

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

Chair: Adrienne Casteen

Vice Chair: Nick Iosue

Secretary: Zia McConnell

Members present: Lee Burgess, Coty Ferguson, Jim Bishop, Julie Gaston

Guests: C. Briggs Petway, Jr. from Petway, Mills & Pearson Auditing firm

The meeting of the Brevard Academy Board of Directors was called to order by the Chair at 5:01 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 audit report before the approval of meeting minutes; add the accounting contract to the Closed Session; change the date of the January meeting to the 10th, and change the request for the staff party from \$1200 to \$1000. Lee seconded. Unanimous vote -- **Motion carried.**

Audit report: C. Briggs Petway, Jr.

Mr. Petway gave an overview of the audit report he presented, saying that what they do as auditors is check our samples of our transactions, not all of what we do. That said, what they reviewed was all good. There were testing our internal controls and authorized transactions processes. The audit company spent way more time with Acadia than with the school going over literally hundreds of hours worth of details and transactions.

We are stewards of the state's money, and as such we are required to have an audit for financial statement compliance. We are responsible for documenting all of our transactions and providing a paper trail for those transactions.

The one finding was a phrase in all of our vending contracts – there are particular words that the state requires that show there can be no indebtedness to the state in each and every vendor contract.

Petway, Mills & Pearson is the oldest auditor of charters schools in North Carolina, and have the highest number of charter schools as clients. ON page 6 is their audit opinion statement giving us a clean qualified audit. Page 8 has a statement from Acadia regarding the audit as well.

An area to note is that North Carolina jacked up the pension liability this year. NC is the only state that represents the tremendous pension liability that exists. BA-CFA is on the hook for all or our employees' pensions after they leave and if the school folds. Just as a matter of interest, NC is ranked 13th in the nation in how it runs it finance requirements.

It cost us \$3,094,687 to run our school for this past year – there was 2.9 million in funding sources, so there was a deficit fund balance of \$174,674. Nick pointed out that part of the reason there is a deficit is because last year was our first year after purchasing and building the school.

Mr. Petway said, we want to be sure and not run past our student cap, and we want to not (obviously) have a deficit every year.

Ted Duncan asked the question, if a person retires, are we responsible for all of their years of service? Mr. Petway answered with a no; only the years spent at our school.

A hard copy of the audit will be available in the front office.

Approval of Minutes:

Motion: A motion was made by Nick to approve the minutes from the following: the special meeting held on 10/17/17, the regular 11/8/17 meeting minutes, and the special meeting minutes from 11/13/17 with edits as noted. Julie seconded. Unanimous vote --

Motion carried.

Teacher report: Ali Lien – Mountain Roots

Ali is the director of Mountain Roots, our outdoor education program. This will be the third year we have used Mountain Roots for outdoor ed classes. The focus of the classes is nature-based learning and science activities. So, students have Environmental Ed once/week every other quarter, and “Teams, Leadership, and Character” or TLC, also as part of the classes. TLC focuses on service learning and projects.

This year, 7th & 8th grade students had Mountain Roots classes 2 days a week for one quarter. They Learned outdoor living skills (building a fire, what to do if lost in the woods, leave no trace) and took a field trip where they used these skills.

Kristen Wellborn spoke also about her portion of the program called Design for Change. This is project-based learning where the students identify community needs, and design and create projects to address those needs.

Kristen has helped start spring and fall gardens, and a compost project with compost lessons, which will be used to “feed” the gardens. The students will also be working on creating trails on the campus and they have already designed and are using an outdoor classroom (stump circle.) In the future, they will be using the creek on the back part of the property and doing Citizen Science where they will explore the health of the water in the creek.

All 7th & 8th graders will go through some intensive times in Outdoor Ed, and Kristen hopes to maybe tie this science in with some work being done on the Davidson River.

Mountain Roots operates its summer program on our campus as well, and plans to have summer garden projects that might also benefit the school. It is a good partnership.

Opportunity for public comment:

Sophia Ferguson, a student in fifth grade, spoke to the Board and asked why students were not allowed to use chap-stick in class without a doctor’s note. Members of the Board praised Sophia for coming to the Board meeting to present this issue, and Mr. Duncan assured that the Operational Team will review the policy and get back to her.

PTO: Aimee Bush, President

Financials: 10/31/17 – 11/30/17

Statement opening balance Checking	\$9,728.76
Statement opening balance Savings	\$1000.17
Total Monthly Revenue	\$1,792.21
Total Monthly Operating Expenses	\$4,044.17
Account Balance after activity - Checking	\$7,476.83
Account Balance after activity - Savings	\$1000.17

- ! The PTO made \$4,000 profit on the cookie dough fundraiser. This money will be used for class field trips. Right now Ms. Reeves (EC) has put in for a class trip, and this is a first for that class.
- ! We were supposed to receive a check from Zaxby's last week, but they have a quick turnaround, and if the check isn't picked up within a day or two, they have to shred it, and reissue. So we will be coordinating with them to pick up the check we are owed.

Events:

- ! The middle school bowling night had to be rescheduled due to snow – this was the second time of rescheduling, so the money was given back to parents, and there will be some other event held in the future.
- ! The monthly PTO meeting was on Nov. 13th, just before the Bridge to Well-being talk. Only a few parents were on the phone and in the room. We are considering other ideas for Spring events, and fundraising, like other schools.
- ! Nov. 21st: the first Moms night out at Ecusta Brewing was held. We had a group of about 7 moms attend. Everyone agreed that it would be a good thing to do on a regular basis to get out and meet other BA-CFA moms!

Upcoming:

- ! December 11-13th is the Holiday Shoppe for students to purchase gifts. Consignment sale will be on Monday night with the PTO event. We will get 10% of all sales for the Holiday Shoppe.
- ! We partnered with Mr. Duncan to have speaker at BA on Dec. 11th during the consignment sale. The speaker is Russell Frelinghuysen, who is a mental health professional, and researcher with CReATE (Center for Research, Assessment and Treatment Efficacy). He is focusing his talk on Technology and reclaiming Family Spaces. It will focus on safe use of technology, building trust and setting boundaries with kids, and finding time for family activities while putting down devices.
- ! Nothing currently planned for January, other than food and Golden Leaf award for the monthly staff meeting.

Financial report: Nick Iosue

We have received pre-approval for the USDA loan. It is about a 6-week process for the loan. Adrienne mentioned that Nick has spent countless hours working on this for BA-CFA. The feasibility study is due back on 1/31/18.

As part of this loan process, an environmental study is being done, and we need to have an architectural firm check our internal ramp for its steepness to make sure we comply with ADA standards. This ramp is where the original part of the building was “joined” to the new section.

Budget Amendments requested:

Revenue:	Request to	Amount	Comments
a . Athletics	Increase	1250.00	
b . Backpack Program	Increase	1000.00	
c . Beta Club	Increase	500.00	
d . Fine Arts	Increase	3500.00	
e . After School Care	Increase	3000.00	
Total adjustments in Revenue		9,250.00	
Expense:	Request to	Amount	Comments
a . Line 3 – Booster Club Expense	Increase	300.00	
b . Line 3 – Travel Band	Increase	1500.00	
c . Line 10 – Storage Rent	Increase	1350.00	
d . Line 11 Building Repairs & Maintenance	Increase	2500.00	
e . Line 13 – Food Purchases – backpack program	Increase	2000.00	
Total adjustments in Expense		7,350.00	
Total Overall budget adjustments		1,900.00	
Current surplus		195,593.97	
Budget surplus/Deficit will be		197,493.97	After proposed budget amendments

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

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

Director report: Ted Duncan

Good News:

- ! The State Report Card site is live with the grades of all of the schools in North Carolina. Our school report card information is posted to our website. BA-CFA is the only Middle School in the county with a “B” rating! Coty asked what it would take to become an “A” school – Ted said improve our Math scores, which the staff is diligently working on.
- ! Student growth is now part of the Director’s report.
- ! We are hoping in the future to have a virtual tour of our classrooms for parents using Q-codes.

Enrollment:

Grade Level	Active Enrollment	Class Sizes	Waitlist/Applications
Kindergarten	51	25/26	
1st Grade	44	19/23	
2nd Grade	48	24/24	
3rd Grade	42	24/18	
4th Grade	50	24/25	
5th Grade	46	21/22	
6th Grade	36	19/17	
7th Grade	29	14/15	
8th Grade	24	10/14	
Total	370		

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

Climate and Culture

	Student Attendance	Staff Attendance	Discipline Referrals	Paw Praises Earned
October Averages and Totals	95% present 95% on time	95%	30	117
September Averages and Totals	94% present av. 95% on time av.	94% av.	18 total	144
August Averages and Totals	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.
- ! There will be a Middle School parent night on December 5th to discuss all of the options available to our Middle Schoolers.

Compass Learning:

Ave.Score	10/30-11/5	11/6-11/12	11/13-11/19	11/20-11/26	11/27-12/3
Grade K	82	86	84	85	80
Grade 1	82	86	80	83	87
Grade 2	80	85	83	81	78
Grade 3	79	75	77	81	75
Grade 4	75	78	78	85	75
Grade 5	78	78	72	75	81
Grade 6	87	77	79	81	70
Grade 7	78	81	87	87	87
Grade 8	74	73	85	93	70

Moby Max Math Interventions:

	K	1st	2nd	3rd	4th	5th	6th	7th	8th
Beginning Proficiency	0.7	1.45	2.2	2.65	3.65	3.7	5.2	4.2	4.6
Current Proficiency	0.7	1.45	2.25	2.85	3.95	3.8	5.5	4.6	5

Teacher Development:

Professional Development

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

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

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.

Personnel

- ! We are looking for a dance teacher to teach all forms of dance, 10:30 a.m. – 11:30 a.m. on Fridays for Middle School.
- ! 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 tomorrow, 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**

We do not qualify for the transportation grant, because we do not have 50% of our families within the income range needed for this grant. It used to be that you could “self-report” this information, but now the state looks to see who is using the community resources, and adds a multiplier factor to calculate the percentage of families within the limits.

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**

- ! Facilities committee met and is prioritizing a list of projects for the Development Committee.
- ! It has been noted that keeping up with the general cleaning of the school is a problem, so the committee is looking at outsourcing to a third party. One company came back with a bid that is one quarter of what all the other companies are charging. The committee recommends that we do a one month trial to see if continuing in a contract for this service with this company is a good idea. ****Add to New business****

Public Outreach & Development: Coty Ferguson

- ! Committee is compiling a donor list to hopefully have ready in January. The committee is also deciding how that list will be maintained and updated.
- ! Researching grants available – Want to attach 3-5 grants to each priority item from Facilities. The time to write these grants may pose a problem...Coty has a partner that may be interested in doing this work. We will put it on the January agenda item list. We need to decide how to compensate someone for their time to do this. Typically, a grant-writer only gets paid if the school receives the grant. A pre-determined percentage is paid out upon being awarded the grant.
- ! The committee met and discussed the Mardi Gras Event at Jaime's, and it is a "go." Need to find someone to run the Silent Auction. Ted will put it out in an Alert Now to see if someone is interested in doing that. Mardi Gras is February 13th.
- ! Coty noted that we need to create a Marketing Committee.

Long Range Planning and Visioning: Zia McConnell

- ! No report

Board Development, Governance: Julie Gaston

- ! We will leave the current 1st Read documents in the folder for Board review, and vote on these at the January meeting.

Old business:

- ! Bylaws:

The red-lined edits to the bylaws were sent to all Board members, and reviewed.

Motion: A motion was made by Nick to approve the redlined version of the bylaws so that they can be sent to the State Board for approval. Coty seconded. Unanimous vote --

Motion carried.

Zia will email these to Shaunda Cooper.

New business:

- ! Challenge Foundation Properties (CFP) contract:

Nick received the amended copy of the contract for the property from Tracy Banker, the CFP lawyer with the edits we suggested. The contract was mailed to all Board members. Coty asked if exhibit A was included this time – Nick said it was not, but it will only matter because the only exhibit that will matter is the one the lawyer presents at the closing.

Motion: A motion was made by Nick to approve the amended CFP contract for the purchase of the school property and building. Lee seconded. Unanimous vote -

Motion carried.

- ! Exterior sign:

We had understood that the cost of this sign as designed would be in our purchase price of our school building and property. Due to changes from DOT in the distance the sign must be from the road, the full amount is not covered. It will cost \$10K to light the sign in its current position, because all new wiring will have to be installed. The Facilities Committee is exploring alternative power options (possible solar) to see what might be more cost effective.

Motion: A motion was made by Coty to not power the sign at this time, but to let the Facilities Committee brainstorm solutions and present them to the board.
Nick seconded. Unanimous vote - **Motion carried.**

! HVAC contract:

Nick researched options for our HVAC maintenance last year, and Horizon Company offered the best option.

Motion: A motion was made by Nick to approve entering into a contract with Horizon for our HVAC repair and maintenance. Coty seconded. Unanimous vote - **Motion carried.**

! Generator contract:

It was suggested by Nick that we table this item until we speak to Horizon, because they may be able to get us a quote that includes a generator with the HVAC contract.

! CleanNet:

This is the custodial company (out of Charlotte) that gave us a quote on cleaning the school for one month. They will not only do the hallways, but also the classrooms, which has been an issue because the teachers are currently having to do this work themselves.

Motion: A motion was made by Nick to approve a one month trial period for the custodial company CleanNet to clean the school. The money will be taken out of expense line 11 of the budget. Lee seconded. Unanimous vote - **Motion carried.**

! Postcard mailing:

Mr. Duncan requested \$3K for postcard mailing costs to come out of our Advertising (line 8) budget. Team CFA does zip-code targeted mailing for these postcards.

Motion: A motion was made by Nick to approve \$3000 for advertising postcards to be mailed to targeted zip-codes. Coty seconded. Unanimous vote - **Motion carried.**

! Newspaper advertising:

Mr. Duncan requested that \$1500 be used for ads in the Transylvania Times for enrollment purposes. This money is in the budget under building maintenance.

Motion: A motion was made by Nick to approve \$1500 for ads in the T-times. Nick seconded.

Discussion: Coty is adamantly opposed to this type of advertising because it is not trackable. There is no way to be sure that using advertising money in this way is an effective means of getting students. We do not know if we are reaching the right audience. If we are targeting students from Henderson County, this will not be very effective.

Lee asked if we could ask new parents as they enroll how they hear about BA-CFA...this might help us determine where we advertise in the future.

Vote: 4 Ayes; 1 Nay.

! Annual Staff holiday luncheon:

Mr. Duncan requested \$1000 for the December staff luncheon to be held December 19th at Quixote's.

Motion: A motion was made by Nick to approve \$1000 for the staff luncheon. Coty seconded. Unanimous vote - **Motion carried.**

Next Meeting:

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

The Board took a short break - 6:22 p.m.

Closed Session: Personnel

Motion: Nick 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 and contracts. Lee seconded. Unanimous vote -- Motion carried. The Board entered into Closed Session at 6:32 p.m.

Motion: Nick made a motion to come out of Closed Session. Lee seconded. Vote was unanimous. **Motion carried.** Time: 6:58 p.m.

Actions:

Motion: Nick made a motion to approve the adjustment to Nonnie Cullipher's salary as discussed. Lee seconded. She can decide if it will be lump or installments. Unanimous vote - **Motion carried.**

Motion: Nick made a motion to approve entering into a year-long contract with Team CFA to do our financial/accounting reports. Lee seconded. We will need to have a contract in writing listing out costs and the time frame. Unanimous vote - **Motion carried.**

Motion: Nick made a motion to approve using JK Enterprises for landscape maintenance. Coty seconded. Unanimous vote - **Motion carried.**

Adjourn:

Motion: Nick made a motion to adjourn. Jim seconded. Meeting adjourned at 7:01 p.m.