

## Unity Board Meeting

January 21, 2017 at Steele Creek Church

Board members present; Susan Walker, Joe Young, Siobhan Papa, Gregg Sindere, Dana Goldfarb, Marty McCarthy and Don Minges.

Also present: Sheila Goad.

### Policy Manual Discussion

Susan opened the meeting at 10:23 am.

Unity Classical is the recipient of a NEC Aspire telephone system with 11 handsets and a high-end conference phone. This telephone system is a donation. The anticipated cost to un-install this system is \$175 as quoted by SafeCall. Marty made the motion to accept the donation, Siobhan seconded, and it was approved unanimously.

Joe will ask Gregg to complete a Criminal Background check, as required.

Feedback from the RTO was constructive, and Unity has prepared revised documents to address the comments. Dana reviewed all of the revised documents that hopefully will secure RTO approval. We reviewed each of the issues and discussed each one individually at length, including, but not limited to; Board attendance policy, a more detailed manual for new Board members, more clearly communicating Board expectations, the testing calendar, records retention, required days or hours of instruction, holiday schedule, a revision to the school calendar, document retention policy, safe school policy, revised health care policies, epi-pens, several job descriptions, etc. Gregg motioned that these amendments be approved, seconded by Joe, and was approved unanimously.

The Board discussed the Operations and Board Policy Manual, for clarification and discussion. The intent is for the Board to become even more familiar with these policies. The discussion ensued over three hours and numerous changes were recommended, for example, Sheila and Don will conduct additional research on the Internet Security Policy. Joe made a motion to accept the revisions, and Gregg seconded the motion, and the Board approved the motion unanimously.

Marty proposed that the Board invite Gill Middlebrooks, Esq. to meet with the Board and conduct supplemental training for the Board. The motion was seconded by Joe, and was approved unanimously.

The Treasurer addressed the current financial condition and status with the Board.

Marty has agreed to serve as Vice Chairman. Siobhan motioned that the Board approve the appointment, seconded by Dana, and the motion was approved unanimously.

Don has agreed to serve as Secretary. Siobhan motioned that the appointment be approved by the Board, seconded by Dana, and the motion was approved unanimously. Joe has agreed to serve as

Assistant Secretary. Siobhan motioned that the appointment be approved by the Board, seconded by Dana, and was approved unanimously.

Marty motioned that we pursue passing a local bill to allow Unity Classical and their employees to participate in a NC state health plan, seconded by Siobhan, and was approved unanimously.

The Board acknowledged that our expertise is weak in marketing and we have retained a Marketing consultant to fill that knowledge gap. The consultant has been off and running, in the first three days of the engagement, has generating PR on facebook, LinkedIn and twitter, for example. The Board feels better about addressing this need.

Don made a motion to approve the final minutes from the Board meeting on January 4, 2017. Marty seconded, and was approved unanimously.

Marty motioned to end the meeting, seconded by Gregg, and the motion was unanimously approved. Accordingly, the meeting adjourned at 4:00 pm.

*Respectfully submitted by Donald Minges, Secretary*