

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY  
Board of Directors Regular Meeting  
September 13, 2017, 5:00 p.m. BA-CFA Gym

Vice Chair: Nick Iosue

Secretary: Zia McConnell

Members present: Adrienne Casteen, Ashleigh Dalton, Lee Burgess, Julie Gaston

Guests: John Lanier, Transylvania Times

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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:** BA-CFA students

**Welcome:**

Nick welcomed all in attendance.

**Approval of Agenda:**

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

**Approval of Minutes:**

**Motion:** A motion was made by Ashleigh to approve the special minutes from the August 29<sup>th</sup> Special Meeting. Adrienne seconded. Unanimous vote -- **Motion carried.**

**Teacher report: Megan Monk, Counselor**

Megan stated that she has been with the school for 5 years. At first, she was strictly crisis counseling, at about 10hours/week. The next year, she was up to 15 hours a week, and now she works up to 26 hours/week. She is also now involved in coordinating 504 plans: plans which require a medical diagnosis, and allow for test and classroom accommodations. She has yearly meetings with Ms. Best as the LEA teacher, the parents and guardians of 504 eligible students. She currently has 15 students and expects new students will be added. She is classrooms on Fridays (for each grade) teaching a special class on resiliency, building friendships and calming techniques.

For grades 7 & 8, she has put together a new program, Peer Mediation. This is a semester-long project where the students learn about how to peer mediate. They learn to lead and build this project themselves with her guidance. The students have developed the forms they feel are needed, and have created a space where the mediation can take place. This will be presented soon at a school-wide assembly.

Ms. Monk also does small group counseling...she had a group from 1<sup>st</sup> grade, and has a parent helper (who also has experience in counseling) who is helping the 4&5<sup>th</sup> grade girls in training on how to be a good friend.

She does individual counseling as needed. This can be self-initiated, parent initiated, or teacher initiated. Ms. Monk meets with the student once and decides if more counseling is needed. If it is a situation where it is determined it is required, Ms. Monk refers the student and parents to an outside source (Meridian). The parents and student meet one time with Meridian off-campus, and from then on, all consultations take place on-campus.

Megan started the “backpack buddies” program at BA-CFA. This program allows students to take home backpacks filled with food for the weekend. Right now, we have 24 students at BA-CFA receiving this service. All info regarding those receiving this service is confidential. Ashleigh Dalton goes to Anchor Baptist to pick up the backpacks for distribution, and there is a new 4<sup>th</sup> grade assistant helping to distribute them. There has been \$550.00 donated to this project already in 2017.

### **Opportunity for public comment:**

Ms. Christina Cison, Kindergarten teacher offered her thanks for the support of the Kindergarten Jumpstart program they put on this year. She felt that it was very beneficial for a smooth start for the incoming Kindergartners.

The question was asked: Was it worth giving up 2 weeks of your summer? Ms. Cison said, “Yes.”

There were 19 out of 26 participants. Ms. DeLizza had similar numbers. Not all attended both weeks; parents and teachers were flexible. There were still children who were anxious, but having been a part of this Jumpstart was very beneficial, and helped to make the transition time into full day Kindergarten easier for all.

### **PTO: Aimee Bush, President**

#### Financials

- ! Interest Income from Checking 0.10 New Clothing Sales 1,758.65 Consignment Sale 282.00 Consignment Sale - Returned Check -36.50  
Total Revenue 2,004.25
- ! Bank Service Charges - Returned Check 9.03 Office Supplies - Checks 19.67 Purchase New Uniforms 1,187.86 Supplies - 17/18 Back to School Picnic 162.63 Supplies - 17/18 Pizza Day 192.35 Supplies - 17/18 Teacher Welcome Gifts 52.39 Supplies - 17/18 Boohoo/Yahoo Breakfast 55.40 Equipment - Tables 166.01 Supplies - 17/18 Miscellaneous 93.70  
Total Operating Expenses 1,939.04
- ! Transfer Funds from Checking to Savings 995.00 Transfer Funds from Checking to Petty Cash 240.00 Total Transfers 1,235.00
- ! New Acct Balance after Activity - Checking 2,453.62
- ! New Acct Balance after Activity - Savings 1,000.00

#### Update

- ! We have about 15-20 parents who are active in our PTO. Our first meeting (8/28), we had several participants either in person, or through our new online option (WebEx) and our conference call phone-in.
- ! We are alternating meeting times between mornings and evenings, which parents have expressed that they like.
- ! Our online Google docs signup for Fall Festival is going very well.
- ! We have the National Guard coming in with a big inflatable obstacle course
- ! There will be one band, Zumba demonstration, 2 food trucks, cake-walks, crafters and more!
- ! The new D.O.G.S. (Dads of great students) committee members will be helping September 30<sup>th</sup> from 11-3 with traffic, set-up for the festival and clean-up.
- ! A letter went out to past donors to invite to attend the Fall Festival.

- ! Next PTO meeting will be on Sept 27th at 9am, after the Ted Talk. We will start planning for the next event in Oct, which is the Halloweenfest for City of Brevard.
- ! Boxtops: We are also encouraging use of the app which can give us bonus box tops for shopping at Sam's Club and Wal-Mart if used with the app. The goal for 2017/2018 is \$1000, last year we raised \$1300. This will go into general BA-CFA classroom funding.

### Financial report: Nick

The report we received this month does not have the correct numbers. We budgeted for 372 and should have 382 on our 20<sup>th</sup> day hopefully. This report will be corrected with Acadia for next month.

### Director report: Ted Duncan

#### Good News

- ! We are officially a B school!!!
- ! We are in the top half of Team CFA schools for Reading and Math

#### Enrollment

- ! Enrollment in PowerSchool is used by DPI to look at trends. Although we had 391 students enrolled on Day 1, we only had 371 who showed up on day 1. Since Day 1 we have added 16 students. We will receive funding on the average daily attendance. I anticipate this number to be approximately 382.

Grade	Enrollment in PS 8/16/17	Enrolled in PS 9/11/17	Class Cap Numbers
K	52	52	50
1	42	47	46
2	46	49	48
3	48	44	44
4	51	52	50
5	57	52	50
6	39	37	36
7	30	30	31
8	26	24	24
Total	391	387	376

- ! Both our Boys Cross Country and Flag Football Teams won their opening matches.
- ! We celebrated our 1 year anniversary in the new building. A parent provided cupcakes for all students and staff and we took some videos about what students love at Brevard Academy.

### Academics

- ! We have completed an updated curriculum plan for our CK Sequence. Team CFA comes and reviews this each year. Curriculum maps for each grade are now posted.
- ! We have completed the BOG (Beginning of Grade) for 3rd Grade. 45% of our 3rd grade students scored as proficient.
- ! We have a math night planned for September 28. We will break out into individual grades to show homework help to parents.

### Advertising

- ! White Squirrel Radio--I completed the interview on 9/7/17. I discussed our Fall Festival and advertised for bus drivers for subs and possible new routes.

### Compass Learning

- ! We have not begun Compass Learning yet. We have MAPS next week, and then Compass Learning will begin. We have a dedicated daily intervention/Compass time in each grade level for 20-30 minutes..

### Facility

- ! We have a beautification day planned on September 16.
- ! We plan to install sunshades and paint picnic tables.

### Transportation

- ! We have added stops at Mills River CVS and Hendersonville Boys and Girls Club. We are looking to secure a driver.

### After-School

- ! We continue to advertise for an after-school assistant.
- ! Enrollment has been steady at 28-30 students/day.
- ! We have collected \$5500 to date. Our goal is to collect \$12,000 for the year.

### Safety

- ! We have completed our mandatory beginning of year fire drill and fire inspection. We need to add an outlet in the gym to satisfy safety requirements.

### Athletics

- ! Our Boys Cross Country Team won their first meet. We had the top two finishers.
- ! Our Girls Cross Country Team placed 2nd in their first meet.
- ! Flag Football began on September 7, 2017. We won both games. We played our first home game at the school on September 8.

### Community

- ! I have scheduled parent information sessions with Bridge to Wellness. Our first seminar is October 23 at 6:00 pm. The first seminar will focus on time management. It will be open to the public. I will share this information with the Family Place and CONNECT.

### Team CFA report:

None

**Committee reports:***Facilities: Adrienne Casteen*

- ! The Facilities committee met this morning. We are gearing up for the beautification day that is coming up.
- ! Long range goals include such things as: an outdoor pavilion and exterior bleachers for our sporting events. These types of things will need to come from fundraising events. They are not part of the general budget.
- ! We have created project scope forms for each project and are prioritizing those projects. We are doing an inventory of ALL the systems in the building, so that a regular maintenance and projection for budget items can be created.
- ! The Pump track for the Mountain biking team is in! This meets a goal in our plan, and if was done for basically free, thanks to our partnership with Squatch.

*Fundraising: Nick Iosue*

- ! The committee met today; there were 3 parents in attendance.
- ! The group discussed their goals: building a capital campaign to use as maintenance for our building, devising an outdoor plan (use of outdoor grounds), and discussed the need for additional classroom space.
- ! Several corporate sponsors and possible community donors were identified

*Long Range Planning and Visioning: Zia McConnell*

- ! Ted Duncan spoke about this -- As we look to our future, our goal is to get the right balance of the number of students we need to be financially stable, and also maintain a healthy teacher/student ratio. This year we added 93 students. We are forecasting to meet our goal of 420-430; for this we need 44 more. We want not only bring students in, but to keep the ones we have all the way through Middle School. Middle School is our biggest area of opportunity for growth right now. Ted is working on a projection for our 420-430 goal and how it will impact our infrastructure, our building, our grounds, etc.

*Board Development, Policies and Procedures: Adrienne Casteen*

- ! Welcome to Julie Gaston, Lee Burgess, and Coty Ferguson (away on military service for September) as our new board members.
- ! The Policy committee is meeting monthly and working to adapt our policies to fit our new size and space. The committee members are organizing the policies by number series. We have reviewed several different schools' and are creating a blend that fits our situation.
- ! First-reads will be made available to the Board members at meetings. Then they will have the month to review the policies and submit suggestions of edits. These will also be available hard copy in the front office area. Once the First-reads are adopted (voted on) a date will be added to the title page and the documents will be uploaded to our website.

**Old business:** None**New business:**

- ! Phone contract:
  - Motion:** A motion was made by Zia to approve the new phone contract as proposed by Ted Duncan. Monthly payments will be \$590.47/month, with an annual cost of \$7,580. Adrienne seconded. Unanimous vote -- **Motion carried.**
- ! Interventionists:

- Mr. Duncan requested to hire a math interventionist and a reading interventionist for grades 3-5. (\$10K and \$12K respectively)  
**Motion:** A motion was made by Zia to approve hiring of a math interventionist and a reading interventionist for grades 3-5; the budget is to be adjusted accordingly. Ashleigh seconded. Unanimous vote - **Motion carried.**
  
- ! Escrow account:
  - To meet our 10-year charter renewal, we need to have an Escrow account in the amount of \$50K set aside to cover our employees' retirement should anything happen to the school.  
**Motion:** A motion was made by Zia to approve the creation of an escrow account in the amount \$50K. Adrienne seconded. Unanimous vote - **Motion carried.**
  
- ! Classroom cap numbers:
  - As director of the day-to-day operations of the school, Mr. Duncan requested the he have control over capping the student numbers in the classrooms and enrollment.  
**Motion:** A motion was made by Adrienne allow Mr. Duncan to have control over capping the enrollment at whatever date he deems appropriate. Ashleigh seconded. Unanimous vote - **Motion carried.**

**Next Meeting:**

The next regular Board meeting will take place on Wednesday, October 11<sup>th</sup> (not 13<sup>th</sup> as stated on the agenda), at 5:00 p.m. in the gymnasium at BA-CFA.

**Closed Session: Personnel**

**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. Ashleigh seconded. Unanimous vote -- Motion carried. The Board entered into Closed Session at 6:17 p.m.

**Motion:** Ashleigh made a motion to come out of Closed Session. Adrienne seconded. Vote was unanimous. **Motion carried.** Time: 7:55 p.m.

**Motion:** A motion was made by Ashleigh to approve the spending of \$2700 to purchase new BA-CFA jackets for the staff. Lee seconded. Unanimous vote - **Motion carried.**

**Adjourn:**

**Motion:** Adrienne made a motion to adjourn. Ashleigh seconded. Vote was unanimous. **Motion carried.** Meeting adjourned at 7:58 p.m.