

BREVARD ACADEMY: CFA BOARD OF DIRECTORS REGULAR MEETING

Meeting Location: BA-CFA Campus (Music Room)

Wednesday, September 12, 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 5:00 pm

II. Attendance: Adrienne Casteen, Lee Burgess, Julie Gaston, Jim Bishop, Nick louse, Mark Campanini, Amy Hertz. Coty Ferguson not present. Quorum present

III. Chair's remark

IV. Approval of Agenda

Additions to Agenda:

- PTO report- approval of Halloween game plan
- Financial- amended budget
- Nick louse makes a motion to approve, Lee Burgess seconds- approved unanimous

V. Approval of August 8, 2018 regular meeting minutes

- Nick louse makes a motion to approve, Jim Bishop seconds- approved unanimous

VI. Teacher report- Instructional Support Team

- Lisa Malaquin-Prey, Camy Stirling, Lori Luhrs, Kimberly Best, Crystal Holland and Ted Duncan are members of this team. Walk throughs- 78 performed with feedback to teachers. This year they are using Teaching Like a Champion techniques.
- Lisa is employed by TeamCFA and is here every other week. She works with the instructional team. Beginning next month Mr Duncan will have a report detailing what was done each month. Educated Growth Forms are used to determine what is done well and what needs improvement. Her goal is to help with school performance. CKLA Assessment Tracker was created for teachers to track students results and performance.

VII. Opportunity for Public comment- none

VIII. PTO report

Financial Update

- See PTO Finance statement for August. We will file our IRS forms in the next quarter, and all expenses starting August begin a new 2018-2019 financial year.

Past & Ongoing Events/Committees

- In August we held a Boo Hoo breakfast and supplied new teachers/staff with goodie bags of supplies.
- We partnered with Ted for the 20th anniversary and helped distribute popsicles to all classes.

Upcoming Events

- We outlined all big events on our full year calendar are confirming additional social/community events for students and parents.
- The Fall Fundraiser will be a read a thon. We are encouraging everyone to participate and read 20 min a day either individually or with their parents. This is our big fundraiser and will support classroom requests as well as field trip funds for this year. We look forward to a big turnout and have fun prizes for individuals and classes for highest participation and fundraising.

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- Middle School committee is looking into some fun events like bowling and other socials for the Fall.
- We will participate in the Halloween Fest again this year on Oct. 27th in Brevard. The PTO is planning a Pumpkin Plinko booth on Jailhouse hill. After meeting with Heart of Brevard leadership, we have come up with a safety plan to share with the board for approval. This will need to be sent to Brevard for approval or comment by end of month. We will ensure all participants, spectators and staff are safe at our booth. See attached plan for comment or approval, it has been shared already with Mr. Duncan.
- Nick makes a motion to approve the Halloween game, Lee approves, unanimous vote, approved

IX. Team CFA report

- Big concern- Hurricane Florence- TeamCFA are making preparations and asking for thoughts and prayers for TeamCFA schools that are in the path of the hurricane

X. Financial

- We have 411 students. This has affected our budget. \$340,000 is our surplus currently. The USDA loan application has been re- submitted and we are hoping to hear back soon and hopefully close in the next few months.
- Budget for review reflecting the following updates:
 - o ADM to 410 EC ADM to 41
 - o Local funding based on FY 17-18 data
 - o State EC Allocation broken out
 - o County ADM based on Henderson @ 107 / Buncombe @ 3 / Transylvania @ 300 = 410 ADM
 - o Remove USDA and Entegra budget allocation. Reallocated to CFP
 - o FY 17-18 revenue and expense data
 - o CKLA to textbooks
 - o Non-cap Technology – chrome books to non-cap instructional computer equipment
 - o Transportation – reduce supplies by \$1k – add \$500 to License Fees and \$500 to Medical /Physical – Contracted services
- Nick make a motion to approve, Lee seconds, unanimous vote and approved

XI. Director's report

- We have had multiple positive press stories in both the Transylvania Times and WLOS.
- We have an Americorps Volunteer serving in the 4th grade.
- Celebrated 20 years on August 20, 2018. We plan to have more events throughout the year.
- We celebrated our 2nd anniversary of our permanent building on Thursday, September 6.
- Tomorrow is our first health fair. Thank you to Sycamore Cycles for all of their help.

Enrollment

2017-2018 ADM: 381

Allowed 2018-2019 ADM: 450

Current ADA: 407

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Grade Level	Active Enrollment	Class Sizes	Waitlist/Applications
Kindergarten	49	25/24	
1st Grade	51	25/26	
2nd Grade	45	23/22	
3rd Grade	50	25/25	
4th Grade	46	24/22	1
5th Grade	53	27/26	5
6th Grade	44	25/19	
7th Grade	44	22/22	
8th Grade	28	13/15	
Total	410	410	

Our goal for the waitlist is to have 20-25 students for each grade level. This will ensure enrollment and allow us to plan with predictability.

Withdrawn students since day 1: 1 and 1 withdrew and then returned.

Climate and Culture

Month	% Staff Attendance	% Students Attending	% Student on Time	ODRs
August	97.5	98.5	98	3

ODRs=Office Discipline Referrals

Suspension Report

Month	In School Suspensions # students/# of days	Out of School Suspensions # students/# of days
August	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

- Family Engagement:
 - Back to School Survey Results Snapshot
 - Overwhelmingly positive.
 - Meet the teacher was named as a highlight.
 - Information provided (teacher/director communication, website, handbook) all seen as helpful.

Action Steps--Continue to offer Meet the Teacher in the current format. Take topics that parents want to learn more about and use these as springboards for parent seminars and information.

- Staff Experience:
 - Professional Development Survey Results Snapshot
 - Safety and Student Conduct clarification were highlights.
 - Teacher Working Conditions Survey Follow Up
 - Strategy and idea gathering sessions will be presented to Strategic Planning Committee.
 - Staff feels more supported.
 - An emphasis on behavior has helped to lessen the impact of larger numbers.

Action Steps--Continue to monitor staff morale and perceptions. Incorporate findings into Professional Development and School Improvement Plan.

Notable Student Experiences--Kimberly Best, Dean of Students

Cub Scout presentations during P.E. Classes & Sign Up

Summer Reading Celebration

Roll out of our PAWS Behavior Expectation Program and Dog Packs

Academics

Foreign Language

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We are laying the groundwork now with Spanish in the earlier grades so that as students progress through higher grades that can eventually focus on Spanish that will give them high school credit or at the very least empower them to do very well in high school Spanish courses that are prerequisites for college admission. We are focused on teaching children to understand Spanish first before moving on to speaking by using the technique known as Total Physical Response which touches all three forms of learners: visual, auditory and kinesthetic. With the older grades, we are focused on helping them to catch up so that they will be better prepared for high school introductory Spanish courses.

BOG Testing Results

Our 3rd grade students recently completed Beginning of Year testing in Language Arts. We had 17 of 50 students who are considered proficient at a 3rd grade level.

Attract, Retain, and Grow Excellent Teachers and Staff Members

Professional Development

All staff is working on self-assessments and professional development plans/goals.

All teachers have been provided with a copy of Teach Like a Champion. This is an instructional strategy book with proven results. Lisa Malaquin-Prey has developed observational walkthroughs based on this book to help strengthen our instructional delivery.

Personnel

Resignations--1

Hirings--1, Emily Taylor, Art

Community and Family Engagement

Athletics--Cody Jones, Athletic Director

Our Flag Football and Cross Country seasons have begun.

We are offering a booster pass for families for \$75.00. This will allow the holder and immediate family to enter athletic contests at no cost.

Presentations

I presented to both Americorps and Brevard College on the effects of Poverty on students. This is an effort to strengthen ties between BA and instructional organizations.

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After-School

As of 8/29/18 we have had 59 students use After School this new school year. While Boys and Girls Club was closed we averaged about 25-30 students each day, with a record breaking 42 students on 8/20/18. We have lost approximately 10 students so far to Boys and girls club and so our average daily count is now 20-25 students.

As of 8/30/18 we have deposited \$3724.50.

Briefings

Transportation--Kimberly Best, Dean of Students

4 a.m. routes, 5 p.m. routes

100+ students riding each morning

130+ students riding each afternoon

Safety--Officer Light, SRO

Site Safety Assessment completed.

Updated Emergency plan for rally points, off-site evacuation, and shelter in place.

Safety grant for door buzzer completed.

Compliance Reports--Federal Compliance--Lori Luhrs, Director of Compliance

- Reviewing Student Records (40 EC Students and 12 504 Plans).
- Supporting EC staff in services implementation (caseloads at 10/teacher & SLP).
- Training for English Language Learners, Exceptional Children, Testing procedures.
- Submitting and preparing required compliance reports (EC: Indicators 7 and 11).
- Data collection for requesting needed funding through NCDPI funding sources.
- We have our Title 1 Monitoring Visit on October 29.

Requests--Ted Duncan, School Director

- Bus Fleet Credit Card
 - Nick Iosue makes a motion to approve, Jim Bishop seconds, approved unanimous
- Bike Barn Proposal
 - Julie Gaston make a motion to approve that request, Nick Iosue seconds, approved unanimous.

XII.

- Bike Shed*

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- Sharp Digital Storage
 - Request for money for digital storage. Once we receive the full price for the files, we will vote on it.

XI. Committee Reports

- Facilities
 - Master Plan is outdated. We would like to request to spend \$1000 to update the master plan map. Nick Iosue makes a motion to fund a revision, Julie Gaston seconds, unanimous-approved
 - Service Day- great response from back to school night. Looking to create a group that comes once a month to assist in supporting the grounds.
- Development (Fundraising and Public Outreach)
 - Meeting Dates are set. Mrs. Best will input them into the computer
- Long Range Planning and Visioning
 - In the process of being updated. Coty Ferguson is in the process of putting it together.
- Board Development, Policies and Procedures
 - Policies for approval*
 - 7390 PERSONAL TIME OFF/ LEAVE POLICY
 - 7391 FAMILY MEDICAL LEAVE ACT (FMLA)
 - 7392 JURY/WITNESS DUTY POLICY
 - 2121 BOARD CONFLICT OF INTEREST
 - Amy Hertz makes a motion to approve, Lee Burgess approves, unanimous vote- approved
 - Policies for first read
 - 4001 ADMISSION/ LOTTERY POLICY
 - 7090 CRIMINAL RECORD HISTORY CHECK

XIII. Business

- Old Business
 - none
- New Business
 - none

X. Next Regular Meeting

- Wednesday, October 10, 2018, Brevard Academy Campus, 5pm

I. Closed Session*- Personnel/Contracts

- Nick Iosue makes a motion to go into closed session in 5 minutes, Jim Bishop seconds, unanimous- approved
- 6:07 pm we move into closed session.
- Amy Hertz makes a motion to come out of closed session. Jim Bishop seconds, approved-unanimous- Time is 6:42 pm.
- Motion made by Lee Burgess to approve all budget requests from Ted Duncan. Second by Jim Bishop. Unanimous vote- approved.

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XI. Adjourn at 6:43 pm