



**Brevard Academy: A Challenge Foundation Academy**  
**Board of Directors**  
**MINUTES**  
**Special Meeting**  
Meeting Location: BA-CFA **Zoom Meeting**  
**(Meeting ID: 829 2467 6364 , Meeting Password: 146069)**  
Tuesday, July 7, 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: Amy Hertz, Adrienne Casteen, Lee Burgess, Mark Campanini, Mark Franklin, Myranda Nash
- A quorum is present.

II. Approval of Agenda\*

- Motion to approve the agenda with updated noted below made by Myranda Nash and seconded by Lee Burgess.
  - Addition to sign the contract with Wheelhouse.
  - Addition to add nurse position under new position.
- Vote to approve is unanimous.

III. Officer Reorganization/ Election\*

- Lee Burgess motions to nominate Mark Campini at Board Chair, Myranda Nash as Vice Chair and Mark Franklin as Grievance Chair. Seconded by Julie Gaston.
- Vote to approve is unanimous.

IV. Contract Approvals\*

- Cintas
  - Term negotiations will still be finalized with Mr. Duncan and Mark Campanini. They currently want a three year term but we are hoping to lower that to one year.
  - This company will provide touchless cleaners.
  - Motion to approve with flexibility to negotiate the term of the contract made by Lee Burgess, seconded by Myranda Nash.
  - Vote to approve is unanimous.
- Website Contract/ Web domain Change
  - Brevard Academy would like to work with Santee Oak Designs to create our own website.
  - This integrates well with multiple devices.
  - Cost of the contract is \$4,500 to build the website with a cost of \$216 per year to host the site.

- The hosting fee assists with technical fees and certain staff will be trained and able to make updates to the site as needed.
- Discussed launch date and feasibility to have the site up and working by the start of school.
- The current website does not allow for updates and is not functional.
- Motion to approve the contract made by Myranda Nash, seconded by Lee Burgess.
- Vote to approve is unanimous.
- Motion to approve the Wheelhouse contract made by Lee Burgess. Seconded by Adrienne Casteen.
  - Mark Campini stated that the contract is standard and had no concern.
  - Vote to approve is unanimous.

#### V. Fall 2020/2021 School Opening Plan Update

- Learning Plan Update
  - There is a team working on the school's plan that must be submitted by July 20th.
  - Virtual Spots\*
    - The school will be able to enroll students virtually for 20-21.
    - Mr. Duncan is requesting to expand enrollment to 450 under plan B and plan C.
    - The BOD needs to decide if we want to offer virtual spots and if they need to make a commitment to the length of time students would learn virtually.
    - Discussed what would happen after the virtual commitment was finished.
    - The Board expressed gratitude for all the hard work on planning all the many scenarios.
    - Motion to vote to decline proposal for the thirty additional virtual spots made by Julie Gaston, seconded by Lee Burgess.
    - Vote to decline is unanimous.
  -
- Advanced Academic Classes\*
  - Proposal to move forward with an adding Spanish 2.
  - Motion to approve this addition made by Amy Hertz, seconded by Julie Gaston.
  - Discussed that this course is an option for 8th grade students.
  - Discussed if this would be an increase to budget to offer this course and how to fund this if it is contracted.
  - Board requests that these types of courses are planned for based on prior year courses, so that they can be budgeted.
    - Mr. Duncan did not know this process and will work to do this in the future.
  - Vote to approve is unanimous.
- New Position Creation\*
  - Student Support Coordinator
    - This role helps with technology issues, parent education. There is a draft job description. This position is being offered at 30 hours per week.
    - Discussed the concern about adding a new position when there is so much in flux, including budget reductions.

- Discussed if adding this would mean that other positions need to be eliminated or other unintended consequences.
- Discussed if we could hold off on other approvals or this one until we know which plan the school will open.
- Motion to approve this position made by Lee Burgess, seconded by Adrienne Casteen.
- Vote to approve is unanimous.
- Eliminate Dean of Students
  - Motion to eliminate this position made by Lee Burgess, seconded by Julie Gaston.
  - Vote to approve is unanimous.
- Assistant School Director
  - This position will be tabled.
- Nurse\* (added at the beginning of the meeting)
  - This would be needed if opening under Plan A or Plan B but not Plan C.
  - We do have a budget line for contracted nurse services.
  - Discussed that the job description is needed.
  - Motion to approve hiring a nurse under Plan A or Plan B made by Adrienne Casteen, seconded by Lee Burgess.
  - Vote to approve is unanimous.
- Personnel Contract Approvals\*
  - Counselor--Stacy Seefeldt
  - Kindergarten Teacher--Jana Manaker
    - Motion to approve the hiring of the positions above made by Adrienne Casteen, seconded by Julie Gaston.
    - Vote to approve is unanimous.
- I. Adjourn\*
- Motion to adjourn made by Lee Burgess, seconded by Adrienne Casteen.
- Vote to approve is unanimous.

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

Good News/Staff Spotlights

- **USDA Loan is closed!**
- **Building permit for the pavilion was submitted.**
- **Financial audit is complete.**

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
<b>Total</b>	<b>411</b>	<b>53/54</b>	<b>73</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%

Briefings

**Hirings for Approval**

- Student Support Coordinator--Kimberly Best (see JD)
- Counselor--Stacy Seefeldt
- Kindergarten Teacher--Jana Manaker
- Art Teacher--TBA

**Resignations/Non-Renewals/Terminations**

- Resignation--Lizette Lampe--EC

## Re-Opening Discussion

- Personnel Decisions
  - Eliminate Dean of Students Position=Create Student Services Coordinator Position
  - Create Assistant School Director Position (See Job Description)
- Academics
  - Charter Amendment needed to offer Spanish 2, English 1, World History, and Earth Environmental Science for HS credit.
  - Add virtual enrollment spots for 20-21.

## Compliance and DPI Oversight

- Summer Jumpstart Plan was submitted
- SRO grant was submitted
- Remote Learning Plan due July 20

## Immediate Action Needed

- Website Contract
- Cintas Contract Updated--Touchless Systems

## Requests/Discussions/Action Items/Work Session

- Remote Learning Plan
  - Plan A--Return as normal with minimal social distancing
    - Max students 430
  - Plan B--Return at 50% Capacity
    - Max students 450
  - Plan C--Distance Learning
    - Max students 450
- School Reopening Needs
  - Nursing Station/Sick Bay--Mobile Unit
  - Fever Detectors
- Personnel Budgetary Implications

	Add	Eliminate	Contingency Planning
Plan A	<ul style="list-style-type: none"> <li>● Student Support Coordinator</li> <li>● After-School Support</li> <li>● 3 Bus Drivers (replacement and add a route)</li> <li>● Nurse--FT</li> <li>● Receptionist--PT</li> </ul>	<ul style="list-style-type: none"> <li>● STEM</li> </ul>	Enroll 430 students

	<ul style="list-style-type: none"> <li>● Art Teacher</li> <li>● Grounds Custodian--FT</li> </ul>		
Plan B	<ul style="list-style-type: none"> <li>● Student Support Coordinator</li> <li>● After-School Support</li> <li>● Nurse--FT</li> <li>● Receptionist--PT</li> <li>● Grounds Custodian--FT</li> </ul>	<ul style="list-style-type: none"> <li>● STEM</li> <li>● Spanish</li> <li>● 2nd PE Teacher</li> <li>● 2 Assistants</li> <li>● 1 Americorps</li> </ul>	Enroll 450 students
Plan C	<ul style="list-style-type: none"> <li>● Student Support Coordinator</li> <li>● Nurse--FT</li> <li>● Online Student Support Possibly needed</li> </ul>	<ul style="list-style-type: none"> <li>● STEM</li> <li>● Spanish</li> <li>● 2nd PE Teacher</li> <li>● All Assistants</li> <li>● All Americorps</li> </ul>	Enroll 450 students

#### Retreat/Future Items

- Action Calendar Review and Discussion
- Essential Policy Discussion
- Update on Strategic Plan
- Add the following to all job descriptions
  - This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.
  - Contribute positively to the school's culture, mission, and vision.
- Change Job Titles
  - School Director=Executive Director
  - Director of Compliance=Assistant Director--Special Education Director
- Policy regarding following NCDHHS health guidelines
- Switching Athletic Conferences