

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY
Board of Directors Regular Meeting
January 11, 2017, 5:00 p.m. BA-CFA Gym

Chair: Nick Iosue (not present)

Secretary: Zia McConnell

Members present: Adrienne Casteen (Vice-Chair), Amy Knight, Ashleigh Dalton, Warren Alston, Jim Bishop

The meeting of the Brevard Academy Board of Directors was called to order by the Vice-Chair at 5:02 p.m. A quorum was present.

Pledge of Allegiance

Approval of Agenda:

Motion: A motion was made by Amy to approve the agenda with the change that the teacher report be first to accommodate the third graders who were presenting. Jim seconded. Unanimous vote -- **Motion carried.**

Approval of Minutes:

Motion: A motion was made by Zia to approve the minutes from the December 2016 meeting. Amy seconded. Unanimous vote -- **Motion carried.**

Teachers report: Carly Smith and Jennifer Kelly

The third grade teachers had their students demonstrate to the Board what they are learning in Math. Using a variety of manipulatives and methods (bar model, line equation, pictures and word problems), the students demonstrated various ways to view and solve multiplication problems.

They discussed fact families and the fact that division can also be used to solve multiplication problems.

Opportunity for public comment:

Mr. Perry Casey spoke about the incident of a knife being brought to school. He stated that his children were threatened. Mr. Casey said that his children did not feel safe coming to school. He stated that his children did what was right – they immediately reported the student having the knife to an adult. He did not feel the incident was handled properly by BA-CFA. He said that he felt parents need information right away when an incident has happened. He plans to investigate further with other county agencies to see if additional actions can be taken.

Warren asked the Casey's to put down their comments in writing to the Board.

PTO: Charlotte Shackelford, President

PTO has not met yet since returning to school from the Christmas break, so there was not a lot to report.

The Board reviewed the updated PTO bylaws and Mission statement that was presented in December. Adrienne remarked on the \$30 fee for fingerprinting and background checks, and asked if Charlotte knew that there should be no cost for that because the request would be on behalf of a county school.

Also raised was the line in the bylaws which states that there is a \$5 dues to join the PTO. Is that being enforced? Charlotte said they did not require that last year. PTO will consider removing that line about the dues. Originally, PTO used those dues as a basis from which to operate. Now more fundraising has been done and they have more of a budget to work with.

Amy asked why the fiscal year was different for the PTO than the whole school, and didn't it make sense to have them match? Charlotte said she would go back to Tim Prey who had been Treasurer for the PTO and ask if there was a specific reason as to why the PTO fiscal year was listed beginning in August, when the schools begins July 1st.

Jim Bishop complimented the PTO on how organized they are, and said he thought that probably not many PTOs are as pulled together as BA-CFA's!

Financial Update: Warren Alston, Treasurer

Warren said that he and Leigh from Acadia discussed each item, and the amounts listed may be more liberal than we need, but rather than continuing to change them each month, if they are more than we need in any given line, those amounts will revert to the unencumbered cash line at the end of the school year.

Listed below are the budget items requested:

Revenue:				Comments
a	Sales Tax	Request to increase	\$9000	
b	School Lunch Program	Request to increase	\$27,5000	
c	Contributions & donations	Request to increase	\$10,9000	Reallocate \$12,8000 impact fee from CF properties to various revenues
d	Various	Request to increase	\$12,800	
e	F&F (Fines & Forfeitures) Buncombe County	Request to increase	\$240	
f.	Fundraising-653	Request to increase	\$1,981.54	Funds raised for Hope Chest, United Way, Pink Out
g	Uniforms	Request to increase	\$47.50	
h	Incentive awards	Request to increase	\$120	
i.	Pup squad	Request to increase	\$8	
j.	Student fees	Request to increase	\$212	Screen repairs, violin rental, etc.
Expenses:				
a	Line 1 - Salary - Tutor	Request to increase	\$10,500	Literary tutoring by Trudy Pierron*
b	Line 1 - Salary - Technology	Request to increase	\$900	Donna Hoover
c	Line 1 - Salary Transportation Supervisor	Request to increase	\$15,500	Approved previously; truing up budge line
d	Line 3 - Student Uniform expense	Request to increase	\$425.23	

Revenue:				Comments
e	Line 3 - Sales Tax Expense	Request to increase	\$9000	
f.	Line 4 - Non-capitalized Tech	Request to increase	\$5,288.06	
g	Line 5 - Non Capitalized Instructional Equipment	Request to increase	\$13,440.85	Furniture
h	Line 5 - Non-Capitalized EC equipment	Request to increase	\$1,436.83	Audiometer
i.	Line 8 - General Administration	Request to increase	\$7,537.36	
j.	Line 8 - School Pack-in/Pack-out	Request to increase	\$2,592.75	After this truing up to the budget, this line goes away!
k	Line 9 - General liability	Request to increase	\$17,592.75	Annual insurance*
l.	Line 10 - Athletic rent	Request to increase	\$300	Rental of BMC soccer field for flag football
m	Line 11 - Building supplies & materials	Request to increase	\$7,261.49	
n	Line 11 - Improvements to new site	Request to increase	\$62,735.14	Grading, new shed, slab, etc.
o	Line 11 - Miscellaneous contracts	Request to increase	\$119,244.01	Related to above
p	Line 11 - Security monitoring	Request to increase	\$1.16	
q	Line 12 - Water & sewer	Request to increase	\$40,000	Big bill due to drought; all outside watering will be done using our well from now on
r.	Line 13 - Contracted Food service	Request to increase	\$400	Reallocate to food purchases
s	Line 13 - Food purchases	Request to increase	\$27,500	
t.	Line 14 - Bus repairs	Request to increase	\$812.38	
u	Line 15 - Capital building & equipment	Request to increase	\$31,290.63	Locker, floor scrubber/buffer

Warren requested that Mr. Duncan check into the Tutor Salary line and see if this was all salary, or if materials were part of that number increase requested.

After reviewing these amendments with Acadia, Warren said he was thrilled to hear that we will have a budget surplus of ~\$55,000 with unencumbered cash value of \$865,193.84.

Motion: A motion was made by Warren to approve the budget amendments as requested by Acadia. Jim seconded. Unanimous vote -- **Motion carried.**

Director report:

General:

One thing you can see from our third graders, is that the Singapore Math curriculum offers flexibility of thinking.

Thanks to the PTO for the Staff Appreciation – The Gold Leaf Award is up and running.

Thanks to Quixote's restaurant for the facility and food for the Christmas Staff luncheon – they made it easy to order and made it inexpensive for the school to treat its staff to a special meal.

1/27 there will be a Team CFA lunch here in the gym.

We have had 3 weather-related delays – but we are still within our required 1025 hours so no make-up days yet

Enrollment:

! We have begun receiving interested calls regarding kindergarten registration. 1/16/17 is the start date for open enrollment

! Intent forms went out to all families on January 6 to gauge interest in returning next year.

Academics

! Winter MAP testing began on January 9. All grades are at 70% or higher with the exception of one grade, and they are at 69%.

! We will have our 6th grade Point of Concept testing (the pilot program) on January 25th, This is the second round of three.

! 2nd quarter progress reports will go home on February 1st.

! We will have our winter music performance on 2/9/17. We will break up the performances, with K-2 first in the evening, than 3-5th grades. Middle School will perform during their Core Knowledge night.

Advertising

! White Squirrel Radio--I completed the interview on 1/5 and focused on enrollment.

! Postcards on tours have been ordered.

Fundraising

! Nothing to report at this time

Compass Learning

! Students are showing growth in Compass learning. I have a provided a copy of the Compass report here for your review.

Facility

! Our vending machine has been installed.

! We will begin looking into off- site storage units. We have a great deal of items to store and need additional office/meeting space.

Personnel

! Evaluations on all full-time teachers except one have been completed

! Evaluations on all non-teaching staff have begun. Self-Evaluations will be completed before the December break. All administrative evaluations will be completed by the end of January. I need to create a bus driver evaluation instrument.

! We hired Jennifer Kelly as our 3rd grade teacher. She is doing well, and the transition with the students is going smoothly.

Transportation

- ! Wolfgang Amadeus Mozart will be wrapped tomorrow. The magnets say “Now Enrolling.”
- ! Jackie Robinson now has a new engine, and this is the bus we use for traveling to sporting events.
- ! The Middle School students are going to write bios on the people the buses are named for.
- ! We replaced the batteries in bus 100.

After-School

- ! Letter on rate increases has gone out. Rate increases will take effect in February.

Safety

- ! Nothing to report at this time

Athletics

- ! We had to make-up basketball game due to snow – that game will be 1/18. The last home game will be on 1/24, and the 8th graders will be honored.

Field Trips

- ! NA

Community

- ! Mr. Duncan spoke at the Lions Club on 1/5/17 about Brevard Academy.
- ! Partnering with Dojo to offer after care on early release days. If they register 10 of our students we will provide bus transportation for a fee.
- ! Lions Club will be doing an eye/vision screening for BA-CFA.
- ! Mr. Duncan has joined the Pisgah Thunder.
- ! Mr. Duncan has reached out to retired teachers to give them a tour of the school.

Team CFA: no report

Jim Bishop requested that next meeting a paper copy of the Compass report be included with our other reports at the meeting.

Committee reports:**Facilities: Adrienne Casteen**

- ! There is a meeting scheduled for 1/24/17 and the team will be focusing on the outdoor spaces and environment.
- ! The green lines on the gym floor are wonky – the will be fixed over Spring Break to avoid fumes during school hours.

Fundraising: Ashleigh Dalton

There was to be a meeting on 1/3 for the Capital Campaign and Fundraising, but it was cancelled due to snow. A meeting has been scheduled for 8:15 a.m. tomorrow.

Grants: no update on grants

Long Range Planning and Visioning: Zia McConnell

A copy of the updated Rolling 5 year Strategic Plan was sent to each Board member with edited red-lining for review.

Board Development, Policies and Procedures: Adrienne Casteen

Zia and Adrienne have agreed to work on all policies to bring them into the same format and identify gaps. This work will happen once some other items are taken care of first.

Old business:

Charlotte Shackelford – PTO president will check on the changes suggested by the Board and send an updated copy of the bylaws to the Board for the February meeting.

New business:

None

Next Meeting:

The next regular meeting will take place on Wednesday, February 8th at 5:00 p.m. in the BA-CFA gym.

Closed session: A 5-minute break preceded the request for a 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 personnel matters. Ashleigh seconded.

Motion carried. The Board entered into Closed Session at 6:05 p.m.

Motion: Warren made a motion to come out of Closed Session. Jim seconded.

Vote was unanimous. **Motion carried.** Time: 6:36 p.m. **No action was taken.**

Adjourn:

Motion: Warren made a motion to adjourn. Zia seconded. Vote was unanimous.

Motion carried. Meeting adjourned at 6:38 p.m.