

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY  
Board of Directors Regular Meeting  
November 8, 2017, 5:00 p.m. BA-CFA Gym

Chair: Adrienne Casteen

Vice Chair: Nick Iosue

Secretary: Zia McConnell

Members present: Lee Burgess, Coty Ferguson, Ashleigh Dalton

Guests: Leigh Danner, Mary Culver, Edith Shumate – Acadia Northstar

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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.

**Welcome:**

Adrienne welcomed all in attendance.

**Pledge of Allegiance:** The Board was led by some students in the Pledge.

**Approval of Agenda:**

**Motion:** A motion was made by Nick to approve the agenda, with the following changes: Move the Finance report to be after the Teacher report. Also, correct the request for funds for the Spring Musical to \$3,000 (instead of \$30,000!). Add the Bylaw edits, and Grievance chair to New Business. Instead of Sonja Jenkins giving the Teacher report, Crystal Holland will present. Lee seconded. Unanimous vote -- **Motion carried.**

**Approval of Minutes:**

**Motion:** A motion was made by Nick to approve the minutes from the following: 10/11/17 regular meeting minutes. Coty seconded. Unanimous vote -- **Motion carried.**

**Teacher report: Crystal Holland, Middle School Interventionalist**

Crystal described in detail the various tasks and groups she works with as M.S. Interventionalist.

“Catch Up” in Math:

! The phrase “keep up, move up, catch up” is part of what she studies in BA-CFA students. 50-70% of our students are in the “move up” strata. But some are in that “Catch Up” strata.

! She looks at Moby Max scores, and helps students below the 50% mark in Math to improve their EOG scores.

! She only works with 8 students at a time.

! They work on real-world problems, like how to calculate your GPA.

! There are several 8<sup>th</sup> grade students in that “catch up” group. These students have been struggling for awhile – they are getting very individualized attention through this intervention and are showing improvement.

! Towards the end of her day she works with students in their Science class, because if they are struggling in Math, they are going to struggle in Science. i.e. Calculating force.

**AIG:**

- ! Crystal has registered the 6<sup>th</sup> grade AIG students with NASA, and their names are going to Mars etched on a disk.
- ! They have calculated the circumference of the entire Earth!
- ! We have some seriously advanced 7<sup>th</sup> grade students, and she is working with them on stretching their Math capabilities even further.

**Reading:**

- ! At the end of the day, Crystal works with those struggling with reading. She does a one-on-one targeting fluency. She knows she is making a difference – she cited one student who never felt comfortable reading in front of the class. She recently asked her classmates to be patient with her and not make fun, and she volunteered to read-aloud. She is not on grade-level, but this confidence she now feels will help her keep trying.

The question was asked, how Compass Learning compares to Moby Max...Ms. Holland answered, that in her opinion, the Math in Moby Max offers our students much more than the Compass Learning Math component. Moby Max is more challenging and offers higher level thought processes and is more engaging than Compass Learning.

Moby Max has a reading contest that they support with Amazon cards and movie tickets. The teachers get these prizes and often share them with the students.

The question was asked, why do we have a high number of students that struggle in Math? Ms. Holland answered with this possible explanation: Many of these students struggled in public schools. They did not get the basic functional math skills and numbers sense. Now we are trying to meet those kids at their learning level and help them gain those basic skills to move up to where they need to be grade-level wise. We want students to be at 70% or better on their Moby Max scores rather than 50%. The curriculum gets harder and more challenging the better they do.

**Opportunity for public comment:**

None

**Financial report: Nick / Acadia**

Acadia met with the Board members just prior to the Board meeting. Their contract is up for review and they asked if the board members had any questions about their services and the budget report.

Coty asked about grant-writing – Patrick Donahue is the person with Acadia that has handled some grants for us in the past. As with most grant writers, he gets a percentage of any grants awarded to the school that he has written. Coty asked for a list of grants that have been submitted on behalf of the school. The Development Committee may wish for him to pursue others that they find. Mary mentioned a Transportation grant; she will get the information to Coty.

The State ADM “dropped” today, and will be reflected on our December budget. It is a higher amount than anticipated, which will be a big plus to our budget.

In order for Acadia to get the budget reports to us a week before our meetings, it would be helpful to have the front office send things in piece-meal (weekly) rather than all at once (monthly).

We need to have a written process for the manual checks that are being written (i.e. to coaches). There should be a log kept of the checks, and the persons receiving the checks should have to sign that log in order to receive them.

The Board should also write a resolution to approve the writing of manual checks for certain things. Also, for manual checks, we must have a W-9 signed by the person receiving the checks, before the checks can be issued. Auditors look at this kind of thing.

Budget Amendments requested:

<b>Revenue:</b>	<b>Request to</b>	<b>Amount</b>	<b>Comments</b>
a . 8 <sup>th</sup> grade field trip	Increase	1,000.00	
b . Interest income GWG	Increase	1,438.17	annual interest from L bonds
c . Clubs	Increase	4,000.00	Yearbook
d . Backpack program	Increase	1,000.00	
e . Incentive awards	Increase	794.97	from Entegra Bank
f. Morning drop-off	Increase	300.00	
<b>Total adjustments in Revenue</b>		<b>\$8,534.14</b>	

<b>Expense:</b>	<b>Request to</b>	<b>Amount</b>	<b>Comments</b>
a . Line 3 – AIG Instructional supplies	Move funds	450.00	From Instructional supplies
b . Line 3 – fine Arts expense	Increase	3,000	Spring musical
c . Line 3 – Beta Club	Increase	600.00	
d . Line 10 – Athletics	Increase	500.00	Rental of Porta-John
e . Line 11 Contracted repairs & maintenance	Increase	12,100.00	Drainage of soccer field
f. Line 11 – Security monitoring	Increase	240.00	Fire safety
g . Line 12 – Water & Sewer	Decrease	28,500.00	This is from the overcharge last year
h . Line 13 – Other food – Board	Increase	750.00	
i. Line 15 – Purchase of Buses	Increase	137.26	

<b>Expense:</b>	<b>Request to</b>	<b>Amount</b>	<b>Comments</b>
	<i><b>Total adjustments in Expense</b></i>	<i><b>11,172.74</b></i>	Less \$450 – moving budget
	<i><b>Total Overall budget adjustments</b></i>	<i><b>19,706.88</b></i>	
	<i><b>Current surplus</b></i>	<i><b>27,004.60</b></i>	
	<i><b>Budget surplus/Deficit will be</b></i>	<i><b>46,711.48</b></i>	After proposed budget amendments

**Motion:** A motion was made by Nick to approve budget amendments as reviewed by Acadia Northstar. Zia seconded. Unanimous vote -- **Motion carried.**

Nick signed the budget amendments. They will be scanned by Ms. Lefler and sent to Acadia.

**PTO: Aimee Bush, President****Financials:**

We had a strong month with income from Fall Festival, Pizza days and Fall Fundraiser to help our planning for Spring events and field trips.

- ! 100 people participated in the Zaxby's night, which was big! We get 10% of the night's sales. PTO asked 4th and 5th grade students to come help out behind the counter.
- ! We did \$10,500 in hard copy cookie dough orders, and \$4000 in online orders. We get 40% of those profits.

**Past & Ongoing Events/Committees:**

- ! Misty O'Dell from Bridge to Well-Being was invited to the November 13<sup>th</sup> (and the December) PTO meeting, and spoke on the different types of learning styles.
- ! Box tops contest ended on Oct. 25th and we have a great participation from all classes. The final count was just over \$850.
- ! Halloweenfest was on Oct. 28th and was an unfortunately rainy day. We had a great participation from AmeriCorps volunteers (10 came) who helped with set up, running our game and clean up. We also had a generous donation from Misty O'Dell to pay for the Hay. Overall, we spent around \$350, and only made \$47. This should have been a good fundraiser, but we had a good group of volunteers with students and parents helping, and everyone had a good time.
- ! T-shirts were ordered for this event, but with no dates so that they can be reused. Maybe for Fall Festival next year.

**Upcoming Events**

- ! Fall Cookie dough fundraiser pick up will be around the week of Nov. 15th, we are still confirming the delivery
- ! Nov. 9th is the K-2 music concert from 12-1, PTO will provide some refreshments after the concert.
- ! Middle School committee is working on new dates for a bowling social after school. The previous date was conflicting with basketball schedule. It will probably be moved to December.

**Director report: Ted Duncan****Good News:**

- ! We had three 5th graders from Ms. Reiskind's receive recognition for the Transylvania County Soil and Water Conservation Poster Contest: Brewer Nitcher and Addison Shober (tie for 3rd place) and Matthew Blomquist (honorable mention).
- ! Heather Corn was recognized at the State EC Conference as an Educator of Excellence.

**Enrollment:**

Grade Level	Active Enrollment	Class Sizes	Waitlist/Applications
Kindergarten	51	25/26	
1st Grade	44	19/23	2
2nd Grade	48	24/24	
3rd Grade	42	24/18	
4th Grade	50	24/25	3

Grade Level	Active Enrollment	Class Sizes	Waitlist/Applications
5th Grade	46	21/22	
6th Grade	36	19/17	
7th Grade	29	14/15	
8th Grade	24	10/14	
<b>Total</b>	<b>370</b>		

Withdrawals since November 1, 2017 11  
 Confirmed 2017-2018 ADM 381  
 Current ADA 370

Mr. Duncan said that we added a 2<sup>nd</sup> grader and a 1<sup>st</sup> grader.

**Climate and Culture**

	Student Attendance	Staff Attendance	Discipline Referrals	Paw Praises Earned
<b>October Averages and Totals</b>	95% present 95% on time	95%	30	117
<b>September Averages and Totals</b>	94% present av. 95% on time av.	94% av.	18 total	144
<b>August Averages and Totals</b>	98% present	97% present	16 total	68 total

**Suspension Report**

Month	In School Suspensions # students/# of days	Out of School Suspensions # students/# of days
November	4/4	0/0

**Notable Student Experiences:**

- ! Spirit Week was held the last week of November.
- ! 2nd Grade will hold Westward Expansion Day on December 18.

**Academics:**

- ! The school was recognized for having made expected academic growth during last year's EOGs.
- ! Progress reports went home on December 4.

Compass Learning:

Ave. Score	10/30-11/5	11/6-11/12	11/13-11/19	11/20-11/26	11/27-12/3
<b>Grade K</b>	82	86	84	85	80
<b>Grade 1</b>	82	86	80	83	87
<b>Grade 2</b>	80	85	83	81	78
<b>Grade 3</b>	79	75	77	81	75
<b>Grade 4</b>	75	78	78	85	75
<b>Grade 5</b>	78	78	72	75	81
<b>Grade 6</b>	87	77	79	81	70

<b>Grade 7</b>	78	81	87	87	87
<b>Grade 8</b>	74	73	85	93	70

**Moby Max Math Interventions:**

	<b>K</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>
Beginn g Proficien cy	0.7	1.45	2.2	2.65	3.65	3.7	5.2	4.2	4.6
Current Proficien cy	0.7	1.45	2.25	2.85	3.95	3.8	5.5	4.6	5

**Teacher Development:**

Professional Development

Beth Burney attended the Gifted Conference at the beginning of November.

We are offering the following PD refreshers over the next few weeks:

- ! Rigor and Engagement--Jan. 2nd
- ! Utilizing Your Website--Jan. 2nd
- ! Principal Readiness--November 30--Kimberly Best
- ! EC Director Meeting--December 6--Heather Corn

Lisa Malaquin-Prey continues to do walkthroughs on all teachers. She will complete walkthrough documentation on all teaching staff by the end of January. All this documentation is shared with me.

Coty requested that the Development Committee be given a calendar of all planned Profession Development so that the committee can take a look and see where help might be given.

Personnel

- ! We are currently collecting applications for substitutes and bus drivers.

**Community and Family Engagement:**

## Athletics

- ! Basketball is in full swing. Basketball events continue to be well attended.
- ! Girls on the Run concluded December 5.

## Fine Arts and Presentations

- ! Our 5-8 grade winter concert will be held on December 14

## After-School

- ! After this week's deposit we are at \$13,122.
- ! Regular attendees are averaging between 20 and 25 students. It is slowing down over the holiday season. We typically see a drop off after the winter break.

**Briefings:**

## Transportation

Possibly new tires will be needed – Nick said he has a friend in Etowah that owns a tire store. He will give the name to Ted to do some pricing research.

In order to qualify for the transportation grant mentioned earlier, we have to have 50% of our students qualify for free or reduced lunch. It has to be filed by November 21<sup>st</sup>. Right now, 43.7% of our families qualify. However, we have 77 who have not returned forms.

## Safety

We have completed our fall lockdown drill.

**Compliance Reports:**

- ! Renewal Process--Our recommendation will be presented to the State Board of Ed. in January. Once a decision is made, we will be informed. This could possibly be as late as March.
- ! Title 1 Numbers--There have been recent changes to the way that Title 1 numbers are calculated. Less than 50% of our families qualify for services. Title 1 numbers are no longer self reported. I will update you as I learn more about the changes.

**Team CFA report:**

None

**Committee reports:***Facilities: Lee Burgess*

- ! To Adrienne's delight, Lee Burgess will now be the head of the Facilities Committee. The committee is focusing on items to give to the Development Committee for outdoor items. Things like outdoor classrooms, a pavilion, etc. cannot come out of the operating budget.

*Development: Coty Ferguson*

- ! The committee met in October, and will meet again at the end of this month. The group is gathering a targeted donor list, and a corporate sponsor list. Have talked about getting corporate sponsors to become a sponsor to a class. Ms. Holland mentioned that she would like to take the M.S. AIG students to see the Parthenon replica and the Science Museum in Nashville, TN.



- ! They have looked at a lot of grants – The idea is to do as many as possible (20) in hopes of getting a few.
- ! They are counting on Facilities to do triage on all items needed/requested, and come up with a top 5.

*Long Range Planning and Visioning: Zia McConnell*

- ! The entire Board met on 11/2/17 to discuss the infrastructure needed to handle the growth we have experienced and that we hope to continue. But a tipping point was also discussed. We have to have that balance of what we need for the budget and what is good for our students, school, and staff.
- ! We will be re-evaluating our Strategic Plan to be a more visionary document.

*Board Development, Governance: Julie Gaston*

- ! Julie will be the new head of the Governance Committee.
- ! There are several folders placed in the 1<sup>st</sup> Read folder on the Google drive that have been shared with all of the Board members. Each month the committee will meet and put new policies for review on that drive and there will be hard copies available in the front office.
- ! Adrienne to send these to Kimberly Best, and she has created a Google site to house these.

**Old business:** None

**New business:**

- ! Bylaws:  
The red-lined edits to the bylaws had been sent to all Board members. However, Nick mentioned not all Board members present to vote on them, so this item was tabled until the next meeting.
- ! USDA loan:  
In order to qualify for this loan, with would lock \$5 million of our debt at a rate of 3.5% for 30 years (there is nothing this low in the regular banking world), we must do a feasibility study. This study requires a 5 year to projection and an Environmental Phase I to be completed. The feasibility study will cost ~ \$15K.  
  
We had to do a Phase I as part of our purchase, so we can get a reduced price to have this additional one completed. Brooks Engineering did the first study for us and so is willing to do this one for a reduced cost of about \$1500.  
  
We could go for a 35 year loan, but if we do a 30 year, we will save \$576K in interest over the life of the loan for about an additional payment of \$2K a month.  
  
Lake Lure got one of these loans.  
  
**Motion:** A motion was made by Nick to approve \$1500 for Brooks Engineering to do the Phase I Environmental study needed as part of the feasibility study needed for the USDA loan. Ashleigh seconded. Unanimous vote - **Motion carried.**  
  
**Motion:** A motion was made by Nick to approve \$15K for the Phase 1 environmental study with Brook Engineering in order to apply for the USDA Loan. Coty seconded. Unanimous vote - **Motion carried.**
- ! Grievance Committee:

Jim Bishop has agreed to be the chair of this committee.

**Motion:** A motion was made by Nick to approve Jim Bishop (Team-CFA rep) as the chair of the Grievance Committee. Coty seconded. Unanimous vote - **Motion carried.**

! Sharp copier contract:

**Motion:** A motion was made by Zia to approve continuing our current contract with Sharp for our copier service (\$1487.57). Nick seconded. Unanimous vote - **Motion carried.**

Ted told us that we would receive a free Aquos rolling board with the renewal of this contract.

! AmeriCorps:

We have received news that we will have an AmeriCorps member that could come to us in January, for \$3500.

**Motion:** A motion was made by Nick to approve \$3500 to hire an AmeriCorps worker. Nick seconded. Unanimous vote - **Motion carried.**

! Mountain Roots Summer Program:

Mountain Roots is asking to rent our building and grounds again this summer. They would like to have 4 weeks in July (starting around July 9<sup>th</sup>). They may use not only the outdoors and the gym, but some Middle School classrooms as well. We collect 10% of their fees and it is a good fit because we are education partners throughout the school year.

**Motion:** A motion was made by Nick to approve Mountain Roots' Program on our campus this summer (4 weeks). Zia seconded. Unanimous vote - **Motion carried.**

! Spring musical:

Mr. Duncan requested approval for \$3000 to put on the spring musical.

**Motion:** A motion was made by Nick to approve \$3000 to put on the spring musical. Ashleigh seconded. Unanimous vote - **Motion carried.**

! Waxing floors:

Mr. Duncan requested that \$1500 be put toward waxing the school floors. This money is in the budget under building maintenance.

**Motion:** A motion was made by Zia to approve \$1500 for the waxing of the school floors. Nick seconded. Unanimous vote - **Motion carried.**

! School Improvement Plan:

Part of the Title I funding is the requirement of a written School Improvement Plan involving community and staff. Such a plan was presented to the Board.

**Motion:** A motion was made by Nick to approve the School Improvement Plan as presented by Mr. Duncan. Coty seconded. Unanimous vote - **Motion carried.**

**! White Squirrel Radio Contract:**

Mr. Duncan requested approval for the renewal of the contract with White Squirrel Radio for our monthly spot on the radio.

**Motion:** A motion was made by Nick to approve the renewal of our contract with White Squirrel Radio for \$1642.00. Lee seconded.

**Discussion:**

Coty asked if this was really the best use of our advertising dollars and asked why we should continue it. Ted said it is a convenient way to keep our name in a positive light in the news.

The time spot is the middle of the day on Thursdays. And it goes out with the weather 3 times. If we leave the contract, and then decide to go back on, the price would double.

Per Coty: If we are looking to attract Henderson County residents, this doesn't work. The Marketing Committee might need to be a part of this discussion next year.

How much are mailers? Ted said that mailers are ~ \$2200.00. We sent out 2 last year, and hope to send out 3 this year.

**Vote:** 4 – Ayes; 1 - Nay

**Next Meeting:**

The next regular Board meeting will take place on Wednesday, December 13<sup>th</sup> at 5:00 p.m. in the gymnasium at BA-CFA.

**Adjourn:**

**Motion:** Nick made a motion to adjourn. Ashleigh seconded. Meeting adjourned at 7:31 p.m.