

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

Board of Directors Regular Meeting

April 20, 2015, 5:45 p.m.

BA-CFA Conference Room

Chair: Warren Alston

Secretary: Zia McConnell

Members present: Stewart Marshall, Laura Thomas, Amy Knight

Administration present: Barbara Grimm, Camy Stirling

Guests: John Lanier – Transylvania Times

The regular meeting of the Brevard Academy Board of Directors was called to order by the Chair at 5:49 p.m. A quorum was present.

The Pledge of Allegiance was led by students Wolf and River McQueen.

Approval of Agenda:

Motion: A motion was made by Zia to approve the agenda. It was seconded by Stewart. Unanimous vote -- **Motion carried.**

Consideration and approval of minutes:

Motion: A motion was made by Stewart to approve the minutes from the 3/16/15 regular meeting with the grammar corrections that were noted. Zia seconded. Unanimous vote -- **Motion carried.**

PTO report: Marissa McQueen

The PTO has an account balance of \$6,193. The annual gift to the school was some playground toys (balls, jump ropes, etc.) and equipment totaling \$1200. Up to this point, \$3000 has been spent on helping to cover classroom field trips.

Teacher Appreciation will be celebrated this week, and the students have been asked to bring in \$1 to cover the cost of neck massages from Elements Spa for the teachers! There will also be a special luncheon held.

Public Comment: None

Teacher report: Camy Stirling

Camy handed out a report showing what each grade is currently working on. The Board then heard from the 2nd grade teachers, Kimberly Best and Katina Farmer.

The teachers explained that developmentally, second grade is different from first in that in first grade the students are *learning to read*. In second grade, they are *reading to learn*. The same is true for writing.

The students are learning to focus on writing not just sentences, but whole paragraphs on a particular subject. This is a big transition factor to third grade – and they are using Social

Studies and Language Arts together as a whole learning experience. The readers/books used are non-fiction.

The students are working on sentence structure and learning not to use run-on sentences in their writing. They must use supporting sentences to their topics. They are learning enhancing language with the use of adjectives and adverbs. Lastly, they are learning to recognize and learning to write a topic sentence.

For this project, the students picked a subject about something from the War of 1812. Ms. Best described the visual they use with the students to help them – it is an umbrella. The topic is the handle of the umbrella, and the upper segments of the umbrella are the various specifics that can be used to enhance and describe the topic. As they write, the students are also learning the indentation and margin rules. (The teachers shared various samples of the students' work.)

With this project behind them, the students will begin their first **research paper** next week!

Director report: Barbara Grimm

Enrollment:

We gained 1 student who moved here from Greenville, SC. We lost two kindergarten students whose parents decided to home school. Net enrollment: **237**

Board member and Team CFA rep, Stewart Marshall brought up that we are about to take on a huge financial undertaking, and it appears that our enrollment is sliding down. The Board needs to be aware of this, and we all need to continue to monitor this situation. He asked the question about enrollment for the 2015/16 school year – Mrs. Grimm replied with:

We have 237 now; we can go up to 289 and receive funding for each of those students. We have 55 applications from parents for 2015/16, and we are closed/full in the Middle grades. That means we have commitments right now for 284 students (237 less 8, 8th grade graduates +55 new). Most of the applications are from Kindergarten families, which is good because the idea is to “fuel” the enrollment from the early grades and build on it from there. Another plus is that we have 17 siblings enrolled for next year. Also, we have a better tracking system in place for this upcoming year. Barbara is keeping a spreadsheet on all the students that are enrolled and she will be making contact with those new families each month until school starts.

In the future, as we grow and move to our new location, we will be reaching out to Hendersonville and Buncombe counties to help grow our enrollment. We will also be looking at purchasing additional buses to help bring students to our new campus.

Advertising:

Vision Transylvania: BA-CFA is going to be a corporate sponsor for Vision's May 1st Golf Tournament. This fundraiser helps support this program and helps us in our goal of community outreach.

Snow Days:

Acadia North Star reviewed our snow day situation, and said that we should be ok, so we will go back to have May 25th off for the Memorial Day holiday.

Other important dates:

- [May 13 & 14 EOG testing (Math & Reading)
- [May 19 & 20th – EOG 8th grade Reading & Algebra
- [May 15th - dance recital, 6 p.m.
- [May 26th - Field day
- [May 27th - 8th Grade graduation
- [May 27th - evening Music/Band concert
- [May 28th will be our last day of school; K-7 awards will be given on that day.
- [Friday, May 29th - staff luncheon
- [Pack out June 1st

Miscellaneous:

We will begin filing for Medicaid for our speech and O.T. students through Carolina Pediatrics. This dropped our rate with them from \$90/hour to \$75/hour. This will save us approximately \$4500/month.

Teacher evaluations are almost complete. New contracts for next year will be signed on May 28th.

Sports/Music/Dance:

Spring sports have been a real challenge with the rain we have been having causing many games/matches to be re-scheduled.

The Travel Band will head to Disney World on May 5-9th.

The Dance Class recital will be on May 15th at 6 p.m.

Professional Development:

- [April 21st – Katie Delizza and Carly Smith will be attending a 90-minute literacy block training with Kathy Baumgartner through WRESA (Western Region Education Service Alliance).
- [April 20-June 8th - Lisa Malaquin-Prey and Nonnie Cullipher will be completing an online mentoring course to support beginning teachers for the 2015-2016 school year.
- [April 24th - several teachers will be attending a gifted conference in Charlotte.
- [May 1st - we will be hosting an all-day conference from Project Learning Tree. From this, we will receive a K-8 curriculum for Outdoor/Environmental Education the 2015-2016 school year.

Service & Community

Kindergarten continues to make visits to College Walk Retirement Community.

Volunteer Opportunities

A volunteer appreciation luncheon will be held on May 28th to thank our parent, grandparent and retired volunteers. This luncheon will take place after the K-7 awards ceremony.

Teachers are being asked to write thank you notes for all of our college and high school volunteers.

Orton-Gillingham training – There will be an informational meeting this Saturday, April 18th concerning Orton-Gillingham training through the Augustine Project. We currently have 3 tutors who provide one-on-one reading instruction to our students who require the most help and we hope to have two more tutors at the end of the summer who will be dedicated to using Orton Gillingham as they volunteer at Brevard Academy.

Bus

We had two field trips in one day and had to hire a Transylvania County driver to take our kids to Green River Reserve. She ran over a large rock and bent the doorframe. A tow truck had to be called for \$100 and we are awaiting the estimate to fix the doorframe but it might be around \$600. This was an unusual situation, and we will be using our own drivers from now on.

We have used \$208.07 in fuel.

I.T.

For the 2015-2016 school year, we will be moving our Internet services to NCREN. This is the state school's Internet provider and, once connected, is free to us. This is a cost savings of about \$500 per month. This will come with the state content filtering and should be a much more secure environment than we currently have.

The question was asked whether the students would be going back to MacBooks in the fall. Mrs. Grimm said she has not yet decided on that.

PNC Merchant Services: We have been working on a global gateway for hosted payment on our website so that we can take online payments. This should be ready by in the next month to try out for the rest of this year, making it ready for full operation in the fall. This will reduce the number of cash payments handled in the office.

Acadia North Star:

Because our school has been with Acadia since 2007, they have negotiated a new pricing with us for the upcoming school year. Overall this new rate will save the school a net amount of \$4,820.00 based on the current ADM of 241.

So, we will be reducing our expenses in I.T., Speech services, and Acadia's financial services. All these reductions will positively affect our bottom line.

After-school:

The results from the parent survey are in, and it is clear that **at least** 10 families would use the program daily if it were available.

We hope to possibly partner with a group called Mountain Roots to do some outdoor education for us – They want to do the Outdoor Ed during the school day AND during the after-school program. This might be where we use the MacBooks.

Barbara has tried to get a Lego club going, but it requires that another school be interested as well, and so far no other group has been interested.

We have a Wilderness Leadership person from Brevard College interested in leading our Arts & Science portion of the After-school program.

Financial report: Barbara Grimm

Listed below are the budget items requested:

1	. Line 4: Instructional software	Request to add	\$10,241.45	Compass Learning was somehow not accounted for in this year's budget. Team CFA covered this in the past, but it is the school's responsibility going forward.
2	. Line 8: Speech Services	Request to add	\$2500.00	We have needed more from speech therapy than anticipated. We have ~9% of students that need EC services.
3	. Line 9: General Liability	Request to add	\$1185.00	Additional insurance coverage for Board members was added to the policy.

Motion: A motion was made by Zia to approve the budget amendments as presented. Laura seconded. Unanimous vote -- **Motion carried.**

Team CFA report: Laura Thomas

No report

Committee Reports:

Fund development/Marketing & Outreach

[No report

Facilities: Amy

[The team has met 3-4 times and has made a chart of what they would like to see in the new school facility. This chart is almost ready to send to Challenge Foundation Properties (CFP).

[Mike Harrington of CFP told Warren the contract has been signed, and so now we are in the official due-diligence period. If all turns out well with the due-diligence reports it could be as early as July that the building project would start.

Long Range Planning and Visioning: Zia

[No report

Personnel: Zia

[No report

Board Development, Policies and Procedures: Stewart

[No report

Old Business:

The Retreat will take place on 7/24, 1:00 p.m. at Stewart Marshall's house. Stewart will send directions.

School calendar for 2015/2016 – in the future, we will plan to approve the future year calendar in March, but for now, Barbara will present it at the May meeting for approval.

New Business:

Land's End representative is contacting Zia regarding our agreement with them and new products. Zia would like to not be the representative for this, but we need to figure out who should be – could it be a parent from year to year, etc.

Next Meeting:

The next regular meeting will take place on May 18th at 5:45 p.m.

Short Break (approximately 7 minutes)

Closed Session:

Motion: Zia 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. Laura seconded.

Motion carried. The Board entered into Closed Session at 7:08 p.m.

Motion: Zia made a motion to come out of Closed Session. Stewart seconded.

Motion carried. Time: 7:26 p.m.

Motion: A motion was made by Amy to approve a change in salary as recommended by Director Barbara Grimm. Stewart seconded. Unanimous vote -- **Motion carried.**

Adjourn:

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

Motion carried. Meeting adjourned at 7:51 p.m.