

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY
Board of Directors Regular Meeting
April 12, 2017, 5:00 p.m. BA-CFA Gym

Vice Chair: Nick Iosue

Secretary: Zia McConnell

Members present: Adrienne Casteen, Warren Alston, Jim Bishop, Amy Knight

The meeting of the Brevard Academy Board of Directors was called to order by the Chair at 5:00 p.m. A quorum was present.

Pledge of Allegiance: led by a group of Middle School students

Approval of Agenda:

Motion: A motion was made by Adrienne to amend the agenda to remove Cyberkids from New Business and to add voting on the PTO bylaws under New Business.

Zia seconded. Unanimous vote -- **Motion carried.**

Approval of Minutes:

Motion: A motion was made by Jim to approve the minutes from the March 10th regular meeting minutes with edits suggested by Ted Duncan. Amy seconded.

Unanimous vote -- **Motion carried.**

Teachers report: Kim Hargis (Middle School Math)

Ms. Hargis said that she incorporates a lot of movement and physical movement in her classrooms. She uses stretchy bands, and now has 3 white boards in her classroom so that multiple children can get up and work out problems on the boards. Muscle memory – kinetic learning – makes the concepts stick. These students are working on Geometry, which requires different learning than Singapore Math, so Ms. Hargis has come up with physical sign language to help them with Geometry definitions (i.e. an isosceles triangle is one with 2 equal sides) and theorems.

The students then demonstrated these signs as teachers and the Board members as the students.

Opportunity for public comment:

None

Financial report: Warren Alston

Revenue:		Comments
a	Request to increase	
. Field Trips		1,627.65
b	Request to increase	
. Various – Undocumented		390.00 Will research this
c	Request to increase	
. Fundraising – 653		4,240.12

Revenue:			Comments
d		Request to increase	
.	Uniforms		4,240.12
e		Request to increase	
.	Student Fees		125.00
		Total adjustments in Revenue	6,714.77

Expense:				Comments
a	Line 1 – Salary – EC Teacher Assistant	Request to increase	9,920.00	Occupational therapist
b	Line 3 – Hospitality expense	Request to increase	175.00	
c	Line 3 Memberships	Request to increase	762.45	
d	Line 6 – Field Trips	Request to increase	1000.00	
e	Line 9 Workers compensation	Request to increase	1,304.00	
f	Line 11 – Building Supplies & Materials	Request to increase	158.00	
g	Line 11 – Security Monitoring	Request to increase	31.20	
h	Line 14 – Bus repair services	Request to increase	1000.00	
i	Line 14 – Bus Supplies	Request to increase	950.00	
Total adjustment in Expenses			15,475.80	

Total overall budget adjustments \$

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

Warren (the Treasurer) explained that through the construction of the new building and the drought, we had several unforeseen expenses which have put us over budget. For next year, we will hopefully not have so many surprise expenses.

Motion: A motion was made by Warren to move \$310K from unencumbered cash into the 2016-2017 budget to cover deficits. Adrienne seconded. Unanimous vote -- **Motion carried.**

PTO: Charlotte Shackleford, President

Past & On-going Events/Committees

- ! Staff Workroom Mini-Makeover
 - Completed a mini-makeover of the staff workroom and fulfilled all items on their workroom wishlists!
- ! Scholastic Book Fair & Uniform Consignment Sale
 - Book fair was a huge success! We earned \$3,146.10 in Scholastic Dollars (50% of total sales)!
 - Also purchased ALL remaining items on their wish lists using leftover Scholastic Dollars!
 - Uniform Consignment Sale was raised \$222.90 (combination of consigner fees, & donations)

! Middle School Dance

- We had a great turnout (74 students in all!) and students loved the GLOW theme!
- Sound Extreme, Floressence, and Canyon Kitchen generously donated to the dance and helped ensure its success!

! Staff Appreciation

- Provided wedding themed snacks/cake in honor of Ms. Flood for monthly staff meeting on Wednesday, April 5th.
- Awarded Golden Leaf Award (yay, Erin Brewton!!)

! Day of Service

- Provided a hot dog lunch for all families that volunteered their time during our day of service

! PTO Officers for the 2017-2018 School Year

- The following people were nominated for the upcoming school year:
 - Aimee Bush (President)
 - Joan Barham (Vice President)
 - Katherine Galvagni (Secretary)
 - Treasurer role remains vacant

Upcoming Events

! BA Open House – May 4th

- PTO will have a booth at the next Open House to spotlight the family atmosphere at BA and share various ways families can become involved

! Teacher/Staff Appreciation Week – (First week in May)

- We are still in the planning stages, but hope to provide a pot luck breakfast, catered lunch, homemade cards, and massages for all staff to celebrate Teacher Appreciation week

! Field Day – June 9th

- PTO provided \$600 to rent 2 bounce house obstacle courses and a dunking booth on Field Day
- PTO will also provide popsicles for all students

The balance in the checking account at the March meeting was \$6,232.97. Since that time we have received the following:

Zaxby's MS fundraiser	260.00
Scholastic Book Fair	3,429.47
Consignment Sale	222.90
Pizza Sales	\$748.00
<i>Total</i>	\$4,660.37

Our expenses for the month were:

Scholastic Book Fair	334.92
MS dance	45.96
Teacher Appreciation	266.66
Refrigerator	338.52
Pizza Monday: Pizza and sides	521.76
General PTO	146.48
Volunteer lunch	43.14
Helium tank	408.07
Workroom tablecloth	16.04

Total expenses \$2,121.55

Balance **\$8,651.29**

Director report:

Highlights:

- ! Our new newsletter is up and rolling. The Bulldog Blast will be sent out to all current and potential families.
- ! Our webpage had 3,830 visits last month. This is up 680 hits from last month.00% compliant with our 2016 Charter School Performance Framework for DPI.

Enrollment:

- ! We are currently at 305 students; projected 391.

Academics:

- ! We held our 4th/5th Core Knowledge Night on March 23.
- ! Kristen Rodriguez supplied Mr. Duncan with projected passing scores for EOGs based on Winter Map Scores.
- ! We have begun Title I tutoring.
- ! We have completed AIG testing.
- ! We are partnering with SAFE to offer our middle school students lessons on Building Healthy Relationships. Topics covered include: Exploring Emotions, Aggression, Positive Communication, Conflict Resolution, and Bystanders. Overall, it helps to prevent bullying and build positive self-esteem.

Advertising:

- ! White Squirrel Radio — Mr. Duncan completed the monthly interview

Compass Learning:

- ! Students are showing growth in Compass learning.

Average Score	2/27 – 3/5	3/6 – 3/12	3/13-3/19	3/20 – 3/26
K	77	81	80	82
1 st	77	79	80	79
2 nd	69	72	87	83
3 rd	76	75	78	80
4 th	67	74	69	73
5 th	69	66	64	73
6 th	68	66	69	69
7 th	73	75	71	75
8 th	82	73	83	85

- ! Our goal is to see each class scoring at 75% or better on Compass.
- ! Our goal is to get all students on Compass for 90 minutes each week.

Facility:

- ! Our room dividers have arrived and are in use.

Personnel:

- ! We hired our Title I paraprofessionals, Katherine Galvagni, Donna Hoover, and Mallory Benjamin.
- ! 2nd round observations and professional development plans have been completed by all teaching staff.

After-School:

- ! The after-school staff has reported increased enrollment. They are regularly posting items in the Sunday message.

Safety:

- ! We have completed our bomb threat drill.
- ! We have secured walkie-talkies for all necessary staff. These will be coded by grade, not individual people, which will be easier for any changes.
- ! We need to look over our media protocol.

Athletics:

- ! Tennis and soccer are both underway.

Community

- ! We had reps at the county-wide Kindergarten Readiness Rally.
- ! We hope to have several Summer “get-togethers” with our new parents and students.
- ! 18 different families attended the “Ted Talks.”
- ! We will be participating in a “Spring into Books” event along with other community partners at the library to promote early literacy.

Team CFA report:

- ! No report at this time

Committee reports:

Facilities: Adrienne Casteen

- ! No report

Fundraising: Zia for Ashleigh Dalton

The big gala Mardi Gras event at Jaime’s was a great success – Ticket proceeds: \$2,520 and the silent auction proceeds: \$6,090 for a total of \$8,610.

Long Range Planning and Visioning: Zia McConnell

- ! No report

Board Development, Policies and Procedures: Adrienne Casteen

Following our procedures, we will be taking applications for new board members in May. The application and directions for those interested in on the school website.

Old business:

Mountain Roots contract:

Motion: A motion was made by Jim to approve the contract for Mountain Roots to use the certain areas of our building and grounds for their summer program. Warren seconded. Unanimous vote -- **Motion carried.**

PTO bylaws:

Motion: A motion was made by Zia to approve the 4/12/17 version of the PTO bylaws. Warren seconded. Unanimous vote -- **Motion carried.**

New business:

Sick-leave policy:

Motion: A motion was made by Adrienne to approve the Sick-leave policy as presented by Ted Duncan. Jim seconded. Unanimous vote -- **Motion carried.**

For clarification, a student can be absent for 3 days, and it will require a note from home only with an explanation. But if the student is out for a 4 day, a doctor's note will be required.

Club policy:

This will be tabled until next meeting.

Media protocol:

In the event of an emergency, where media is involved, all staff members must refer media to the School Director. The School Board Chair is the designated spokesperson unless he/she designates an alternate spokesperson. Staff members are not to post to any social media unless authorized.

Telephone upgrade proposal:

Mr. Duncan presented a proposal that would upgrade the current phones, and allow more lines coming in to the school. More information is required for the Board to vote on this proposal.

School Calendar 2016-2017 amendments:

Mr. Duncan requested that June 12th (8th grade graduation day) and June 13th (all school awards day) be changed from full days to 11:30 a.m. dismissal days. We have all of the instructional hours required by the state, and these days have in the past been half days.

Motion: A motion was made by Adrienne to change 6/12 & 6/13 to 11:30 a.m. dismissal days. Zia seconded. Unanimous vote -- **Motion carried.**

Additional funding for maintenance:

Ted Duncan requested an additional \$1500 for hall maintenance (i.e. waxing and buffing).

Motion: A motion was made by Zia to approve \$1500 for additional hall/floor maintenance. Amy seconded. Unanimous vote -- **Motion carried.**

Next Meeting:

The next regular meeting will take place on Wednesday, May 10th at 5:00 p.m. in the BA-CFA gym.

The Chair announced that there would be a short break before the Board returned to go into Closed Session. 5:47 p.m.

Motion: Adrienne 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. Amy seconded.

Motion carried. The Board entered into Closed Session at 5:59 p.m.

Motion: Adrienne made a motion to come out of Closed Session. Warren seconded. Vote was unanimous. **Motion carried.** Time: 6:42 p.m.

No action was taken.

Adjourn:

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

Motion carried. Meeting adjourned at 6:43 p.m.