



Regular Board Minutes
August 14, 2017
1929 W. Arrowood Rd., Charlotte NC 28217

In Attendance: Susan Walker (Board Chair), Siobhan Papa, Larry Lacivita, Dana Goldfarb and Doug Burkhart.

Others attending: Sheila Goad, Lisa Oates and Michelle Holland visiting from Eagle Bus Company.

Absent: Marty McCarthy (Vice Chair), Joe Young and Gregg Sinderson

Meeting was called to order and Quorum was established at 6:43 pm.

I. CALL TO ORDER - ESTABLISHED QUORUM

- Next Meeting: 6:30, September 11, 2017 at Unity Classical
- Mission Statement was read by Siobhan Papa: Mission Statement – Through classical education’s rigor, Unity Classical Charter School will develop intellectually, morally and physically excellent citizens who embrace learning and the desire to serve.
- Adoption of Agenda: A motion was made by to adopt the agenda by Siobhan Papa and was seconded by Larry Lacivita. All accepted the motion and it was unanimous.
- Approval of Minutes: Motion to adopt last minutes made by Dana Goldfarb and Seconded by Siobhan Papa. All accepted the motion and it was unanimous.

II. Treasurer’s Report -

- A. Need to Pay Joe Young. Laura Colvin will maintain financial files; deposits, vendors, etc. Checks from board, Acadia and Debit Card transactions all need to be systemized and reported.
- B. Money from State - \$167,000 remaining from state that can be drawn. UCCS Account - Around \$70,000 available.
- C. Should not be in trouble until September/ October so Joe Young can be paid back now and we can get money from Joe later if need be. Motion to pay Joe Young made by Doug Burkhart seconded by Siobhan Papa. All in favor unanimous.
- D. Julie Freeland has been paid for marketing piece \$3825.
- E. Nothing outstanding from Sheila Goad. Only surprise that is mandatory from Team CFA was MAP testing at about \$4500+. Reading program was in line with estimate.

III. Eagle Bus Company - Presentation and Q&A with Michelle Holland

- A. Interested students – Cluster stops/ shuttle stops were made and are now stretching the stops. Trying to cut down bus time using a Pin system and google maps.
- B. Currently have 1.5 hours route with one bus and 21 total students. Ideal would be one hour or less.
- C. Can offer a carpooling App as well. (Carpool Kids, etc.)

- D. Currently there are 12 stops and we may need to eliminate some and get to 5 or 6 stops.
- E. Second plan worked up for the Board on route and stops. Will need to share it with parents on Saturday with a link on the website when finalized.
- F. Motion made by Doug Burkhart/ Larry Lacivita seconded for Michelle to send info to Dana for approval.
- G. Entire year is \$10,000 deposit and \$40,000 payable over the service months.
- H. The bus holds 50-72 elementary students.
- I. Discussed other transportation options briefly.

IV. Head of School Report -

- A. Enrollment – 120 Students still shooting for 138. No waiting list currently.
- B. Staffing – Lead 2nd grade teacher, Lead 1st grade, 3 Lead K teachers. 2 Full time TAs, 1 GA to help with Security and Traffic. Full Time EC Teacher/ Interventionist. 1 ELL Part Time Teacher - OPEN, 1 PE Teacher. Also 1 Administration/ Bookkeeper/ Receptionist – Laura Colvin. 1 PT Certification Hours/Power School Person. Dana Goldfarb moved to accept candidates and Larry seconded. All in favor unanimous.
- C. Facilities –
 - a. Classrooms- Classrooms are complete, new furniture put together and purchased by SCCC.
 - b. New flooring will be put in later in the year as well by SCCC.
 - c. This is a shared space so we need to plan well as it is necessary to get approval on spaces. Anything that goes up or down will be approved but with planning it will go smoothly.
 - d. Office and Common spaces are getting there.
 - e. Traffic – Dexter Yager could possibly be hired to assist and train with parents first 2 hours and last 2 hours for smoothing out traffic patterns, etc. GA will assist as well. Dexter Yager has agreed to run 2 hours before and 2 hours after if Board passes. Dana moves to pay Dexter to come in that first week to assist with traffic and Siobhan seconded with all in favor unanimous. He will be paid \$400 so it is contracted work with a check written to him. He will be paid on September 1st via check.
 - f. Families will become familiar with the facility and classrooms and be drop off school supplies during tours and during family day instead of an open house/ meet the teacher. Board would like to see the Open House/ Meet the Teacher with teachers working over if necessary to be ready.
 - g. Revisited Kindergarten walk-ins on first day/ first week. Etc. Either way - need to clearly communicate this decision prior to school opening. Sheila Goad will work with Dexter Yager to work it out.
 - h. Decorating Staff to be in place to assist with events, etc. Maybe Charlie Turk could train on the proper procedures.
- D. Technology – Chrome Books and Touch Chrome Books are in and have been prepped. Laptops are up and running. White boards are up and running. Waiting on mimeos but wiring has been done. Chrome Cart Charging units are on order and should be here



soon. Printer and Fax Service is working well. Cabling re-done and all Fax, phones, etc are in working order now. Secured faxes for records work well. With the DELL laptops we need to ensure security. Siobhan will check on that with Dean – possible free service.

- E. Curriculum - CKLA – all teachers received Language Art support. Core Knowledge on the way and Singapore Math is on order.
- F. Teacher Meet-n-Greet/Founding Family Picnic – This Saturday. Dates and Facility Requests will be put in for approval.
- G. Back to School Night – Friday night of the first week of school – August 31st
- H. Curriculum Night/Open House Evening – September 28th – the big night with student’s work.
- I. Grandparents Day – Staggered lunch with Grandparents – Sept 8th

V. ACTION ITEMS/NEW BUSINESS

- A. Signage and Maps – Banners and feather Banners will be both inside out to direct and identify traffic flow and entrances. Classroom signage will be on plastic plaques with a UNITY classroom at the door.
- B. Parking and Carpool – UCCS has a designated parking area in the back parking lot of the church. However, it is not marked.
- C. Board and Head of School Evaluations – Head of School and Board Evaluations need to be revised and quantitative measures put in place. Dana Goldfarb put info in matrix format and referenced governance matrix regarding both Board and Head of School Evaluations. Quantitative and Qualitative measures were put into place and sent in by Dana Goldfarb and another style of measurement was introduced by Siobhan Papa. Board will need to review both evaluations and be ready to vote on which will be the standard going forward. Susan suggests Siobhan Papa to design the rubric and bring it to the board for review.
- D. Employee Handbook Pay Period Revision – Monthly Pay versus semi-monthly up for vote. Siobhan moved to accept and Doug Burkhardt seconded with all approving unanimous.
- E. School Awning- Proposal Review and Discussion – Church wants to postpone until the school has had a little more time.
- F. Board Positions – Discussed thinking of the needs of the board and recruit for certain skill sets and also have persons in mind to replace existing positions in case of drop off.
- G. Family Deferment – The Zoe Harmon family is asking for First Grade deferment. They were not released from their private school commitment and would like to have a guaranteed place in the school next year. Sheila will address this question with Keebler as this is DPIs call.

VI. ANNOUNCEMENTS

- A. Founding Family Picnic – Saturday August 19, Noon. Board is encouraged to attend.

VII. ADJOURNMENT

Larry Lacivita moved to adjourn and seconded by Siobhan Papa. All approved unanimous. Meeting adjourned at 8:58pm.

