



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

Work Session and Regular Meeting
Regular Meeting Location: Zoom Meeting
(Meeting ID: 833 5839 9358
Password: 927898)
Wednesday, February 10, 2021 – 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.

- Academic Excellence Committee
 - Ted explains what an Academic Excellence Committee would do, makeups would be board members and faculty from the school.
- Board Development Discussion
 - Mark Franklin explained the development of board development modules are still under construction. Consensus is that board will wait until these modules are complete.

Regular Meeting, 5:30 p.m.

**Requires Board Action*

AGENDA:

- I. Call to Order
 - A. Members present: Jamie Atkinson, Adrienne Casteen, Lee Burgess, Mark Franklin, Joel Malefyt, Myranda Nash; Members absent: Mark Campanini
 - B. A quorum is present.
- II. Pledge of Allegiance
- III. Chair's remarks
 - A. Myranda encouraged everyone to show some love to someone this week!
- IV. Approval of Agenda*
 - A. Motion to add Math Bench Mark Testing under Director's Report and to add the approval of front desk screens, Adrienne Casteen seconds.
 - B. Vote to approve is unanimous.
- V. Approval of Meeting Minutes*
 - A. Motion by Lee Burgess to approve special meeting minutes. Adrienne Casteen seconds.
 - B. Vote to approve is unanimous.
 - C. Motion to approve regular board meeting minutes from Adrienne Casteen, Mark Franklin seconds.
 - D. Vote to approve is unanimous.

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- VI. **Teacher Report:** Jen Kelly, Charlotte Shackleford, and Amber Wolfe, 3-5 School Improvement and Instructional Support Reps
- A. Amber Wolfe shared academic support team's ideas to support students who are struggling with writing and typing. The team is placing a heavy focus on sentence composition and structure. See AOS Criteria for Excellence document.
 - B. Charlotte Shackleford shared goals of either looking at the newest core knowledge sequence that has been used in the past or do teachers want to look at another curriculum that may fit students and school better.
 - C. Jennifer Kelly discussed the school improvement team's ideas between test scores and actual student achievement. Teachers want grades to be as helpful and honest as possible, in order to set the child up for success.
- VII. **Opportunity for Public Comment**
- A. No comments.
- VIII. **CFP Report**
- A. Mark Franklin reminded the group that the next Take Five Talk is 2/19/2021 at 11 am.
- IX. **Financial update**
- **Lee Burgess Budget report review**
 - MTD (month to date) revenue: \$451,152.85
 - YTD (year to date) revenue: \$2,663,982.54
 - MTD expenses: \$368,058.58
 - YTD expenses: \$2,457,441.48
 - Monthly surplus: \$83,094.27
 - YTD surplus: \$206,541.06
 - EOY (end of year) projected surplus: \$152,663.26
 - Lee has been speaking with USDA. The is hope that the loan application process will be shorten due to most recent loan we have taken out.
- X. **Director's report *see Director Report below.**
- **Blue Zone Certification***
 - Lee Burgess motions to approve to engage Blue Zones committee to begin process to be an approved Blue Zones school. Jamie Atkinson seconds.
 - Adrienne Casteen reminds board that policies should be approved and formatted per board policy before implementation.
 - Vote to approve to engage Blue Zones committee is unanimous.
 - **Kelly Education Services Substitute and temporary staffing***
 - Lee Burgess motions to approve staff services. Adrienne Casteen seconds.
 - Lee Burgess asks if this is a long term solution or a temporary solution for COVID. Ted believes this could be a long term solution to help school with substitute teachers. Lee Burgess wants to revisit the use of this tool once we are no longer under the stress of COVID.
 - Vote to approve the use of Kelly Education Service is unanimous.
 - **New Athletic Conference for 2021-2022***
 - Lee Burgess makes a motion to join a new conference. Joel Malefyt seconds.
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- Adrienne Casteen wants to ensure that sports not supported by conference will continue.
- Vote to move to a new conference is unanimous.
- Creation of Academic Excellence Committee*
 - Lee Burgess motions to table until further discussion. Adrienne Casteen seconds.
 - Vote to table topic is unanimous.
- Golf Team*
 - Jamie Atkinson motions to create a golf team. Mark Franklin seconds.
 - Vote to add golf is unanimous.
- Nurse Job Description*
 - Board members should read and review before the next meeting.
- Benchmark Testing
 - Mark Franklin motions to remove MAP testing for grades 3-7 and replace with IREADY. Jamie Atkinson seconds.
 - Lee Burgess concerns on how this would impact students in grade 8. Ted explains that this is just a request for this year. Adrienne Casteen is concerned with data and historical knowledge that would not be present if we moved to IREADY.
 - Vote to move to IREADY is unanimous.
- Board Media Contact*
 - Lee Burgess motions for Board Chair to be designated media contact, unless circumstances require a designee to be determined by the chair. Adrienne Casteen seconds.
 - Vote to deem board chair is unanimous.

XI. Committee Reports

- Facilities
 - Adrienne Casteen and committee have been looking into the functionality of both new and current spaces.
- Approve allocation for donor funding for front desk screens
 - Officer light is requesting that \$9,000 be approved for this project.
 - Adrienne Casteen motions to approve \$9,000 for the use of front desk renovations. Lee Burgess seconds.
 - Vote to approve \$9,000 is unanimous.

XII. Next Regular Meeting

- Wednesday, March 10, 2021, 5:30 pm

XIII. Adjourn*

- A. Jamie Atkinson motions to adjourn. Mark Franklin seconds.
- B. Vote is unanimous.
- C. Adjourn at 6:24 pm.

Teacher Spotlight--Jen Kelly, Charlotte Shackelford and Amber Wolfe, 3-5 School Improvement and Instructional Support Reps

Good News:

- Students volunteered to clean up Pump Track (Sophie Brown and Jude Fowler).
- Fifty percent of our 3-8 grade students earned Honor Roll (A=41, A/B=107).
- BA was 1 of 2 public schools in our Congressional District to complete in the Capitol Hill Challenge (Stock Market Game). Our middle school AIG program will be participating in this opportunity.
- We raised over 1800 cans for Manna Food Bank during School Choice Week.
- Our School Choice Video was picked up by [EdNC](#).

COVID Update

- New guidance was released by the state regarding a safe return to instruction. We are reviewing this information.
- We have surveyed families about their interest in returning to school. This information is in the Work Folder.

[Dashboard Tracker](#)

Enrollment

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

Highest ADM: 419

PMR 1: 419

Current ADA: 400

Updated on 12.30.20

Grade	Hybrid	Distance	Total	Applicants for 21-22	Anticipated Waitlist
K	35	6	41	43	-4
1st	36	5	41	6	-1
2nd	34	7	41	7	3
3rd	42	5	47	5	-4
4th	39	8	47	6	5
5th	38	9	47	4	3
6th	35	12	47	10	9
7th	36	7	43	4	3
8th	26	7	33	3	-1
Totals	321	66	387	83	13

We budgeted for 420 students.

The current number of EC students K-8: 44 (14 Speech only) 11%

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

A full list of transfers is listed in the work folder.

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	96%	88%	97%	3	0
January	94%	92%	98%	2	1
February					
March					
April					
May					
Average	97%	93%	99%	3	0.2

Key Indicators for Success

Percentage of students reading at or above grade level—81% (Fall MAP), 72% (Winter MAP)

Percentage of students performing mathematics at or above grade in math—71% (Fall MAP), 62% (Winter 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	0/0	1/1
December	0/0	2/4
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](#)

Items in Review Work Folder

- 2021-2022 Draft Calendar with staff input
- Annual Contracts and Renewals
- Current Applications on file for Enrollment 21-22
- Withdrawn Student Patterns

Compliance and DPI Oversight

- We are up to date on our School Performance Framework

Requests/Discussions for Work Session

- Academic Excellence Committee
- Board Training Progress

Immediate Action Needed (Supporting Documentation in Monthly Work Folder)

- Blue Zone Certification*
- Kelly Education Services Substitute and temporary staffing*
- New Athletic Conference for 2021-2022*
- Creation of Academic Excellence Committee*
- Golf Team*--No supporting docs
- Nurse Job Description*
- Board Media Contact*
- Updated Employee Handbook*--Waiting for the updated version from HR.

Resignations/Non-Renewals/Terminations

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

Hirings for Approval

- NA

*Requires BOD action