

## BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

## Board of Directors Regular Meeting

August 19, 2013, 6:30 p.m.

Conference Room, Brevard Academy Campus

Chair: Frank Prince

Secretary: Zia McConnell, present

Members present: Warren Alston (Vice-Chair/Treasurer), Stewart Marshall, Cheryl Reinstadler

Administration present: Tony Helton, Ben Butler

Guests: Krystal Powell (Acadia NorthStar), John Lanier (T-Times)

The regular meeting of the Brevard Academy Board of Directors was called to order by Chair, Frank Prince at 6:35 p.m. A quorum was present.

**Welcome:**

Frank welcomed everyone to the meeting and spoke about the great start to this year we have had. Open House was a big success this year, and there was a lot of enthusiasm and excitement for the new school year.

**Approval of Agenda:**

**Motion:** A motion was made by Warren to approve the agenda. Zia seconded.  
Unanimous vote -- **Motion carried.**

**Consideration and approval of minutes:**

**Motion:** A motion was made by Warren to approve the meeting minutes from the June 10<sup>th</sup> 2013 (regular meeting), June 28<sup>th</sup> 2013 (special meeting) and the July 23<sup>rd</sup> 2013 Annual Board Retreat. Stewart seconded. Unanimous vote -- **Motion carried.**

**Public comment:**

Mr. Helton introduced Nick Iosue (pronounced YAS-WAY), a community member who might be interested in being on the BA-CFA Board. Mr. Iosue works for TD Bank, and has two pre-school age children.

**Financial Report – Krystal Powell (see attached)**

The BA-CFA end of year budgeting went very well, and all was in balance. The year end fund balance was \$590,931.80.

For our 2013-2014 School Year Budget, there is a \$12K deficit. This comes from the fact that there was an error in the spreadsheet, and even though the amounts were keyed into the line items (Line 10, Debt Service) the formula didn't calculate. The deficit will clear because this budget was based on a conservative number of students (213) and we have more students attending this year (231). Also, the state actually increased its per student amount from \$4876.49 to \$4918.12 for 2013/14.

So, while there are no budget amendments, this deficit should clear to the positive as we move in the budget year.

**Director's report – (see attached)**

Enrollment stands at 231 as of today. We had as many as 245 just a few weeks ago, but due to families moving, and some not returning, our number is currently 231, and we hope that is what it will be on day 20 of school.

Mr. Helton pointed out that the employee retirement costs have increased (pension fund with the state) and gave a graph depicting where will be in the next few years should the increase continue on the path it is on now. This will need to be taken into consideration as we budget for the future. The increase this year is 14.69%. We had budgeted for 14.2%. Just as an estimate, Mr. Alston pointed out that  $\frac{1}{2}$  percentage would roughly be \$5K.

PowerSchool change going well. It seems to be a more flexible system than NC-Wise.

Our new staff members are doing great and are coming up to speed.

Pack-in will be handled a little bit differently next year in that we may stagger the times the teachers come so that there won't be waiting around as there was this year. It is important to note, however, that we realized a savings from years past of almost \$2,800.00.

Singapore Math for K-2 is being instituted this year. Singapore Math is a curriculum that is recommended by Core Knowledge. We will not switch to this new Math in grades 3-8 until next year, as we have so much change happening for these students with the new Core Knowledge Language Arts program.

The CK Language Arts is a big financial commitment, but it has been proven in the field to show significant gains in language arts skills.

Orton-Gillingham training took place in July – it will only be used for those students who show a need for it (it is especially helpful to those with dyslexia), and in those instances, there will be one tutor for that student for the entire year.

*Tutoring:*

Trudi Pierron will be in charge of our volunteer tutor program again this year. With our larger number of students, she will be recruiting for additional tutors.

Mandatory tutoring starts after the first mid-term: if you are failing a class, you must attend tutoring. If you do not, it will result in In-house School Suspension (ISS). However, that tutoring time is available for any student who wishes to attend.

Our goal is that 75% of our students meet or exceed their MAP test gains. It is an academic "move" year for us.

Our guidance counselor, Megan Monk, will have slightly increased time on campus and rather than 2 days in a row, will be available for students Mondays & Thursdays.

**Team CFA report**

Cheryl Reinstadler is the new TeamCFA representative on the BA-CFA Board. She lives in Portland, OR and is excited to be involved with several of the TeamCFA North Carolina schools. Cheryl updated the board on the following:

- The August TeamCFA "Around the Network" is out; Cheryl will email a copy to all board members. It is also posted on BA-CFA's website.

- This year's annual conference dates have been chosen – the conference will be held in Phoenix June 25- 29<sup>th</sup>. All board members are encouraged and invited to attend.
- There will be a new TeamCFA magazine out some time in September.
- The 2013 Founder's letter is available on the website.
- Jenny Boytz has been hired by TeamCFA. She worked in Indianapolis and was fantastic at getting community involvement for the school there. She had in-roads to working with large volunteer organizations and getting them involved, and also local community groups. This is a win-win for the school and the community. So, she is now available to all of the TeamCFA schools. Call her for ideas.
- The Governance Board has developed a Director's evaluation tool that has measurable/ tangible items to use throughout the year, so that it isn't May, and people are suddenly realizing they need to do a director evaluation. This tool helps keep the board on track throughout the year, and therefore also helps the director throughout the year know what goals, specific tasks, etc. need to be accomplished.

### **Committee Reports:**

#### *Finance Committee: Warren & Zia*

- T-shirt sales have gone very well; \$1287.00 was deposited into the Board account. That said, Mr. Helton has needed to order more t-shirts to fill the demand for the new school year too.

#### *Fund Development & Public Outreach*

- This committee will meet in late September, early October.

#### *Long Range Planning and Visioning: Zia*

- The Rolling 5-year plan 2013 – 2018 was updated at the July retreat, and has been finalized. It will be posted on the website.

#### *Personnel: Zia*

- No report

#### *Board Development, Policies and Procedures: Stewart*

- There is an open board training that will be happening at Thomas Jefferson on October 19<sup>th</sup> from 9a.m. – 2 p.m. Board members agreed to check their calendars to see who could attend. Cheryl also mentioned that TeamCFA Governance is trying to put together a training for all TeamCFA schools that might be another opportunity for us.
- Zia will email the annual required Conflict of Interest statement form to all board members. They are to sign the form and drop it by or mail it back to the school.

#### *Facilities*

- Information in Closed Session.

### **Old Business**

Uniforms, sports team participation, field trips for those who might not be able to afford such was discussed. No family at our school should feel that their student cannot participate in school activities or cannot have the proper uniform due their financial situation. The Board members would like to have a fund or some means of helping these families. Mr. Helton mentioned that some teachers have been compassionate and generous enough to purchase uniform items for some students. The staff would like to put together a proposal for the Board on how we might address this need. This proposal will be discussed at the next meeting.

It was noted that Joan Lange served on our Board for many years and actively helped us become what we are today. We would like to recognize her with more than a plaque. Zia will look into getting something from a local artist for Joan.

**New Business:**

Next month, we need to introduce and have members on a Building Committee as we hope to move forward with a site and building for our school.

Mr. Alston thanked Mr. Iosue for coming and showing interest in our school and the Board.

**Next Meeting:**

September 16th, 6:30 p.m., BA-CFA Conference Room

**Short Break – 10 minutes****Closed Session:**

**Motion:** Warren made a motion from the floor to enter into a closed session to prevent the disclosure of privileged or confidential information under the NC general Statutes 143.318.11 (a) (1) to discuss items related to property acquisition and personnel information. Cheryl seconded.

**Motion carried.** The Board entered into Closed Session at 8:09 p.m.

**Motion:** Stewart made a motion to come out of Closed Session. Zia seconded.

**Motion carried.** Time: 9:22 p.m. **No action was taken.**

**Adjourn:**

**Motion:** Zia made a motion to adjourn. Cheryl seconded.

Vote was unanimous. **Motion carried.**