

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY  
Board of Directors Regular Meeting  
October 12, 2016, 5:00 p.m.  
Brevard Academy Campus

Chair: Nick Iosue, who is not present.

Vice Chair: Adrienne Casteen, conducting the meeting.

Secretary: Ashleigh Dalton

Members present: Adrienne Casteen, Amy Knight, Ashleigh Dalton, Zia McConnell, Warren Alston, and Jim Bishop.

Administration present: Ted Duncan.

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The regular meeting of the Brevard Academy Board of Directors was called to order by the Vice Chair at 5:00 p.m. The vice-chairman stated that Nick Iosue would not be present for the meeting tonight and that a quorum was present.

The pledge of Allegiance was led by Elijah Burkett, Edward Boone, and Naomi Gardner

**Approval of Agenda:**

**Motion:** A motion was made by Ashleigh to approve the agenda with the noted changes. Warren seconded. The vote was unanimous – **Motion was carried.**

**Consideration and approval of minutes:**

**Motion:** Zia made a motion to approve the September minutes with the noted changes. Amy seconded. Vote was unanimous – **Motion carried.**

**Public Comment:** Charlotte Shackelford stated that Megan Monk is heading Backpack Buddies for Brevard Academy. Charlotte had a parent come to her to let her know that her church also funds Backpack buddies. The parent found out that the church only funded backpack buddies for Transylvania County Schools and not BA. Charlotte said that she wonders why if a third of the population at BA would qualify-that we also have children in need.

**Opportunity:** Coty Ferguson

Coty reported that he is on the Citizen Advisory Board to the Parks and Recreation Department here in Transylvania County. The County Commissioners had a study done to come up with future Parks and Recreation development opportunities. The study came back with a very large set of recommendations which was presented in a joint session to the County Commissioners and the City Council. The consult group that performed the study proposed partnering with schools to increase the available parks and recreation facilities in the county. The consultant group noted a decrease in park and rec spaces. The recommendations were to partner with schools to increase available acreage for parks. Coty referred to the BA master plan and the extra acreage our school has to offer. Two opportunities were proposed: to partner with a local school district, and to extend the bike path. The two opportunities would offer funding from the county and city to complete the development of BA. A new committee would be formed to assist with the proposals, a committee formed by stakeholders. Coty suggested an action item to draft an official letter to the County Commissioners and City Council expressing interest in having

representation on the newly formed committee. Coty stated this could be a great opportunity to strengthen our relationships within the community and improve our school.

### **Teachers' report:**

Teachers' report by Mrs. Cison and Mr. Delizza of Kindergarten. Three students were with the teachers and they showed patterns using Singapore math. Singapore Math is heavy on manipulatives, patterns with shapes, buttons, and blocks. You learn patterns first and then connect the numbers, etc.

### **AIG: Beth Burney**

Beth Burney started with AIG plan back in the spring and she plans to submit this plan by October 15 if it is approved by the board today. Beth does report that she is 90% finished transferring the plan into a template and once the template is finished then she can officially submit it to the state. The AIG plan is a living document and Beth stated the plan can be changed as practices change within our AIG plan. At the end of second grade all children will get the CogAT, which is a cognitive abilities. What to do after these children are identified? Decisions have been made to not pull children out of the classroom but rather provide instruction through inclusion. The AIG plan will need to be revised every year. Beth is going to visit Evergreen to see how the AIG program is set up at the Charter School in Asheville.

### **PTO Report: Charlotte Shackelford**

#### **Finances**

Current balance of \$1,436.36.

#### **Past Events**

- PTO Meetings
  - o Very well attended, roughly 20-25 in attendance each month 😊
- Room Parents
  - o Each classroom has an assigned room parent acting as a liaison between teacher and other classroom parents.
- Committees Formed (each committee has a parent chairperson and a PTO partner)
  - o Staff Appreciation
  - o Middle School
  - o BoxTops
  - o Mission & Vision Statement
  - o HalloweenFest
  - o Fall Family Night
  - o Twilight Tour/Elf Workshop
  - o Spring Fling
- Pizza Mondays
  - o Continue to go smoothly and Pizza Hut has been well received by all

## Upcoming Events

### OCTOBER

- 10/29- HalloweenFest
  - PTO will be hosting the Pumpkin Roll on jailhouse hill!

### NOVEMBER

- 11/16- Fall Family Night
  - Uniform Consignment Sale
  - Bingo and Dinner (see attached flyer)
- 11/2- Otis Spunkmeyer Cookie Dough Fundraiser
  - Forms sent home 11/2, returned 11/14, cookie dough dispersed in December

### DECEMBER

- 12/3- Twilight Tour (Elf Workshop)
  - PTO will host the elf workshop and provide a craft table for children waiting to have their picture taken with Santa

## Current Needs

- Marketing budget for community events!
- Banners, giveaways (lanyards, tattoos, rubber bracelets, etc)

**Financial Update:** Jennifer McCluney.

BOARD ACTION REQUESTED:

## REVENUE

- a. Rev - Capital Campaign - Requested new line NEED budget amount
- b. Rev - Building Rent - Requested new line NEED budget amount
- c. Rev - Before & After School - NEED budget amount

## EXPENSE

- a. Line 1 - Salary - Teacher - Request to INCREASE by \$22,214.00
- b. Line 1 - Salary - Teacher Assistant - Request to INCREASE by \$11,915.76
- c. Line 1 - Salary - EC Teacher - Request to INCREASE by \$8,140.08
- d. Line 1 - Salary - Tutor - Request to DECREASE by \$10,000.00
- e. Line 1 - Salary - EC Teacher Assistant - Request to DECREASE by \$761.40
- f. Line 1 - Salary - Guidance - Request to INCREASE by \$5,810.00
- g. Line 1 - Salary - Speech Teacher - Request to INCREASE by \$24,016.74
- h. Line 1 - Salary - Principal - Request to INCREASE by \$14,433.18
- i. Line 1 - Salary - Assistant - Request to DECREASE by \$55,620.00
- j. Line 1 - Salary - Office - Request to INCREASE by \$250.08
- k. Line 1 - Salary - Maintenance - Request to INCREASE by \$2,428.75
- l. Line 1 - Salary - Bonus - Request to DECREASE by \$0.00
- m. Line 1 - Salary - Bus Driver - Requested new line at \$36,000.00
- n. Line 1 - Salary - Technology - Requested new line at \$4,000.00
- o. Line 1 - Salary - AIG - Requested new line at \$24,500.00
- p. Line 2 - Social Security Cost - Request to INCREASE by \$7,342.46

- q. Line 2 - State Retirement Cost - Request to INCREASE by \$30,889.59
- r. Line 5 - Capitalized Office Equipment - Request to DECREASE by \$4,000.00
- s. Line 6 - Speech Services - Request to DECREASE by \$10,000.00
- t. Line 10 - Debt Service - Principal - Request to DECREASE by \$11,028.00
- u. Line 10 - Building Rent - Request to INCREASE by \$50,000.00
- v. Line 13 - Other Food - Board - Requested new line NEED amount
- w. Line 13 - Food Purchase - Lunch - Requested new line NEED amount
- x. Line 14 - Transportation Equipment - Request new line
- y. Line 16 - Food - After School - Requested new line NEED amount

The budget will be tabled at this time until Nick Iosue is present.

**Directors' report:** Ted Duncan.

**Enrollment**

| Grade | Current Enrollment | Possible Seats |
|-------|--------------------|----------------|
| K     | 39                 | 1              |
| 1     | 40                 | 0              |
| 2     | 33                 | 7              |
| 3     | 39                 | 1              |
| 4     | 47                 | 0              |
| 5     | 36                 | 4              |
| 6     | 38                 | 2              |
| 7     | 30                 | 10             |
| 8     | 24                 | 0              |
| Total | 326                | 22             |

**Advertising**

White Squirrel Radio--I renewed the contract with White Squirrel Radio. I had my first interview on 10/4. We will need new copy for the weather spot.

Team CFA-Post Cards--I have begun looking into how to use the postcard program through CFA to increase awareness and advertise recruitment.

Buses--I met with Fast Signs to get a quote on bus advertising.

Gym Banners--I met with Fast Signs to get quotes on gym sponsorship banners.

**Fundraising**

There was a deposit of \$10,326.77 made on August 15 from the auction.

### **Academics**

MAP testing--Our map testing window closed on Friday, October 7. We are processing data as teams and setting goals for students with COMPASS.

Math Improvement Plan--We have created a math improvement plan.

AIG--The AIG Plan has been completed and was reviewed by staff and parents on October 5.

EC Services--We currently have contracts for all our EC and related services. We have an agreement with TCS to conduct EC testing.

### **Personnel**

All teachers have begun the teacher evaluation process by completing professional goals. Observations will begin before the end of the month.

### **Transportation**

Buses--We have all of our buses back on campus. We are currently full on two routes with a waiting list on both. We may need to think of expanding afternoon service with a Boys and Girls and Racquet Club run only. Currently we have 168 students who use the bus service.

### **After-School**

Our after school assistant has resigned. We are currently advertising for the position. We currently serve 27 students on our highest day. We can continue to look into ways to reshape and improve our after-school program.

### **Safety**

We held our first fire drill on September 29. We have a committee reviewing our crisis/emergency procedures. We will need to purchase more radios in order to have all staff with a radio.

All staff members have a crisis binder equipped with contact information and crisis plans.

I hope to hold our first lockdown drill in October.

We have a trained CPI team on campus. We have all EC staff trained as well as our coaching staff.

EPI pen training for staff will take place on October 10.

CPR for staff will be held on campus on October 15. The school will pay \$80 towards anyone interested in becoming CPR certified. The school is paying for the cost of after-school staff to be trained.

### **Athletics**

Fall athletics are wrapping up. We will begin our winter athletics program with a parent orientation evening and question/answer session. The date is yet to be determined.

### **Field Trips**

I am working with Outdoor Education to create middle school specific field trips that will alternate between Outdoor Education and Service based projects. This would be specific to the middle school and help to define the middle school experience.

In leadership we discussed using Fridays and early dismissals as ways to get students into the community and take advantage of our natural resources. We are currently compiling a list of short field trips.

### **Community**

Flu shots will be offered for students and staff on October 17.

Backpack Buddies--We have a partnership with a local church to supply us with 100 food bags. We have 13 families that have expressed interest in the program. We have also received a donation of \$130 from families for the program.

United Way Kick-Off--We held our United Way Kick-Off event. We are looking to have 100% participation in the program.

### **The Team CFA Report:** Jim Bishop

Jim stated that Tony Helton is now the CEO of Team CFA instead of the CFO. Jill Burleson will be arranging lunch with Ted and are trying to plan for November 4.

### **Committee report:**

#### *Facilities: Adrienne Casteen*

The basketball goals will be suspended by the roof, divider curtains, padding for I-beam, and along the walls and we are trying to get this all in before the first basketball game. Facilities will begin meetings again in November with the focus on the exterior space. The committee will be making priorities what needs to be done and then looking at fund development or public outreach to assist with this endeavor.

#### *Fundamental developments & Public Outreach:*

Fund development will have two subcommittees: Grant and Capital campaign. Grant subcommittee board representative will be Amy Knight. Capital campaign board representatives will be Ashleigh Dalton and Nick Iosue. Ashleigh stated that the Capital campaign subcommittee will have meetings within the next month to begin organizing a couple of campaign ideas for Brevard Academy.

#### *Long Range Planning and Vision: Zia McConnell*

Zia five-year plan in November meeting.

#### *Board Development, Policies and Procedures: Zia McConnell*

- Nothing to report.

**Old Business:**

Nothing to report.

**New Business:**

- **Motion:** Facilities and maintenance cost. Facilities \$1,958.63 for the pole and lights repair(not included in our construction costs). Repair to fire panel \$1,415.00 and scrubber/buffer for the floors within the school will be \$4,500.00. Zia made a motion to approve the budget amendments and to add these costs in to the budget. This was seconded by Warren. Unanimous vote -- **Motion carried.**
- **Motion:** A motion was made to approve the bus policy as presented by Mr. Duncan. This motion was made by Ashleigh was seconded by Jim. Unanimous vote -- **Motion carried.**
- **Motion:** A motion for the AIG plan approval was made by Zia. Seconded by Amy. This was for the AIG plan approval as set forth by Beth Burney to the state with minor edits from Zia. Unanimous vote -- **Motion carried.**
- **Motion:** A motion was made by Warren to use from marketing line item a general fund of 1,200.00 for PTO to use. Zia seconded. Unanimous vote -- **Motion carried.** Note: PTO will need to submit future purchases to Ted for approval.

**Next Meeting:**

- The next meeting will be November 9, 2016, at 5:00 p.m. at the Brevard Academy Campus.

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**Short Break: Time: 6:16 p.m.**

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**Closed Session: Motion:** Zia made a motion from the floor to enter into a closed session to prevent the disclosure of privileged or confidential information under the NC general Statutes 143.318.11 (a) (1) to discuss items related to personnel matters. Ashleigh seconded.

**Motion carried.** The Board entered into Closed Session at 6:37 p.m.

**Motion:** A motion was made to come out of closed session. Motion was made by Zia, seconded by Amy. Unanimous vote—**Motion carried.** Time was 8:01 p.m.

**Adjourn:**

**Motion:** Zia made a motion to adjourn. Ashleigh seconded. Vote was unanimous. **Motion carried.** Time was 8:02 p.m.