

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

Board of Directors Regular Meeting

December 14, 2016, 5:00 p.m.

Brevard Academy Campus

Chair: Nick Iosue

Secretary: Ashleigh Dalton

Members present: Nick Iosue, Adrienne Casteen, Ashleigh Dalton, Warren Alston, Jim Bishop.

Administration present: Ted Duncan

The regular 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 was led by Lee Burgess, Rhea Drew, Graham Rainey, Daniel Burkett

Approval of Agenda:

Motion: A motion was made by Adrienne to approve the agenda with notes changes. Jim seconded. Unanimous vote -- **Motion carried.**

Consideration and approval of minutes:

Motion: A motion was made by Ashleigh to approve November meeting minutes with noted changes from Zia. Adrienne seconded. Unanimous vote -- **Motion carried.**

Teachers' Report

Mrs. Farmer and the second grade students spoke about measurements and performed an activity to measure the feet of the board members, then determine the measurement in inches and in centimeters.

Public Comment: Charlotte Shackelford-Thank you to Ted for doing such a good job. Charlotte said she speaks on behalf for many parents.

Audit report: *Joseph O'Brien*

- Unmodified audit report-nothing to report
- Management letter-Concussion awareness act which is for all students middle school and older. Since the audit, all these documents are in place.
- No debt through this last summer.
- State pension liability-state says to put into report.
- Warren asked about FDIC accounts on page 30 of the report. To add to agenda to talk about under new business.

Motion: A motion was made by Warren to add to new business FDIC to the agenda. Ashleigh seconded. Unanimous vote—**Motion carried.**

PTO Report:

Finances

- ! See attached budget update(provided in a handout)

Past Events

- ! PTO Meetings
 - ! The meetings continue to be well attended each month. Additionally, many committees meet separately each month to plan on-going events.
 - ! Next meeting January 9
- ! Fall Family Night & Uniform Consignment Sale
 - ! PTO hosted this event and we had roughly 320 people in attendance and was a huge success!!
 - ! The school really needs to order chairs/tables (and a shed to store them) for future school events due to the cost of renting. (43 tables to fill the gym-seats up to 8 people)
- ! Otis Spunkmeyer Cookie Dough
 - ! Fundraiser was a success and orders were picked up last week (Dec. 7th)
- ! Middle School Events
 - ! Bowling- 26 students attended and event was supervised by PTO
 - ! Oskar Blues Parents Night- lower attendance (roughly 10 people), but will receive 10% of all sales from evening. Also, made a profit from 50/50 raffle.
- ! Twilight Tour Elf Workshop
 - ! Well attended and great community event!
- ! Pizza Mondays
 - ! These continue to go smoothly, and we recently sent out a new Sign Up Genius with available volunteer slots beginning in January.
- ! On-going Committees Updates
 - ! **Staff Appreciation**
 - ⌚ Provided hot chocolate bar and cookies for December staff meeting
 - ⌚ Awarded the first Golden Leaf Award (yay, Crystal Holland!)
 - ⌚ Next winner will be announced at January staff meeting
 - ! **Middle School**
 - ⌚ Monthly social events planned throughout school year
 - ⌚ **January**
 - ⌚ January 13, 6pm-8:30pm
 - ⌚ Winter Social: Hot dog dinner, popcorn and a movie in the gymnasium
 - ! **February**
 - ⌚ Random Acts of Kindness Service Project
 - ⌚ Students will choose various ways to show kindness and spread good deeds throughout the community on a Saturday (exact date awaiting approval).
 - ! **March**
 - ! Spring Dance- Friday, March 10th 6-8pm (half day of school/parent teacher conferences)
 - ! **April/May**

! We plan to hold an event during this time period, but will wait to confirm details of school events before setting date.

! Mission & Vision Statement

⌚ The existing by-laws and mission statement were discussed, revised and updated. See attached for changes. (Handout in packet)

Current Needs

Final Approval of Promotional Items (with allotted \$1200 budget)

Zia McConnell arrived to the meeting. Time: 5:31p.m

Financial update: *Warren Alston*

No amendments this month. Amendments next month at January meeting. Warren stated that he would call Leigh tomorrow to find out more about the type of accounts that will be needed and the amount in each account in order to have FDIC coverage.

Director report: *Ted Duncan*

Teacher Spotlight--2nd Grade Math

I have submitted the first step in our charter renewal. The first step is the charter self-study.

Enrollment

Grade	Current Enrollment	Possible Seats
K	37	
1	41	
2	34	
3	40	
4	46	
5	35	
6	37	
7	27	
8	24	
Total	321	

We are no longer accepting new students for the 2016-2017 school year.

We submitted are EC count. We have 32 students receiving special education (9%).

We completed our Economically Disadvantaged Count. Of our current 321 students, 147 reported they fall into one of the two categories for economically disadvantaged. This is roughly 46% of our students. We will begin the process to pursue Title 1 funding.

I have set the dates for Enrollment for the 2016-2017 School Year.

- ! January 2, 2017--Send home intent forms for current families.
- ! January 16, 2017-March 17, 2017--Open enrollment
- ! March 20, 2017--Hold Lottery if needed.

I have submitted the self-study for the charter renewal.

Advertising

White Squirrel Radio--I completed the interview on 12/1 and focused on our curriculum.

I am requesting \$3000 for advertising to send out postcards to all families with prospective students K-8. These will let families know that we are holding public Open Houses every Thursday. Postcards will be sent to

	Zip Code	List Count	
Brevard, NC	28712	788	
Etowah, NC	28729	181	
Hendersonville, NC	28739	1,041	
Horse Shoe, NC	28742	158	
Mills River, NC	28759	418	
Penrose, NC	28766	74	
Pisgah Forest, NC	2768	331	
TOTAL		2991	

Target Audience includes households with children age 4 - 13

Fundraising

Nothing to report at this time.

Academics

Our CKLA nights have been set:

- ! January 19--Second and Third Grade Core Knowledge Night
- ! February 16--Middle School Core Knowledge Night
- ! March 23--4th and 5th grade Core Knowledge Night
- ! April 11--First and Kindergarten Core Knowledge Night

We recognized over 120 students for AB Honor Roll and over 40 students for A Honor Roll. We also instituted Bulldog Honor Roll. We recognized 16 students for showing exceptional growth.

As of 12.6.16, Brevard Academy students have completed 51,572 lines of code! I am so proud of their progress and willingness to complete the many tough assignments placed before them.

Lisa Malaquin-Prey has worked with all teachers to understand the gaps between Singapore Math and Common Core State Standards. She is also looking at how to support students who have transferred into the school from a traditional school to Brevard Academy and how to support them.

The math team is beginning to compile a list of Power Standards and Skills for both individual grade levels and a whole school. The team is going to begin building a list of non-negotiables for math practice at Brevard Academy.

Progress Reports will have gone out to all families.

Compass Learning

Refresher for teachers lead by Lisa Malaquin-Prey. She shared math intervention tabs and how to create differentiated math skills for learners at any grade level. Compass should be used as an intervention to remediate or accelerate learning. She also showed teachers how this is something that students should use to practice and reinforce skills but not teach new concepts. We are working to become more focused compass time.

Students are showing growth in Compass learning. I have provided a copy of the Compass report here for your [review](#).

Facility

We will have a vending machine in the workroom beginning in January. There is no cost to the school.

We are working to establish a partnership with Land of Sky to get more custodial help.

The floor machine is in. Tim Prey has let me know that the hallways are being cleaned several times a week. He is cleaning classroom floors with the machine as he is able. The gym floor is being cleaned at least 1/week and after events.

Personnel

Evaluations on all but 3 teachers have been completed.

Evaluations on all non-teaching staff have begun. Self-Evaluations will be completed before the December break. All administrative evaluations will be completed by the end of January. I need to create a bus driver evaluation instrument.

We have partnered with Americorps to bring on Heather Reddick as our AmeriCorp assistant in the middle school.

We have completed the necessary paperwork to partner with the Senior Community Services Employment Program.

Interviews for our 3rd grade teaching position are underway.

Transportation

The buses have all been winterized.

After-School

Letter on rate increases has gone out. Rate increases will take effect in February.

Safety

We need to begin considering signage for campus use after hours.

We have posted our annual asbestos notification letter online as required by EPA. Our management plan is available for review in the office.

Athletics

Our basketball season is well underway. We have had good attendance for our games.

Field Trips

NA

Community

We hosted an informational booth at the Twilight Tour.

We continue to have representation at Transylvania County's Early Childhood Initiative Meetings.

I suggest that we join the NC Alliance for Charter Schools. The fee is Brevard - \$1,130.50.

We will hold a vision screening in early January for the entire school.

We will give the substance abuse survey to middle school in early January. This is a survey that all TCS middle school students participate in each year. We participated in it last year. A parent letter will be sent home beforehand. This is put on by the TC CARE Coalition.

Policies

Educational Leave--Saved for later date.

Items for Approval

Alliance of Charter Schools Funding Request
\$3000 for postcard advertising.

Team CFA Report: *Jim Bishop*

- Team CFA is moving into SC
- National conference-no board members. Only teachers, directors and assistant directors.
- Davidson and other counties are continuing to grow.

-Dates for national conference June 28-July 2, 2017

Committee Reports:

Facilities: Adrienne Casteen

! Nothing to report

Grants: Adrienne Casteen for Amy Knight

! Awarded \$1,000.00 by Walmart for microscopes for 4th grade class.

Fund development/Marketing & Outreach: Ashleigh Dalton

! Meeting in January. Launching January-March a fundraising initiative. Still finalizing what that will look like.

Long Range Planning and Visioning: Zia McConnell

! All goals need to tie back to vision. Capital campaign- a percentage needed for us to secure our own financing from CF Properties. Early January Zia and Nick to discuss.

Board Development, Policies and Procedures:

! Nick stated that he has shifted other volunteer duties and he plans to stay on the board at Brevard Academy until the end of the school year.

Old Business:

Uniforms-Zia stated that she has been in contact with Lands End about options for jackets for BA. Ted reminded us all that any jacket can be worn at school, if the jacket is worn inside that classroom, it needs to be a BA jacket.

Ted-add onto the directors report- Kimberly Best has accepted the Dean of Student Services job and will no longer be a 3rd grade teacher at BA. Therefore, BA is actively interviewing for the new 3rd grade teacher opening.

Park Opportunity-Zia stated that she is still in contact with Coty Ferguson about the Park opportunity and is waiting to hear from him on when to write a letter and to whom the letter should be written.

Motion: A motion was made by Adrienne to approve Zia as the new secretary starting January 2017. Jim seconded. Unanimous vote—**Motion carried.**

New Business:

Motion: A motion was made by Warren to request to add to the agenda 1. Funding for postcards-\$3,000.00, 2. Joining the NC alliance for charter schools. Ashleigh seconded. Unanimous vote. **Motion carried.**

Motion: A motion was made by Warren for the Board to give the authority to the treasurer in consultation with the chairman to ensure that we have no accounts with

Brevard Academy funds that would be of excess of \$250,000.00. Zia seconded. Unanimous vote—**Motion carried.**

Discussion: Zia asked if multiple accounts, who will monitor the accounts? Warren stated Acadia.

Motion: A motion was made by Warren for BA-CFA to join the NC alliance of Charter Schools January 2017. Zia seconded. Unanimous vote-**motion was carried.**

Motion: A motion was made by Warren to allocate money for a postcard campaign. Adrienne seconded. Unanimous vote. **Motion was carried.**

Board/Parent Forum: December 19 at 5:30p.m. In the gym. Informal. Gregg Sindors from Team CFA may also be at the forum.

Next Meeting:

The next meeting will take place on January 11th, 2017 at 5:00 p.m. at the Brevard Academy Campus.

Closed Session: Motion: Warren 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. Adrienne seconded.

Motion carried. The Board entered into Closed Session at 6:14 p.m.

Motion: A motion was made by Adrienne to use JKE Int. for snow removal with note to find out positioning of priority during times of need. Warren seconded. Unanimous vote—**Motion was carried.**

Motion: A motion was made by Zia for Ted to notify Mountain Roots to use our facility for summer program with noted parameters. Adrienne seconded. Unanimous vote—**Motion was carried.**

Motion: A motion was made by Adrienne to approve salary discussed in closed session for Dean of Student Services. Warren seconded. Unanimous vote. **Motion was carried.**

Adjourn:

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

Motion carried. Meeting adjourned at 6:58 p.m.