relating to Board Committees, as drafted by Dana Goldfarb and submitted to the Board for approval.

Conflict of Interest Policy. The Board noted that Unity has already adopted a Conflict of Interest Policy as Exhibit A to the Unity By-laws.

Nepotism Policy. The Board agreed that Unity has already adopted a Nepotism Policy, but will refine this for discussion and adoption at one of three additional workshops, one on a Student/Teacher Handbook, one on an Employee Handbook, and one on Operations and Governance.

Other Governance. Upon Motion and Second, the Board unanimously adopted the remaining governance policies and procedures listed under Governance in the Ready-to-Open Checklist of items due by December 5, 2016, as drafted by Dana Goldfarb and Siobhan Papa and submitted to the Board for approval.

Finance Budget. Upon Motion and Second, the Board unanimously approved a required Budget as drafted by Dana Goldfarb and submitted to the Board for approval.

Finances: Third Party Contracts. Upon Motion and Second, the Board unanimously adopted Policies and Procedures relating to Third Party Contracts, as drafted by Dana Goldfarb and submitted to the Board for approval.

Finances: Access to Funding. Upon Motion and Second, the Board unanimously adopted Policies and Procedures relating to Access to Funding, as drafted by Dana Goldfarb and submitted to the Board for approval.

Finances: Audits. Upon Motion and Second, the Board unanimously adopted Policies and Procedures relating to Audits, as drafted by Dana Goldfarb and submitted to the Board for approval.

Financing: Purchasing. Upon Motion and Second, the Board unanimously adopted Policies and Procedures relating to Purchasing, as drafted by Dana Goldfarb and submitted to the Board for approval.

Finances: Federal Funds. Upon Motion and Second, the Board unanimously adopted Policies and Procedures relating to Federal Funds, as drafted by Dana Goldfarb and submitted to the Board for approval.

Check Signing. Upon Motion and Second, it was unanimously agreed that until further revision of policy, all checks on any Unity Account must be signed by two (2) of the following three (3) Directors, namely Don Minges, Marty McCarthy and Joe Young; and that all purchases, expenses, contracts, leases, and other expenditures or commitments in excess of \$500.00 must be approved by the Board or a Committee of the Board.

Employee Handbook. The Board noted that it has already adopted and approved an Employee Handbook for Unity, but it was revised and re-formatted by Dana Goldfarb, Lisa Oates and Sheila Goad and upon Motion and Second, it was unanimously approved as revised.

Affiliation with Team CFA. Upon Motion and Second, it was unanimously approved to file upon receipt of a fully executed agreement with Team CFA, an Assumed Name Certificate with the Register of Deeds for Mecklenburg County, N.C., so that Unity can operate under the name Unity Classical Charter School; a Challenge Foundation Academy.

There being no further business to come before the Board, and upon Motion and Second, the meeting was adjourned at approximately 4:20 p.m.

Joe C. Young, Acting Secretary