

## BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

## Board of Directors Regular Meeting

March 16, 2015, 5:45 p.m.

BA-CFA Conference Room

Chair: Warren Alston

Secretary: Zia McConnell (arrived after meeting started)

Members present: Stewart Marshall, Laura Thomas, Nick Iosue, Amy Knight

Administration present: Barbara Grimm, Camy Stirling

Guests: John Lanier – Transylvania Times, Krystal Powell – Acadia Northstar

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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. Laura Thomas took minutes until Zia McConnell arrived.

**Approval of Agenda:**

**Motion:** A motion was made by one of the Board members (not recorded) to approve the agenda. It was seconded. Unanimous vote -- **Motion carried.**

**Consideration and approval of minutes:**

**Motion:** A motion was made by Nick to approve February 9<sup>th</sup> 2015 regular meeting minutes with the correction that Laura was not physically at the meeting but called in. Laura seconded. Unanimous vote -- **Motion carried.**

**Public Comment:** None**PTO report:** Barbara Grimm

The PTO did a beautiful job on the Scholastic Book Fair. About \$5000 was raised! PTO will continue to support the various grade field trips. We are fortunate to have such an active and successful PTO – their work is priceless to our school.

**Teacher report: Camy Stirling**

Camy handed out a report showing what each grade is currently working on. The Board then heard from the 4<sup>th</sup> grade teachers, Ms. Crystal Holland and Ms. Christina Gibbons.

Both teachers expressed the fact that the Core Knowledge Language Arts (CKLA) program is so connected to all of the subjects that the students are learning. It is great! The content is embedded in the Language Arts.

In fourth grade they study the American Revolution. They use *Liberty Kids* a PBS show to show short vignettes in history – the program really brings history to life for the students. Then they write cause and effect essays. They also write poetry journals and read the *Midnight Ride of Paul Revere*. Using a Venn diagram, the students diagram differences and similarities of the 3 different versions of the story that they have read/learned. They study the Legend of Sleepy Hollow at this time also.

They have learned the 13 colonies using songs and maps, and they have done some in-class projects, played Battle Cards (a game that illustrates a battle scene), and had Mr. Ronnie Chapman give a talk on the Minute Men.

In Science, they are studying Meteorology and through the WRESA continuing education conference, Ms. Holland was able to get a weather station for the students to use to record and learn about weather data.

**Financial Report: Krystal Powell**

Krystal said she was glad to be there for our quarterly visit from Acadia, and she will be our representative again for a while.

She reported that BA-CFA was doing a great job maintaining the budget and was on target to have a good surplus at the end of the school year.

The state says it will provide money again through a summer reading grant. It looks like it might be ~\$3,300.

There is also federal money available through IDEA VI-B Special Needs 118, but the training/staff development must relate to autism.

Listed below are the budget items requested:

1.	Line 1 – Salary-Teacher	Request to add	\$27,000.00	2 full time people were added, but not budgeted for
2.	Line 1 – Salary EC Teacher	Request to add	\$2,646.08	
3.	Line 3 – Yearbook	Request to add	\$2,000.00	Money comes in and goes out equally
4.	Line 6 – EC Services	Request to add	\$5,000.00	Speech therapy is running through EC Services, but not being broken out on the bill
5.	Line 6 – Speech Services	Request to reduce	\$5,000.00	
6.	Line 10 – Debt Services Principal	Request to add	\$2,200.00	The Wells Fargo copier lease will be a wash between principal & interest
7.	Lin 10 – Debt Services	Request to add	\$2,200.00	
8.	Line 15 – Capital Instructional Computers	Request to add	\$1,155.25	Two of our projectors for the white boards died, and we need this money to cover the repair/new purchase.

Nick asked to see the equipment lease from Wells Fargo to fully understand our obligations there.

Ms. Grimm said that it has been determined (and is being done by the other Transylvania County schools) that we can bill students’ insurances for some of our EC services. If the insurance won’t pay, then we pick up the costs as we are now. This could however, offer us significant cost savings.

Warren brought up the \$15,000 reduction in employee benefits that was requested last month...Krystal said there was no change in the coverage of the plan, but that we must have over-projected based on what the state passed on as the cost for the insurance.

Warren asked what the process was for Barbara and Krystal to come to these various budget amendments. Krystal said that she and Barbara speak on a regular basis throughout the month, but specifically when the state figures come in. Barbara notifies Acadia of any changes less than \$1000 that she is authorized to approve. Nick said he is also involved in these conversations.

Warren asked if the practice of providing notes in the budget document could resume. It is helpful for us to have an understanding of why a line item might need to be changed before we come to the meeting. Stewart emphasized that it is important for us to receive these reports a week in advance of the meeting so that we have time to review them and formulate any questions we might have before the meeting. Krystal said she might be able to provide an overview/summary of the changes needed in a cover email when she sends out the budget to the Board members.

Krystal emphasized that while she cannot come to every meeting, she is available by phone any time for any questions we might have.

**Motion:** A motion was made by Nick to approve the budget amendments as presented to include the reduction of \$15,000 from employee benefits line from the February meeting. Laura seconded. Unanimous vote -- **Motion carried.**

### **Director report: Barbara Grimm**

#### *Enrollment:*

- February enrollment was 241. We lost 3 students:
  - 2 students (siblings) needed bus transportation. Both of these students had more than 15 absences and one was in danger of failing.
  - 1 student went to Brevard Middle due to her inability to keep up with the workload. 3 siblings remain here.

Net enrollment: **238**

#### *Recruitment:*

- January 12- March 15th – Open Enrollment
- Kindergarten Open House – March 12th

Number of students who have filled out initial enrollment forms: 51

#### *Advertising:*

Brevard Tennis and Racquet Club: Banners are up and advertisements are going in the monthly newsletter

Vision Transylvania: BA-CFA is going to be a corporate sponsor for May 1<sup>st</sup> Golf Tournament. This fundraiser helps this fantastic program. Also gets us some community outreach. Derek Wilbanks (our former golf instructor) is going to participate. Nick said he wanted to be a part of the BA-CFA team for the tournament too.

*Snow Days:*

Brevard Academy lost three days as a result of inclement weather. We will be making them up as follows:

- Thursday, April 2<sup>nd</sup> will become a whole day
- Friday, April 3<sup>rd</sup> will become a half-day
- We will go to school on Monday, May 25<sup>th</sup>, which is Memorial Day.
- Friday, May 29<sup>th</sup> will be a half –day

The hours required are being reviewed again, because Memorial Day is a big holiday, and we would like for everyone to be able to celebrate it if possible.

*Professional Development:*

- Crystal Holland and Dana York completed the STEM training from WRESA.
- March 12<sup>th</sup>, several teachers attended the Lester Laminack training on “Revving up Read Aloud in the Land of Standards.
- On March 5<sup>th</sup> and 6<sup>th</sup>, Kimberly Best and Steve Linhart (our new I.T. person) attended the NCTIES conference in Raleigh.
- March 9<sup>th</sup>-11<sup>th</sup>, Heather Corn attended an Exceptional Children Conference in Raleigh.
- On March 18<sup>th</sup>, Cas Snethern will be here to help us move towards a parent portal with Powerschool.
- We received a visit from Gerri Martin from DPI. She and her colleague were very impressed with the work we are doing at Brevard Academy.
- On May 1<sup>st</sup>, we will be hosting an all day conference from Project Learning Tree. From this, we will receive a K-8 curriculum for Outdoor/Environmental Education the 2015-2016 school-year.

*Service and Community:*

White Squirrel Radio Interview was on March 13 and this month’s topic was on the Brevard Academy model and what makes it so unique.

Hunger Coalition Round Table and Mental Health Round Table: Megan Monk will represent our school at both of these meetings to ensure our inclusion in these discussions. As a result, we will be accessing “back pack buddies” for some of our families in need.

*Volunteer Opportunities:*

We currently have about 70 volunteers giving of their time at BA-CFA with about 55 of them coming in weekly to volunteer about 1 hour per visit. A luncheon is being planned to thank our parent, grandparent and retired volunteers to be held in May after the K-7 awards ceremony.

Thank you notes will be written to all of our college and high school volunteers as most of them will not be able to make the luncheon. We will be adding Starbucks gift cards to these notes. (BC finishes the end of April) Next week, one more reading group will be created to help struggling readers.

*Family Night /Open House:*

Thursday, March 12<sup>th</sup> was Family Night at the Book Fair and we coupled that with a Kindergarten Open House. Mayor Jimmy Harris was on hand to read a story and many families came out to enjoy the activities.

*Athletics:*

Soccer and tennis practice has begun. We have a good amount of players that are participating on both teams. Our games for those two sports will start next week. We are very excited to see what this spring sports season holds for our athletes.

We have scheduled a scrimmage game with New Dimensions in soccer because there is a possibility that they might be in our conference next year.

*Bus:*

No work was needed on the bus this month and we required only one tank of gas.

We will have two additional drivers at the end of March; Trudy Pierron and Derrick Gardner

*Action Items:*

- After School Program

*General discussion points:*

Mrs. Grimm touched on the NC-REN program, which should save us quite a bit of money on our internet and phone fees.

It was mentioned that as the school gives the students computers, we need to beef up our technology instruction for the students – typing should be included as part of their training.

Kimberly Best will try to post the White Squirrel Radio interviews with school staff to the website.

*After School Program:*

Mrs. Grimm proposed that BA-CFA offer an After-school Program for all ages that would last from 3:00 – 6:00 p.m. It would mean hiring 2 adult leaders that would help with homework and directed educational activities. Any child that is not picked up at the end of the regular school day by 3:30 p.m. would go to After-school, and parents would pay \$5.00/half hour of care. Drop-in would be available and it would be \$10/day. The cost for students who sign up for regular Afterschool would be \$30/week. It is anticipated that several students would still go to the Boys & Girls' Club, as we cannot compete with their fee of \$25/year.

It was suggested to Mrs. Grimm that a survey be created to see what the interest in such a program would be. The survey could be created in Survey Monkey to poll families about this. Also, there should be a break in cost for families with multiple children attending.

The question was asked how it would work with current tutoring program – Mrs. Grimm said she thought it would actually help those students who cannot stay for tutoring due to parents' work schedules. They could go to tutoring then go to Afterschool.

It was also suggested that perhaps a teacher might be paid a stipend to run the program: handle the money and manage it. A policy will need to be written for the program by the

beginning of the next school year or sooner, outlining the program and its stipulations need to be clear to parents.

Warren said he would like to have the results from the survey before voting on the Afterschool Program. However, it would be good for incoming parents who might need this service to know that we plan on having something as they make their school choice.

**Motion:** A motion was made by Nick to approve a generic Afterschool Program for the 2015/2016 school year, with the stipulation that Mrs. Grimm provide the specifics for the program by the May 2015 meeting. Amy seconded. Unanimous vote -- **Motion carried.**

### Team CFA report: Laura Thomas

No report

### Committee Reports:

#### *Fund development/Marketing & Outreach*

- The team met and several ideas were discussed – Local video production person, Mr. Blumquist suggested advertising on local cable, FB (which we do now) and Twitter (FB page automatically tweets because we don't have a Twitter account).
- A silent auction was discussed as a fund-raiser. A black-tie affair with the students playing music and several corporate sponsors. The Porter Center might be a location for such an event

Warren asked that he be in the loop as to when this committee meets as he would try to attend whenever possible.

#### *Facilities: Amy*

- The team met twice – 6-7 people at the first meeting and a set of goals was established. At the second meeting prepared questions for the CF Properties Representative Mike Harrington from Team CFA and a man from Indianapolis (Charlie Garcia). We met at the property on Hendersonville Highway. The Team CFA reps felt sure through a cursory inspection that the current building could be retrofitted, keeping in mind the hopes and dreams of the teachers and parents. This would save a considerable amount of money.
- Tim Prey created a survey for teachers and additional staff (speech, OC therapy, etc.).
- There is 12,000 square feet in the building which is way more space than we have now on campus.
- The goal for the committee is to help everyone understand that we want to meet the staff requests for the building, have the grounds and spaces be aesthetically pleasing but that ***we also need to build the school in the most cost effective way possible.***

Warren stated: CF Properties is funding this project, but somewhere when they are finishing our school, we will have to secure our OWN funding so that CF Properties can go off and help another school with their building project. We need to spend the tax payers' dollars wisely.

The contract signing is imminent – due-diligence is 90 days. CF Properties will do all the research on the surveys (they car dealership only had one above ground oil tank) to make sure the property is usable.

- There will be a Facilities committee meeting tomorrow at 3:00 p.m.

#### *Long Range Planning and Visioning: Zia*

- No report

*Personnel: Zia**Director Evaluation*

- Everyone should have received a copy of the evaluation that Zia sent out: this year due to the time crunch, this is the one we will use. It was used in the past for Mr. Helton. We will revisit having separate director evaluation tools for staff and the Board in the future. (Zia will re-do the evaluation form by the July retreat.)
- Zia will email this to the staff as soon as possible and tally the results for the April meeting.
- Laura and Warren will address the results with Barbara and put in place an improvement plan if needed.
- The director should receive an evaluation in Dec and May of each year.

*Board Development, Policies and Procedures: Stewart*

- No report

**Old Business:***Mission statement:*

We got forgotten for the SBE's March meeting, so we should hear by April if our Mission Statement is approved.

**New Business:**

Board members need to look at calendars and decide on a date for the July retreat. There are several big items that need to be reviewed at the retreat, and it will be important for documents to go out in plenty of time to be read and annotated before the retreat. One item that is always reviewed is the 5-year plan. It will need to be altered considerably with the new school building project addition under Facilities.

**Next Meeting:**

The next regular meeting will take place on April 20<sup>th</sup> 2015 at 5:45 p.m. in the Brevard Academy: CFA Conference Room. There will be a Core Knowledge presentation by students at 5:00 p.m. in Searcy Hall.

The next meeting dates will be May 18<sup>th</sup> and June 15<sup>th</sup>. Warren asked Barbara to secure the Alumni House for the June annual meeting.

**Adjourn:**

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

**Motion carried.** Meeting adjourned at 7:36 p.m.