



Brevard Academy: A Challenge Foundation Academy
Board of Directors
MINUTES
Special Meeting
Meeting Location: BA-CFA *Zoom Meeting*
(Meeting ID: 814 8411 4737 , Meeting Password: 259696)
Monday, July 13, 2020 – 8:00 a.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: Julie Gaston, Amy Hertz, Lee Burgess, Adrienne Casteen, Mark Franklin, Mark Campanini, Myranda Nash
- A quorum is present.

II. Approval of Agenda*

- Motion to approve agenda made by Lee Burgess, seconded by Adrienne Casteen.
- Vote to approve is unanimous.

III. Fall 2020/2021 School Opening Plan Update

- Title 1 Assurances and Grant Submission Permission*
 - Motion to approve that Ted Duncan may submit the grant made by Adrienne Casteen, seconded by Lee Burgess.
 - Vote to approve is unanimous.
- Instructional Model for start of 2020-2021 school year*
 - Mr. Duncan believes that the school will work through all three of the phases during the 20-21 school year.
 - BOD reviewed the currently approved instructional model and the proposed instructional model.
 - Mr. Duncan is proposing dropping to 1 Instructional Assistant in 1-3 grade and no assistant in 4th grade but 4th would have an AmeriCorps member.
 - Discussed if Instructional Assistants could be trained to help with the virtual cohort more.
 - We could possibly hire a digital instructor and stipend for teachers who provide learning for the virtual cohort. We could also increase other positions to fulltime to assist with virtual cohort.
 - There are also other positions that we may not need to hire this year, such as STEM, second PE teacher and Spanish (by using online program).
 - Discussed what to do with staff that have concerns or medical conditions that make returning to work difficult.
 - Mr. Duncan stated that these requests are being handled individually and that he has reached out to staff for concerns.
 - Would the school require students to commit to being virtual for a full year? A decision has not been made but Mr. Duncan believes that we should ask for some type of commitment, such as 9 weeks.

- Discussed why recording in the classroom would not be an option. Recording sessions would be difficult. Could they be recorded and then edited for the virtual students?
 - In plan B it could work that the lesson is recorded and then students watch either in the classroom or at home.
 - Could the scenario above work for any of the three plans?
 - This can be challenging as students will have varying levels of comprehension.
- Discussed concern about taking people out of the classroom, for example, removing the Instructional Assistants. With the likelihood of students and staff having to quarantine or being ill, the more people available to be in the classroom, the better.
 - Next year will be very complicated no matter what plan we're operating under.
 - Concern about non-certified teachers delivering curriculum and the level of comfort with LMS varies.
- Discussed how to transfer between phases well with all the cohorts of students.
 - Would having lessons digitally and built help with this? Would this allow for the most flexibility?
 - Should we explore delaying the start of school by a week to allow for this to be built?
 - This could also work well for students that need remediation or stretch/growth.
 - Mr. Duncan did state that under plan B, Wednesday's would allow for planning and work for teachers.
- Can the Instructional Coach help the Instructional Assistants?
- Given the likelihood of having to move classes online due to exposure of Covid, we will need online content. Classes would likely be together during PE at a whole grade level.
 - There could be times when an entire grade level has to go into quarantine.
- Mark Franklin had to exit the meeting at 8:57 a.m.
- What is needed to make this foundation as strong as possible?
- What are the issues with asking the teachers to record their lessons?
- Time, burnout, technology and not knowing where students are at.
- What can the school give teachers to assist them? Dedicated time to develop lessons, assistants.
- Motion to leave the following positions open made by Lee Burgess, seconded by Julie Gaston. Vote to approve is unanimous.
 - Art--Taylor will teach art
 - Spanish--Move to a virtual program
 - STEM--provide activities for enrichment
 - Receptionist--Leave open for the time being
- Motion to approve the staffing changes and stipend as noted below made by Myranda Nash, seconded by Amy Hertz.
- Vote to approve is unanimous.
 - Digital Support--Distance Learning Support
 - Increase hours for the following staff members
 - Cindy Hunt--K-3 Reading Support
 - Work specifically with students who are behind in reading
 - Kevin George--4-7 Math Support
 - Provide support for struggling students in math

- Provide Distance Learning lessons in math 5-7
 - Stipends for all homeroom and EC teachers to provide digital, distance learning.
 - Stipend is set at \$4,000.00 for the 20-21 year
 - Discussed how assistants help teachers, especially in a digital format.
 - Are there other staff that can flex when/where needed into a different position? For example, special teachers as assistants.
 - Do we need a full time nurse? Mr. Duncan says yes as dealing with students that are out will be a complex issue.
 - We do have a budget for contracted nurse services. Is it best to hire a contract nurse or offer a contract? Could the contract
 - Motion to approve the model for Instructional Assistants as noted below made by Mark Franklin and seconded by Lee Burgess.
 - Vote to approve by Adrienne Casteen, Mark Franklin, Myranda Nash, Amy Hertz
 - Vote against Julie Gaston and Lee Burgess.
 - Motion is approved.
 - Assistants
 - Hire back assistants in grades K-3
 - 2 assistants in kindergarten, 1 in 1st-3rd
 - Move special teacher to serve as Instructional Assistants in 4th and 5th grade
 - Train assistants to work with students who need Distance Learning enrichment or remediation.
 - Nurse's Station/Potential Outdoor Space*
 - This would be a leased space and the proposal is for a 6 month lease.
 - BOD needs to know the turn around time.
 - We could also repurpose the teacher's work room and move the work room to the music room.
 - Pros to this is it would allow for two teacher work rooms and does provide additional isolation.
 - Cons to this are the aesthetics, budget commitment.
 - Motion to approve the mobile nursing station contingent on the school opening under plan A or B made by Myranda Nash, seconded by Mark Franklin.
 - Vote to approve in unanimous.
- New Position Creation*
 - Assistant School Director
 - This role if not hired, would be absorbed by the Director. If the school operates under plan C, then this position may not need to be hired.
 - This position primary helps with day to day operations of the school.
 - Motion to approve the position made by Mark Franklin, seconded by Myranda Nash.
 - Vote to approve Lee Burgess, Adrienne Casteen, Mark Franklin, Myranda Nash.
 - Vote to not approve Julie Gaston.

- Position is approved.
- School nurse position hiring needs to wait until we know how the school is opening. We may contract this position out.

IV. Adjourn*

- Motion to adjourn made by Lee Burgess, seconded by Mark Franklin.
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