

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

Board of Directors Regular Meeting

February 9, 2015, 5:45 p.m.

BA-CFA Conference Room

Chair: Warren Alston

Secretary: Zia McConnell

Members present: Stewart Marshall, Laura Thomas (called in), Nick Iosue, Amy Knight

Administration present: Barbara Grimm, Camy Stirling

Guests: John Lanier – Transylvania Times, Phyllis Pearson – Petway, Pearson, & Mills

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The regular meeting of the Brevard Academy Board of Directors was called to order by the Chair at 5:46 p.m. A quorum was present.

**Approval of Agenda:**

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

**Consideration and approval of minutes:**

**Motion:** A motion was made by Nick to approve January 2015 regular meeting minutes. Stewart seconded. Unanimous vote -- **Motion carried.**

**Public Comment:** None

**Audit report:** Phyllis Pearson

Ms. Pearson (from the auditing firm Petway, Pearson, & Mills) gave a summary of the audit that was conducted in June of 2014.

BA-CFA had a good audit with the exception of the following:

- No consistent maintenance of meeting minutes (the firm did not realize we keep the minutes on the website).
- No internal control document stating our process for how the school conducts its daily finance business.

Budgeting was very tight last year, due to personnel changes, but we did not run a deficit which demonstrates sound control of finances.

Ms. Pearson will send us a sample of an internal control document to use as a model. She also said it would be possible to schedule the annual audit to not be the week of the Team CFA Summer conference. Juli and Barbara will look ahead to get on the schedule for this year's audit.

**Pledge:** The pledge was led by Jaden Suttles.

**PTO report:** Marissa McQueen

Marissa handed out a list of a long list of PTO accomplishments for the school year. She stated that the focus of the PTO fundraising has been to help with the costs of field trips for each grade.

### Upcoming events:

- 2/13/15 Middle School Social
- Pancake breakfast next week

Warren praised the PTO's work, and said that the parents and school are very appreciative of the amount of time and planning it takes to make the PTO events successful. He stated that we have had a successful PTO for many years, and it takes great dedication of the PTO officers and members and that the PTO is always open to having parents join them in volunteering for our school to share the work load.

Marissa announced that there has been a change in officers for the remainder of this year: Jennifer Casey has stepped down as Vice President and Will Dalton will be stepping into that position.

### Teacher report: Camy Stirling

Camy handed out a report showing what each grade is currently working on. The Board then heard from the 3<sup>rd</sup> grade teachers, Ms. Jenny Geer-Hardwick and Ms. Bronwyn Flood.

The third grade teachers do a lot of team teaching – Ms. Flood does the Singapore Math and Ms. Geer-Harwick does the Language Arts.

Ms. Flood said the Singapore Math is big on word problems. She then presented a word problem for the Board to solve, and demonstrated how Singapore Math has the students work through a problem.

- The students read the word problem together.
- They underline the question of the problem, and then write notes about the problem.
- They write the problem as a sentence with a blank representing what they need to solve.
- The students learn how to bar graph the problem and visually see (through making the bar graph) the answer to the problem.

The students must show all of their work to demonstrate their process. The “breaking down” of the problem into steps and the visualization of the graph helps the students understand how to approach and solve the word problems.

Ms. Geer-Hardwick talked about teaching Reading & Writing using Core Knowledge Language Arts (CKLA) curriculum.

Reading and grammar is done in one full group of both classes for 30 minutes. Then the students are divided into smaller groups based on the area of need as defined through the MAPs test. The groups have names like Literary Lizards, so the students do not see that they are actually grouped by area of needed focus. Every 3 weeks, the students move to new groups or new areas of focus. The story is read again with emphasis on the area of need for each group – each group getting approximately 10 minutes. Then all students hear the story as a group one more time.

### Director report: Barbara Grimm

*Fall/Winter MAP for Math & Reading report – Kristin Rodriguez, Team CFA*

We saw BIG growth last year, so we are now seeing the proficiency coming along. You cannot continue on big leaps of growth...proficiency is the next area to see improvement. The ultimate goal is to get all students up to, or surpassing grade level.

The question was asked, do we have MAP data that we can “package” and present so that parents looking at the various county schools might considering choosing BA-CFA? The answer is “no” because the other schools do not use MAP testing at all – it is BA-CFA’s internal assessment tool to help teachers identify areas of need and proficiency. MAP testing is used in Team CFA schools to inform and direct instruction. Teachers can see if it is an individual area of need, or an entire concept that perhaps needs to be re-addressed through additional teaching or teaching in a different manner.

Kristin is in the process of trying to find other states that publish their MAP scores so that Team CFA schools see how they match up to other schools that use this test. What we do know is that 85% of the BA-CFA students have met or bettered their growth. BA-CFA does very well compared to the other Team CFA network schools.

The MAP tests are adaptive (as is the Compass Learning tool the students use to practice for MAPs) so when student reaches a particular growth in a subject, the questions become harder. The questions and material are individualized and tailored to each student’s knowledge.

*Enrollment:*

We have currently enrolled 241 students

On 2/19 we will be having another Open House for incoming Kindergarteners

*Professional Development:*

On 2/6 the teachers attended a program on Autism Awareness with an emphasis on Asperger’s Syndrome.

We do not have an AIG (Academically or Intellectually Gifted) program here, so the staff is trying to address the needs of those high-end students by offering enrichment opportunities.

*Athletics*

The soccer and tennis teams are coming along and preparing for the spring season.

*Buses:*

We have a new mechanic for our buses – Steve Tabor. He is a local auto mechanic that also does work on diesel buses.

*Visit from State Office:*

We had a visit from Keebler Williams from the Office of Charter Schools which is run by the State Department of Education. She is assigned to several charter schools across the state and will be checking in and visiting with us regularly. We believe this appointment to be in response to several charter schools around the state (article in the Transylvania Times) not following state regulations. Keebler took a tour of our campus and visited classes, and was pleased with what BA-CFA is doing. She is our representative, and is there to help us if we have any questions. During her review, she did see some changes that we need to make to our enrollment packet to new parents.

She also mentioned that we need a minimum of 7 Board members. This needs to be a priority for the Board – we need to have a 7<sup>th</sup> Board member by the time of our Annual Meeting in June. As it is right now, we have 3 parents, 2 community members and 2 Team CFA representatives. Warren charged each Board member to think and talk to people they know that might be willing to serve on our Board.

Stewart expressed concern over the enrollment numbers – they seem to be going down when we need them to go up. 289 is next year’s target (state allowance/students that we will receive support money for) and 325 is the number that we will need (according to a report from the Finance chair Nick Iosue in a previous report) to make our mortgage payment. Ms. Grimm

pointed out that we need full numbers in Kindergarten and we need to then maintain those numbers throughout as the Kindergarteners progress through the grades. It is a combination of recruitment and retention – we know there will be some attrition. Right now, we have 16 siblings identified as new students coming into the school which is good. Stewart just wanted to remind the board that we need to be thinking in terms of our fiduciary responsibilities.

**Financial Report:** Nick Iosue, Finance chair

Listed below are the budget items requested:

1. Line 2 – Employee benefits	Request to reduce	\$15,000	Why do we need to reduce this by this much?*
2. Line 12 – Utilities	Request to add	\$6,000	Cold temperatures; heat running more
3. Line 12 – Telephone	Request to add	\$3,000	

\* Warren asked Ms. Grimm to research this with Acadia. We need an explanation for why this is such a big change from what was budgeted before we vote on it.

**Motion:** A motion was made by Zia to approve the budget amendments for Line 12 Utilities and Telephone as presented by the Finance Chair. Amy seconded. Unanimous vote -- **Motion carried.**

There was no signature sheet included to sign off on these approved recommendations. Ms. Grimm will follow up with Acadia on this as well.

**Team CFA report: Laura Thomas**

No report

**Committee Reports:**

Several people signed up to serve on various committees at the parent volunteer night on 1/29/15. These names have been provided to the various chairs, and Zia emailed each person to let them know they would be contacted after the February Board meeting. So, Warren asked each person to contact the interested parties, and set a date for a meeting. Probably the most important committees as this point are Facilities, Fund development & Outreach/Marketing.

Warren will try to come to all initial meetings of the Facilities committee and bring people up to speed on where we are with the information from CF Properties. All initial meetings should take place before March 2<sup>nd</sup>.

*Long Range Planning and Visioning: Zia*

- No report

*Personnel: Zia*

- No report

*Board Development, Policies and Procedures: Stewart*

- We need to review our bylaws and updated them. Zia and Stewart both attended the Board training provided by Team CFA last spring, and there are definitely some items that need to be cleaned up. Warren suggested making the Board member serving terms more defined. Zia will try to have a list of items that need addressing by the July retreat so that we can work on them there, and then they can be voted on by the August meeting.

Speaking of the July retreat, we need to find a place to meet. Frank Prince offered his conference room to us even though he is no longer on the Board. Stewart suggested we have the retreat at his house in Lake Toxaway. **We also need to find a date that works for everyone.**

**Old Business:***Director Evaluation*

Everyone found even the revised version of the evaluation tool sent by Cheryl difficult to navigate and understand. **Zia will revise again with a ranking of 1-5. The staff piece is missing from this particular evaluation, and needs to be included somehow.** We need to get this tool in place for this year as time is running tight on a review and an action plan and follow up.

*Anti-Bullying Policy*

Amy Knight reported that the court system would have to be notified if we found out that a student was cyber-bullying another student. We would have to decide if we address it with the parent(s) and then the authorities.

**New Business:**

None

**Next Meeting:**

The next regular meeting will take place on March 16<sup>th</sup> 2015 (we are back to our regular meeting date of the 3<sup>rd</sup> Monday of the month) at 5:45 p.m. in the Brevard Academy: CFA Conference Room. There will be a Core Knowledge presentation by the 4<sup>th</sup> & 5<sup>th</sup> graders at 5:00 p.m. in Searcy Hall.

**Adjourn:**

**Motion:** Nick made a motion to adjourn. Amy seconded. Vote was unanimous.

**Motion carried.** Meeting adjourned at 7:56 p.m.