

BREVARD ACADEMY: CFA BOARD OF DIRECTORS REGULAR MEETING

Meeting Location: BA-CFA Campus (Music Room)

Wednesday, June 13, 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. Meeting began at 5:00 pm

II. Welcome, Pledge of Allegiance

III. Attendance: Adrienne Casteen, Coty Ferguson, Julie Gaston, Jim Bishop, Nick Iosue. A quorum is present. Ashleigh Dalton and Lee Burgess are absent.

IV. Chair's remarks

V. Approval of Agenda*

1. Add beginning teacher support plan to agenda
2. Motion to approve by Nick Iosue second by Coty Ferguson. Approved

VI. Approval of May 9, 2018 regular meeting minutes* with noted changes.

1. Motion to approve by Nick Iosue second by Coty Ferguson. Approved

VII. Teacher report

Emily Page

Specialized has granted us 30-40 bikes. They will fly cody jones out to California for training July 30-August 3. Bikes to arrive September 1st. Sycamore Cycles has agreed to help service bikes.

1. We are the only school in North Carolina to receive this grant and provide mountain bikes and helmets to all 6-8 graders
2. Lee Burgess to find a safe place to house these with the facilities committee

VIII. Opportunity for Public comment

1. None

IX. PTO report

Financial Update

- See PTO Finance statements for April and May 2018.
- Summary of 2017 revenue total is: 29,141.00, and total operating expense were: \$29,100.63
- Current balance as of June 6 is \$3,239.71 (\$1,176 is Middle school funds), so we will start the 2018 school year with just over \$2000 balance. We will share a full report of expenses vs revenue in August as a year-end report.

2017 school year- Summary of events.

- We were able to support or host many great family events this school year!

Here is a list of PTO events:

- Welcome picnic/potluck: served hot dogs, set up/clean up and Consignment sale
- Back to school night: welcome and PTO sign up
- Sell new uniforms on Monday am in Fall/Pizza day every Monday
- Fall Festival
- Fall Fundraiser: Cookie Dough
- HalloweenFest booth
- Winter Shoppe/Consignment sale
- Tech Talk night

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- Spring Bingo Night
- Scholastic Book Fair
- PTO meetings/Staff meeting support
- Teacher appreciation
- Box tops and Zaxby's fundraising
- Middle school committee events
- Field day support
- Field trip and other class donations
- Graduation reception

Upcoming Events

- Fall planning is underway. We are considering options for pizza day. New Papa John's in Brevard and Jet's pizza are options along with Little Caesars. We are checking prices and will update in Aug.
- We plan to attend the July summer get together and will hold a consignment sale in July.
- We will support the development of a directory this year. It has been a request from new and existing parents in the past. We are looking into an online way to share, to save on paper.
- Next year's events are being added to the school's master calendar.
- We are researching new fundraising with a read-a-thon for the Fall, in place of selling food.

X.Team CFA report

1. Happy Summer!

XI.Financial update

- Budget Review*

BOARD ACTION REQUESTED:

REVENUE

- a. Rev - Field Trips Request to INCREASE by \$ 2,203.69
 - b. Rev - Athletics Request to INCREASE by \$ 190.00
 - c. Rev - Fundraising - 653 Request to INCREASE by \$ 590.73
 - d. Rev - Travel Band Request to INCREASE by \$ 3,448.29
 - e. Rev - Fine Arts Request to INCREASE by \$ 636.00
- TOTAL BUDGET ADJUSTMENT IN REVENUE \$ 7,068.71**

EXPENSE

- a. Line 1 - Salary - AIG Teacher Request to INCREASE by \$ 3,290.00
- b. Line 1 - Salary - Tutor Request to INCREASE by \$ 4,895.00
- c. Line 1 - Salary - Fine Arts Stipend Request to INCREASE by \$ 2,800.00
- d. Line 1 - Salary - Principal Request to INCREASE by \$ 1,250.06
- e. Line 1 - Salary - Bus Driver Request to INCREASE by \$ 617.50
- f. Line 2 - Social Security Cost - Fine Arts Request to INCREASE by \$ 214.20
- g. Line 3 - AIG Instructional Supplies Request to INCREASE by \$ 219.00
- h. Line 3 - Travel Band Request to INCREASE by \$ 1,529.57

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i. Line 5 - Reproduction Request to INCREASE by \$ 588.34

j. Line 6 - EC Services Request to INCREASE by \$ 3,935.00

k. Line 6 - Athletic Services Request to INCREASE by \$ 640.00

l. Line 6 - Field Trips Request to INCREASE by \$1,196.62

m. Line 7 - Workshop Expenses Request to INCREASE by \$ 1,530.94

n. Line 8 - Financial Services Request to INCREASE by \$ 600.00

o. Line 8 - General Administration Request to INCREASE by \$ 175.68

p. Line 8 - Power School Services Request to INCREASE by \$ 210.00

q. Line 8 - Human Resources Request to INCREASE by \$ 269.50

r. Line 8 - School Pack In / Pack Out Request to INCREASE by \$ 520.00

s. Line 11 - Building Repairs & Maintenance Request to INCREASE by \$ 302.76

t. Line 11 - Miscellaneous Contracts Request to INCREASE by \$3,945.00

u. Line 14 - Bus Supplies Request to INCREASE by \$ 208.98

v. Line 16 - Salary - After Care Request to INCREASE by \$801.42

w. Line 16 - Social Security Cost - After Care Request to INCREASE by \$ 61.35

TOTAL BUDGET ADJUSTMENT IN EXPENSE \$ 14,985.59

TOTAL OVERALL BUDGET ADJUSTMENT(Revenue minus Expenses) \$ (7,916.88)

Current Budget Surplus/Deficit \$ 333,838.12

Current Budget Surplus/Deficit will be \$ 325,921.24 after proposed budget adjustment

- Motion to approve changes by Nick louse and second by Coty Ferguson. Approved

Director's report

Good News

We held our kindergarten and 8th grade graduations on May 31.
SRO Jenny Light will be with us for the 2018-2019 school year.
We honored 174 students during our honor roll ceremony.

Enrollment

Confirmed 2017-2018 ADM: 381

Current ADA: 363

Academics

We completed all of our End of Grade testing.

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Transportation

We will add a Mills River bus route once we have obtained a bus and a driver. We are currently looking for permission to use stops in Mills River.

Teacher Development

Personnel

- Resignations--2
- Hirings--1

Kindergarten

2 EC teachers

Spanish Teacher

2 6th grade teachers

Evaluations

- All evaluations on teachers were completed prior to the close of the school year.

Other Items of Note

We are going to receive a \$10,000 grant that we can use to cover the cost of Mountain Roots and Muddy Sneakers.

- Technology expenditures--\$25,000.00 (Current technology budget has \$47,017.00)
 - 25 Student Chromebooks--\$6500.00
 - 10 Teacher Lenovo Laptops--\$8600.00
 - Computer Carts (2)--\$2300.00
 - Wireless Routers (3)--\$1000.00
 - Mimeo Projectors (2)--\$5100.00
 - Screen for Gym (1)-\$1500.00
- Student Furniture--\$15,000.00 (Current Instructional Supplies budget has \$15,812.11)
 - See attached list in yellow [Equipment Needs](#)
- Building Needs--\$2640.00 (Current Building and Materials Budget has \$15,119.11)
 - See attached list in green [Equipment Needs](#)
- AED--\$3000.00 (Current technology budget has \$32,000.00)
 - This would be to help if we had a staff member or visitor have an issue.
- Social Studies and Science Textbooks--(Current Textbook Budget at \$3,283.47)
 - \$21967.71 for 7th and 8th Grade--High Priority
- Sign Cost
 - We can pull money from technology and advertising to fund the sign.

Items for Approval

- Beginning Teacher Support Plan
- Purchase of buses in the 18-19 fiscal year.
- Furniture*
- Textbooks*
- Buses*
- Computers/Technology*
- Title 1 Grant Authorization to Submit*
- Motion to approve expenditures as suggested by Nick Iouse and second by Coty Ferguson. Approved

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XI. Committee Reports

- Facilities
 - Sign, Electrical*
 - Moving forward
 -
- Fundraising and Public Outreach
 - April 13, 2019 mark your calendar for fundraising
 - August 20th- for 20th year anniversary
- Long Range Planning and Visioning
 - Strategic Planning “Retreat” July 24, 2018 at 9am (Entegra Bank)
- Board Development, Policies and Procedures
 - Accepting applications for Board Members- voting begins in august
 - Policies for approval*
 - 8240/8240P FEDERAL FUNDS TIME AND EFFORT REPORTING POLICY AND PROCEDURE
 - 8250 FEDERAL FUNDS ALLOWABLE COST
 - 8260 FEDERAL FUNDS CONTRACTED SERVICES AND PROCUREMENT
 - 8270 FEDERAL FUNDS EQUIPMENT POLICY
 - Nick Iosue to approve and Jim Bishop second. Approved.
 - Policies for first read
 - 7420 ASSIGNMENT OF STAFF
 - INTERNAL JOB APPLICATION

XII. Business

- Old Business
 - Bylaw update
- New Business
 - Board of Directors Officer Election*
 - Adrienne Casteen will remain chairman
 - Nick Iosue to remain vice chairman and treasurer
 - Julie Gaston to remain secretary
 - Jim Bishop is the grievance chair
 - 2018-2019 Board of Directors Meeting Calendar*
 - August 8, 2018
 - September 12, 2018
 - October 10, 2018
 - November 14, 2018
 - December 12, 2018
 - January 9, 2019
 - February 13, 2019
 - March 13, 2019
 - April 10, 2019
 - May 8, 2019
 - June 12, 2019 (Annual Meeting)
 - Nick Iosue makes a motion to approve Julie Gaston seconds. Approved.

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XIII. Next Regular Meeting

- Wednesday, August 8, 2018, Brevard Academy Campus,
- Nick losue makes a motion to go into closed session at 5:45 pm

I. Closed Session*- Personnel

- Voting for presented personal changes 4 yes, 1 no
- Nick losue makes a motion to adjourn, Coty Ferguson seconds.

XIV. Adjourn at 6:15 pm