



Brevard Academy: A Challenge Foundation Academy

Board of Directors

AGENDA

Closed Session and Regular Meeting

Meeting Location: BA-CFA Campus (Music Room)

Wednesday, November 13, 2019 – 5:30 p.m.

Mission:

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.

Vision:

Brevard Academy: A Challenge Foundation Academy (BA-CFA) a K-8 public charter school develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression and problem solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.

Strategic Goals:

1. Ensure Academic Success for every Student
2. Provide effective & innovative learning environments
3. Recruit, hire & retain highly effective personnel
4. Use resources effectively & be fiscally responsible
5. Engage our communities

This meeting is a meeting of the BA-CFA Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for public participation as indicated on the agenda.

Closed Session, 5:00pm

- I. Call to Order
- II. Closed Session:
 - To prevent the disclosure of the board's position in (1) the negotiation of contracts for the acquisition of real property or (2) the material terms of employment contracts

Regular Meeting, 5:30 p.m.

**Requires Board Action*

AGENDA:

- I. Call to Order at 5:30 p.m.
 - Members Present: Adrienne Casteen, Mark Campanini, Julie Gaston, Amy Hertz, Lee Burgess, Jim Bishop, Myranda Nash, Quorum was present.
- II. Pledge of Allegiance
- III. Chair's remarks
- IV. Approval of Agenda*
 - Amy Hertz motion to add to policies for first read: Acceleration Policy and I-9 Immigration Reform Policy
 - Mark Campanini motion to add fall bonus structure and contract adjustment approvals for Elizabeth Burroughs and Juli Lefler
 - Both motions seconded by Lee Burgess, vote in unanimous
- V. Approval of Meeting Minutes:
 - October 9, 2019*
 - Motion by Amy Hertz, second by Mark Campanini, vote is unanimous
- VI. Teacher Report- Megan Monk, School Counselor
 - Peer Mentoring update. Last year was the first year for this program. This year there are 67 7th and 8th graders that are serving 87 k-5 graders.
 - The focus is zones of regulation. Mentors pull younger students and go through exercises with the student. This benefits all the students involved. Students work in the hall during these exercises and sometimes allowed to use the gym.

➤ There was intentional matching with color packs.

- Peer mediation is also underway, this is an elective. Students that have a grievance with another student can sign up for peer mediation and they meet on Friday. Peer mediators undergo four weeks of training for conflict resolution.

- When there aren't enough cases for mediation, the students go into the lower grades and do presentations.

- K-6, Mrs. Monk is in the rooms twice a month. 4-6 she is teaching 7 Habits of Highly Effective Kids and Teens

- Bulldog giving tree will be up. There will be 7-8 families on the tree and another 24 students that are helped by "Shop with a Cop".

- Connect is a non-profit that Mrs. Monk works with to collaborate with other school counselors in the county.

- Mrs. Monk has been charged with leading WNC School Counselor Cohort. There has also been a cohort of charter schools counselors that could provide resources during times of need.

- All students have made rocks to represent themselves. The rocks will be put in the parking lot. This was inspired by the book, "Only One You". This will be a tradition and 8th graders will get their rocks back when they graduate.

VII. Opportunity for Public comment

- No public comment

VIII. Team CFP report - Jim Bishop

- CFP is excited about BA and wants to be involved as much as possible via, grants, speakers or whatever is needed.

IX. Financial update- Lee Burgess

- Budget Review/ Update

- The review is as of October 31 and does not reflect new revenue or proposed expenses. Also reflects 425 ADM and 43 EC students.
- The state has yet to set their budget, we are still being funded but they are on 18-19 budget.

- USDA update*

- Board previously approved a USDA and bank loan but now that is no longer an option
- We may have to pay more in a down payment but we will not know this until we can move forward
- Lee Burgess motions to go 100%, Julie Gaston second, vote is unanimous

- Fall bonus structure*

- Lee Burgess motion, second by Jim Bishop, vote is unanimous

X. Director's report--Ted Duncan, See Appendix A

- HR platform*

- Little Bird, Bamboo, Charter School Success Partners and ADP have been reviewed for comparison.

- This will allow for staff to better track their accrued time off.

- Request has been tabled at this time.

- DOT Communication and Request Letter

- School would have to pay for the flashing lights on the school zone sign.

- We can make all other requests in the letter and they are no charge.
- Julie Gaston motion to apply to make BA a school zone, Mark Campanini seconds, vote was unanimous.
- Lunch Pilot update
 - Two lunch periods, our trash footprint have been reduced significantly.
 - Three times as many lunches are being served.
 - There has been greater burden placed on housekeeping staff.
 - Lunch service workload has been lessened on front office staff.
 - Pilot goes through December, board will need follow up from food provider, parents, etc.
- Contract Approval- 4th Grade Instructional Assistant--Taylor Morris*, and updates to Juli Lefler and Elizabeth Burroughs.
 - Mark Campanini motion to approve all contracts, Lee Burgess second, vote is unanimous

XI. Committee Reports

- Facilities- Lee Burgess
 - Outdoor Classroom*
 - Will be coming but it tabled for now
 - 4th Grade Classroom Leak*
 - Leak from wall, which was part of the original building.
 - This has been a problem for some time
 - Lee Burgess motion to move \$7,000 from unencumbered funds to fix this leak, Jim Bishop second, vote is unanimous
- Development (Fundraising and Public Outreach)- Julie Gaston
 - General Ask Letter*
 - November is the time of year this ask is sent
 - This letter goes home with students
 - Julie Gaston motion to approve letter with changes, Mark Campanini second, vote is unanimous
- Long Range Planning and Visioning- Adrienne Casteen
 - January Worksession
 - Capital expenditure planning and setting phases for updates/upgrades
 - Send Adrienne available days for a full day, possibly half day
- Governance (Board Development)- no update
- Governance (Policies and Procedures)- Amy Hertz
 - Policies for Approval*
 - 2100/2100P (7210/7210P) EMPLOYEE GRIEVANCE POLICY/PROCEDURE
 - 2110/2110P (4400/4400P) STUDENT AND PARENT GRIEVANCE POLICY/PROCEDURE
 - Amy Hertz motioned to approve the policies above, Julie Gaston second, vote is unanimous
 - Policies for first read
 - 8030 BANK RECONCILIATIONS
 - 8140 EXEMPT ORGANIZATION RETURNS
 - 8300 CASH RECEIPTS
 - 8470 FACSIMILE SIGNATURES
 - 7010 I-9 IMMIGRATION REFORM
 - 4170 ACCELERATION POLICY

XII. Next Regular Meeting

- Wednesday, December 11, 2019, Brevard Academy Campus, 5:30pm

XIII. Adjourn*

- Motion to adjourn Jim Bishop, second Lee Burgess, vote is unanimous.
- Adjourned at 6:56 p.m.

Brevard Academy
School Directors Board Report for November 2019

Teacher Spotlight---Megan Monk--Social-Emotional Support at Brevard Academy

Good News/Staff Spotlights

- [October Fun](#) at Brevard Academy

Enrollment

2019-2020 ADM: 425

Highest ADM: 430

Current ADA: 419

Grade Level	Current Enrollment
Kindergarten	48
1st Grade	48
2nd Grade	48
3rd Grade	47
4th Grade	52
5th Grade	50
6th Grade	50
7th Grade	39
8th Grade	37
Total	419

Current number of EC students K-8: 46 (14 Speech only)

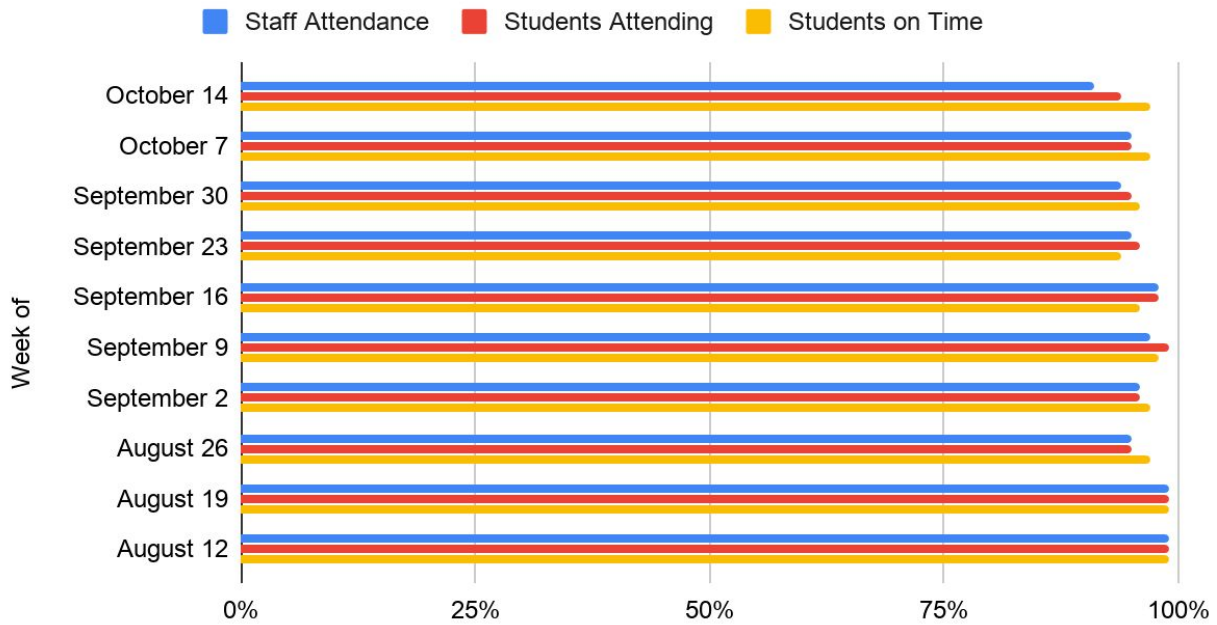
Total number of AIG students 3-8: 53 (Spring 2019 Headcount)

20 Day ADM count can be found [here](#).

Enrollment is closed.

Climate and Culture

Student and Staff Attendance--1st Quarter



Average Staff Attendance=96%
 Average Student Attendance=97%
 Average Students on Time=97%

Month	% Students Attending	% Student on Time	% Staff Attendance	ODRs
May				
April				
March				
February				
January				
December				
November				
October				
September	97%	97%	96%	5.75
August	98%	98%	98%	2
Averages	97%	97%	98%	1.25

The state averages 94% attendance.

ODRs=Office Discipline Referrals

Suspension Report

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

		# students/# of days
May		
April		
March		
February		
January		
December		
November		
October	6/6	2/4
September	1/1	1/3
August	1/2	1/2

This section will be updated throughout the year.

Goals

1. Student Academic Goals
 - a. 100% of the student meet or exceed expected growth targets.
 - b. 80% of the student body is at or above grade level.
2. Parent Goals
 - a. Safety of the Campus
 - b. Creating and Maintaining a Highly Positive Student Climate
3. Staff Goals
 - a. Development of additional classroom space.
 - b. Creating and Maintaining a Highly Positive Student Climate
 - c. Maintaining the safety and cleanliness of the facility and property.

Data Sources/Progress

1. Student Goals
 - a. MAP and EOG data
2. Parent Goals
 - a. Parent Surveys
3. Staff Goals
 - a. Progress on Strategic Plan
 - b. Teacher Working Conditions Survey
 - c. Staff surveys

Briefings

Academics

- School Report Card Data will be released later this week.

- The School report card site can be accessed [here](#).

Community Involvement

- The school raised over \$1,111.05 for Pink Out.
- Our 8th graders have established a regular field trip to Bread of Life.
- We are reviewing our Community Service Commitment as a School Improvement Team.

After-School

- We currently average 39 students in Bulldog Care.
- Intramurals are now taking place on Tuesday and Thursday. We have averaged 18 kids during our speedball/handball days, and 8 kids during our kickball days.

Lunch Service--Discussion Item

- We have averaged approximately 175 lunches during the lunch pilot. Before the pilot began, our biggest day was pizza and we averaged about 100 meals. A typical non-pizza day averaged approximately 45-65 lunches depending on the menu.
- We currently have 60 students who qualify for free or reduced lunch. We are using Federal Guidelines to determine these levels of support. This equates to \$205/day.
- We will need to revisit the cost of lunch.

Teacher Development/Personnel

- We have 6 staff members going through intensive reading training.
- We have established a math review team as a follow up to our math training on October 16. We will be reviewing our curriculum with Dr. Bolado from the North Carolina Center for the Advancement of Teaching.
- Our PD plan can be accessed [here](#).

Hirings for Approval

- 4th Grade Instructional Assistant--Taylor Morris*

Resignations/Non-Renewals/Terminations

- Resignations--0
- Retirements--0
- Non-Renewals--0
- Terminations--0

Compliance and DPI Oversight

- We are up to date on all submissions for the NC Charter School Performance Framework.
- We have completed all ELL (English Language Learner) testing. We are reviewing the qualifications and plans.
- We have submitted the Full-Time Personnel Report to DPI.

Requests/Discussions/Action Items/Work Session

- Feasibility Study
- DOT Update and Request Letter
- WLOS Charter School Bus Public Record Request
- Bus Sales.

Immediate Action Needed

- HR Platform*

Closed Session

- Contract review

*Requires BOD action