



Brevard Academy: A Challenge Foundation Academy

Board of Directors

MINUTES

Work Session and Regular Meeting

Meeting Location: BA-CFA Campus (Music Room)

Wednesday, August 21, 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.

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.

Members Present: Lee Burgess, Adrienne Casteen, Mark Campanini, Jim Bishop, Myranda Nash a quorum was present (Julie Gaston was absent)

Work Session, 5:00pm

Work sessions are for discussion and training only. No formal actions are taken in work sessions. The Brevard Academy-CFA board will never vote on a motion while it is in a work session. If the board wants to adopt a motion after discussing it in a work session, it will be presented in an open public business meeting.

Discussion Items:

Buses: State inspections show work is needed. We have had them eight years and they came to us used. Mr. Duncan will be making a request for additional buses in the meeting.

Math 1 Format: There are 12 students that qualify for Math 1 and 27 in Math 8. Options are needed to have even classes. Hiring an outside person is one option. Mr. Duncan will be asking for an interim position in the meeting. Discussion was had about the long term solution for these math courses.

Facilities Use Possibility: There is a church in the community that is interested in using the school in the mornings on Sunday. They have offered to make some enhancements to the building such as sound, lighting system, projector.. On-site, portable storage would also be needed. The would also be a fee paid for the use of the school space. The school would have access to the enhancements while the lease is in use. The church has about 250 members and they would have use of the gym, art room and some middle school classrooms. BA would have a staff member present. Key cards would allow access only during agreed upon times. Would like to begin use in early October.

Training:

- Assign Review of NC Charter School Huddle PowerPoint Presentation from July 26, 2018
 - BOD members are to review this document

Regular Meeting, 5:30 p.m.

**Requires Board Action*

AGENDA:

- Call to Order by Adrienne Casteen at 5:30pm
- Pledge of Allegiance
- Chair's remarks
 - Meeting Format Change-the board will now start at 5 with a work session, there is no voting during this time and training will occur. If closed sessions are needed, the board will handle these during this time. The regular meeting will begin at 5:30.

- Approval of Agenda
 - Motion made by Mark Campanini to add the following and approve: Personnel Contracts, Bus Requests, Interim Instructional Assistant
 - Seconded by Lee Burgess
 - Unanimous approval

- Approval of Meeting Minutes:
 - June 5, 2019 regular meeting minutes
 - June 26, 2019 special meeting minutes
 - July 29, 2019 Retreat minutes
 - Mark Campanini motioned to approve all minutes, Lee Burgess seconded, and approval was unanimous.

- Teacher Report: Staff Introductions
 - Mr. Duncan introduced new staff: Sam Bartles, Cindy Hunt, Jennifer Victory, Rachel Coykendall, Sarah Borhaug, and Katie Nolan.

- Opportunity for Public comment
 - No public comment

- Team CFA report from Jim Bishop:
 - Challenge Foundation Academy is restructuring and Challenge Foundation Properties will become the overarching body serving the legacy schools
 - There are still lots of unknown factors and restructuring is occurring
 - BA will become a legacy school with CFP
 - CFP will become the schools support
 - There will be more updates to follow
 - Operations are not affected

- Financial update
 - Cory Draughon- , Charter Success Partners
 - Budget Review/ Update
 - Cory reviewed documents that are available for all board members to review and showed reports that all members should review
 - Reconciliations Summary was reviewed

- From Lee Burgess: Cory has put together a checklist for the Finance Committee to make sure they are reviewing all the appropriate documents and taking necessary steps
- Mr. Duncan gave updated enrollment numbers and asked how those affect the budget. A google document was reviewed that shows how/where this is updated.
- Cash on hand was reviewed and discussed. 30 days is the minimum needed and this is typically reviewed annually.
- Director's report--See Appendix A
 - Program Updates for 2019/2020 School Year
 - Robin Bolt submitted her retirement
 - Back to school bash was a huge, fun success
 - We are expecting to reach ADA of 430 tomorrow, Aug 22
 - Afterschool is now called Bulldog Care. Beth Burroughs is the current director. She plans to start intramurals through afterschool.
 - What I Need (WIN) Time was formerly called middle school enrichment, this is focused on Middle School Students and giving them choice to prepare them for high school.
 - Friday Electives for 6th grade would be an additional special. Students select their interest.
 - Volleyball has been added. Practice is underway.
 - Bus requests have increased from last year.
- Mark Campanini motioned to approval all personnel contracts (noted below), Myranda Nash second, unanimous approval
 - Kindergarten--Rachel Coykendall
 - 2nd Grade--Jennifer Victory
 - 5th Grade--Teresa Dowling
 - 7th/8th Math--Katie Nolan
 - Elementary Reading Tutor--Cindy Hunt
 - Exceptional Children's Teacher--Sarah Borhaug
 - Instructional Assistants
 - Samantha Bartles--4th Grade
 - Christiana Beltran--1st Grade
 - Mallory Benjamin--Kindergarten (reassigned from EC)
- Title 1 Grant Submission was requested for approval
 - This will also include the approval of the MOU with Head Start
 - Mark Campanini motioned to approve, Lee Burgess seconded, unanimous approval
- Insurance Contract Renewal
 - Myranda Nash motioned to approve, Mark Campanini seconded, unanimous approval
- Carolina Assessment and Advocacy, PLLC Contract Renewal presented for approval
 - This allows for EC testing
 - Mark Campanini motioned to approve, Jim Bishop seconded, unanimous approval
- Mr. Duncan requested to move \$30k from unencumbered funds to go toward the purchase of three buses.
 - Mark Campaigni motioned to approve, Lee Burgess seconded, vote to approve was unanimous

- Request to create and interim Math 1 position through substitute funds was requested
 - Mark Campanini motioned to approve, Lee Burgess seconded, unanimous approval
- Interim Instructional Assistant position requested
 - Mark Campanini motioned to approve, Myranda Nash seconded, unanimous approval
- Committee Reports:
 - Facilities
 - Meeting Date: 8-28-2019, 8am BA-CFA Campus
 - Reviewed all updates
 - Cleaning service has notified that their monthly fee will go up if contract is renewed. This is the overnight cleaning crew.
 - Development (Fundraising and Public Outreach)
 - Fundraising Packets--will be discussed at the next meeting
 - Meetings have been set
 - Long Range Planning and Visioning
 - Retreat Review
 - Strategic plan should be voted on next month
 - This will be presented to staff at the Sept 4th staff meeting
 - Strategic Plan Draft Update
 - Governance (Board Development)
 - Still Accepting Applications
 - We would like to have more community representatives
 - Governance (Policies and Procedures)
 - Policies for Approval*
 - 7050 - TEACHER/STAFF BONUS COMPENSATION (edit)*
 - Grievance Flow Chart*
 - Motion to approve by Amy Hertz, seconded by Lee Burgess, unanimous approval
 - Policies for first read
 - 3600 MATH 1 PLACEMENT
 - 2100/2100P (7210/7210P) EMPLOYEE GRIEVANCE POLICY/PROCEDURE
 - 2110/2110P (4400/4400P) STUDENT AND PARENT GRIEVANCE POLICY/PROCEDURE
 - 8030 BANK RECONCILIATIONS
 - 8140 EXEMPT ORGANIZATION RETURNS
 - 8300 CASH RECEIPTS
 - 8470 FACSIMILE SIGNATURES
- Next Regular Meeting
 - Wednesday, September 11 , 2019, Brevard Academy Campus, 5:30pm
- Motion to adjourn made by Lee Burgess, seconded by Jim Bishop, motion unanimous

Brevard Academy
School Director's Board Report for August 2019

Teacher Spotlight--New staff members

Good News

- We started the year with 421 students, our largest enrollment ever.
- We are currently waitlisting all prospective students.
- Ms. Speciale's Robotics Program was funded through Donor's Choose

Enrollment

2019-2020 ADM: 421 as of August 14, 2019

Highest ADM: 425

Current ADA: 429

Grade Level	Projected Enrollment	Enrolled	Wait List--We will update
Kindergarten	48	48	-
1st Grade	48	49	-
2nd Grade	48	50	-
3rd Grade	48	50	-
4th Grade	48	51	3
5th Grade	44	52	-
6th Grade	51	51	10
7th Grade	42	39	-
8th Grade	42	39	-
Total	419	429	10

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

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

Withdrawn students since June 1, 2019: 29 (7% of our end of year 18-19 population).

We are currently above our projected enrollment number. If the trend continues, I will close enrollment on the 20th day. As of now, we are waitlisting all applicants.

Climate and Culture

Month	% Students Attending	% Student on Time	% Staff Attendance	ODRs
May				
April				

March				
February				
January				
December				
November				
October				
September				
August				
Averages				

The state averages 94% attendance.

ODRs=Office Discipline Referrals

Week of	Staff Attendance	Students Attending	Students on Time	ODRs
August 12	99%	99%	99%	0

Suspension Report

Month	In School Suspensions # students/# of days	Out of School Suspensions # students/# of days
May		
April		
March		
February		
January		
December		
November		
October		
September		
August		

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

New Programming Updates

- Bulldog Care--Formerly After-School
- STEM Special
- What I Need (WIN) Time--Formerly Middle School Enrichment
- Friday Electives for 6th grade
- Volleyball
- Middle School Elective Numbers
 - Year Long Student Numbers
 - --Travel Band--31
 - --Advanced PE--22
 - --Class Helper--19
 - --Advanced Art--14
 - --Spanish 1--6
- Friday Electives--1st Semester
 - --STEM/Coding--17

- --DJ/Piano--16
- --Woodworking--16
- --Peer Mediation--14
- --Chorus--10
- --Martial Arts--10
- --Class Helper--4

Transportation Briefing

Students assigned to buses

Bus Route	2016-2017	2017-2018	2018-2019	2019-2020
A--H'ville			73 (55)	79 (55)
B--Brevard			75 (35)	62 (44)
C--Rosman			68 (25)	43 (25)
D--Mills River			32 (12)	28 (25)
Boys and Girls			52 (40)	16 (NA)

Total Number of Requests (Regular Riders)

Building Improvements Completed

- Water Bottle Fillers
- Sidewalks
- Trophy Case
- SRO Office and Additional Storage
- Basketball Goals are automated

Teacher Development/Personnel

- Please refer to the plan [here](#).

Hirings for Approval

- Kindergarten--Rachel Coykendall
- 2nd Grade--Jennifer Victory
- 5th Grade--Teresa Dowling
- 7th/8th Math--Katie Nolan
- Elementary Reading Tutor--Cindy Hunt
- Exceptional Children's Teacher--Sarah Borhaug
- Instructional Assistants
 - Samantha Bartles--4th Grade
 - Christiana Beltran--1st Grade
 - Mallory Benjamin--Kindergarten (reassigned from EC)

Resignations/Non-Renewals/Terminations

- Resignations--3
- Retirements--1

- Non-Renewals--0
- Terminations--0

Compliance and DPI Oversight

- Bus Inspections

Requests/Discussions/Action Items

Policy

--Bonus Policy Edit--Add wording about completing contract

--Grievance Flow Chart

Facilities

*--Facilities Use Policy and Contract

--Safety Update--Automation of doors, discussion only

--Weed Spraying Contract--Discussion

Outreach

--Cornhole dates

--Fundraising Plan

Transportation

--Bus Inspections and Bus Replacement Plan

Immediate Action Needed

*--Title 1 Submission Grant Approval

*--Math 1 Position, Approval

Closed Session

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*Requires BOD action