

BREVARD ACADEMY

Board of Directors Regular Meeting

September 14, 2009

6:30 p.m.

Searcy Hall, Brevard Academy Campus, Brevard, NC

Chair: Seyl Park, present

Secretary: Sara Freeman, present

Members present: Seyl Park, Sara Freeman, Joan Barham Zia McConnell, Melissa Stewart

Administration present: Shirley Reed, Laura Williams

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The regular meeting of the Brevard Academy Board of Directors was called to order by Seyl Park at 6:35 p.m. A quorum was present.

**Approval of Agenda:**

**Motion:** A motion was made by Melissa to adopt the agenda. Motion carried.

**Consideration and Approval of Minutes:**

Action postponed as minutes for the September meeting had not been produced.

**Chairman's remarks:**

Seyl welcomed the public and our speakers.

**Presentation: Steven Smith, Health Department – Flu Mist overview**

Steve Smith from the Transylvania County Health Department spoke on the upcoming flu season. He gave us a “best practices” of reducing the risk of flu, and spoke about the flu mist for which we are scheduled. He also updated us on the H1N1 vaccine. A time of questions and answer followed his presentation. (See attachments.)

**Presentation: BJ Keel**

BJ (Elizabeth) Keel, Brevard Academy's CPA, gave an update on the internal controls which have been modified due to the acceptance of a contract with an Acadia Northstar, who will be handling our finances going forward. Her comments included:

- This is the first time in a long time, that B.A. (Brevard Academy) has a strong fiduciary manager and a strong principal

- Going forward, the budget will be developed by the principal, and adopted by the Board
- We have online access to ISIS to monitor expenditures
- Acadia has separate record-keeping from asset management
- BJ went over the internal controls with Acadia and Acadia will email us their procedures and rules
- BJ is producing the MD&A (Management Distribution and Analysis) report, and would like to be able to email this report and have the executive committee approve it

**Motion:** Sara moved that the executive committee be given the authority to approve the MD&A report from BJ Keel. Motion carried.

**Public Comment:**

It needs to be a priority to have the minutes and agenda posted online for the public to review, and that multiple copies be made available at the Board meetings.

**Principal's Report**

See attached.

**Motion:** Joan made an amendment to add closed session after New Business. Motion carried.

**Committee Reports:**

**Finance:**

Christine Quinn and Shannon Bishop told us about what changes had occurred with the finances and how Acadia Northstar operates. They will keep up with the state budget and amend our budget based on the 20<sup>th</sup> day ADM. What we submitted in the spring was 145 students, and the 20<sup>th</sup> day ADM was 139, so the budget is incorrect.

Acadia feeds information to the principal, the treasurer and the chair of the Board. Then the treasurer is responsible for reporting the information to the rest of the Board. Christine will make suggestions on the reports we receive as to how the budget might be amended.

PTO has a separate account and needs its own tax I.D. number. RBC bank has the line of credit we applied for. We paid it off June 2008. United Community Bank has the account through which all school activity takes place (we have UCB printed checks). Shannon reconciles all bank accounts including the Board checking account.

Laura Williams to calculate the last 6 months of sales tax to see if we can get any money back on that. Once 6 months has been completed, we will determine if more should be researched balanced against Laura's per hour time.

**Annual Appeal Letter:**

Melissa reported that the annual appeal letter was mailed the week after school started. At the time of the meeting, \$570 had been received. People have suggested names of additional people to whom we should send letters. Zia will send out tax receipts and letters of thanks to the people who have responded.

Melissa is considering a letter to former B.A. Board members and alumni. Melissa has talked to Maria about getting these addresses. Laura suggested asking Caroline Graham to help with that, since she has been on the Board, and has been with the school a long time.

**PTO Report:**

Kim Best reported that the raffle for Fall Festival will be a \$250 gift card (either a Visa or gift card to O.P. Taylor's, winner's choice). They will be using a new company, Minkin, rather than Sally Foster for the post Fall Festival fundraiser. On October 30<sup>th</sup> there will be a barn dance. PTO is wondering about using the Honeywell Instant Alert system to send out messages about PTO happenings. Denita Moore is adding a link on the B.A. website to the new PTO website that has been set up.

PTO Treasurer, Tim Prey, explained that the PTO now needs its own tax I.D. number from the IRS, rather than operating under the school's. The PTO requested that the Board cover the \$300 fee needed for the application for this number.

**Motion:** Sara moved that the \$300 fee that the PTO needs to operate as a separate tax entity come out of Board funds. In the interim, all donations will be received as B.A. property. As a result, the school will acknowledge the tax deductible donations. Motion carried.

**Principal Evaluation:**

Frank Prince not present at the meeting to present evaluation edits and updates.

**Teacher Representation:**

Brigid Fox had written an email at the end of the 2008/09 school year suggesting that there be teacher representation on the Board. This position would be a non-voting member. There was discussion on how someone might be chosen for the position, and Shirley said she would pose it at the next staff meeting. An amendment to the Board by-laws needs be made.

**Challenge Foundation:**

Melissa reported on the phone conversations with Thomas Jefferson Charter School and Lincoln Charter School. They were both very positive about being a Challenge Foundation School, and could think of no drawbacks to being a CFA school.

**Motion:** Melissa moved to have Brevard Academy move forward to become a Challenge Foundation Academy. The motion was seconded, and then discussion followed. Sara said that out of courtesy, we need to table this item until a meeting with the staff so that the staff can be notified. Melissa will attend the next staff meeting to present the information on CFA and to field questions on our research. Then an official decision will be reached at the next Board meeting.

**Vision:**

Zia said the final of the Belief Statements was complete, and wanted to know who should get it. It was suggested that it go on the website and out in paper form to BA teachers and the BA community. It would also be made available to incoming parents and teachers.

**Closed Session:** entered into at 9:15 p.m., came out at 9:20 p.m.

**Adjourned:**

Sara moved to adjourn. Motion carried.