

## BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

## Board of Directors Regular Meeting

December 15, 2014, 6:30 p.m.

BA-CFA Conference Room

Chair: Warren Alston

Secretary: Zia McConnell

Members present: Stewart Marshall (via phone), Laura Thomas, Frank Prince

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 6:30 p.m. A quorum was present. (Nick Iosue was ill.)

The Chair welcomed everyone, and the Pledge of Allegiance was led by BA-CFA student.

Warren presented Frank Prince with a plaque thanking him for all of his work on the Board of BA-CFA. This meeting will be Frank's last meeting as a Board member, but he hopes to continue to be involved through work on committees.

**Approval of Agenda:**

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

**Consideration and approval of minutes:**

**Motion:** A motion was made by Zia to approve the 11/17/14 regular meeting minutes.  
Frank seconded. Unanimous vote -- **Motion carried.**

**Public Comment:** None**PTO report:** Barbara Grimm reported for the PTO

- Approximately \$4K in cookie dough sales – Two bikes went to the students who sold the most
- The Middle School dance was a big success
- PTO will be hosting a luncheon for the teachers on Thursday
- There are plans for a Valentine's Day dance
- A Spring Fling is being considered

PTO gives the money they raise to support each grade/classroom, and often covers the cost of (or reduces) the cost of field trips

## Teacher report: Camy Stirling

The second and third graders Core Knowledge presentation was presented in Searcy just before the meeting. It was great!

Camy handed out the overall report showing what each class is currently doing. Then the Board heard from Kindergarten teachers Lisa Malaquin-Prey and Katie DeLizza.

- ☒ A big component of Core Knowledge is the element of Listening and Learning. Children up to Middle School ages have stronger listening comprehension than reading comprehension. So reading aloud by the teachers is a big component of the students' learning process.
- ☒ Vocabulary: The Kindergarten teachers stress "magic" words to listen for in their read-alouds. They define those words for the students and use them in a sentence. The words are then underlined in the read-aloud piece. The students are not expected to read words, but recognize that they are a vocabulary word that will be featured. Flip books and projectors are used as tools for the read-alouds.
- ☒ An important element of the teaching of this vocabulary is tying the words they are learning to their own personal understanding. For example, in discussing traditions of the various Native Americans, the students discussed some of their own family traditions. Then they draw pictures of the magic words.
- ☒ The sequence of CK is important to the building of vocabulary and hearing/comprehension. Students hear the word used while learning in a particular domain and by the end of that domain, that word becomes a word they use in their own conversations.
- ☒ Kindergarten incorporates kinetic learning of vocabulary through hands-on experiences such as crafts and flip books. They also use flannel or white boards with visuals to help students with the vocabulary words. Ms. Malaquin-Prey has her words posted with pictures on one of her walls throughout a domain of learning.

All of the Core Knowledge Language Arts teachers' guides are online this year which has been a big help to the teachers.

Ms. DeLizza said how rewarding it was to hear the students during recess playing Lakota-Sioux and Wampanoag Native Americans using the vocabulary they had learned in class!

## Director report: Barbara Grimm

### *Enrollment*

- ☒ According to Acadia North Star, our enrollment number at Labor Day was 241. This is the number with which they project our projected enrollment for next year. We can increase this number by 20%, which would give us a total of 289 students.

### *Recruitment*

- ☒ Week of January 5-9 – Letters of intent will go home to current families
- ☒ January 12- March 15th - Open Enrollment
- ☒ School wide Open House- January 20th and March 27th, if needed
- ☒ Kindergarten Open House - Feb 19th and another in April, if needed

### *Advertising*

Lamar Advertising - 6 billboards will be placed in strategic locations during the months of January and February

Ingles shopping carts – we have signs in Etowah, Mills River and Brevard

### **Academics**

#### *Remediation*

Starting in January, Ms. Wilborn will be working predominately with 5th grade academic support. Ms. Chapman, who has now finished her commitment in 1st grade, will be providing remediation with 2nd - 4th grade students who require additional services. Also, we have identified three students who need more intensive remediation. Because of this, we will be providing an Orton-Gillingham trained teacher to work with those students twice a week.

#### *MAP Testing*

Our Winter Map testing will begin on January 12th.

#### *Music*

Our winter concert on December 10th at the Porter Center was a huge success. The program, directed by Derrick Gardner, included music from every grade level and band offerings from 3rd-8th. The Transylvania Youth Orchestra joined our students, as Brevard Academy has many students who play in both. This was the first performance by our newly formed 7th and 8th grade chorus, which was very well received.

### **Professional Development**

NWEA Conference - Kimberly Best and Nonnie Cullipher attended the NWEA November 20-22 in Charlotte, NC and will be presenting to the staff in January.

Singapore Math: Strategies That Work in Every Classroom - January 13-14, Raleigh NC. Crystal Holland will be attending.

### **Staff Changes**

Kevin Paganetti, EC teacher has resigned effective December 19th to take a position in Rutherford County. Kate Shober, Kindergarten aide, who is also a fully certified Special Education teacher, will be replacing Kevin on January 5th. She is currently shadowing Kevin to be sure she is ready to take over his caseload. We are working to fill the kindergarten assistant position by December 19th.

## **Service and Community**

### *Service Projects*

- ☒ On November 22, members of the Beta Club helped with the Annual Pack the Pantry Food Drive to benefit Sharing House. They also did candy-grams and raised money for P.E. equipment for the younger grades.
- ☒ Brevard Academy has collected over 500 lbs. of food and is donating gently used coats to the Sharing House.
- ☒ Students are bringing in School supplies for Ms. Grimm's upcoming trip to Ethiopia on December 27.

### *Connection to the Community*

White Squirrel Radio Interview will be on January 6th and this month's topic will be on the kindergarten program.

## **Connection to Parents**

### *Principal's newsletter*

The third edition of the "Bulldog Connection" has been posted on the website. This newsletter gives a good look at the life of the school. It should be uploaded on the last day of each month.

### *Parent Lunches*

Friday January 9, will be our second "Food For Thought" luncheon to equip parents to better help their children. The topic will be on Differentiation in the classroom.

### *Volunteer opportunities*

January 26<sup>th</sup>, the school will host a volunteer night. Parents will see what specific opportunities there are for volunteering at BA-CFA.

## **Athletics**

The Bulldogs are having a tough season in Basketball. The boys lost one of their key players, as Josh Wilborn had to undergo surgery on his arm. The scores of both the boys and girls games have been very close, but girls are 4-5 overall, 4-2 for conference games and boys are 2-7 overall, 1-5 in conference games. The players are definitely growing each game.

(The Bullying Policy will be addressed under Old Business.)

## **Financial Report:**

We have a new Acadia North Star representative, and after she sent the finance report to Barbara, the new rep was out of the office, so none of these items could be discussed directly with Acadia North Star.

Three of the seven budget revisions will need to be postponed until we have more information and explanation from Acadia. Barbara will follow up with Acadia North Star and get explanations for these requests.

Listed below are the budget items requested by Acadia North Star:

1.	Revenue-various	Request to add	\$3,000.00	Postpone till January meeting
2.	Revenue-Buncombe County	Request to add	\$1,947.90	
3.	Expense: Line 1 Teacher salaries	Request to add	\$20,000.00	Postpone till January meeting
4.	Expense: Line 1 Teacher Assistant	Request to add	\$22,000.00	Postpone till January meeting
5.	Expense: Line 1 Bonus	Request to reduce	\$4,750.00	
6.	Expense: Line 1 Teacher 016	Request to reduce	\$9,292.02	Summer reading program; only one student participated, so the excess federal money allotted for the program must be sent back to the government. If this grant is available again, BA-CFA will work harder to get parents of students who need this to be involved and sign up.
7.	Expense: Line 3 Student uniform expense	Request to add \$4,208.50		Postpone till January meeting.

The in-house uniform T-shirts and sweatshirts used to be purchased from the Board checking account. Not that that is dissolved, they are purchased by the school. We need to monitor our T-shirt inventory and cost of our inventory. We need to also see how much the shirts cost us versus the price for purchase. Barbara will follow up on this. The reason we decided to go with these shirts in addition to Land’s End uniforms, is cost to parents. It is also really easy to comply with the uniform policy if we have shirts and sweatshirts on-hand at school to purchase.

**Motion:** A motion was made by Frank to approve budget recommendations 2, 5, 6 and 7 as presented and discussed. Zia seconded. Unanimous vote -- **Motion carried.**

**Team CFA report: Laura Thomas**

The “12 best practices” videos are available on the Team CFA Tech website. If we have teachers who have practices they wish to submit, they may do so. This is a tool to help all the teachers in the Team CFA network.

Ms. Grimm mentioned the measure they have placed in the conference room to show: How has your school achieved high success, how will you share your knowledge with other schools, will your “mile high” achievements move to the top of the score board? This is in keeping with the upcoming conference in Denver, CO, the mile-high city.

The date of the 2015 summer Team CFA conference will be June 24-June 28. Warren will be sending an email to Board members to get a firm head-count of those attending.

**Committee Reports:***Finance Committee:*

- We do not have our contract on the Hendersonville Highway property signed yet. It is with Challenge Foundation Properties in Oregon. Warren hopes it will be back to us by the end of this month.
- We are still in negotiation with Brevard Music Center for a new lease. Warren hopes this will be completed by December 19<sup>th</sup>.
  - Warren noted that with Mrs. Grimm being out of the country, and Warren himself being gone, Lisa Malaquin-Prey being gone for part of the holiday time and Zia being gone for the vacation, that we needed to have a point of contact just in case any emergency arises. Frank Prince offered to be that contact. Warren also requested to have a spare key to the office made for him.

*Fund Development & Public Outreach*

- None

*Long Range Planning and Visioning: Zia*

- 5-year Rolling Strategic Plan/Mission statement
  - Zia has been in contact with Darrell Johnson regarding the acceptance by SBE (State Board of Education) of our new Mission statement. The minutes approving the 5-year plan which contains the new Mission statement have just been approved at the December meeting, so all paperwork will have to be emailed the first week in January for approval.

*Personnel: Zia*

- None

*Board Development, Policies and Procedures: Stewart*

- None

*Facilities:*

- Information regarding the acquisition of real estate to be discussed in Closed Session.

**Old Business: Bullying Policy**

Mrs. Grimm built (using several policies including Transylvania County Schools, and other Team CFA schools and NC Dept of Instruction as models) an Anti-bullying Policy for the Board's review. This policy covers student and adult behavior and empowers those who witness bullying to step forward. Cyber bullying is not directly addressed in any of the policies researched by Barbara. BA-CFA addresses the topic in our Technology policy.

Once we adopt the new Anti-bullying policy, teachers, parents, and students will need to be made aware of the policy.

We will need training for staff in how to carry out the policy: perhaps one of the school counselors could provide the training. We also need to have a form that shows that the topics given in the training, and that the training was completed by each staff member annually.

Stewart raised the question on the right of the school to monitor cyber bullying. It was noted that the policy would have to relate to cyber-bullying using the school's equipment.

Barbara will email Stewart a copy of the policy she has created and he will review (not as North Carolina council in a legal capacity) and suggest language that might be acceptable. He will have it ready and available for the Board prior to the January 12<sup>th</sup> meeting.

## New Business

- Brevard Racquet Club: For a \$1,000 sponsorship at the Racquet Club, we can have a significant amount of advertisement for the school and can give our teachers a perk at the same time. Transylvania County Schools does this for their employees. It allows our teachers to waive the initiation fees and get a \$20 discount on a family membership each month. It would mean that we are advertising and promoting good health at the same time. I feel that that it would be great to offer this along with the Christmas bonuses.

**Motion:** A motion was made by Stewart to provide \$1000 to cover the cost of membership to the Brevard Racquet Club for teachers and staff. Laura seconded.

Unanimous vote -- **Motion carried.** This will be effective as of January 1, 2015.

## Next Meeting:

The next regular meeting will take place on February 9<sup>th</sup> (the date has been moved up due to the President's day holiday) at 5:45 p.m. in the Brevard Academy: CFA Conference Room.

A brief discussion occurred about the July retreat location – Frank Prince agreed we could still use the conference room at his office.

Board members were invited to attend the staff Christmas luncheon to be held at Quixote's Restaurant on December 19<sup>th</sup> at 12:30. Bonus checks will be delivered to the staff at that time.

## Adjourn:

**Motion:** Frank made a motion to adjourn. Zia seconded.

Vote was unanimous. **Motion carried.**

Meeting adjourned at 8:00 p.m.