



Regular Board Meeting Minutes

June 26, 2023

14613 Steele Creek Road, Charlotte NC 28273

Attendees: S. Walker, J. Young, D. Goldfarb, M. McCarthy, L. Rakvic, T. Wiggins, B. Butler, J. Cole

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

Minutes by J. Whisnant

- I. **CALL TO ORDER - ESTABLISH QUORUM** Meeting called to order at 5:05 pm and it was established that a quorum was present.
 - A. Next meeting: Monday, July 24, 2023 (Chair requests to move date to July 17, 2023)
J. Young made a motion to move the July meeting to July 17th and M. McCarthy seconded. Motion carried.
 - B. 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
 - C. Adoption of Agenda. M. McCarthy motioned to adopt the agenda. J. Young seconded. Motion carried.
 - D. Approval of Minutes from April 2023 and May 2023. M. McCarthy motioned to approve the April minutes. L Rakvic seconded the motion. M. McCarthy motioned to approve the May minutes. J. Young seconded the motion. Both motions carried and the minutes were approved.
- II. **PUBLIC COMMENT - There were no public comments.**
- III. **REPORTS/ACTION ITEMS**
 - A. **PTC President Report** - D. Williams No Report at this time.
 - B. **Treasurer Report and Budget Update**- D. Goldfarb
 - i. D. Goldfarb shared budget for 2023-2024 and stated that the numbers are based on an enrollment of 840. Still waiting to hear from state for rates per student. Discussion on individual line items followed.
 - ii. M. McCarthy moved to received the treasurer’s report. B. Butler seconded the motion. Motion carried.
 - C. **Bond Paperwork Update** – Dana Goldfarb
 - i. An attorney has been hired to help us with the required paperwork. Ziegler engagement letter has been signed. Discussion followed.
 - D. **Facilities Update** – Dana Goldfarb
 - i. 3rd Floor HVAC is still an issue. Going to rent two large units to bring in and provide cooling at the start of school. We will be under service first with temporary units then the permanent units. Discussion followed
 - E. **Committee Roles and Responsibilities** – Susan Walker
 - i. Discussion of Roles and Responsibilities
 1. S. Walker assigns chairs to the various committees. She would like to revise committee structure.

- a. Move marketing over to administration (not a board committee). Start an independent executive director support and evaluation committee removing from governance. Discussion followed. M. McCarthy motioned to eliminate marketing and add CEO support and evaluation committee. J. Young seconded. Motion carried.
 2. D. Goldfarb opened discussion on development committee. Considered rolling into fundraising. Discussion followed. S. Walker stated that facilities should not be in development committee. Need to have a facilities manager on staff so it would then fall under administration. Discussion followed. Agreed to make it a Finance/Facilities committee.
 3. Marketing and Development will work together. Once finalize committees administrative will join committee with board members. Other committees will be education and governance. Discussion followed.
 4. S. Walker announced the following committee chairs: B. Butler executive director of evaluation and support; D Goldfarb chair of finance/facilities; L. Rakvic governance chair, T. Wiggins and J. Cole co-chair the education committee; M. McCarthy, chair of development. S. Walker is an ex-officiato member of every committee.
- F. **Professional Services Update** – S. Walker & M. McCarthy
- i. Review climate survey results and identify and execute easy wins
 1. Results of the climate survey are in. Input from parents, staff and board. Strengths: we are a classical school, PTC is raising high dollars, parents have greater control over child’s education, students are not subject to pupil reassignment due to redistricting since we are our own district. Discussion followed.
 2. S. Walker identified three easy wins from planning retreat:
 - a. Agree on organizational structure at the school.
 - b. Place specific measures on enrollment per grade
 - c. Paperwork completion on the bond.Discussion followed.
 3. What are some of the opportunities for improvements?
 - a. Key takeaways were improved external/important communication; clear/consistently executed discipline plan, carpool improvements, keeping our teachers and students, adding coaches in classrooms, and taking care of our building

- C. Picnic with Original Gryphons. Our K students are now graduating the 5th grade. Picnic was held at the original shelter, Steele Creek Church.
- D. Signage for rooms, bathrooms etc. will look same on third floor matching our first and second floor.
- E. School-wide intercom is currently being installed. This will be good for all calls.
- F. Punch list for third floor is almost done. Everything should be done by end of week.
- G. Key employees meet with Leaders Building Leaders last week to aid in planning.
- H. School testing was successfully completed.
- I. Young scholars is hosting our summer camp.
- J. EOG boot camp currently in session and there will be an EOG retest at end of week.
- K. Need new board policy stating that we will not charge any fees. Will revisit next month
- L. Compliance Reports for end of year: student health, civil rights, homeless, mental health report, office of digital teaching and learning...working on to complete by the 29th
- M. HR had another job fair on 22th. Continued interviews today. Hired 4th, 3rd, and K teacher. 3 IAs have been hired. Still need one more 2nd grade teacher, need two K IAs, one first grade IA. Discussion followed.
- N. Won \$25,000 challenge foundation grant to help us continue our Gryphon Academy.
- O. Nominated to be Charlotte Best for Charter Schools. Voting to be held towards end of July.

- V. CLOSED SESSION** – (The Chair will not entertain a motion that the Board go into closed session under NC General Statute 143-318,11.(6). M. McCarthy motioned to move to closed session. B. Butler seconded. The motion carried and the board moved into closed session at 6:55 pm.

A. **Organizational Structure** – S. Reddick

- i. Agree on structure and discussion on positions hired and those missing. Please provide to the board an org chart and spreadsheet on positions which are filled and those which are open.

B. **Employee Contract Changes** – S. Reddick

- i. What Contracts were not renewed, which staff members left of own accord.

M. McCarthy motioned to return to open session at 8:03 pm. B. Butler seconded. Closed session adjourned and open session resumed.

- VI. VOTE ON BUDGET** M. McCarthy made a motion to accept the budget. B. Butler seconded. The motion carried.

- VII. ADJOURN** Meeting was adjourned at 8:06 pm.