

BREVARD ACADEMY: CFA BOARD OF DIRECTORS REGULAR MEETING

Meeting Location: BA-CFA Campus (Music Room)

Wednesday, April 10, 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.

Meeting Minutes:

- I. Welcome, Pledge of Allegiance
 - II. Board Attendance: Jim Bishop, Mark Campinini, Amy Hertz, Nick Iouse is absent due to a family emergency, Julie Gaston, Lee Burgess, Adrienne Casteen. A quorum is present.
 - III. Chair welcomes everyone to the meeting.
 - IV. Approval of Agenda*
 - Guest speaker
 - Budget transfer form
 - USDA update
 - Calendar Change
- Lee Burgess motions to approve, Amy Hertz seconds. Approved Unanimous
- V. Approval of March 13, 2019 regular meeting minutes*
 - Lee Burgess motions to approve, Amy Hertz seconds. Approved Unanimous
 - VI. Teacher report- Emily Page, Middle School Improvement Rep- Academic Success
 - Eighth grade graduates 16 of 24 went on to honors classes. 67 percent of the class. 13 of 26 took honors classes from last year. This year 15 of 26 will go on to math 2. 2 of our seventh graders will be completing high school math credits. We have 2 students studying abroad and 2 admitted to the NCSSM.
 - VII. Opportunity for Public comment
 - none
 - VIII. Team CFA report
 - Application for the grant is in process. CFP moving forward with the financial plan. They are sorry for the inconvenience.
 - IX. Financial update
 - Charter Success Partners Cory Draughon- CEO. 12 years of experience. Worked with Voyager Academy in Durham. Founding principle for 6 years. They manage 25 schools in North Carolina. Glow is the latest one in Wilmington centered on girls in poverty. Focused on financial information, lottery, etc. to make the easier for the principle and board to focus on the school. They focus on accuracy and timeliness. Deadlines are critical. The number one reason charter schools get shut down are due to financial reasons. Charter Success Partners makes sure they communicate with the finance manager. They come at the beginning of the year and map out the budget. Fast close at end of each month. The financial reports are produced by the 7th of each month. Each client gets a team drive via google. Review of forms to give examples.
 - USDA Update- The representative said that they should submit in April.
 - Team CFA gave a financial report with some reallocation of funds.
 - Audit is complete
 - X. Director's report

* Requires Board action

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Good News

- 189 students were recognized for A or A/B Honor Roll.
- Our 8th graders are preparing to go to Charleston.
- We held our talent show on April 3.
- Jenny Geer-Hardwick won our Golden Leaf for staff recognition.
- Americorps provided 15 volunteers to help beautify the campus.

Enrollment

2017-2018 ADM: 381

Allowed 2018-2019 ADM: 450

Highest ADM: 411

Current ADA: 387

Grade Level	Projected Enrollment	Returning/New	Wait List
Kindergarten	48	4/44	11
1st Grade	48	45/3	11
2nd Grade	48	46/2	9
3rd Grade	48	43/5	8
4th Grade	48	47/1	8
5th Grade	44	43/1	11
6th Grade	51	51/0	19
7th Grade	42	41/1	1
8th Grade	42	39/3	0
Total	419	419	76

Withdrawn students since August 15, 2018: 26 or about 6% 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 18%. Our goal is to have 105 students on the waitlist by August 1.

Climate and Culture

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Month	% Students Attending	% Student on Time	% Staff Attendance	ODRs
March	95%	96%	94%	10
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%	8.9

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

Goals

1. Student Goals
 - a. Student attendance 95% or better with 98% on time.
 - b. Fewer than 10 ODRs each week.
2. Parent Goals

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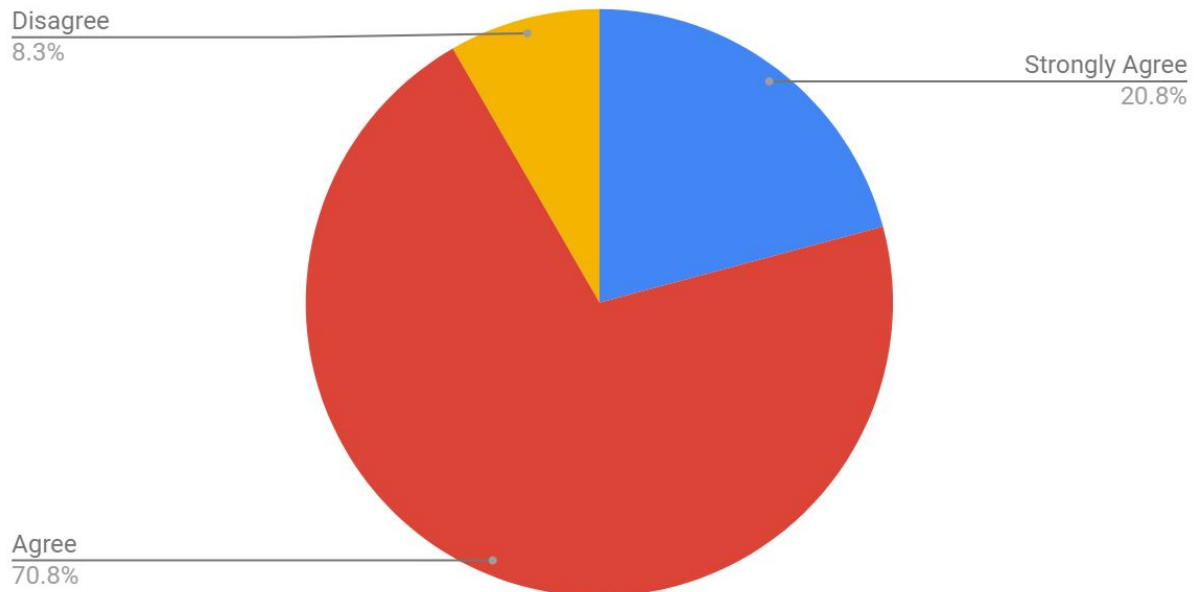
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- a. Positive parent response on 95% of our survey questions.
- b. 50% parent response rate on surveys.
- 3. Staff Goals
 - a. Improvement in areas of Teacher Working Conditions Survey
 - i. Better protection of Instructional Time
 - ii. Clarification on Student Behavior Expectations
 - iii. Stronger Community Support

Count of I feel like efforts are being made to protect instructional time.



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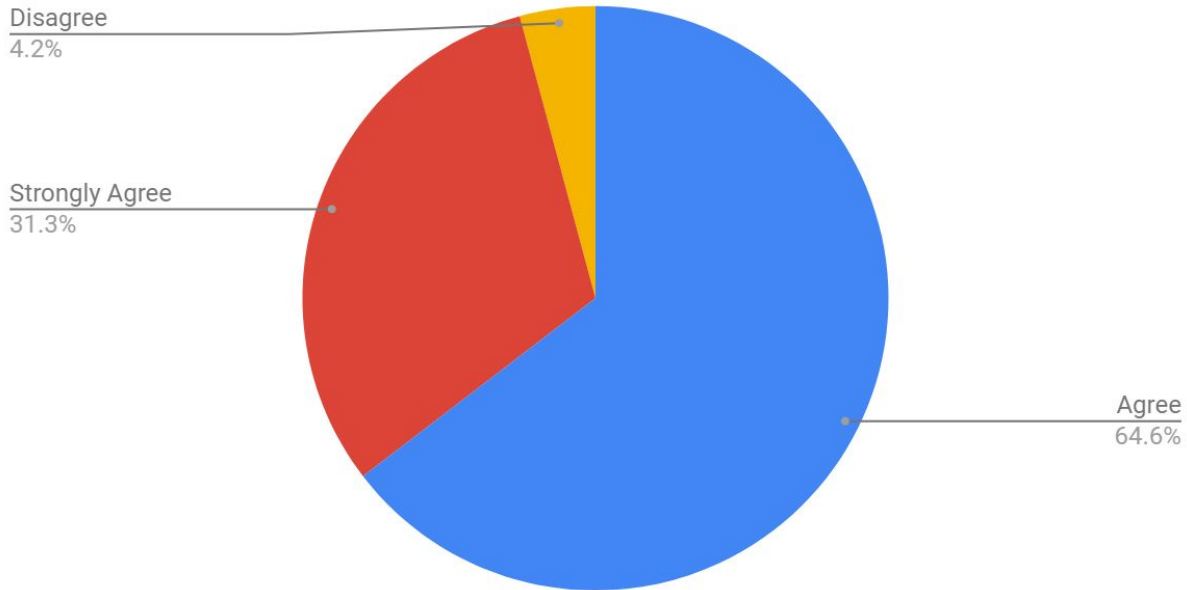
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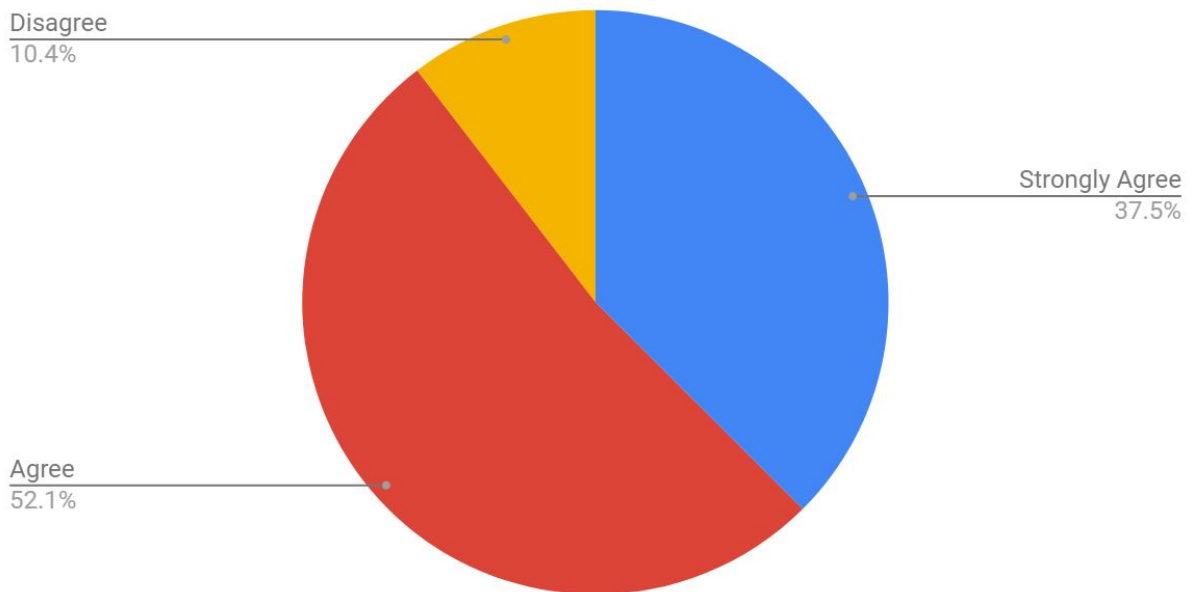
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Count of I feel like most students understand our behavioral expectations.



Count of I feel like most staff members understand our behavioral expectations.



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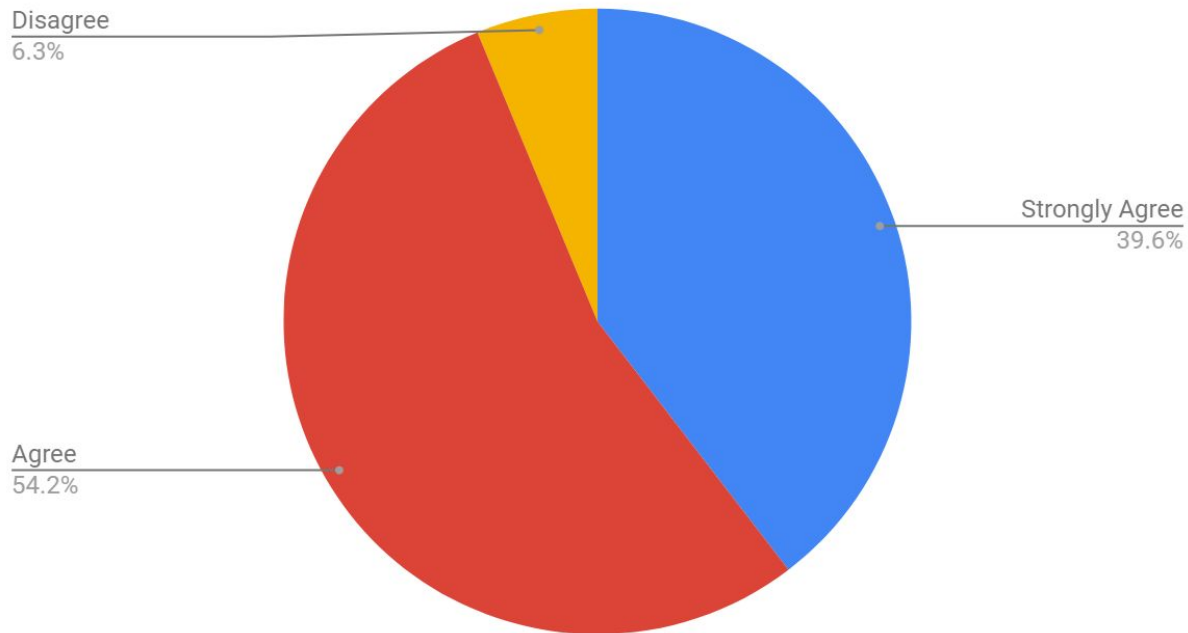
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Count of Overall, community support has increased this year.



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
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Briefings

Notable Student Experiences--Kimberly Best, Dean of Students

To culminate their Eureka Inventions CKLA Unit 4th Grade students presented their own unique inventions to their classmates and parents.

The 8th grade students visited Brevard High School for a day for a preview of what to expect when go into high school next year.

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The 4th grade classes enjoyed a visit from the Asheville Museum of Science. The program focused on Weather Makers.

First grade culminated their Geology unit with a trip to a local gem mine.

The 7th grade Outdoor Education program closed out it's quarter with a visit to DuPont Forest.

The 8th grade Spanish class closed out their quarter with a visit to El Chapala to practice their Spanish skills (and enjoyed a Spanish spread of goodies!)

5th - 7th Grade students were visited by Nonnie Cullipher from PARI to give them information on upcoming Summer Camps and scholarships available for those camps.

Mr. Richards class visited Mike's on Main in Hendersonville and enjoyed a walk around downtown.

April is Autism Awareness Month.

We hosted an Autism Awareness Night and Blood Drive on April 5.

We are planning for our Summer EOG retesting and Summer Reading.

We are reworking our EC instructional time in middle school to include targeted pull-out sessions during specials classes.

We have piloted this program during the 3rd quarter with good success.

We will no longer assess students using Language MAP. We will emphasize writing in our Professional Development.

PE Programming--We are looking at scheduling options to increase PE time for both middle school and elementary school students.

Attract, Retain, and Grow Excellent Teachers and Staff Members

We have begun mapping out PD sessions and focus areas for 2019-2020. We will focus on writing in content areas.

We will have 5 Americorps members serving with us next year.

Compliance and DPI Oversight

- Phase Three of the Performance Framework has been completed.
- Spring EC Headcount Submitted—43
- NC DPI School Report Card Previews for the 2017-2018 school year end on April 15.

Requests/Action Needed

- 2018-2019 Summer Testing Program
 - Requests \$ to fund this for arts and sciences. Students who earned a 1 or 2.
 - Julie Gaston makes a motion, Jim Bishop seconds. Approved.
- Changing the focus of our STEAM program to STEM.
 - Julie Gaston makes a motion to approve, Mark Campinini seconds. Approved.

Calendar changes for the last 3 days of school. We will be dismissing at 1:00.

Jim makes a motion, Amy Hertz seconds. Approved.

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Closed Session

- Personnel
- Financial Contract

- Summer Testing Program*
 - This gives us the ability to retest students who do not pass the reading EOG in grades 3-8.
 - We need to submit the plan to DPI.
- STEAM to STEM*
 - Our STEAM specialist will focus on STEM (Science, Technology, Engineering, and Math) next year.
- PE Program
 - We are exploring how to work more PE time for students.
 - I am exploring hiring a part-time elementary PE teacher in order to offer more time and expand our athletic offerings.
- April Community Events
 - Red Cross Blood Drive
 - 24 participants.
 - We will hold 2 next year.
- Middle School (6-8) EC Programming for 2019-2020
 - In order to reach students with the biggest gaps, we will have some of our EC service time occur during specialist times.
 - Students will still be offered at least 1 special during the week and both specials on Fridays.
 - We piloted this program during the 3rd quarter and it helped to meet EC service time requirements.
- MAP Language
 - We will no longer test students on Language use using MAP testing.
 - We will monitor writing by using actual writing samples instead.

XI. Committee Reports

- Facilities
 - Service Day Update
 - Gravel Replacement Cost- request \$2225 for gravel.
 - Lee Burgess makes a motion to approve, Jim Bishop seconds. Approved Unanimous.
 - Concrete Sidewalk- request \$3,400 for sidewalk
 - Lee Burgess makes a motion to approve, Jim Bishop seconds. Approved Unanimous.
- Development (Fundraising and Public Outreach)
 - Annual Event Expense* - Julie Gaston requests an additional \$1500 to plan event- we will not be paid out from ticket sales until after the event is over.
 - Request link to event placed on website. Flyers go home to families to sign up. Announce exciting silent auction donations. Food truck + games + refreshments
 - Julie Gaston makes a motion to approve, Mark Campinini seconds. Approved Unanimous.
 -
- Long Range Planning and Visioning
 - Digital Communication
- Governance (Board Development)
 - Navigate Online Budgeting Module review
 - May Navigate Policy Development
 - Open for BOD Applications
- Governance (Policies and Procedures)

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- Job Description Title Change- Teacher Assistant changed to Instructional Assistant Discussion
- Policies for approval*
 - 2000 BOARD DEVELOPMENT
 - 4125 HOMELESS STUDENTS
 - 8000 FISCAL GOALS/ MANAGEMENT STANDARDS
 - 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
 - 8150 QUARTERLY/ANNUAL PAYROLL REPORTS
 - 8310 DEPOSITS
- Amy Hertz makes a motion to approve, Julie Gaston seconds. Approved Unanimous.

- Policies for first read
 - 8020 BASIS OF ACCOUNTING
 - 8030 BANK RECONCILIATIONS
 - 8140 EXEMPT ORGANIZATION RETURNS
 - 8300 CASH RECEIPTS
 - 8470 FACSIMILE SIGNATURES

XII. June Annual Meeting*

- Julie Gaston made a motion to move the meeting from June 12, 2019 to June 5, 2019. Lee Burgess seconds. Approved Unanimous.

XIII. Next Regular Meeting

- Wednesday, May 8, 2019, Brevard Academy Campus, 5pm
- Lee Burgess makes a motion to go into closed session, Jim Bishop seconds, unanimous 6:15 pm

XIV. Closed Session*, Personnel/Contracts

XV. Adjourn*

- Jim Bishop makes a motion to come out of closed session. 6:51pm

XVI. Amy Hertz makes a motion to move forward with contract negotiations for Charter School Success.

- 6:52 pm Jim Bishop makes a motion to adjourn, Mark Campinini seconds. Approved Unanimous.