



**Brevard Academy: A Challenge Foundation Academy**  
**Board of Directors**  
**Minutes**

**Work Session and Regular Meeting**

Regular Meeting Location: Zoom Meeting

(Meeting ID: 833 5839 9358

Password: 927898)

Wednesday, December 9, 2020 – 5:30 p.m.

**Mission:**

The Mission of Brevard Academy is to prepare its students to achieve academic excellence through the Core Knowledge Sequence. Through a partnership involving students, teachers, and parents the school strives to create citizens with strong moral character and active intellectual inquiry.

**Vision:**

Brevard Academy: A Challenge Foundation Academy (BA-CFA) a K-8 public charter school develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression and problem solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.

**Strategic Goals:**

1. Ensure Academic Success for every Student
2. Provide effective & innovative learning environments
3. Recruit, hire & retain highly effective personnel
4. Use resources effectively & be fiscally responsible
5. Engage our communities

*This meeting is a meeting of the BA-CFA Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for public participation as indicated on the agenda.*

**Work Session, 5:00 pm**

*Work sessions are for discussion and training only. No formal actions are taken in work sessions. The Brevard Academy-CFA board will never vote on a motion while it is in a work session. If the board wants to adopt a motion after discussing it in a work session, it will be presented in an open public business meeting.*

*Strategic Planning Topics*

- Reviewed Friday's agenda for the Long Range Planning meeting
- Adrienne Casteen confirmed the purpose of the meeting is solely planning and discussion **no** official motions and voting will be made. Any items the board wishes to adopt will be presented in an open public business meeting.

*COVID information glimpse*

- Ted Duncan will review in depth during regular meeting
- Review of possible quarantine scenarios for the future if necessary

*Podcast Availability*

- <https://www.charterschoolboarddevelopment.com/> provides board related podcasts
- Mr. Duncan will forward podcast for board review

*Leaders Building Leaders*

- Still have access to Navigate training for Board members

**Regular Meeting, 5:30 p.m.**

*\*Requires Board Action*

**AGENDA:**

- I. Call to Order
  - Members present: Mark Campanini, Myranda Nash, Lee Burgess, Adrienne Casteen, Mark Franklin, Jamie Atkinson
  - Members not present: Joel Malefyt
  - Minutes recorded by Adrienne Casteen
  - A quorum is present.
- II. Pledge of Allegiance
- III. Chair's remarks
- IV. Approval of Agenda\*
  - Motion to approve the agenda made by Jaime Atkinson seconded by Myranda Nash .

- Vote to approve is unanimous.

V. Approval of Meeting Minutes\*

- Regular Meeting Minutes 11-11-20
  - Motion to approve minutes made by Mark Franklin, seconded by Lee Burgess.
  - Vote to approve is unanimous.

VI. Teacher Report: Emily Taylor, Athletics and Specials

- Cross Country season has been successful.
  - Utilizing smaller gatherings of school's.
  - Girls have won several meets.
  - Championship will be held next week.
  - Runners are adapting to following COVID induced restrictions.
- Volleyball season started yesterday (12/8/20)
  - Mr. Prey, Building and Grounds Supervisor, set up a video camera in the gym to give the ability for off site live action viewing of games.
- Specials Update: Art, Music, and PE
  - All have generated virtual assignments this school year
  - PE taught in person and provides a virtual assignment
  - Music is able to start doing some live classes for elementary
  - Opportunities for students to nurture their creative education continues despite the pandemic impact

VII. Opportunity for Public Comment

- Mr. Tim Prey, Building and Grounds
  - 1. Currently the Families First Coronavirus Response Act federally funded paid sick leave is set to expire Dec 31st. What is the Board prepared to offer as paid options if staff who can't work at home are required to quarantine or need to care for a family member after that policy expires?
  - 2. When COVID vaccines become widely available, will staff be required to receive the vaccine?
  - Mr. Mark Campanini, requested further research concerning the two questions submitted by Mr. Prey by Mr. Duncan.
    - Mr. Duncan will follow up with additional information from our contracted Human Resources Company and relevant subject resources.
    - Jamie Atkinson noted that an extension to the Families First Coronavirus Response Act is being discussed in DC currently.
    - Further information is needed before the Board of Directors could determine answers.

VIII. CFP Report

- Mark Franklin discussed his call with Tracy Banker (CFP).
  - Reviewed the success of the network School Director meeting.
  - Mr. Duncan has been a great asset in facilitating the creation of the meeting.
  - Because of success CFP will plan to schedule a zoom meeting the 3rd week of January for BOD members across the network to connect in a similar fashion.

IX. Financial update

- Burgess Budget report review
  - MTD revenue: 307,936.99
  - YTD revenue: 1,783,488.46

- MTD expenses: 317,871.82
- YTD expenses: 1,794,431.70
  
- MTD: deficit 9,943.83
- YTD: deficit 10,943.24
  - Local and State funding has not all been received
    - This is a normal occurrence annually
    - Mr. Duncan spoke with our 3rd party finance company today (Charter Success Partners); the local line is the only line they do not feel 100% confident in.
  
- Projected EOY: surplus 179,315.38

X. Director's report, see appendix A

- Thank you to Emily Taylor for her presentation and all her work at the school
- So grateful for the relationship we have with local health officials
- Partnering with Chamber of commerce with shop local initiative
- Erin Brewton led the creation and submission of our video for National School Choice Week and because of our quick response in submitting we were awarded 5 free tickets to this summer's NC Charter School Conference.
- Added COVID update to Director's report
  - Team meeting weekly
  - Nurse Jelly is updating a COVID-19 Cases and Exposures Dashboard tracker weekly and can be found on our website ([www.brevardacademy.org](http://www.brevardacademy.org)) for review.
  - Graphics included to show how schools have opened in NC, WLOS news story to show what is happening across NC, and Transylvania County Health Department data
- Adding key indicators for success to the Director's Report
  - Reviewing high achieving schools to see their indicators.
- Erin Brewton presented Community Engagement presentation
  - Social Media, Facebook, Instagram account
    - Reviewed interactions with accounts
  - Discussing possibilities for youtube account
  - Flyer app
    - New this year
    - Resources section compiled by our Counselors, Megan Monk and Stacy Seefeldt.
    - Calendar, feeds in from activity calendar eliminating the need to manually enter in multiple locations
    - Groups function, just rolled out to classes. This will allow notifications to specific classes, clubs, athletics, etc..
    - Currently 262 users
    - Will push app again during enrollment period
  - Written Communication
    - Transylvania Times
      - Contracted to do monthly facebook posts, and listed on kids page.
      - Monthly write ups- Focused on Counselor educational series on character traits. The

write up currently underway is Gratitude. We are trying to incorporate the gratitude we have in receiving the grant from Pisgah Health Foundation that will greatly support our effort in supplying healthy meals to our students in need of support.

- Radio Interviews WSQL Q102
    - Historically only utilized by School Director
    - Taking more opportunities this year, involving staff and students for interviews
  - Chamber of Commerce
    - Honing in on utilizing membership opportunities fully this year.
    - Participating in After Hours, Morning Coffee, local holiday initiative, local passports (using Ingles gift card, counselors will create baskets to support community members in need of food resource supplements)
    - We will be hosting the April 2021 after hours function, hope to be able to have it in person instead of via Zoom.
  - PreCOVID
    - Beta Club- participated in local charity support.
    - School promotional video development for potential families, pushed to the future as a summer project to work on in hopes for restrictions easing.
    - Business relations
      - Visits with partnership business with Brutus (the BA mascot) and stories on our social media outlets
  - Reviewed possible ways to increase community engagement through fundraising events/items, PTO involvement, and Booster club participation.
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- EC student count ( 11 % of student population) and AIG student count eligible at 3rd grade (26 % of student population) have been submitted to DPI.
  - 4-day in person schedule through the end of year\*
    - Mr. Duncan does not foresee restrictions to lighten before the end of the school year
    - A clear 4 day in person instruction schedule for the remainder of the year will provide teachers a point of stability in this year of constant change.
    - Lee Burgess questioned if change occurs to middle school format through state level what will that look like.
      - Mr. Duncan indicated that the middle school students would then also begin the 4 day in person model.
      - Why not 5 days, budgetary?
        - We would need to add full time positions to cover in person learning.
      - Mr. Duncan expressed the difficulty with current restrictions to do music and art in person following CDC and local health department guidelines. Mr.

Duncan does not anticipate lessening in the guidelines previous to the end of the 2020/2021 school year.

- A motion to approve the 4 day in person instruction schedule was made by Lee Burgess with Myranda Nash seconding.
- Vote to approve is unanimous.
- Assistant Director\*
  - Position created in summer, not able to move forward filling position previously due to funding.
  - Mr. Duncan states current budget status will support for the rest of the year including the filling of the EC position approved in the previous Board Meeting while adhering to our strategic plan financial goals.
    - Lee Burgess confirmed the Finance Committee's review of the budget to this matter.
  - Mark Campanini asked for a review of what is the need of the position while in person learning occurs and if we are moved to a virtual situation what would this role look like.
    - Mr. Duncan in person the Assistant Director is extremely hands on daily operations such as testing coordinator, bus supervisor, and discipline. During current times it will play a vital role in virtual programs with virtual platforms.
    - Position does require Administrative education which allows for a role in instructional leadership.
  - Candidate approval request for Anthony Johnson
    - Lee Burgess and Mark Campanini requested a quick overview of the candidate's qualifications
      - Mr. Duncan shared the candidate is currently teaching in the Henderson County system in literature but focused mainly in Social Studies.
      - The Candidate has achieved a Masters in School Administration.
      - The Candidate has also become active in Brevard Academy's volunteer program, social media posts, fundraising efforts.
      - Comes highly recommended by his references as well has recommendations from leadership that Mr. Duncan has worked with as well.
    - Start date is pending fulfillment of obligatory requirements to the current employer by Mr. Johnson. Possibly starting at the end of January.
  - Motion to approve filling of the Assistant Director position and hiring of Mr. Anthony Johnson was made by Lee Burgess and seconded by Mark Franklin.
  - Vote to approve is unanimous.
- Part-Time Assistant for 5th-8th grade\*- not needed currently-table until next meeting
- Part-Time Art Teacher\*- not needed currently,-table until next meeting

- Facilities
  - Adrienne Casteen, site plan and phase review will be done during Long Range Planning Meeting
- Development (Fundraising, Grants and Public Outreach)
  - Myranda Nash- Setting goals in Long Range Meeting
  - Appeal letter discussion also in Long Range Meeting
- Long Range Planning and Visioning
  - Meeting Friday, November 11, 2020
  - 1pm - 5pm
  - Via Zoom
  - No voting will occur
- Governance (Board Development)
  - No new information discussed

XII. Next Regular Meeting

- Wednesday, January 13, 2021, 5:30 pm

XIV. Adjourn\*

- Motion to adjourn was made by Mark Franklin seconded by Jamie Atkinson.
- Vote to approve is unanimous.

Appendix A: Director's Report

**Brevard Academy**  
**School Director's Board Report for December 2020**

Teacher Spotlight--Emily Taylor, Athletic Director and Specials SIT rep

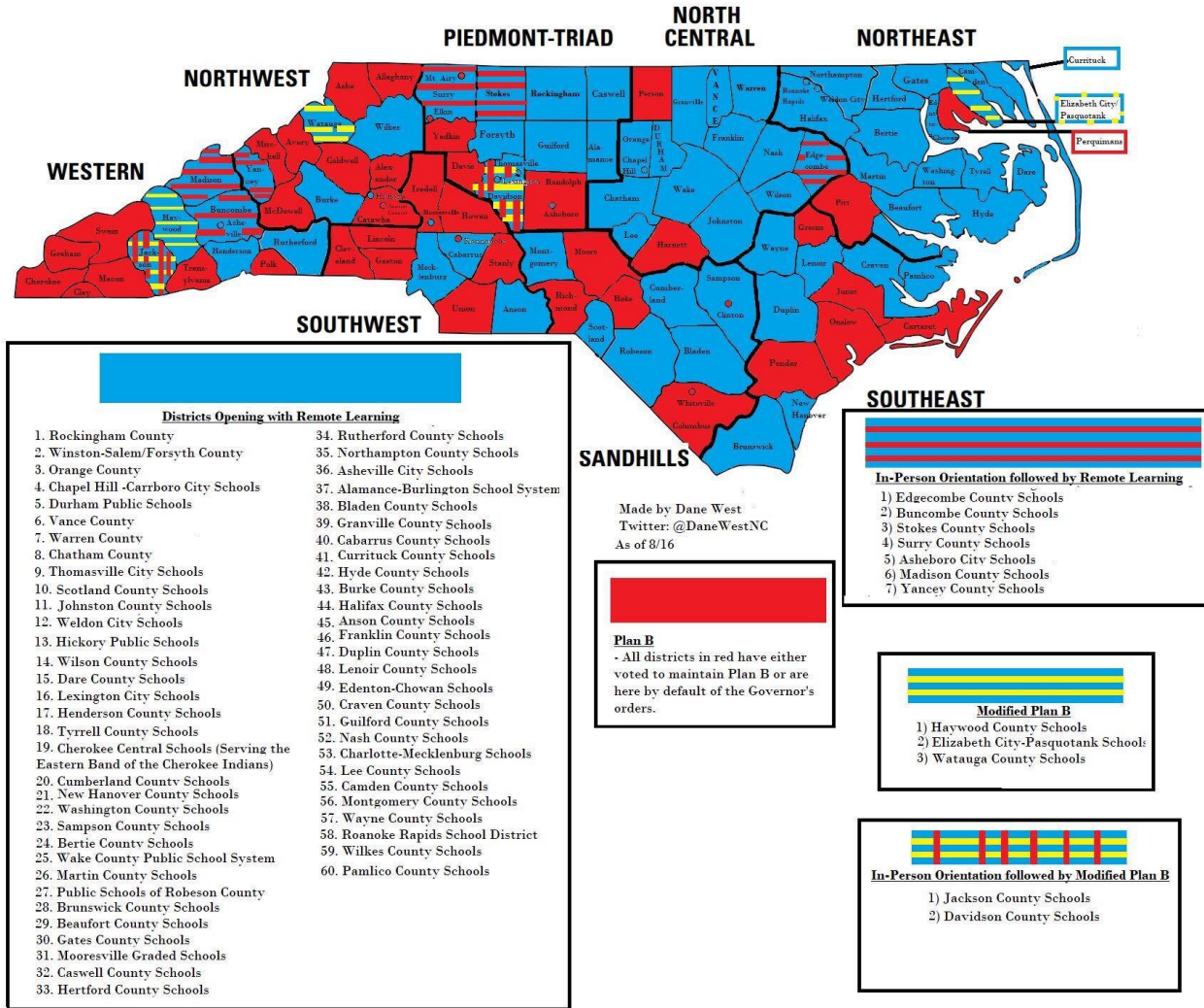
Good News:

- Cross Country and Volleyball have both started up.
- We are partnering with the Chamber for their Shop Local Campaign.
- We submitted our National School Choice Week video and we're awarded 5 free tickets to this summer's NC Charter School Conference.

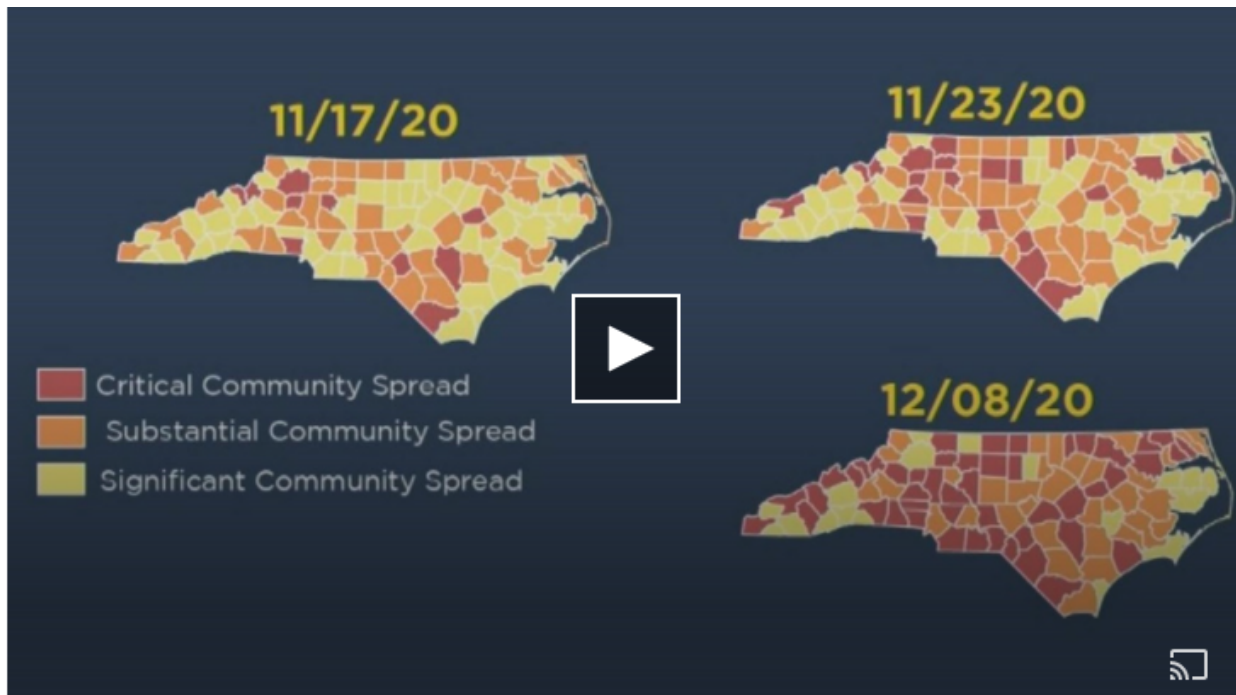
COVID Update

[Dashboard Tracker](#)

# The State of North Carolina School Districts



The above map was updated on August 16, 2020.



The above map is from a WLOS news story.



# DAILY COVID-19 UPDATE

## TRANSYLVANIA COUNTY — 12/8/2020

### TESTING

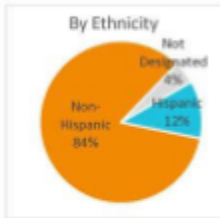
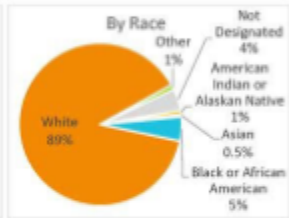
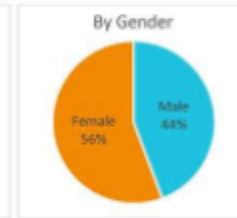
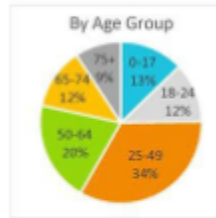
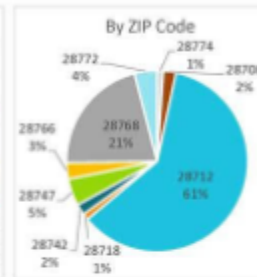
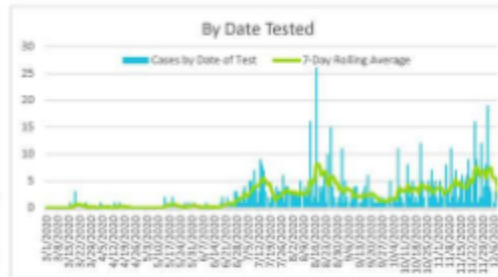
Diagnostic tests on Transylvania County residents reported to Transylvania Public Health from all providers and laboratories. Percent positive is daily average over past 7 days.

Total tests 8,779	Not detected 8,130	Pending 23	Percent Positive 16%
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### CASES

New cases: 6  
Confirmed cases: 626  
Hospitalizations: 40  
Deaths: 9  
Percent change over past 7 days: +10%

Laboratory-confirmed cases among permanent Transylvania County residents reported to Transylvania Public Health from all providers and laboratories. Confirmed cases, hospitalizations, and deaths all cumulative from 3/1/2020. Data may vary from NCDHHS Dashboard due to delays in reporting.



### OUTBREAKS

IN CONGREGATE LIVING SETTINGS

An outbreak is defined as 2 or more cases in a group living facility in Transylvania County. Cumulative cases and deaths include both staff and residents associated with the cluster.

Current outbreaks: 1  
Cumulative cases: 92  
Cumulative deaths: 6

### CLUSTERS

IN CHILD CARE AND SCHOOL SETTINGS

A cluster is defined as 5 or more cases in a child care center or K-12 school in Transylvania County. Cumulative cases and deaths include both staff and students/children associated with the cluster.

Current outbreaks: 1  
Cumulative cases: 9  
Cumulative deaths: 0

## STATE DATA SUMMARY — 12/8/2020

New cases today: 4,670  
Total cases: 404,032  
Current hospitalizations: 2,373  
Total deaths: 5,605  
Estimated recovered\*: 341,041

\*Updated 12/7/20, based on estimates of 14 days since the positive test was collected for people who were not hospitalized and 28 days for those who were hospitalized.

North Carolina has reported 34,850 new cases of COVID-19 in the past 7 days. Hospitalizations continue to grow, with new record high numbers reported each day for the past 6 days.

There are 471 ongoing outbreaks (2 or more cases) in group living facilities; 38,414 total cases and 2,808 total deaths have been associated with these outbreaks.

There are 69 ongoing clusters of cases (5 or more cases) at schools and childcare centers; 1,335 cases and 3 deaths are associated with these clusters.

For more information about cases in North Carolina and data collection sources, visit the NC DHHS COVID-19 Dashboard at <https://covid19.ncdhhs.gov/dashboard/>.

## NATIONAL DATA SUMMARY — 12/8/2020

New cases today: 186,215  
Total cases: 14,823,129  
New deaths today: 1,532  
Total deaths: 282,785

The jurisdictions with the highest number of cases are California (1,366,435), Texas (1,258,214), Florida (1,048,264), Illinois (796,264), Georgia (506,690), Ohio (484,297), Wisconsin (443,389), Michigan (436,400), Pennsylvania (426,444), and Tennessee (408,730).

The states with the highest numbers of new cases in the past 7 days are California, Texas, Illinois, Pennsylvania, Florida, Ohio, Indiana, Michigan, New York, and Arizona.

For more information about cases in the U.S. and data collection sources, visit the CDC COVID-19 Case Count website at <https://covid.cdc.gov/covid-data-tracker/>.

For the latest updates and guidance about COVID-19 for Transylvania County, visit [transylvaniahealth.org/covid-19/](https://transylvaniahealth.org/covid-19/) or call 828-884-3135.



Enrollment

2020-2021 ADM: 415 as of August 12, 2020



**Highest ADM:** 419

**PMR 1:** 419

**Current ADA:** 403

Updated on 11.30.20

Grade	Hybrid	Distance	Total
K	36	8	44
1st	38	7	45
2nd	39	5	44
3rd	42	6	48
4th	38	10	48
5th	40	8	48
6th	30	17	47
7th	32	13	45
8th	23	11	34
<b>Totals</b>	<b>318</b>	<b>86</b>	<b>403</b>

We budgeted for 420 students.

The current number of EC students K-8: 42 (14 Speech only) 10%

Total number of AIG students 3-8: 71 (Fall 2020 Headcount) 26%

#### Students and Staff Attendance

Month	Staff Attendance	Students Attending	Students on Time	ODRs/Month	Bullying/Harassment Reports
August	100%	99%	99%	1	0
September	97%	94%	99%	7	0
October	97%	91%	99%	2	0
November	97%	92%	99%	3	0
December					
January					
February					
March					
April					
May					
<b>Average</b>	<b>98%</b>	<b>94%</b>	<b>99%</b>	<b>3</b>	<b>0</b>

## Key Indicators for Success--New

Percentage of students reading at or above grade level—81% (Fall MAP)

Percentage of students performing mathematics at or above grade in math—71% (Fall MAP)

Percentage of middle school students (5th-8th) involved in extracurricular activities--37%.

The number of Bullying/Harassment Reports YTD—0.

### Suspension Report

Month	In-School Suspensions # students/# of days	Out of School Suspensions # students/# of days
May		
April		
March		
February		
January		
December		
November	1/1	2/2
October	2/2	1/1
September	1/1	1/1
August	0/0	0/0

This section will be updated throughout the year.

### Briefings--[Board Action Calendar](#)

[Community Engagement Update](#)--Erin Brewton

### EC Headcount

Grade	December
K	2

1st	7
2nd	3
3rd	7
4th	5
5th	9
6th	6
7th	3
8th	1
<b>Total</b>	<b>43</b>
new referrals	10
dismissals	2

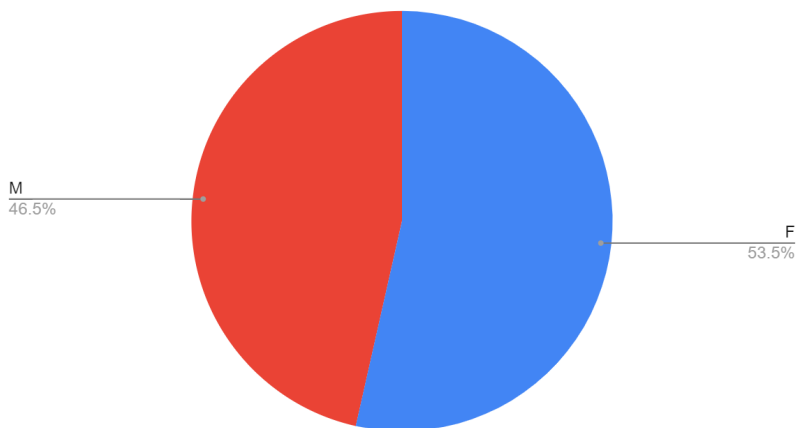
11% of all students

### Fall AIG Headcount

<i>Grade Level</i>	COUNTA of Student Name
3	6
4	14
5	13
6	15
7	12
8	11
<b>Grand Total</b>	<b>71</b>

26% of our eligible students

AIG Breakdown by Gender



### Transportation

Route	Riders
A--Hendersonville	22
B--Brevard	30
C--Rosman	27
D--Mills River	20
E--Etowah	5
Waitlist	18
<b>Total</b>	<b>122</b>

### Hirings for Approval

- TBD

### Resignations/Non-Renewals/Terminations

- Resignations--1
- Retirements--0
- Non-Renewals--0
- Terminations--0

### Compliance and DPI Oversight

- EC and AIG headcounts have been submitted to DPI

### Requests/Discussions/Action Items

- Topics for Strategic Planning

### Immediate Action Needed

- 4-day schedule through the end of year
- Assistant Director
- Part-Time Assistant for 5th-8th grade
- Part-Time Art Teacher
- EC Teacher--Full-Time--Darlene Poole (effective January 1)--TBD

### Closed Session

- NA

\*Requires BOD action