



**Brevard Academy: A Challenge Foundation Academy**  
**Board of Directors**  
**MINUTES**  
**Regular Meeting**  
Meeting Location: BA-CFA Campus (Gym), Teleconference  
Wednesday, April 8, 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.*

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

*\*Requires Board Action*

**AGENDA:**

- I. Call to Order
  - Members present via phone: Adrienne Casteen, Mark Franklin, Julie Gaston, Amy Hertz, Mark Campanini, Lee Burgess, and Myranda Nash.
  - A quorum is present.
- II. Pledge of Allegiance
- III. Chair's remarks
- IV. Approval of Agenda\*
  - Motion to approve with addition below made by Amy Hertz, seconded by Lee Burgess. Vote is unanimous.
  - Addition of Talking Point added for consideration.
- V. Approval of Meeting Minutes\*
  - March 11, 2020
  - March 15, 2020
  - March 17, 2020
  - March 24, 2020
  - April 2, 2020
  - Motion to approve all minutes made by Mark Campanini, second by Amy Hertz. Vote is unanimous.
- VI. Opportunity for Public comment
  - No public comment.
- VII. CFP report
  - CFP is having weekly meetings for school directors to share information.
  - CFP is available to assist with issues. Please reach out with any needs or questions.
- VIII. Financial update

- Budget Update
  - We had some local revenue deposited late but it will be included in next month.
  - The school is projected to have a surplus for the year of \$134,909.71
    - There have been adjustments made by the finance committee given recent changes.
    - At this time there is no reallocation as the committee would like more time to ensure accuracy.
    - This does not include Covid funds that have been released to the school.
- USDA
  - Insurance Fidelity Bond Increase\*
    - Motion to increase bond up to \$300,000 made by Lee Burgess, second by Myranda Nash. Vote is unanimous.
  - USDA required Accounts\*
    - Lee Burgess motions to seek up two accounts as noted below with various banks and will then present options next month, second by Mark Franklin.
      - Loan Reserve Account
      - Asset Replacement Account
  - Things are moving along well with the USDA loan!

IX. Director's report--See Appendix

- Some highlights: there's a lot of great news on social media. The school had a student featured for his service packing over 1,300 meals.
- The school had its first full school, virtual meeting.
- All enrollees for next year have confirmed.
- Communication Plan
  - A plan is being drafted.
  - Mr. Duncan would like to have an ad-hoc committee to review and provide feedback.
  - Mobile apps for next year are being explored.
- Talking points is a service that can translate communications to a student and families home language. This also allows the family to respond in their home language and it will translate it back to the school.
  - Mr. Duncan is seeking approval for this service.
  - There is no cost associated with this service through the end of the school year (June 30).
  - Motion to approve this contract made by Amy Hertz, second by Mark Campanini. Vote is unanimous.
- Educational Model Discussion
  - This will be voted on in May with budget approval.
- Distance Learning Update
  - Last week was the first week of virtual learning. As this was new, there was the opportunity for feedback from staff and families.
  - The Distance Learning Grading Plan was created.
    1. The board discussed pro and cons of this plan.
    2. The question was asked if pass/fail would impact 8th graders negatively.
  - Motion to approve the Distance Grading Plan made by Lee Burgess, second by Mark Campanini. Vote is unanimous.
- Motion to approve Mission and Vision for Covid-19 made by Mark Campanini, second by Mark Franklin. Vote is unanimous.
- Mr. Duncan requests, with the recommendation of SIT, to suspend MAP testing for Spring 2020.

- Motion to suspend spring 2020 MAP testing by Myranda Nash, second made by Lee Burgess.
  1. Discussed how the school will assess students for remediation and grade advancement.
  2. This will mean that fall MAP tests are even more important.
  3. Mr. Duncan will explore the use of compass for feedback and assessment for students.
- This item was tabled until the May meeting.

#### X. Committee Reports

- Facilities
  - Rug/Mop/Mat Cleaning Contract\*
    - Lee Burgess motions to move from Unifirst to Cintas pending legal review of the contract, seconded by Amy Hertz.
    - This is a three year contract.
    - Vote unanimous.
- Development (Fundraising, Grants and Public Outreach)
  - In May the board will need to vote on a date for a fundraiser at the Lumberyard.
- Long Range Planning and Visioning
  - Strategic Goal #5 update
- Governance (Board Development)
  - Open for Applications for BOD candidates
  - Two more members on the board would be ideal.
- Governance (Policies and Procedures)
  - Policies for Approval\*
    - 7110 TELEWORKING
    - Motion to approve made by Amy Hertz, second by Mark Campanini.
      - Discuss and updates were made.
    - Vote is unanimous.
  - Policies for first read
    - JOB DESCRIPTION- DEAN OF STUDENTS
    - JOB DESCRIPTION- AFTER SCHOOL DIRECTOR
    - JOB DESCRIPTION- COMMUNICATION COORDINATOR
    - 4001: ADMISSION/ LOTTERY POLICY

#### XI. Next Regular Meeting

- Wednesday, May 13, 2020, Brevard Academy Campus, 5:30pm

#### XII. Adjourn\*

- Motion to adjourn made by Julie Gaston, second made by Lee Burgess. Vote is unanimous.

**Brevard Academy**  
**School Directors Board Report for April 2020**

Teacher Spotlight---None at this time.

Good News/Staff Spotlights

- Great feedback from parents on our first week of Distance Learning.
- Completed our first Virtual Assembly on Monday, April 6, 2020.
- All enrollees for next year have confirmed.

Enrollment

**2019-2020 ADM:** 425

**Highest ADM:** 430

**Current ADA:** 412

Grade Level	Current Enrollment	Confirmed for Fall 2020	Applications
Kindergarten	47	40	25
1st Grade	49		7
2nd Grade	46	3	5
3rd Grade	45	3	4
4th Grade	52	4	7
5th Grade	49		7
6th Grade	48		9
7th Grade	39		1
8th Grade	37	3	
<b>Total</b>	<b>412</b>		<b>65</b>

The current number of EC students K-8: 47 (December Headcount)--11%

Total number of AIG students 3-8: 74 (Fall 2019 Headcount)--27%

Application Comparison

- March 2017--99
- March 2018--74
- March 2019--137
- April 2019--76

Climate and Culture

Month	Staff Attendance	Students Attending	Students on Time	ODRs/Week
August	98%	98%	98%	2
September	97%	97%	96%	6

<b>October</b>	95%	95%	96%	10
<b>November</b>	95%	95%	97%	6
<b>December</b>	96%	96%	96%	7
<b>January</b>	96%	96%	97%	5
<b>February</b>	95%	95%	97%	13
<b>March</b>	96%	96%	97%	9
<b>April</b>				
<b>May</b>				
<b>Average</b>	96%	96%	97%	7

The state averages 94% attendance.

ODRs=Office Discipline Referrals

## Suspension Report

<b>Month</b>	<b>In-School Suspensions</b>	<b>Out of School Suspensions</b>
	<b># students/# of days</b>	<b># students/# of days</b>
May		
April		
March	2/2	7/3
February	4/6	4/6
January	0/0	3/3
December	1/1	1/3
November	0/0	0/0
October	6/6	2/4
September	1/1	1/3
August	1/2	1/2

This section will be updated throughout the year.

## Briefings

### COVID-19

- Distance Learning has started

Strategic Goal 5--Engage Our Communities

- Communications Plan is being drafted

#### Communications

- We are exploring several tools for translation services
  - Flyer Connect
  - Talking Points
  - Individual translations

#### Hirings for Approval

- NA

#### Resignations/Non-Renewals/Terminations

- Resignation--NA

#### Compliance and DPI Oversight

- NA

#### Requests/Discussions/Action Items/Work Session

- Communication Plan
- Distance Learning Update

#### Immediate Action Needed

- Educational Model

#### Closed Session

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\*Requires BOD action