

BREVARD ACADEMY: CFA BOARD OF DIRECTORS REGULAR MEETING

Meeting Location: BA-CFA Campus (Music Room)

Wednesday, March 13, 2019 – 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.

AGENDA:

- I. Welcome, Pledge of Allegiance
 - Griffin Bank and Dorian Hargis led the group
- II. Attendance: Adrienne Casteen, Nick Iosue, Lee Burgess, Amy Hertz, Jim Bishop via phone, Coty Ferguson, Mark Campini, a quorum was present.
- III. Chair's remarks
 - Thank you to Coty Ferguson for his service on BOD, this will be his final meeting.
- IV. Approval of Agenda*
 - Motion: Coty Ferguson Second: Nick Iosue Vote was unanimous
- V. Approval of February 13, 2019 regular meeting minutes*
 - Motion: Nick Iosue Second: Coty Ferguson Vote was unanimous
- VI. Audit Review- Petway, Mills and Pearson; Phyllis Pearson via phone
 - Ms. Pearson explained the responsibilities of the audit firm and the school and the process of the audit.
 - Budget and statements were reviewed and explained
 - Health and retirement plans were reviewed and explained
 - Long term debt was reviewed and explained
 - Audit was good and had no findings, although it was long. This was due to cash reconciliation issues.
 - Audit has been submitted to the government
- VII. Teacher report- Carly Smith, 3-5 School Improvement Rep.
 - Highlighted Ancient Rome Domain. Students got to experience Roman foods, went on a field trip.
 - Viking parade.
 - Animal Classification was a trip to Pisgah
 - Light and Sound: students did a string cup lab and light lab
 - Singapore Math used fraction tiles
- VIII. Opportunity for Public comment-no public comment
- IX. Team CFA report-no report
- X. Financial update
 - \$64,000 surplus for the year projected
 - There are some budgeting forms created to move monies from lines and allow for proper accounting
 - Requested amendment: Books and supplies to athletic supplies \$3,000
 - Requested amendment: Salary to Title 1
 - Requested amendment: contracted student services to Americorps
 - Nick Iosue motions to approve. Coty Ferguson seconds. Vote was unanimous.
 - Requested transfer: Salary and Benefits to Substitutes and Teacher Assistants
 - Requested transfer: Benefits to Life Insurance and Other Insurance

* Requires Board action

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- Requested transfer: Facilities to Repairs
- Nick Iosue motions. Coty Ferguson seconds. Vote was unanimous

Budget Amendment Requests:

Item #	Fund Line #	Fund Line Title	Function	Current Budget	Budget Revision		Revised Budget	Approval	
					Increase	(Decrease)		Yes	No
a.	3	Instructional Books and Supplies	Athletic Supplies	\$3,000.00	\$300.00		\$3,300.00	X	
A.	1	Salary	Title 1 Teacher	0	\$41,189.00		\$41,189.00 Funds are in Title 1 grant 050	X	
B.	3	Instructional Supplies	Athletics	\$6,500.00	\$9,000.00		\$15,500.00 (\$6,000.00 in revenue/donations) From Surplus	X	
C.	7	Contracted Student Services	Americorps	0	\$15,000.00		\$15,000.00	X	
D.	9	General Administration-Contracted Services	Grant Writing for LBL	\$11,000.00	\$4,500.00		\$15,000.00	X	
				Totals:	\$70,390.00				

Reason for Revision:

Item #	
A.	Use Title 1 Funds for Teacher salary.
B.	Offsetting donations and revenue, expansion of athletics programs, championship recognition.
C.	Move \$15,000.00 from Tutor Line (Line 1). Americorps was lined here initially.
D.	Grant writing expense for Leaders Building Leaders to pursue Glass Foundation Grant

Budget Transfer Requests:

Item	Fund Line #	Fund Line Title	Functions	Transfer From/To	Amount	Revised Budget

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A	1	Salary and Benefits	Substitutes and Teacher Assistants	Transfer From Teacher Assistants to Substitutes	\$5,000.00	\$280,260.00 and \$48,805.00
B	2	Benefits	Life Insurance and Other Insurance	Transfer From Other Insurance to Life Insurance	\$9,711.59	\$10811.59 and \$288.41
C	12	Facilities	Repairs and Maintenance & Supplies and Materials	Transfer From Supplies and Materials to Repairs and Maintenance	\$5,000.00	\$15,000.00 and \$14,000.00

Reason for Revision:

Item	
A	Move money to cover the cost of substitute teachers from the beginning of the year and illness.
B	Move money to cover the cost of Life Insurance Benefits.
C	Move money to cover increased costs in Repairs and Maintenance.

XI. Director's report

- After School Program
- 2019-2020 Calendar*
- School Improvement Plan Update
- STEAM Update*

**Brevard Academy
School Director's Board Report for March 2019**

Teacher Spotlight--Carly Smith, 3-5 Grade School Improvement Rep.--Academic Success

Good News

- **United Way Recognition**
 - The Team Spirit Award
 - The Largest Donation Increase Award
 - The Silver Award for workplace donations, \$2000-\$2999
- **Golden Leaf Winners**
 - January and February--Megan Monk and Christine Duncan
 - March--Rachel Coykendall
- **NC Heroes**
 - Charlotte Shackelford was nominated by a parent for The NC School Heroes program gives NC residents a way to recognize and reward the people who make our schools run and impact the lives of students. You could win \$10,000 for the NC School Hero you

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nominate, and another \$10,000 for the NC School Hero's affiliate school. There will be a total of 10 winning NC School Heroes, and you can vote each day.

- **Athletics**

- Soccer and Tennis have both started up we have had the highest number of student

[Bob Tomey is going to come Monday at 12:30 and land a helicopter on the soccer field.](#)

Enrollment

2017-2018 ADM: 381

Allowed 2018-2019 ADM: 450

Highest ADM: 411

Current ADA: 391

Grade Level	Active Enrollment	Class Sizes	Applications
Kindergarten	47	23/24	51
1st Grade	48	24/24	12
2nd Grade	44	23/21	12
3rd Grade	48	25/23	14
4th Grade	43	22/21	9
5th Grade	52	26/26	11
6th Grade	42	18/24	17
7th Grade	41	21/20	4
8th Grade	26	11/15	7
Total	391	391	137

Withdrawn students since August 15, 2018: 22 or about 5% 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 23%.

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Climate and Culture

Month	% Students Attending	% Student on Time	% Staff Attendance	ODRs
February	89%	98%	90%	17
January	94%	97%	97%	4
December	92%	97%	90%	1
November	94%	98%	94%	18
October	94%	97%	96%	15
September	96%	97%	96%	3
August	99%	98%	98%	3
Averages	94%	97%	94%	8.7

ODRs=Office Discipline Referrals

Suspension Report

Month	In School Suspensions # students/# of days	Out of School Suspensions # students/# of days
February	0/0	0/0
January	0/0	0/0
December	0/0	0/0
November	1/2	1/3
October	1/3	0/0
September	1/1	0/0
August	0	0/0

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Goals

1. Student Goals
 - a. Student attendance 95% or better with 98% on time.
 - b. Fewer than 10 ODRs each week.
2. Parent Goals
 - a. Positive parent response on 95% of our survey questions.
 - b. 50% parent response rate on surveys.
3. 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.
 - b. 50% parent response rate on surveys.
3. 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

Briefings

Notable Student Experiences--Kimberly Best, Dean of Students

The Silver team emerged as the lead pack for the month of February. The students and teachers in the pack will decide on their pack reward and celebrate soon!

5th-grade students enjoyed a visit to see the Brevard Philharmonic Symphony play at the Porter Center. Our own Jack Gresham, 5th grade, was a featured guest conductor during the performance.

Students celebrated Read Across America week with a Dr. Seuss book reading day. 5th-grade students visited 1st-grade classroom buddies and read with them. K-2 students dressed up in their favorite character costumes.

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Second grade is currently studying Domain 9: The US Civil War. They will be visiting the birthplace of Governor Zebulon B. Vance. Vance's political career as a Civil War officer, North Carolina governor and U.S. senator is traced at the homestead. His family's house and other sites (including slave quarters) will be visited,

8th-grade students will visit Brevard High School to tour the school and take part in an orientation on transitioning to high school.

Academics

STEM/Tech Update

- We are in the process of aligning STEAM with Outdoor Education and Muddy Sneakers. Technology would be integrated into STEAM instead of as a stand-alone class.

Family Coding Night

- We are participating in the NC Family Code Nights by sponsoring a Family Code Night on Tuesday, April 9th, from 5:30-6:30 pm. All 3rd-5th graders are invited to attend with an adult, to make up a coding pair. They will work their way through coding puzzles in the challenge, with additional take-home information to "code on". The Family Code Night will be coordinated and presented by Cyndi Speciale, STEAM specialist, and Erin Brewton, technology specialist. There will also be volunteers on hand, hopefully from the 8th graders.

Please go to familycodenight.org for more information, and to ncnights.org to see the North Carolina map of Family Code Night participants.

Recognized with an invitation to the White House. On the front page of the New York Times.

A first or next step in K-5 computer science learning. Free to all schools and host sites.

No coding experience required.

Attract, Retain, and Grow Excellent Teachers and Staff Members

Staff Intents to Return

- These have been distributed to staff.
[Most have been returned.](#)

Current Benefits Package

- The staff is currently putting together a benefits package for prospective staff members.

Hirings

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- Jurail Griffin--Middle School Assistant

Resignations

- 1

Compliance and DPI Oversight

- We have completed the 2nd phase of the yearly Performance Framework for DPI.
- We have applied for Targeted Support Intervention (TSI) funds to support increasing growth in EC students. Anticipated amount: \$10,00.00.
 - We've received \$3,400 at this time

Requests/Action Needed

- 2019-2020 Calendar*
 - Two versions. One has half days and one does not. Half days are not seen as useful class days and would allow for professional development or teacher work days.
 - Major breaks align with Transylvania and Henderson Co school calendars
 - 172 days version allows for a full week off at Thanksgiving
 - outside service providers will be explored for child care
 - Both versions of the calendar meet the 1,086 hour requirement needed
 - 172 allows 6 days for school cancelation
 - 172 day calendar: motion to approve by Nick Iosue, second Coty Ferguson. Vote was unanimous.
- School Improvement Plan Update
- STEAM/STEM 3 days/week with technology integrated.
 - Nick Iosue motions, Lee Burgess seconds. Discussion: Staffing questioned. This will take place in 19-20. Vote was unanimous.
- After school Program
 - Held a meeting for parents to come and give feedback for the program
 - Director has resigned
 - Discussions are being held to outsource program or keep it internal
 - Adrienne noted that this program originally did not break even and now generates revenue
 - Discussion to consider after school program being open to students across the county, with goal of having the program having an enrollment of 100 students

XII. Committee Reports

- Facilities
 - SRO office remodel*
 - \$4,000 requested from misc budget line to make Officer Light's office more secure and private

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- Motion: Lee Burgess for the approval of the \$4,000 expense for construction of the SRO office, Second: Nick Iosue. Discussion, is this a move of funds. A wall and door will be added. Vote was unanimous.
- Trail Development plan
 - Working with Americorp on March 27
- Architect layout reviewed
- Development (Fundraising and Public Outreach)
 - Grant Updates*
 - Grant would update outdoor facilities
 - Glass Foundation-up to \$100,000
 - Cost is \$4,500
 - Mark Campini motions to approve the \$4,500 expense and to move forward with the Glass Foundation grant process, Coty Ferguson seconds, Discussion: up to \$100,00 but partial is possible. Vote was unanimous.
- Long Range Planning and Visioning
 - No updates but a new chair will be needed
- Governance (Board Development)
 - Navigate Online Module 3 Review
 - Review led by Lee Burgess
 - Module 3 focused on Board meetings
 - April Navigate Module 4
- Governance (Policies and Procedures)
 - Policies for approval*
 - 4205 HEAD LICE
 - Motion: Amy Hertz, Second: Lee Burgess. Vote: unanimous
 - Policies for first read
 - 2000 BOARD DEVELOPMENT
 - Application for BOD will be updated and moved to online
 - 4125 HOMELESS STUDENTS
 - 8000 FISCAL GOALS/ MANAGEMENT STANDARDS
 - 8020 BASIS OF ACCOUNTING
 - 8030 BANK RECONCILIATIONS
 - 8040 LINES OF AUTHORITY
 - 8050 SEGREGATION OF DUTIES
 - 8100 BUDGET PLANNING, ADOPTION AND PROCEDURES
 - 8110 BUDGET AMENDMENTS AND TRANSFERS
 - 8120 INTERNAL FINANCIAL REPORTS
 - 8130 ANNUAL INDEPENDENT AUDIT
 - 8140 EXEMPT ORGANIZATION RETURNS
 - 8150 QUARTERLY/ANNUAL PAYROLL REPORTS
 - 8300 CASH RECEIPTS
 - 8310 DEPOSITS
 - 8470 FACSIMILE SIGNATURES

XIII. Next Regular Meeting

- Wednesday, April 10, 2019, Brevard Academy Campus, 5pm

II.Motion to break and go to closed session by Coty Ferguson, second by Lee Burgess. Vote Unanimous

XIV. Closed Session*, Personnel/Contracts

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6:33 p.m. came out of Close Session

- Motion to approve Generator contract, pending that we don't already have a contract in place, Ted Duncan to verify and to service semi annually.
- Motion to approve non-renewal of Team CFA financial services contract and to send a letter of non-renewal.

Motion: Coty Ferguson Second: Nick Iosue. Vote: Nay Nick Iosue, All others in favor.

XV. Adjourn*

6:35 p.m. Motion: Coty Ferguson, Second: Nick Iosue Vote: Nay Lee Burgess, all others in favor.