



**Regular Board Meeting
MINUTES (Draft)
July 10, 2017
1929 W. Arrowood Rd., Charlotte NC 28217**

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

Also attending: Sheila Goad

By phone: Doug Burkhardt

Meeting was called to order and Quorum was established at 6:39 pm.

Mission Statement was read by Marty McCarthy.

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

Motion to adopt last minutes made by Joe Young and Seconded by Dana Goldfarb. All accepted the motion and it was unanimous.

Enrollment Report discussed by Sheila Goad, Head of School. Talked about tours with new and existing parents. We had 3 enrollments drop off due to geographical moves. Our total enrollment is 102 as of today, July 10. Gregg is proposing weekly reports and enrollment updates from Sheila at this point to assist in budgeting and staffing. Discussed wait list necessary after 27 and before 33. Shooting for 4 classrooms for K, 2 classrooms for 1st and 1 classroom for 2nd. Sheila confirmed we cannot do combo classes due to core curriculum. Break even numbers were discussed at length.

Marketing update was given. Susan Walker said there were 1400 flyers passed out around the surrounding community thus far. A church member well known for marketing abilities is assisting in our FB push after a conversation with Mike Walker. Susan Walker also said that PBS radio stations have been explored and a few others were researched but it seemed too expensive for demographics that don't necessarily match our target market. She also mentioned that we do need to make a point to reach back out to area Pre-Schools.

Discussed 20% Attrition and Run rate. Dana Goldfarb feels much better about the finances. Fundraising and Grants discussed that will drop in funds in November and shortly after. Siobhan Papa spoke to at least 5 grants that will be sent in after school population is established. Gregg Sindere said we should know the impact of the \$ increase per student from state soon. Dana Goldfarb made a motion to "Approve moving forward with the expenses necessary despite the enrollment risk," Larry seconded and all accepted unanimous.

Enrollment revisions discussed by Dana Goldfarb regarding enrollment policy and vote. "Student Enrollment" to be put on waiting list where space is not available to be financially sound and a revision of Enrollment of termination/ suspended students' potential enrollment revisions were not motioned to be changed and no changes to policies were made.

An inventory of furniture needs to be completed so an accurate evaluation can be made of what is still needed. Sheila Goad is working on the process currently and should have more information shortly.

Discussion about an addition to the 20-day rule enrollment policy in September that would keep additional enrollees from getting in any later than the "first 20 school days." Dana Goldfarb will talk to Dave Machado about this point.



Staff Report given by Sheila Goad, Head of School. She is interviewing a second 1st grade teacher. Other topics discussed included; combination of EC necessities and intervention, needs housed within classroom, rotating co-teaching possibilities. Laura Colvin hired as Admin/ Reception/ Bookkeeping is assisting and beginning with Acadia/ power school training and. Lisa's contract up at the end of July

Facilities Report given by Sheila Goad, Head of School. Topics of discussion included; Classrooms, printers, phones, computers. Discussion of Team CFA technology plan and forgivable loan agreement. We got our 4 phones and they will be installed. We need laptops for teachers and staff. Laura Colvin will need a laptop or PC to begin training when she starts on July 17th. Sheila Goad will reach out to Russel to get a Dell purchased for Laura Colvin. Technology and security pieces will be discussed later but as of now there are 2 Donated printers with service contracts for them. Team CFA's offer/ grant of Chrome books and mimos is for \$58,000+ and UCCS needs to get to the discussed ratios and should include the teachers' laptops. Will need to buy the software and hardware and storage pieces to go along with chrome books and mimos. Will need to mount projectors in classrooms as well. Sheila discussed classroom themes, classroom setups and furniture.

Treasurer Election of Doug Burkhardt. Doug Burkhardt has been recommended as Treasurer. Doug is willing and will be added as signatory on Unity bank account if passed. Siobhan Papa made a motion nominating Doug Burkhardt for this position and Marty McCarthy seconded the recommendation. All accepted unanimous.

CSAB Rubric discussed. Marty McCarthy and Sheila Goad have some revised governance pieces that will be sent through including; Student Enrollment, Liability Insurance, Board Governance, Parent and Student Satisfaction, Fundraising Success measurement, community relations, and other State Licensure pieces. Due July 15th. Board assigned point persons for remaining needs and will reach out to Team CFA school partners, Keebler and Tim for questions or concerns.

Curriculum purchase was discussed. CKLA is \$37,000. We need to purchase materials now and re-evaluate the costs for new and used materials. Singapore Math we will need for November.

Line of Credit/ Promissory Note to be executed in order. Motion made to allow execution of the promissory note by Dana Goldfarb and seconded by Marty McCarthy. All accepted unanimous.

Marketing loose ends discussed. Unity owes Julie Freeland \$3825 and it will be paid to her in August when we receive money for the school. Will pass on any new marketing needs to school administration.

Cam Downing, Team CFA Representative can come in and help with recruitment and Core Knowledge implementation.

Upcoming School Tour Dates - This Thursday 10:00 am – 6:00 pm.

Marty McCarthy moved to adjourn and was seconded by Siobhan Papa. All accepted the motion and it was unanimous.

The meeting adjourned at 8:59 pm.