

**BREVARD ACADEMY: CFA BOARD OF DIRECTORS REGULAR MEETING**

**Meeting Location: BA-CFA Campus (Music Room)**

**Wednesday, January 9, 2018 – 5:00 p.m.**

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.

**Meeting Minutes:**

I. Welcome, Pledge of Allegiance- Meeting Called to order by Adrienne Casteen at 5pm.

II. Board Attendance:

Adrienne Casteen, Jim Bishop, Mark Campanini, Amy Hertz, Julie Gaston, Jim Bishop, Coty Ferguson, Nick Iosue

III. Chair's remarks

Mr. Burgess will not attend because he has a basketball game today.

IV. Approval of Agenda\*

Additions to Agenda:

1. Memorandum of understanding with the child advocacy group
2. Edit 4001 Admission and Lottery policy
3. Start date of August 14, 2019

Nick Iosue motions to approve, Jim Bishop seconds- motion approved.

V. Approval of November regular meeting minutes\*

Nick Iosue motions to approve, Jim Bishop seconds- motion approved.

VI. Teacher report

Mr. Gardner via video presentation. He was currently coaching a basketball game. DJ controllers, a grant was written to the guitar center and they granted \$500 worth of material. Travel band performed hand clap.

VII. Opportunity for Public comment

No comment

VIII. Team CFA report

**Financial Update**

- See PTO Finance statement for December. The Dec balance will offset by reserved funds for Middle school and Field trips and Pisgah coffee payment in Dec. pending deposit (~3500.00 available funds).

**Past & Ongoing Events/Committees**

- We finished out December with the Pisgah Coffee Fundraiser. We have had many positive comments from parents and teachers. We raised over \$6000, with about 1/3 raised by the Middle School. We appreciate all the work of the Middle school committee who set up and organized the coffee fundraiser.

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- The PTO team agreed to share the coffee fundraiser with travel band, since they could not host a Fall fundraiser due to duplicate timing. We will donate \$2000 to their budget. We will also donate \$1000 to the 8th grade field trip.

**Upcoming Events**

- Our first online Brevard Academy Directory was launched in December and allows parents to find other parents emails or phone numbers through a secure online portal and app. We have 2 paid sponsors so far to help offset the cost. We included logos/links for our partners including: Mountain Roots, Quixote, Sound Extreme Entertainment, Jets Pizza and Blue Ridge Orthodontics. We have interest from 2 others which are pending confirmation.
- We will have a kick off meeting this week for 2019 Spring planning. Our main events will be Spring Book Fair and Bingo night, along with classroom and field trip support. Middle school committee will be planning several events including a dance in the Spring which has already begun planning.

**IX. Financial update**

Budget for November (input) In the process of the audit. USDA loan, per the state director, we will be submitted in January but because of the shutdown we do not know when they will get to it.

**X. Director’s report**

Teacher Spotlight--Derrick Gardner, Music Director

**Good News**

- We received a \$10,000.00 donation.
- We are expecting a \$4,500.00 for healthy food initiatives.
- We had very high attendance at our Winter Concert and Art Showcase for 5-8.
- Madison Browne won 3rd place in the Patriots Point VFW essay contest.
- We had a Celestron NexStar 4SE Telescope donated to the school.

**Enrollment**

**2017-2018 ADM: 381**

**Allowed 2018-2019 ADM: 450**

**Highest ADM: 411**

**Current ADA: 401**

Grade Level	Active Enrollment	Class Sizes	Waitlist/Applications
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<b>Kindergarten</b>	47	23/24	16
<b>1st Grade</b>	49	25/24	2
<b>2nd Grade</b>	45	23/22	3
<b>3rd Grade</b>	49	25/24	2
<b>4th Grade</b>	44	23/21	1
<b>5th Grade</b>	53	26/27	7
<b>6th Grade</b>	43	19/24	2
<b>7th Grade</b>	42	21/21	4
<b>8th Grade</b>	27	11/16	0
<b>Total</b>	<b>399</b>	<b>399</b>	<b>37</b>

Withdrawn students since August 15, 2018: 12 or about 3% of the student body. Our goal is to keep withdrawals under 8% for the year.

Our goal is to have a waitlist of 25% of student enrollment following the lottery. We currently are at 9%.

## Climate and Culture

Month	% Staff Attendance	% Students Attending	% Student on Time	ODRs
<b>December</b>	90%	97%	92%	1.666666667
<b>November</b>	94%	94%	98%	18
<b>October</b>	96%	94%	97%	15
<b>September</b>	96%	96.5%	97%	3
<b>August</b>	97.5%	98.5%	98%	3

ODRs=Office Discipline Referrals

## Suspension Report

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<b>Month</b>	<b>In School Suspensions # students/# of days</b>	<b>Out of School Suspensions # students/# of days</b>
December	0/0	0/0
November	1/2	1/3
October	1/3	0/0
September	1/1	0/0
August	0	0/0

**Goals**

**Student Goals**

- a. Student attendance 95% or better with 98% on time.
- b. Fewer than 10 ODRs each week.

**Parent Goals**

- a. Positive parent response on 95% of our survey questions.
- b. 50% parent response rate on surveys.

**2. Staff Goals**

- a. Improvement in areas of Teacher Working Conditions Survey

i. Better protection of Instructional Time

ii. Clarification on Student Behavior Expectations

iii. Stronger Community Support

**Data Sources/Progress**

**1. Student Goals**

- a. Climate data (see above)

**2. Parent Goals**

- a. Positive parent response on 95% of our survey questions.

i. We are meeting this goal.

- b. 50% parent response rate on surveys.

i. I am looking to increase parent participation in surveys.

**2. Staff Goals**

- a. Improvement in areas of Teacher Working Conditions Survey

i. Better protection of Instructional Time

- 1. Addressed in 1st Quarter Culture Survey (see below)

ii. Clarification on Student Behavior Expectations

- 1. Addressed through PAWS and weekly reinforcement at Friday Assembly.

iii. Stronger Community Support

- 1. Staff meeting feedback has yielded positive results.

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## Briefings

### Community Engagement Review

- I attended the United Way Water Fallers Event.
- I have met with representatives from Brevard College and WCCA about increasing partnerships.
- I hosted my 2nd of three listening sessions on December 5.
- Our classes continue to engage in various community service projects:
  - Accordius Health Trick or Treating
  - Pack the Pantry
  - Winter Coat Drive
  - Canned Food Drive for Anchor Baptist Church
  - Pink Out
- Full list of community service projects can be found [here](#).
- Night to Shine

### Enrollment Plan

- Our enrollment plan for the 2019-2020 school year is listed [here](#).

### School Improvement Plan

- [2017-2019 School Improvement Plan](#)
- [2018-2020 School Improvement Plan](#)
  - Changes noted.
  - We will approve after our Strategic Plan.

### Fall Parent Survey Results

- 23% Response Rate.
- 92 students represented in responses.
- Link to results can be found [here](#).
- Areas of note
  - Feedback on homework.
  - There were no areas where disagreement went higher than 15%.

## Notable Student Experiences--Kimberly Best, Dean of Students

Our “Lead Pack” for December was the Green Pack! Only 7 tickets separated the top two packs this month.

4th grade celebrated Middle Ages Day to wrap up their Core Knowledge unit.

2nd grade celebrated the end of their Ancient Greece unit with a wax museum. Students portrayed various notable figures from their studies.

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## Academics

Mid-Terms have gone out.

Our first semester will end on January 11.

MAP testing began on January 7th.

We are working on an intervention plan for students who are significantly below grade level. The plan will be presented for approval in January.

### MAP Reports

Please see the link [here](#) for access to our MAP reports.

MAP Testing will take place the week of January 7. We hope to finish by January 14.

## Attract, Retain, and Grow Excellent Teachers and Staff Members

### Personnel

Resignations--1

Hirings--1 (Jeff Richards--Interim, EC Teacher)

Placements--Sam Bartles, Long-term sub for EC assistant position and Katie Sprunger roving sub for the middle school.

### Licensure Update

- All teaching staff: 26 of 31 (84%) teachers are fully licensed.
  - 3 of the 5 non-licensed teachers are in the lateral entry process.
  - STEAM and Technology will not be licensed as these are part-time positions.

## Compliance and DPI Oversight

- Exceptional Children Federal Headcount--43
- Health and Immunization report Filed
- Our Personnel Report was submitted to DPI.
- Our McKinney-Vento Needs Assessment (Homeless Students) has been submitted for review.
- Testing data from 2017-2018 should be released by DPI in late January.
- We received our Title 1 funding approval letter for the 2018-2019 school year.

## Requests/Action Needed

- Approval of MOU with the Child Advocacy Center.
- Set start date of 2019-2020 school year--August 14, 2019

Julie Gaston made a motion to approve, Jim Bishop seconds- approved.

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**XI. Committee Reports**

- Facilities
  - Readdress door access- Office Light- review Red Oak Integration to provide Video, Access Control and Intercom services.
  - Door locking system at approximate cost of \$17,500 with \$7,000 that was already approved toward the locking system. Nick Iosue makes a motion to approve, Mark Campanini second- approved unanimous.
- Development (Fundraising and Public Outreach)
  - Mark spoke on bundling some options on banners for businesses.
  - Business outreach will be on the agenda for next month.
  - Thank you outreach for donors?

- Long Range Planning and Visioning  
January 23<sup>rd</sup> a long range planning meeting

Nick Iosue left at 6:20 pm.

- Governance (Board Development)
  - Navigate Online Module Review
  - February Navigate Module 2
- Governance (Policies and Procedures)
  - Policies for approval\*
    - 4190 HONOR ROLL
    - 7050 TEACHER/STAFF BONUS COMPENSATION
    - FUNDRAISER APPROVAL FORMAmy Hertz makes a motion to approve, Coty Ferguson seconds- approved.
  - 4001 Admissions/Lottery policy from BA.TeamCFA.school to Brevard.TeamCFA.school
  - Julie Gaston makes a motion to approve, Amy Hertz seconds- approved.
- 6:26 pm Amy Hertz makes a motion, Coty Ferguson seconds- approved.
- 7:14 pm Jim Bishop makes a motion to come back into meeting.

Jim Bishop makes a motion to approve the South Mountain Children and Family Services. Amy Hertz seconds approved.

Jim Bishop makes a motion to adjourn at 7:16pm Coty Ferguson seconds.

**XII. Adjourn\***