



Brevard Academy: A Challenge Foundation Academy

Board of Directors

MINUTES

Special Emergency Meeting

Meeting Location: Brevard Academy Campus (Gym), Teleconference

Tuesday, March 17, 2020 – 5:00 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.

**Possible Board Action*

AGENDA:

I. Welcome

- Members present: Lee Burgess (at school), Amy Hertz, Adrienne Casteen, Julie Gaston, Myranda Nash, Mark Franklin, Mark Campanini
- A quorum is present.

II. Approval of Agenda*

- Motion to approve the agenda made by Myranda Nash, second by Lee Burgess. Vote is unanimous.

III. COVID-19 School Closure Plan Update*

- Executive order 117-March 16-March 30 are marked as optional work days while school facilities are closed as educational facilities. Some flexibility is given to schools as to how to handle these days and calendars may be adjusted.
 - Mr. Duncan's recommendation is to have teacher workdays from March 16-20, the school would be closed March 23-26 and March 27 would be a teacher work day.
 - Spring break would be shortened to two days. April 10 and April 13.
 - If families have travel plans for spring break, they can apply for educational leave, even if they have already used their 5 days of leave for the year.
 - Discussed how this would be approached with staff days off. This was also discussed with the School Improvement Team.
- Motion to approve the calendar with amendments made by Julie Gaston, second by Lee Burgess. Vote is unanimous

- Discussed plan should the school closure extend past March 30.
 - Google Classroom is the platform being explored.
 - Due dates are also being explored. Practices surrounding this are also being discussed.
 - Training and familiarity with Zoom is underway.
 - Staff availability is also being discussed and well as different ways that staff can be contacted.
 - Feedback options will be in place to reinforce learning goals.
 - Right now the focus is getting as many students as possible on an online platform. Over 100 chromebooks were distributed today.
 - Consistency for families is the goal!
 - There is support and how to documents for families on the website and other platforms.
 - Could we have all information about covid-19 and other updates in one link on the website?
 - Some schools are installing hotspots in their parking lots to allow students to have internet connectivity.
- Guidance from Dept of Public Instruction to track expenses that have come from this as we can apply for reimbursement at a later time.
- Lunches are still being distributed. 45 were distributed today. The school will do this as long as it can be staffed. Community resources will also be posted.
- There are procedures to ensure sanitation is a priority in the building.
- Mental health support is also being addressed for students and employees.
- Teacher support--teams are being built for things like Google Classrooms.
- Is there a plan for checking in on students that may need extra support?
 - Megan Monk and Officer Light have students they will follow up with.
- Community joint efforts-Kimberly Best attended a meeting for the county to address needs. The academy has offered the gym if needed for emergency and critical care workers families. Volunteers would be watching over children of these workers. All

logistics, etc are being taken care of the group using the space. Thorough cleaning will occur after use of the facility.

- Mr. Duncan has a Zoom call with parents tomorrow.
- Leadership Contingency Plan--back up plan should Mr. Duncan become ill. The leadership team would fill in if needed.
 - Staff have been asked to assist each other and use a shared platform to allow for help, should a staff member become ill and someone is available for questions.
 - Rotation of board member on covid-19 team.
 - Myranda Nash motions to rotate this position out every two weeks, Julie Gaston seconds. Vote is unanimous. This will be appointed by the Board Chair.
- Moving forward, we will need to consider:
 - Staff that is non-licenced. Right now all staff are being paid. Making up hours is an option if needed.
- Lee Burgess motions to approve Covid-19 protocol, second by Julie Gaston. Vote is unanimous.
- Next meeting is scheduled for Tuesday, March 24 at 5 p.m.

I. Adjourn*

- Motion to adjourn from meeting made by Julie Gaston at 5:57 p.m., second by Amy Hertz. Vote is unanimous.