



Brevard Academy: A Challenge Foundation Academy
Board of Directors
MINUTES
Annual Regular Meeting
 Meeting Location: BA-CFA **Zoom Meeting**
(Meeting ID: 860 6736 2191 , Meeting Password: 402696)
 Wednesday, June 3, 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, 5:00pm

(Zoom Meeting ID: 891 0664 5255, Password: 462585)

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.

Discussion Items:

2020/2021 Plan Development	Insurance People Proposal	

Plan Development: 20-21 School year planning.

- Discussed the different scenarios for opening in the fall (normal, all online, hybrid, staggered start, etc.)
- Guidance from the state should be released next week.
- Applied for CARES grant.
- Staff committees are working on how the school can operate under the possible scenarios.
- Plans for remote days are due to DPI on July 20.
- These plans need to be discussed at the BOD July retreat.

Insurance People Proposal: Utica company provides training and communication options. Benefits will provide some savings and better benefits.

Utica company works with charter schools and knows charter school needs. There are some HR functions as well. The Employee Assistance Program is included for no additional cost. This allows staff to track their benefits.

The company helps to oversee policies and identify any that are missing and may create a risk to the school. They work with the school's safety committee.

Regular Meeting, 5:30 p.m.

**Requires Board Action*

AGENDA:

- I. Call to Order
 - Members present: Adrienne Casteen, Lee Burgess, Mark Franklin, Mark Campanini, Myranda Nash, Julie Gaston, Amy Hertz

- There is a quorum.
- II. Pledge of Allegiance
- III. Chair's remarks
- IV. Approval of Agenda*
 - Motion to approve agenda with close session added and relocate hiring approval to after closed and postpone after school improvements and transportation plan session made by Lee Burgess and seconded by Amy Hertz.
 - Vote is unanimous.
- V. Approval of Meeting Minutes*
 - May 13, 2020
 - Motion to approve previous minutes made by Myranda Nash, seconded by Mark Campanini.
 - Vote is unanimous.
- VI. Teacher Report, Kate Shober
 - Mrs. Shober, Teach of the Year, discussed how it was to switch to a virtual learning environment as a teacher.
 - The spirit of Brevard Academy didn't waiver. The staff as a whole jumped in to make it work. There was support from the Administration.
 - Platform consideration was given a lot of thought from K-2 and they decided to use SeeSaw, Zoom and Loom.
 - Everyday the teachers left encouraging messages for their students. Emails were also sent everyday.
 - SeeSaw was able to support the school's curriculum.
 - This allowed students to develop a new life skill by navigating these apps by themselves.
 - Instructional Assistants were able to contact parents via email, phone and text. This allowed teachers to focus on curriculum. Assistants were also able to assist with tutoring or assistance as needed.
 - Classes were able to do awards virtually.
 - Going into next year, her advice is to keep it simple, to acknowledge what everyone is going through, to provide emotional and social support and keep families engaged. The engagement supported the school's mission.
- VII. Opportunity for Public comment
 - Lori Luhrs commented that her special education teachers made incredible efforts to meet the needs of their students, families and regulations. Due to confidentiality restrictions, they had to go to one-to-one instruction. The staff also did home visits. Ms. Luhrs gives thanks to all her teachers and feels great progress was made even with all the difficulties.
- VIII. CFP report
 - All the reports from other schools show that Brevard Academy has done well during all the challenges with Covid-19.
- IX. Financial update
 - Budget Update
 - The school is expected to have a surplus of \$43,464.82 for the year.

- USDA
 - Ted has remained in communication with USDA and our closing date could be set anyday. Our application is on track and should be moving forward soon.

X. Director's report--See Appendix A

- Acadia Power School Contract Renewal*
 - This was updated to a 1 year agreement.
 - Motion to approve the contract made by Mark Campanini, seconded by Lee Burgess.
 - Vote to approve is unanimous.
- Insurance Carrier Switch*
 - Insurance People is the group recommended. This covers the building and employee benefits.
 - Motion to move made by Mark Campanini, seconded by Myranda Nash.
 - Vote to approve is unanimous.
- Hiring Approvals*
 - Moved to after closed session.
- Position Allocation Approval*
 -
- Family Handbook Approval*
 - Motion to make proposed changes made by Julie Gaston, seconded by Mark Campanini.
 - Vote to approve is unanimous.
- Transportation Plan*
 - Tabled for a future meeting.
- After-School Improvements*
 - Tabled for a future meeting.
- Charter Pay Parent Portal Implementation*
 - Gives parents ability to pay fieldtrip, fees, afterschool, technology fees, etc. online. This will not cover lunch payments. Families can still pay in other ways if needed but this will be encouraged.
 - Julie Gaston asked if we could explore the school paying the fees since we will be saving time/money by removing this task for employees.
 - Another option would be to reduce the price if fees are paid online to incentivize paying online.
 - One platform would be preferred for consistency.
 - Motion to approve contract made by Lee Burgess, seconded by Julie Gaston.
 1. The expectation needs to be that there are still other options until this is better streamlined.
 - Vote to approve is unanimous.
- [Family Engagement Policy](#)*
 - This is a Title I requirement that we must review and approve each year.
 - Motion to approve policy made by Myranda Nash, seconded by Lee Burgess.
 - Vote to approve is unanimous.
- Lunch Cost*
 - Cost proposed for 20-21 is \$3.75 per lunch.
 - The school is currently providing more free/reduced lunch and this increase will help minimize the loss.
 - Motion to approve this increase made by Lee Burgess, seconded by Mark Campanini.
 1. Discussed the message to families about the increase.
 2. Other options could include a late fee.

3. We would like to explore options to donate lunches, similar to the uniforms.

- Motion to table the vote made by Lee Burgess, second made by Mark Franklin.
- Vote to table this vote to a later meeting is unanimous.
- Parent Surveys for Virtual Learning*
 - Mr. Duncan would like to survey parents to get a comfort level for returning to school in the fall.
 - This will help greatly with planning for fall's reopening.
 - Mark Franklin stated that he does not know of another charter school sending surveys.
 - Discussed appointing Mark Campanini to work with Administration to determine when to send survey.
 - Motion to approve when and what is included on the parent survey responsibility to Mark Campanini and Mr. Duncan made by Lee Burgess, second by Julie Gaston.
 - Vote to approve is unanimous.

XI. Committee Reports

- Facilities
 - Pavilion Project*
 - Proposal for review by Bracken Mountain and Wheelhouse.
 - The cost for this structure is a little higher than originally thought and will be around \$100,00
 - Wheelhouse has a wooden structure and Bracken Mountain is steel. The roof structures of the two structures is different as well.
 - Structure will be 20'x80'
 - Wheelhouse provided a detailed cost where as Bracken was not able to do so but does feel confident they can build within our budget.
 - Bracken would require a fee of around \$2,00-\$3,00 upfront to survey and give a detailed cost.
 - Both companies can build the structures so that they can be enclosed at a later date.
 - The goal is to start with the build of this as soon as the USDA loan closes.
 - Aesthetically the structures are different.
 - Wheelhouse would likely be able to complete sooner but neither is likely to be finished by the start of school.
 - Funding for this: \$50,000 Glass Foundation Grant will go toward this and must be spent by December. There is also a \$20,000 donation that can go toward this build.
 - Bracken would need about a month to give an updated design and detailed cost.
 - Interior height on both structures is very similar.
 - Wheelhouse could also add a metal roof, the cost would need to be increased to \$120,00 if this is what we want.
 - Lee Burgess motions to approve Wheelhouse to build with a metal roof and has up to \$120,000 budget, seconded by Julie Gaston.
 - The hope is that the metal roof is an additional \$15-\$20,000. The \$120,000 request allows for a buffer/contingency.
 - Vote to approve is unanimous.
 - Outside Group Use of Building*

- Mountain Roots would like to use our building for summer camp. They have the approval from Transylvania County with their Covid-19 plan.
 - Grace Brevard would also like to continue to use the school for services.
 - Jumpstart camps are scheduled to start at the end of July.
 - Mr. Duncan is asking to allow for rental for outside groups using facilities as long as they are following guidelines.
 - All groups have been instructed they would absorb any additional cleaning costs.
 - Julie Gaston moves to go forward with the groups renting the buildings, seconded by Lee Burgess.
 - Vote to approve is unanimous.
- Development (Fundraising, Grants and Public Outreach)
 - The Cornhole tournament is unlikely but we will wait to make an official decision.
- Long Range Planning and Visioning
 - 2020/2021 Regular Board Meeting Dates*
 - Motion to approve dates below made by Mark Campanini, seconded by Lee Burgess.
 - Vote to approve is unanimous.

August 19, 2020	November 11, 2020	February 10, 2021	May 12, 2021
September 9, 2020	December 9, 2020	March 10, 2021	June 2, 2021 (Annual)
October 14, 2020	January 13, 2021	April 14, 2021	July TBD (Retreat)

- Governance (Board Development)
 - Open for Applications for BOD candidates
 - Officer Election*
 - Motion to have the current officers remain as they are for next year made by Julie Gaston, seconded by Mark Campanini.
 - Vote is unanimous.
- Governance (Policies and Procedures)
 - Policies for Approval*
 - 4020 EXCEPTIONAL CHILDREN CONFIDENTIAL FILE DISCARD POLICY
 - Policies for first read
 - BA-CFA 4015 Uniform Policy
 - Motion to approve BA policy 4020, seconded by Julie Gaston.
 - Vote to approve is unanimous.

XII. Next Regular Meeting

- Wednesday, August 19, 2020, Brevard Academy Campus, 5:30pm
- Motion to go to close at 7: 23 session made by Amy Hertz, seconded by Julie Gaston. Vote is unanimous.

II. Voting after Closed-Motion to approve three candidates (Caroleen Hodge for Instructional Coach/Interventionalist, Kevin George for 5-8 Interventionalist/After-School and Claire Nichols for Kindergarten), made by Myranda Nash, seconded by Julie Gaston. Vote to approve is unanimous.

XIII. Adjourn*

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

Brevard Academy
School Directors Board Report for June 2020

Teacher Spotlight---Kate Shober, Lessons learned from Distance Learning

Good News/Staff Spotlights

- **Educator Recognition**
 - Kate Shober, Teacher of the Year
 - Jason Wolfe, Beginning Teacher of the Year
 - Marisol Gollnick, Instructional Assistant of the Year
- **End of the 2020-2021 School Year**
 - We have successfully ended the school year.

Enrollment

2019-2020 ADM: 425

Highest ADM: 430

Current ADA: 411

Grade Level	Current Enrollment	Confirmed New Applicants for Fall 2020 Confirmed/Slots	Waitlist Applications
Kindergarten	47	40/40	22
1st Grade	49	0/0	8
2nd Grade	46	3/3	4
3rd Grade	45	3/3	6
4th Grade	52	4/4	10
5th Grade	48	0/0	8
6th Grade	48	0/0	11
7th Grade	39	0/0	3
8th Grade	37	3/4	1
Total	411	53/54	73

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

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

Briefings

Community Connections

- Blood Connection Blood Drive on June 8, 2020
 - Transylvania County Health Department has given the go-ahead.
 -

End of Year Activities

- We held all of our regular end of year activities in a virtual setting:
 - Field Day
 - 8th grade and Kindergarten Graduation
 - Awards Day
 - Athletic Banquet
 - School Play

Summer Learning

- We are offering enrichment learning opportunities to all students/families. We will use resources from NCDPI and Duke Tip.
 - K-1
 - 2-3
 - 4-5
 - 6-7
 - 8
- We are seeking funding through the CARES Act to fund summer remediation for students who need extra support.
- We will provide all students K-3 with a 4-month subscription to Highlights magazine.

Hirings for Approval

- Carleen Hodge--Instructional Coach/Interventionist
- Kimberly Best and Katie Gibson--Student/Family Liaisons
- Kevin George--5th-8th Interventionist/After-School
- Kindergarten Teacher--Claire Nichols, pending references
- Art Teacher--TBA

Resignations/Non-Renewals/Terminations

- Resignation--Cyndi Speciale--STEM

Compliance and DPI Oversight

- NA

[Requests/Discussions/Action Items/Work Session](#)

- Insurance People

Immediate Action Needed

- Acadia Power School Contract Renewal*
- Insurance Carrier Switch*
- Hiring Approvals*
- Position Allocation Approval*
- Family Handbook Approval*
 - [Handbook Changes](#)
- Transportation Plan*

- Charter Pay Implementation*
- After-School Improvements*
- [Family Engagement Policy](#)* Needs to be reviewed every year.
- Parent Surveys for Virtual Learning*

Closed Session

- NA

*Requires BOD action