



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

Annual Meeting

Meeting Location: BA-CFA **Zoom Meeting**

(Meeting ID: 977 1889 2010 , Meeting Password: 947601)

Wednesday, June 2, 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.

Members Present: Jamie Atkinson, Myranda Nash, Lee Burgess, Adrienne Casteen, Joel Malefyt, Ted Duncan, Ryan Hinkleman

Discussion Items:

Board Action Calendar and Important date review	Annual BOD Self Eval Rollout	
2021/2022 Committee Chair Discussion		

Board Action Calendar: Intent of this document is to ensure that all staff members and committees are on the same page when it comes to deadlines and expectations of the board. This document is living and is meant to evolve as board needs evolve. Committee meeting dates can also be put on the website if need to.

Annual BOD Self Eval: Google form created to collect data. Please plan to complete this survey before the July meeting.

Committee Chairs: No objection to chairs staying the same.

There was a review of the google drive and what documents can be useful and where they are located.

Myranda would like the board to think about Board on Track as a learning tool for our board. Board should be looking for an email on when the July meeting will be held.

Regular Meeting, 5:30 p.m.

**Requires Board Action*

AGENDA:

- I. Call to Order

Meeting comes to order at 5:30 pm.

- II. Pledge of Allegiance
- III. Vice Chair's remarks

Mark C is not here tonight, he is going through some family emergencies and we wish him the best. It was so nice to see everyone for lunch last week!

IV. Approval of Agenda*

Jamie Atkinson motions to amend the agenda as follows: add Cleaning Contract under facilities report, add the approval of Blackboard contract and the submission of Title I and Title III grant submissions in the director's report and change the Governance policy voting to discussion only. Lee Burgess second. No discussion. Vote is unanimous.

Adrienn motions to add approval of new teacher contracts. Lee Burgess seconds. No discussion. Vote is unanimous.

V. Approval of Meeting Minutes*

- Special: May 7, 2021

Adrienne motions to approve minutes, Joel seconds. No discussion. Vote is unanimous.

- May 12, 2021

Lee Burgess motions to approve minutes, Mark Franklin seconds. No discussion. Vote is unanimous.

VI. Teacher Report- School Improvement Team, Camy Stirling

Had a big end of the year meeting today- both a wrap up and a planning meeting for next year. Looking to meet again at the end of summer. Worked on master school schedule, as well as, master school Google Calendar (testing dates, parent nights, report card, etc...)

VII. Opportunity for Public comment

No public comments.

VIII. CFP report

No updates.

IX. Financial update

No budget update right now.

X. Director's report

See notes below.

Lee Burgess motions to approve employee handbook and agreement. Joel second. Vote passes unanimously.

- Employee Handbook*
- Employment Agreement*

Adrienne Casteen motions to approve contract. Mark F. seconds. Vote passes unanimously.

- Charter Success Partners- Contract Renewal*
- Muddy Sneakers- Contract Renewal*
- Black Board Connect*

Adrienne Casteen motions to Title I and Title III funding. Lee seconds. Vote passes unanimously.

- Title I Grant Funding Submission*
- Title III Grant Funding Submission*

Lee Burgess motions to approve new hires. Joel seconds. No discussion. Vote is unanimous.

- Nick Gianapolus--Middle School Assistant, FT
- Olivia Park--Spanish Teacher
- Jamie Conley--2nd Grade Teacher
- Mary Buckingham-1st Grade Assistant, FT
- Patricia Crout, 3rd Grade Assistant, PT

XI. Committee Reports

- Facilities

Some of the work that was approved last month has started. Joel has begun to engage with contractors on the new building.

Joel motions to approve the contract with CityWide Cleaning with the caveat that an additional quote will not come in lower. Lee Burgess seconds. Vote passes unanimously.

- Development (Fundraising, Grants and Public Outreach)

Will be reporting soon on goals for the upcoming year. Very appreciative of our student's families for helping to allow for some much needed updates.

- Long Range Planning and Visioning
 - 2021/2022 Regular Board Meeting Dates*

August 18, 2021	November 10, 2021	February 9, 2022	May 11, 2022
September 8, 2021	December 8, 2021	March 9, 2022	June 1, 2022 (Annual)
October 13, 2021	January 12, 2022	April 13, 2022	July TBD (Retreat)

Adrienne motions to approve meeting dates for 21-22, Lee Burgess seconds. Explanation on why the June meeting is the first week in June. Vote passes unanimously.

- Governance (Board Development)
 - Open for Applications for BOD candidates-Website Application
 - 2021/2022 Committee Chairs
 - Officer Election*

Jamie motions to retain committee chairs in the same position. Adrienne seconds. Please note that Joel is the facilities chair. Vote passes unanimously.

Lee Burgess motions to carry forward officers to next year. Adrienne seconds. Vote passes unanimously.

- Chair- Mark Campini
- Vice Chair- Myranda Nash
- Secretary- Jamie Atkinson
- Treasurer- Lee Burgess
- Grievance Chair- Mark Franklin

- Governance (Policies and Procedures)
 - Policies for Discussion
 - 9225 Video Surveillance
 - MOU Addendum Transylvania County Sheriff's Office
 - Policies for first read
 - Staff and Student Retention Data
 - Grading Policy and Practice--Updated Honor Roll Policy

XII. Next Regular Meeting

- Wednesday, August 18, 2021, Brevard Academy Campus, 5:30pm

XIII. Adjourn*

Lee Burgess motions to adjourn. Adrienn seconds. Vote passes unanimously. Meeting adjourns at 6:08.

Brevard Academy
School Director's Board Report for June 2021

Staff Spotlight—School Improvement Team Chair--Camy Stirling

Good News:

- We had 133 students qualify for Honor Roll in the 4th quarter.
- We held successful kindergarten and 8th grade graduations
- We successfully completed the 2020-2021 school year.
- The Director transition will be complete by June 10.

Director Transition:

- Met with collaborators from CSP Team
- Met with the following school personnel
 - accounts payable and financial
 - enrollment
 - Core Knowledge
 - SRO
 - Building and grounds
 - athletic director
 - Communications
- PTO Representative
- Outgoing School Director has shared electronic folders/files/etc.

Enrollment

2020-2021

Highest ADM: 419

PMR 1: 419

Current ADA: 376

Updated on 5.28.21

Grade	Hybrid	Distance	Total	Confirmed Enrollments	Waitlist
K	38	1	39	44	36
1st	36	2	38	10	13
2nd	37	5	42	14	6

3rd	43	1	45	8	8
4th	41	5	46	3	20
5th	40	4	46	4	11
6th	43	3	46	5	18
7th	39	3	41	5	5
8th	31	2	33	5	0
Totals	350	26	376	92	113

We budgeted for 420 students.

The current number of EC students K-8: 44 (14 Speech only) 11%

Total number of AIG students 3-8: 71 (Fall 2020 Headcount) 26%

Students and Staff Attendance

Month	Staff Attendance	Students Attending	Students on Time	Average ODRs/Month	Bullying/Harassment Reports
August	100%	99%	99%	1	0
September	97%	94%	99%	7	0
October	97%	91%	99%	2	0
November	97%	92%	99%	3	0
December	96%	88%	97%	3	0
January	94%	92%	98%	2	1
February	95%	92%	98%	4	1
March	96%	91%	98%	3	0
April	94%	93%	96%	7	0
May	95%	92%	97%	3	1
Average	96%	92%	98%	3	0.3

Key Indicators for Success

Percentage of students reading at or above grade level—81% (Fall MAP), 72% (Winter MAP), 72% (3rd-8th Grade Spring).

Percentage of students performing mathematics at or above grade in math—71% (Fall MAP), 62% (Winter MAP), 56% (Spring 3rd-8th iReady/MAP).

Percentage of middle school students (5th-8th) involved in extracurricular activities--79%.

After-School Total Enrollments--71 students

The number of Bullying/Harassment Reports YTD—3.

Suspension Report

Month	In-School Suspensions # students/# of days	Out of School Suspensions # students/# of days
May	1/5	2/3
April	1/1	4/4
March	1/1	1/1
February	0/0	4/8
January	0/0	1/1

December	0/0	2/4
November	1/1	2/2
October	2/2	1/1
September	1/1	1/1
August	0/0	0/0

Briefings--[Board Action Calendar](#)

3-8 Grade Testing Results

These have been loaded into the Review Work Folder. The state is not releasing these scores as a school report card.

Summer Activities

- Movie nights
 - K-4
 - 5-8
- Ryan- Coffee with director; WSQL Radio; Chamber of Commerce Business After Hours at Food Matters; Job Fair
- Blood Drive
- Hosting Camps
 - Coed Basketball
 - Girls' volleyball
 - Mountain Roots

Items in Review Work Folder

- Staff and Student Retention Data
- Grading Policy and Practice--Updated Honor Roll Policy

Compliance and DPI Oversight

- Review of Title 1 Family Engagement Policy and Evaluation--Approved in October Annually (Review Folder).
- All Beginning Teacher evaluations have taken place.

Requests/Discussions for Work Session

- Curriculum Alignment and Selection Process
- Bus Finance Purchase

Immediate Action Needed (Supporting Documentation in Monthly Work Folder)

- Updated Employee Handbook*
- Updated Employment Agreement*
- Charter Success Partners Contract Renewal*
- Blackboard Connect Contract Renewal*
- Muddy Sneakers Renewal*
- Title 1 and Title 3 Grant Submission Approval and Assurances*

Resignations/Non-Renewals/Terminations

- Resignations---4
- Retirements--0
- Non-Renewals--0
- Terminations--0

Hirings for Approval*

- Nick Gianapolus--Middle School Assistant, FT
- Olivia Park--Spanish Teacher
- Jamie Conley--2nd Grade Teacher
- Mary Buckingham-1st Grade Assistant, FT
- [Patricia Crout](#), 3rd Grade Assistant, PT

*Requires BOD action