

BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

Board of Directors Regular Meeting

April 21, 2014, 6:30 p.m.

Conference Room, Brevard Academy Campus

Chair: Frank Prince (arrived mid-way)

Vice Chair/Treasurer: Warren Alston, present

Secretary: Zia McConnell, present

Members present: Stewart Marshall, Cheryl Reinstadler (via phone), Nick Iosue

Administration present: Tony Helton, Ben Butler

Guests: Krystal Powell (Acadia NorthStar), John Lanier (Transylvania Times)

The regular meeting of the Brevard Academy Board of Directors was called to order by the Vice-chair at 6:37 p.m. A quorum was present.

Approval of Agenda:

Motion: A motion was made by Zia to approve the agenda. Nick seconded.

Unanimous vote -- **Motion carried.**

Consideration and approval of minutes:

Motion: A motion was made by Nick to approve the minutes from the February 19th meeting and the March 17th meeting. Stewart seconded. Unanimous vote -- **Motion carried.**

Public comment:

None

Financial Report – Krystal Powell

Krystal explained that we still have money from the state from the 060 grant (for one-on-one tutoring) for the student that moved, so eventually, the state will call for the return of that money. Not really sure why the state hasn't done that already. They were notified as soon as the student moved schools. That money is not in our revenue line however; it is available at the state level to be brought into our budget, but of course, it is not needed at this point.

We have been awarded a grant of \$12,375 for Summer Reading. This grant was awarded to schools based on their test scores (EOGs) from last year's 3rd grade. We plan to use this money to create a full-school Summer Reading program for all grades.

Budget amendments:

- ⌚ We need to adjust the revenue lines from Henderson and Transylvania counties because Henderson pays less per student than Transylvania does. We based the budget on the same percentage of students from Henderson County last year, and it is different for this school year. So those lines just need to be adjusted.
- ⌚ Benefits: Acadia requested that we reduce the unemployment costs a couple of months ago, but forgot that those benefit costs are not on a school calendar year, but rather an actual calendar year, so they need to be increased.

⌚ Line 3: Office supplies – need to increase this line a bit

Student activity supplies line will decrease based on student activities revenue increasing. This is due to the upcoming band trip – monies are coming in from parents and students to cover the trip.

All the state funds are pulled – so we are relying on our bank account funds till the new budget starts in June. We have some Federal funds left, but no state funds. This is exactly how it should be – Acadia tries to spend all the awarded funds because otherwise, the school is required to return those funds.

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

Teacher report: Camy Stirling

Camy presented the Teachers'/classroom activity report, and then introduced Ms. Smith & Ms. Chapman the two 3rd grade teachers who presented what their students have been working on in the classroom.

They have been studying Native Americans, and created projects depicting an aspect of Native American life that they wished to highlight.

The students learned to use PowerPoint so that if they wanted to use that technology, they could, but they could also choose to be as creative as they wanted. Teaching Powerpoint is on the Skills Strand from Core Knowledge, as is getting information from the internet.

The unit of study, Living in Colonial America from C.K. is very vocabulary rich. And the materials contain all kinds of ways to highlight the vocabulary words. They have large cards with the words printed on them, they are highlighted in the reading text, and they are covered in the workbooks. Vocabulary seems to be an area of need for the 3rd grade, as indicated on the MAPs tests. However, with this skill strand, the MAPs scores for vocabulary have increased.

PTO report: Zia from an email from Faith Stamey: 3/20/14 meeting minutes

Request:

EC Classroom teachers Jeter and Paganetti requested items for their classroom. They don't get included in things for their classroom. (Sanitizer, paper towels, Lysol wipes, etc...) The EC classroom teachers don't receive supplies from the students at the beginning of the year.

Scholastic Book Fair:

BA-PTO made:

\$4411.66 Total Sales

\$2672.00 will go to the teachers for books. That is more than 50%, plus a promo bonus.
Specials teachers (music, art, PE) will get \$150 to spend in lieu of books.

Sports:

Basketball, football, soccer, track, and graduating athletes receive medals at the end of the year.
PTO will purchase the medals.

Pizza Monday

Carrots were purchased as the side. Went well- 2lb bags dispersed to each classroom.
Apple sauce, squeeze yogurt also added as sides

Talent Show:

- ⌚ Request for PTO to buy t-shirts in lieu of medals for the participants.
- ⌚ PTO will have a concession stand.
- ⌚ We need to have Camy Sterling and Lisa Malaquin-Prey (talent show coordinators) to get a price on the t-shirts before we commit to purchasing the shirts.

(PTO active members and ALL volunteers were recognized at the beginning of the Core Knowledge 3rd & 4th grade presentation just before the Board meeting. This was organized by Trudy Pierron, the volunteer coordinator.)

(Chair Frank Prince arrived.)

Director's report: Mr. Helton

Additions to the Conference Room:

We have a new flag that came from Mt. Vernon in the conference room, along with framed copies the Declaration of Independence and the Constitution. We will be receiving another flag from Cheryl Reinstadler's daughter, who flew on a mission to Afghanistan. This flag will be framed and hung under George Washington's portrait.

Enrollment for 2014/2015

As of April 15, 2014, BA-CFA had its largest potential enrollment at this date in our 16 year history. That number is 267 students signed up to attend in the fall of 2014. As of April 15, 2014, we have 11 open spots and those will fill quickly. A good comparison is that on April 8, 2013, we had 216 students signed up for the fall enrollment and ended up with our ADM number at 231. We are far in front of that pace and will certainly reach our maximum enrollment of 278 students.

Mr. Helton explained that our growth allowance for next year from the state is 278 students. That is the number of students for which we will receive state funds. We can take more students than that, and if they fall into the grades where we already have 2 classes, we might be able to handle more. But we need approximately 17 students in each class to meet the expenses of a teacher and benefits. So, there is a delicate balance between that 278 number and balancing the numbers of students in the classes/grades.

We know there will be some attrition – we usually plan for about 10%.

If we reach 60 for Kindergarten, we can justify a third Kindergarten class. Right now, we have enough students for 2 classes each of K-4. We have a few grades that have wait-lists.

Uniforms:

The uniform committee thinks that we need some consistency in our outer-wear. They are proposing that we institute an addition to the uniform policy to include jackets, raincoats, etc. Mr. Helton is researching a jacket that is fleece lined, water resistant, and has a hood.

The uniform committee is not asking for a decision from the Board at the moment, but will probably come with this change to the policy once an appropriate jacket and vendor have been found.

Bus tags:

TeamCFA worked well with our political members and the Commissioner of the N.C. Department of Transportation to make our case to delay the decision to revoke the permanent tags until the end of June to allow our legislature time to rectify this situation. Mr. Helton received a phone call from the Commissioner to let us know they have decided to delay the revocation of the tags until June 30, 2014. The checks that were cut to purchase the tags have been voided and destroyed

2014-2015 School Budget:

The EC numbers presented are a guesstimate – we usually budget that 10% of our school population will need EC services.

An explanation of various stipends was shared:

\$600 is paid to each head coach. If there are 2 coaches, the money is split.

There is a stipend for the teacher that is 2nd in charge, the teacher in charge of teacher licensure, Core Knowledge coordinator, etc.

The salaries line includes the possible new Kindergarten teacher, and the new 5th grade teacher – should they be needed.

Mrs. Chapman will retire from the day-to-day activities of teaching, and fill in while our 2 pregnant teachers are out on leave. Then she will be there in the capacity of a one-on-one tutor within the classroom to help where needed. There are many children out there who may not need an IEP, but who are still struggling. When Katie Campbell instituted this a few years ago, Mrs. Chapman saw dramatic change in some of her students.

There is more money allotted to books for the upcoming year. We are almost out of the money from the Team CFA \$100K grant. We need to start bearing the load of our books ourselves.

Technology – same amount as last year's budget.

We have some money in the bank fee line as a precautionary measure. Over the past couple of years we incurred bank fees through the credit card we had. We have changed companies, and should no longer have any of these fees, but there is some money in there if it is needed.

Motion: A motion was made by Zia to approve the budget for the 2014/2015 school year as presented. Nick seconded. Unanimous vote -- **Motion carried.**

Team CFA report: Cheryl Reinstadler

The board training that was sponsored by Team CFA and lead by Tracy Banker was very informative and well presented. The list of best governance practices was extremely helpful as well as was going through the by-laws for our school.

Zia will email Tracy to get an electronic copy of the PowerPoint presentation to share with those Board members who were unable to attend.

Cheryl is in the process of asking for the grant money for the summer conference that will be held in Phoenix, AZ.

Committee Reports:

Finance Committee: Warren & Zia

- ⌚ The annual check from Land's End purchases arrived and was deposited to the Board account. The check was ~\$422, which is slightly down from the previous year, but that is to be expected since we have t-shirts and sweatshirts for sale right on campus.

Fund Development & Public Outreach

- ⌚ Nick and Warren met today and will be co-chairing this committee going forward. They should have something to report by the next meeting.

Long Range Planning and Visioning: Zia

- ⌚ Nothing new to report at this time.

Personnel: Zia

- ⌚ The Hiring Committee brought to the Board a candidate to fill the position of director of BA-CFA. The nominee is Barbara Grimm.

Motion: A motion was made by Zia to hire Barbara Grimm as the director for BA-CFA. Warren seconded. Unanimous vote -- **Motion carried.**

Board Development, Policies and Procedures: Stewart

- ⌚ We need to review our bylaws and update them. There are several items that are just out of date, and some that need review for amendments. The state only considers amendments once a year, so this is an important item.

Facilities

- ⌚ None at this time

Old Business

July Board retreat: tentative date is 7/22 starting at 4:30 p.m. The time will depend on how much we think we can cover. We need to update our bylaws, discuss our mission statement, and review and update the 5-year rolling plan. Any other topics should be sent to Zia as she is working on an agenda for the retreat.

New Business:

We need to advertise the June meeting as our annual meeting. We will need to vote for Board positions and also we need to advertise for new Board members. The meeting will be held in the Alumni House on the Music Center property.

Next Regular Meeting:

May 19th at 6:30 p.m. in the BA-CFA Conference Room

Short Break

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 property acquisition. Nick seconded.

Motion carried. The Board entered into Closed Session at 8:17 p.m.

Motion: Nick made a motion to come out of Closed Session. Zia seconded.

Motion carried. Time: 8:58 p.m. **No action was taken.**

Adjourn:

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