



**Brevard Academy: A Challenge Foundation Academy**  
**Board of Directors**  
**AGENDA**

**Work Session and Regular Meeting**  
Regular Meeting Location: Zoom Meeting  
(Meeting ID: 833 5839 9358  
Password: 927898)

Wednesday, September 9, 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**

*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.*

- *Teacher Working Conditions Survey Results from Spring 2020*
  - *The School Improvement team reviewed the survey identifying areas for possible improvement.*
    - *Highlights: Class size, Non Instructional time protection (ie. planning), Access to an ESL resource, Work Space and Managing conduct*
    - *Consistent items with BOD survey results*
    - *Action Items under managing conduct, simplified tier system and clarifying process*
    - *53% participation of certified teaching staff completed*
- *Future Enrollment Numbers*
  - *Long Range Planning looking at student numbers verses staff ratios*
  - *Balance of what original charter dictates*
  - *Organizational staffing needs at different student ratios will be helpful in determining budgeting goals vs. student/staffing needs*

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

*\*Requires Board Action*

**AGENDA:**

- I. Call to Order
  - Mark Campanini called the meeting to order at 5:30pm.
  - Members present: Mark Campanini, Lee Burgess, Mark Franklin, Myranda Nash, Adrienne Casteen
  - Members not present: Amy Hertz
  - Minutes recorded by Adrienne Casteen on behalf of Amy Hertz
  - A quorum is present.
- II. Pledge of Allegiance
- III. Chair's remarks
- IV. Approval of Agenda\*
  - Motion to approve agenda with the addition of BOD candidate under Governance, and under the Director's report add position status change from full time to part time for the Child Care Position was made by Myranda Nash, seconded by Lee Burgess.
  - Vote to approve is unanimous.
- V. Approval of Meeting Minutes\*

- August 19, 2020\*
- Motion to approve minutes for August 19, 2020 made by Mark Franklin, seconded by Myranda Nash.
- Vote to approve is unanimous.

VI. Teacher Report: Megan Monk and Stacey Seefeldt, Counseling Overview

- Stacey Seefeldt discussed:
  - Introduced herself, counselor at Brevard High School for many years, moved out of the area and recently relocated back to WNC.
  - Dividing caseload of students for counseling, however both counselors will share teaching classes each with once a month lessons for student familiarity reasons. As a result students would be comfortable with both counselors if their grade level counselor is unavailable.
    - Megan Monk- will teach character trait lesson, this month's focus is on respect
    - Stacey Seefeldt- will teach behavioral topics for K-5th, 6-8th topics selected by students
    - Lessons done for hybrid in person and for virtual only students
  - Counseling sessions will be divided with Monk K-4th, Seefeldt 5th-8th primarily
  - Past few weeks working on needs assessments, this will direct the programming for this year.
  - Next month rolling out faculty and parents needs assessment for students and on parent level
  - Parent programing in process starting with Middle School students, then working down to elementary
- Megan Monk discussed:
  - Counseling referral forms
    - Paper self referrals in classrooms for students
    - Online forms for teachers
    - Included on Flyer App and webpage for parents
    - 4-8th students referral forms included on google classroom page
      - Already utilizing form
  - Working with Erin Brewton to update website pages with resources
  - Starting up Backpack buddies
  - Plan to offer Wednesday social virtual connection time

VII. Opportunity for Public comment

- No public comment

VIII. CFP Report

- Mark Franklin attended a meeting with Tracy Banker and other CFP representatives. The challenges we as a school are facing are the same as other schools within the network. All but one of the CFP schools in Arizona are 100 % virtual, many of the CFP NC schools are doing the hybrid model.

IX. Financial update

- Lee Burgess stated that during the closing of the 2019/2020 school year books it was discovered that our 3rd party accounting firm Charter Success Partners (CSP), overestimated the projected revenues resulting in a \$120,000 revenue shortage. This revenue shortage resulted in an approximate \$3,000 deficit for the school year.
- The 2019/2020 budget was also impacted by the closing cost of our USDA \$25,000 loan. After a thorough review of expenses for the 2019/2020 school year by the finance committee and Mr. Duncan

determined the above mentioned cost was not a regular operational expense, thus pulling funds from the unencumbered funds would be a valid request.

- Motion to approve moving \$25,000 out of unencumbered to cover closing costs for USDA made by Lee Burgess , seconded by Myranda Nash.
- Vote to approve is unanimous
- A review of the 2020/2021 budget is being conducted by the finance committee reflecting the alterations to the projected revenue amounts. An up to date budget report will be presented in the next regular board meeting.

X. Director's report, see appendix A

- Thank you to the Counselor Team for efforts, and Nurse for beginning the year, great to have on staff.
  - Budget Numbers tracking 415 students for ADM
  - Athletic conditioning workouts taking place, with no competitions scheduled.
  - Safety inspections completed by SRO, Officer Light and Fire Department positive results.
  - Beginning of year testing:
    - MAP testing completed
    - AIG testing being done currently
    - 3rd grade BOY testing currently
  - Plan B update
    - Success will be measured by following criteria:
      - Student participation
      - Parent/Student Satisfaction
      - Staff Morale
  - Hiring for Approval:
    - After-School Support: Traci Ballenger\*
      - Motion to approve made by Mark Franklin, seconded by Lee Burgess.
      - Vote to approve is unanimous
    - Custodial Position (full time)\*- Cindy Dalton
      - Motion to approve made by Myranda Nash, seconded by Lee Burgess.
      - Vote to approve is unanimous
      - Mr. Duncan will make a lateral move of Jennifer Hilbert from child care to Kindergarten as a replacement for Ms. Dalton
    - Assistant Director Position
      - Due to 2020/2021 budget restrictions not filling at this time
      - Mr. Duncan stated this position is an important role that will need to be looked at when a change occurs in student instruction method, ie. hybrid to 100 % in person.
  - Change Child Care position from full time to part time
    - Motion to approve change from full time to part time position for the Child Care position was made by Lee Burgess, seconded by Mark Franklin
    - Vote to approve is unanimous
  - Approval of Meridian MOA\*
    - Motion to approve MOA with Meridian made by Lee Burgess , seconded by Myranda Nash .
    - Vote to approve is unanimous
- XI. Committee Reports
- Facilities

- Meetings to take place last Wednesday of Month at 8:15am starting the year via Zoom
- Development (Fundraising, Grants and Public Outreach)
  - No updates
- Long Range Planning and Visioning
  - Meeting Date: Friday, September 18, 2020, 1pm to 5pm via Zoom
- Governance (Board Development)
  - Open for applications
  - Board Candidate - Joel Malefyt
  - Motion to nominate and approve Joel Malefyt as a Board member pending successful background check and paperwork completion made by Myranda Nash, seconded by Lee Burgess.
  - Vote to approve is unanimous

XII. Next Regular Meeting

- Wednesday, October 14, 2020, 5:30pm

XIV. Adjourn\*

- Motion to adjourn made by Myranda Nash , seconded by Lee Burgess.
- Vote to approve is unanimous

Appendix A: Director’s Report

**Brevard Academy**  
**School Director’s Board Report for September 2020**

Teacher Spotlight--School Counselors, Megan Monk and Stacey Seefeldt

Good News

- We have completed our first four weeks of school.
- All parents and staff are complying with mandatory health protocols.
- We have increased our enrollment to 419 students.

Enrollment

**2020-2021 ADM:** 415 as of August 12, 2020

**Highest ADM:** 419

**Current ADA:** 419

Grade	Mon/Tues	Thurs/Friday	Distance	Total
K	15	15	14	44
1st	16	16	17	49
2nd	16	14	19	49

<b>3rd</b>	21	16	13	50
<b>4th</b>	14	16	19	49
<b>5th</b>	18	14	17	49
<b>6th</b>	21	8	18	47
<b>7th</b>	30	0	17	47
<b>8th</b>	0	21	14	35
<b>Totals</b>	151	120	148	419

We budgeted for 420 students.

The current number of EC students K-8: 46 (14 Speech only)

Total number of AIG students 3-8: 53 (Spring 2019 Headcount)

### Suspension Report

<b>Month</b>	<b>In-School Suspensions # students/# of days</b>	<b>Out of School Suspensions # students/# of days</b>
May		
April		
March		
February		
January		
December		
November		
October		
September		
August		

This section will be updated throughout the year.

### Briefings--Board Action Calendar

#### Athletics

- We will begin athletic workouts on September 21 with Flag Football and Volleyball.

## Safety Reports Completed

- Both Officer Light and Fire Marshal Scott Justus have completed their safety reports.
  - These reports are in the BOD work folder.

## Beginning of Year Testing

- We will complete MAP testing by September 2.
- 3rd Grade Beginning of Grade testing will take place from September 1-3.

## Community Engagement

- We continue to post information via social media and electronic platforms about help for COVID, Mental Health Resources, and Childcare.
- Blood Drive--We will host a Blood Drive on September 30 through the Blood Connection.

## School Improvement Goals--We will have action steps at the next meeting.

- Work on space and class size.
- Improve discipline response from the administration.
- Review the support staff roles.

## Rosetta Stone

- Spanish will launch via Rosetta Stone beginning on August 31.

## Plan B Update

- Success criteria
  - Student participation
  - Parent/Student Satisfaction
  - Staff Morale

## Hirings for Approval

- After-School Support--Traci Ballenger\*
- Custodian--Cindy Dalton\*
- Kindergarten Assistant--Jennifer Hilber
- Assistant Director--Although we cannot fund this position at this time, it is a crucial position that I would like to revisit in October. We completed a thorough interview process and have an excellent candidate selected when funding is available.

## Resignations/Non-Renewals/Terminations

- Resignations--0
- Retirements--0
- Non-Renewals--0
- Terminations--0

## Compliance and DPI Oversight

- The charter amendment to DPI to offer Spanish 2 was submitted to the Office of Charter Schools.
- Our final Discipline Verification report for 2019-2020 was submitted to DPI.

## Requests/Discussions/Action Items

- BOD committees need to set dates for meetings.
- BOD needs to set a fundraising calendar.

## Immediate Action Needed

- Approval of Meridian MOA.\*

## Closed Session

- NA

\*Requires BOD action