

Regular Board Meeting Minutes for meeting on September 19 , 2022

Board Members present:

S. Walker, M. McCarthy, D. Goldfarb, L. Rakvic, J. Young, J. Cole, B. Butler

School Admin present: S. Reddick, A. Hamp, A. Abraham

14613 Steele Creek Road , Charlotte NC 28273

Minutes by J. Whisnant

- I. **CALL TO ORDER - ESTABLISH QUORUM** Meeting was called to order at 5:03 pm
1. Next meeting: Monday, October 24, 2022
 2. 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. Read by M. McCarthy
 3. Adoption of Agenda D. Goldfarb motioned to approve the agenda, M. McCarthy seconded. Agenda was adopted.
 4. Minutes from August are forthcoming for approval in October

II. **PUBLIC COMMENT**

One parent addressed the board.

III. **REPORTS/ACTION ITEMS**

A. **Treasurer Report** – Dana Goldfarb

1. Fine tuned financials for five-year forecast.
 - Buildout of third floor cost increased dramatically
 - Outliers in forecast: cost of busing, cost of salary.
2. Conversations have started to buy out Landlord and decrease expenses.
3. Overall, in good stance on the financials.

B. **Facilities Report** – Dana Goldfarb

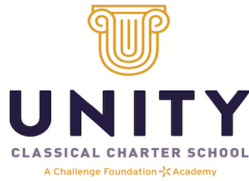
S. Walker stated that the goal is to have 900 students when the 3rd floor is built out.

- D. Goldfarb has met with contractor. Working on construction documents and will have ready to review on Oct. 4th.
- Blueprints for 3rd floor have been approved, Electricians have been approved. S. Reddick also met with new furniture vendors to get some additional quotes.
- S. Walker asked for an update on the playground. S. Reddick said it is paid for and we are waiting for parts. Timeframe is Christmas. Design is approved.

C. **Board Meeting Calendar**

Meeting calendar has been created for 2023. Generally the fourth Monday of every month. S. Walker stated it was not necessary to vote on at this time.

D. **Marketing – 2022-23 Marketing Plan** - England Simpson, Sheila Reddick



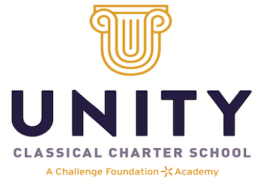
S. Walker asked for an update on the marketing plan for 2023. Still not available. Board asks that this be a high priority. Want to see marketing spend by month, broken out by channel. Also want to see the various marketing messages we are leveraging this year.

IV. HEAD OF SCHOOL REPORT

- A. **Enrollment final count** Our 20 day number for enrollment was 606. Today, enrollment is at 605.
- B. **Transportation and Carpool**
 - i. **Who is responsible for making sure children are on the correct bus** Teachers are responsible based upon rooster provided by Eagle Busing. Requested Eagle Busing to bring back any student when there is not a parent at pickup. Previously, they were only bringing back K-4.
 - ii. **How can we shorten the carpool process** 3:30 to 4:10 is carpool. Best way to shorten carpool is to add another bus. State has approved us for staggered hours for next year when we have a full middle school. Also will need to look at adding 2 more buses based on increased enrollment for next year.
 - iii. **Where can we extend parking for open houses, etc.** No way really to extend the parking. Staggered starts for events, splitting out by grade level but we need parent support. Discussion on possibility of using dirt area adjacent to building for parking.
- C. **Safety initiatives**
 - iv. **Do we have the phones covered during school hours, important for emergencies** Phone is covered during school hours. There is nobody answering phone during dismissal because it is all hands on deck. Discussion on using parent volunteers. S. Walker asked S. Reddick to look at how many phone lines we have.
 - v. **Do we have plans for an intercom system.** Front intercom system is paid for and should be installed in October. The phones are used for communications with the classroom. Discussion followed. S. Walker stated that she would like to have a full intercom system in phase 3.
 - vi. **Has the buzz in system been enabled with doors locked at all times.** Installation is planned for October.
 - vii. **Where are the safety protocols published for parent access** Safety protocols is supposed to be on the new website. We will have to check on the new website.
- D. **Staffing**
 - 1) **How many teachers have left since school started?** 3 have left (3rd grade teacher, EC, and 6th grade teacher).
 - 2) **How many teachers are we short** We are short one teacher. 6th grade teacher speciality is SS/Hist. (long-term substitute) **What is currently being done to replace the missing teachers** Still looking for a certified 6th grade English teacher; however, the new 6th grade teacher is teaching English and SS. The need for subs is important too. Still recruiting.
 - 3) **How can we improve and lower classroom sizes** 3rd and 5th were more than 25 students. Since new 3rd grade teacher hired, now 5th is the only outlier.

There are two 5th grade classes, 31 and 27 students. The class with 31 is continuing to go down because of no shows, attendance is more like 28 in that class.

- a) **When we have large class sizes, what can we do?** Be sure to provide the caring environment and intervention needed for that child. Setting that loving environment comes from the teacher and the leadership. Also important to have those IAs.
 - b) **What is the process for communicating teacher's leaving to parents and students?** An email is sent out for the parents of that group.
- 4) **Should board conduct exit interviews with the departed staff to understand what needs to be done for retention** Reasons for leaving vary. One left for a job closer to home. Charter school world is not for everyone. We all wear 7 hats. We do multiple things here and set high expectations. Post Covid world is different. Discussion Followed. S. Walker requested that if you lose a teacher, we need to ask why and then consider if we need to conduct an exit interview.
- E. Behavioral Problems, Discipline and Physical Injuries**
- i. **What is the remedy for classroom disruption?** The teacher is hopefully able to redirect the student. Then call a code 3 for admin help. We will walk with child and the goal is to try to get them back to the classroom.
 - ii. **What is the protocol for physical injury to a student especially if caused by another student** We have a policy. Sometimes people don't know a process has already started due to privacy laws that we have to follow. Discussion followed.
 - iii. **Should we have stricter guidelines for classroom disruption and disciplinary problems** Discussion followed.
- F. Testing – 2021-22 EOG's** A. Hamp distributed and reviewed the reports with the board. Discussion followed.
- G.** Sports has started. Girls Volleyball team formed. Boys soccer team formed. We are in a conference.
- H.** WIDA testing for all our students who don't speak English as a first language. BOG is done and STAR testing is starting this week.
- I.** UNCC job fair. E. Simpson and S. Reddick are going to recruit new teachers for 2023-24.
- J.** Lightning strike. Internet has been having issues which also affected phone lines and printers. Believed certain components got hit but it was still functional but not 100%. Voltage was fluctuating. Everything seems to be working now. We are getting a step up transformer.
- K.** Gym floor protective cover came in. We used it for Curriculum Night.
- L.** We had our book fair and it was very successful.
- M.** We had over 200 dads attend our first ALL -PRO dads. Also very successful.
- N.** K-3 curriculum night was well attended and 4-7 is this week
- O.** Got our school report card. Our first time for an actual school grade since COVID We grew some 8 points in proficiency. That is huge. However, we didn't meet growth.



Discussion followed. S. Walker requested to see other school report cards for comparison.

V. ADJOURN J. Young moved to adjourn the meeting and M. McCarthy seconded. The meeting was adjourned at 7:06pm.