



**Board Meeting Minutes**  
*March 13, 2024 Meeting Minutes*

**Board Members Present:**

K. Hall, A. Wilder, C. Holzshu, M. Piernick,

**Guests Present:**

E. Hedgepeth, Tim Hedgepeth, P. Adkins

**I. Opening Items**

**Call the Meeting to Order**

K. Hall called a meeting of the board of directors of United Community School to order on March 12, 2024 @ 5:30 PM.

**Approve Minutes**

M. Piernick made a motion to approve the January board meeting minutes. *Seconded by A. Wilder. **Approved Unanimously.***

**Approve Agenda**

*Motion to approve by M. Piernick. Seconded by A. Wilder. **Approved Unanimously.***

**Public Comments**

None.

• **School Budget**

- T. Hedgepeth went over the school budget with the board. There were no actions needed at this time.

• **Building Update and Security Grant Update**

- T. Hedgepeth talked about the community meeting and rezoning timeline for property that the school has entered into a purchase agreement with. Below were the dates:
  - **Community Meeting:** Wednesday, March 27 at 6:30 PM. Laine Clontz Pavilion -- 2900 Rocky River Road
  - **Community Meeting Report Due to the Planning Department:** Monday, April 15, 2024.
  - **Public Hearing:** Monday, May 20, 2024 at 5:00 PM at the Charlotte-Mecklenburg Government Center.
  - **Zoning Committee Work Session:** Tuesday, June 4, 2024 at 5:30 PM at the Charlotte-Mecklenburg Government Center.
  - **City Council Decision:** Monday, June 17, 2024 at 5:00 PM at the Charlotte-Mecklenburg Government Center.
- T. Hedgepeth mentioned that the school accounting partners informed him that UCS did receive funding for the school SROs this year. Additionally, he made mention of the new security cameras and other things that are being installed around the school.

• **Auditor Contract**

A. Wilder made a motion to contract with R. Barr to do the annual school audit. *Seconded by C. Holzshu. Motion approved unanimously.*

- **Parent and Family Engagement Policy**

- E. Hedgepeth provided the board with recommendations to approve the 2023-24 the Parent and Family Engagement Policy. The entire policy is included below in Attachment A below Addendum A.

C. Holzshu made a motion to approve the polices above as recommend by E. Hedgepeth. *Seconded by A. Wilder. Motion approved unanimously.*

- **Charter Renewal Site Visit**

- E. Hedgepeth the feedback from our Feb. 20 Site Visit from the Office of Charter Schools. Below is a summary:
  - Glows - Volunteers, Afterschool Program, Monthly Admin Zoom, MTSS Interventionist, Positive Visuals, Admin Presence in Classrooms, Hiring, UNCC Partnerships, BIC, Technology 1-1
  - Grows - Board evaluations of policies & procedures, more training
- T. Hedgepeth informed the board that, after further review, UCS is definitely in compliance with the mandatory state indebtedness clause needed in contracts and leases. He informed the board that UCS has never been out of compliance with this law. The board was given the contracts that include this language.
- T. Hedgepeth informed the board that he will get the website updated with the NC Report Data.

- **Enrollment Update**

- E. Hedgepeth provided the board with an update on enrollment projections and the ongoing lottery for the 2024-25 school year.

- **Upcoming Events**

- E. Hedgepeth provided the board with a list of upcoming events on the calendar. The dates included.
  - March 15 - Decades Dance 6-8 p.m.
  - March 25 - April 5 - NO SCHOOL (Spring Break)
  - April 9 – School Board Meeting
  - April 24 - State of the School Meeting
  - May 6-10 - Teacher/Staff Appreciation Week
  - May 7 - NewBee Night
  - May 30 - 8th Grade Promotion Ceremony
  - May 31 - Last Day of School

#### **IV. Closing Items**

##### **Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 06:27 pm.

Respectfully Submitted, K. Hall

- ATTACHMENT A BELOW -

**United Community School's**  
**Title I Parent and Family Engagement Policy**  
2023-2024

Decades of research have shown that when schools work together with families to support learning, children are inclined to succeed, not just in school but throughout life. United Community School believes that learning can best take place when there is shared effort, interest, and commitment among students, parents, extended family members, community members and staff. The goal of this parent and family engagement policy is to support in a more consistent and effective manner those things already in practice as well as to generate new ways of strengthening the partnership between school and home. UCS encourages parents to become involved in the design and implementation of the Title I program and activities in order to help students learn the state's rigorous curriculum and meet state and local achievement standards.

**A. DEFINITION OF PARENT AND FAMILY ENGAGEMENT**

For the purposes of this policy, the term “parent and family engagement” means the participation of parents, guardians, and other family members in regular, two-way, meaningful communication involving student learning and other school activities, including ensuring the following:

- Parents and family members play a vital role in supporting their child’s learning.
- Parents and family members are encouraged to be actively involved in their child’s education at school.
- Parents are full partners in their child’s education and parents and family members are included, as appropriate, in decision-making and on The School Improvement Team to assist in the education of their child.
- United Community School hosts events to support parent and family engagement in the Title I programs.

**B. PURPOSE AND OPERATION OF TITLE I PROGRAM**

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they receive an equitable, high-quality, well-rounded education and meet the school’s challenging academic standards. The Title I program delivers instructional activities and supportive services to all students over and above those provided by the regular school program.

### **C. ANNUAL MEETING AND PROGRAM EVALUATION**

Each year, school officials must invite parents to a meeting to explain parental rights, discuss the programs and activities to be provided with Title I funds, and solicit input on the Title I program and this policy. In addition, school officials must provide parents and family members a meaningful opportunity annually to evaluate the content and effectiveness of the Title I programs and the parent and family engagement policies and plans. Information collected from these proceedings will be used to revise Title I programs and parent and family engagement plans.

During our parent events each March, United Community School will hold its Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as parents' rights to be involved.

Communication of event:

1. Parents will be notified at least 3 weeks prior to the event through teachers' weekly emails and the weekly Buzz Newsletter.
2. Parents will be personally invited by the principal during the "Morning Buzz" parent group meeting the month prior.
3. The event will be posted on United Community School's website calendar.
4. Event signage will be posted in the main office and/or posted on social media.
5. Parents who request a copy of the policy prior to the meeting will be emailed a copy to be reviewed ahead of time so they can come prepared to participate at least 1 day prior.
6. Parents who are unable to attend will have access to notes and/or a video through our Parent Portal on our website.
7. Once our policy has been updated and approved by the board, it will be posted on the website for easy access.

### **D. PARENT AND FAMILY ENGAGEMENT EFFORTS**

The board believes that the involvement of parents and family members in the design and implementation of the Title I program will increase the effectiveness of the program and contribute significantly to the success of the children. The Title I staff and all school personnel shall strive to conduct outreach to parents and family members and involve them in activities throughout the school year.

School leadership shall ensure that this parent and family engagement policy and plan is developed with, agreed upon with, and annually distributed to parents and family members of participating students.

In addition, school officials and Title I school personnel shall do the following:

1. Involve parents and family members in the joint development of the Title I program and school support and improvement plan and the process of school review and improvement by including parents on the School Improvement Team.
  - Parents are notified at the start of the school year with an invitation for them to join our school improvement team.
  - Meetings are scheduled right after school to make it convenient for parents.
  - Notes are made available to committee members in case of an absence.
  - Our School Improvement Plan and login information for NCStar is found on our website for parents who are not active participants in the meetings so they can stay abreast of information and goals in the school setting.
  
2. Provide coordination, technical assistance and other support necessary to assist and build the capacity in planning and implementing effective parent and family engagement activities that are designed to improve student academic achievement and school performance;
  - Most communication is electronic, but exceptions are made if needed for families without access to technology.
  - Provide a curriculum event where parents can come to school to interact with the teachers and curriculum to learn how to support at home.
  - Resource links and reference pages are provided in weekly emails.
  - Notifying parents of and clearly posting on the School's website *NC School Report Card Data*
  - Mandatory Quarter 1 conferences and optional conferences for Quarters 2
  
3. Coordinate and integrate parent and family engagement strategies in the Title I program to the extent feasible and appropriate with parental engagement strategies established in other federal, state, and local laws and programs;
  - Volunteering in their child's classroom.
  - Volunteering in extracurricular activities
  - Volunteering in in-school activities
  - Promoting and Supporting homework at home
  
4. With the meaningful involvement of parents, conduct an annual evaluation of the content and effectiveness of the school parent and family engagement policy and program in improving the academic quality of the school and assisting students to meet the school's academic standards. This evaluation shall identify the following:
  - a. barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background);

- b. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers, and;
- c. strategies to support successful school and family interactions.

The school will use these findings to design evidence-based strategies for more effective parental involvement, and revise, if necessary, the parent and family engagement policy.

- Collect parent attendance at meetings
- The school provides interpreters (as needed) for parent meetings,
- Conduct surveys after each parent planned program
- Schedule conferences and programs to meet the needs of parents' schedules.
- Translation of important documents

5. Provide parents with a description and explanation of the curriculum at use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of challenging State academic standards by:

- Parents are provided links to released EOG information.
- Parents are provided iReady and Amplify reports on reading progress
- Parents are provided their child's NC Check In assessment reports and EOG score reports which demonstrate the state's achievement levels.

6. If requested by parents, the school will offer opportunities for regular meetings to formulate suggestions and the participation of parents, as appropriate, in making decisions that are related to the education of their children and respond to any suggestions as soon as practicably possible.

- This is possible during School Improvement Team meetings.
- Parents can attend monthly "Morning Buzz" meetings and afterwards have "face-to-face" time with administration for the purpose of feedback and suggestions.
- Parents may make suggestions during parent conferences.
- Parents can seek out a meeting with the principal at a scheduled time.

## **E. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the parent and family engagement policy, the school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The compact will:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the challenging State standards, and the ways in which each parent will be responsible for supporting their children's learning.

- Our goal is to provide students with the skills needed to become literate and well-informed about themselves and the world around them.
- United Community School will be a disciplined place. Students will discover that life is a balance of freedom and constraints. Children will be taught to live within limits.
- United Community School will be a caring place. It will offer a people-centered environment.
- United Community School will be a celebratory place. Opportunities will be provided for parents, teachers and students to meet regularly and affirm their common goals and celebrate their successes.
- Parents will examine and discuss items and work that are brought home each day with their child.
- Parents will attend school-sponsored programs and events.
- Parents will volunteer in the classroom and school-wide activities.
- Parents will support students with homework, positive behavior, and attending special events.

2. Address the importance of communication between teachers and parents on an ongoing basis.

- a. Parent-teacher conferences are held throughout the school year.
- b. Written quarterly report cards are sent to parents regarding their children's progress. Parents are given weekly communication of what is covered in the upcoming week and notification of grade level activities/events.
- c. Reasonable access to staff, opportunities to volunteer and participate in their child's class.
  - Parents are given teachers' schedules, which indicate teacher availability for conferences.
  - Each fall, parents are given information and training on how to volunteer at school along with a background clearance form.

## **F. BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership with the school, parents, and the community to improve student academic achievement, the school:

1. Shall provide assistance to parents in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children. As a school, we will:
  - Provide parent training sessions during curriculum events on understanding state academic standards, state and local academic assessments, title I requirements, and ways parents can monitor student progress to help improve student achievement.
  - Make sure parents have access to various ways of communicating with teachers and the school (email, telephone).
  - Encourage parents to regularly review and monitor their child's grades.




2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement. Our school will:
  - Provide parents with websites for additional practice, i-Ready login and link additional work samples in weekly emails.
  - Conduct academic parent curriculum events focusing on literacy and math.
3. Shall educate general education teachers, teaching partners, special education teachers, elective teachers (art, music, PE), school administrators, and other staff, with the assistance of parents, on the value and utility of contributions of parents, on the art of how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
  - This will be accomplished through crucial discussions, training, and parent-teacher meetings.
4. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. This will be accomplished by:
  - Two-way communication (emails, telephone calls, conferences)
  - Weekly teacher newsletters, flyers, social media posts, and website calendar

#### **G. ADOPTION**

The United Community School's Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with parents as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by United Community School on March 7, 2024 @ 8:00 a.m. and will be in effect for the period of 2023 - 24 School Year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents and make it available to the community on or before April 8, 2024.

Adopted by majority vote of the Board of Directors of United Community School on March 12, 2024.



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Signature of Title I Authorized Representative

March 12, 2024

Date