

## BREVARD ACADEMY – A CHALLENGE FOUNDATION ACADEMY

## Board of Directors Regular Meeting

November 17, 2014, 6:30 p.m.

BA-CFA Conference Room

Chair: Warren Alston

Secretary: Zia McConnell

Members present: Stewart Marshall, Cheryl Reinstadler, Nick Iosue

Administration present: Barbara Grimm, Camy StirlingGuests: John Lanier – Transylvania Times, Laura Thomas – Team CFA,  
Jennifer McCluney – Acadia Northstar

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. Frank Prince sent a message that he was ill.

The Chair welcomed everyone, and the Pledge of Allegiance was led by Greta Cullipher, an 8<sup>th</sup> grade student.

**Approval of Agenda:**

**Motion:** A motion was made by Cheryl 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 10/20/14 regular meeting minutes.  
Cheryl seconded. Unanimous vote -- **Motion carried.**

**Consideration and approval of minutes:**

**Motion:** A motion was made by Nick to approve the 10/20/14 regular meeting minutes.  
Cheryl seconded. Unanimous vote -- **Motion carried.**

**Consideration and approval of new Team CFA Board member:**

**Motion:** A motion was made by Zia to approve Laura Thomas as the new Team CFA representative for the BA-CFA Board. Stewart seconded. Unanimous vote -- **Motion carried.**  
(It was determined that Laura would not vote during this meeting as Cheryl was still present to do so.)

**Presentation to Cheryl Reinstadler:**

Warren presented Cheryl with a plaque honoring her and her time spent on the BA-CFA Board. Cheryl was also presented with a locally, handmade copper plate (from the Board) and some note-cards printed with artwork from BA-CFA students. Cake was served!

**Public Comment:**

Jennifer and Bill Dilemme asked that the Board consider a formal bullying prevention policy that would be instituted school-wide. The Dilemme's research showed that the other Transylvania County Public Schools have a well-defined policy that was easy to find on their websites. The schools' sites showed information and education practices for student-to-student bullying prevention, teacher-to-student, and cyber-bullying. Jennifer reiterated that she would like the Board to consider having a well-defined policy for our school. We have high standards at our

school, and this should be part of those standards.

Warren asked if Jennifer knew if such a policy is state-mandated. She replied that she did not know.

Stewart suggested that we get some ideas from other schools (not just Transylvania County schools) and pool the best policies on which to model ours. Zia mentioned that there had definitely been a policy and education practices in the past.

Nick thanked Jennifer, and said that with an issue as important as cyber-bullying has become we need to have something in place.

#### **PTO report:**

- Sonja Jenkins gave the informal report as Marissa McQueen was running concessions at the basketball game.
- Fall Festival was a big success – the numbers have not been shared yet, but will be at the November 20<sup>th</sup> meeting.
- The next big fund-raising event is the selling of Otis Spunkmeyer cookie dough, which should start this week. We are asking that each family try to sell at least 10 buckets of dough and the money will be used to support our school classrooms and field trips. All monies will be due on Monday, December 1st. The cookie dough will be delivered the week of December 15th.

#### **Teacher report: Camy Stirling**

Camy handed out the overall report showing what each class is currently doing. Then the Board heard from Sonja Jenkins (6<sup>th</sup> & 7<sup>th</sup> Writing, 7<sup>th</sup> Reading, 8<sup>th</sup> Composition and History/Geography) and Nonnie Cullipher (6<sup>th</sup> Reading, 7<sup>th</sup> Reading/Latin 1A, 8<sup>th</sup> Reading/Latin 1B).

##### *Ms. Jenkins:*

- 6<sup>th</sup> graders are writing persuasive paragraphs about being allowed to have cell phones in school. This is a subject that is dear to them, so there has been much enthusiasm on this topic! They are learning to use an outline to guide them in their writing. This parallels their Science class, as Ms. York has them using outlines too.
- 7<sup>th</sup> graders are writing persuasive papers letting Middle-schoolers start their school day later than the rest of the students. The argument is that Middle-schoolers need more sleep!
- 8<sup>th</sup> grade students are writing for Epic Writers: New Voices a contest that has an entry deadline of December 20<sup>th</sup>. Some students have written poetry; others stories.
- 8<sup>th</sup> grade history class is studying the period of the Cold War and the 1950s. They are hoping for a field trip to Rocky's to study in-depth the atmosphere of the old timey soda shop!
- 7<sup>th</sup> grade also participated in projects on Dr. Jekyll/Mr. Hyde and the Tell Tale Heart. Students created either a movie poster or a movie trailer. Ms. Jenkins shared the winners for both the poster and the trailer. (Students worked in groups of 3s-4s for this project.)

##### *Ms. Cullipher:*

Last month, the students had an all-day workshop with some professional actors from the Wooden O Theater in Greenville, SC. The group was a mix of 6, 7, and 8<sup>th</sup> graders.

6<sup>th</sup> grade is studying Julius Caesar. This class has been used to extend the reading by incorporating some Greek history, mythology, and Greek language. Julius Caesar is all about rhetoric – whoever gives the best speech wins over the people. The crowds' view shifts with the different speakers.

The 7<sup>th</sup> & 8<sup>th</sup> graders studied 12<sup>th</sup> Night, pursuing the themes of identity and paraphrasing. They are learning that the themes of Shakespeare are still relevant today.

The students are looking at these works using Joseph Campbell's 12 stages in a hero's journey. Next, students will be studying world mythology and philosophy.

The students are also working on costumes (collaboration with Art) to present a form of theater called tableaux. With tableaux, the students must form themselves into a scene that depicts a particular theme. They must be still and silent... These "scenes" will be presented in Searcy, and the older students will be leading the younger ones around and asking them what they think is happening in the scenes.

All Board members agreed that it was amazing what our students are learning at such an early age.

## **Director report: Barbara Grimm**

### *Academics*

#### Core Knowledge Visitation:

- We have had a visit from Cathy Kinter, the Core Knowledge coordinator for the network and have identified two needs related to the implementation of the Core Knowledge curriculum at Brevard Academy. The first area that we are addressing is the lack of a comprehensive K-8 curriculum map. We are currently revising that and it will be posted in every room. The second area is increasing student-student discourse and encouraging students to ask more than surface type questions. There will be some professional development for teachers on how to get students to dig deeper to ask meaningful questions and provide deeper, thought out answers.

#### Remediation:

- We have identified students who are struggling in reading and math and all teachers have created a variety of groupings to work with these students. Anna Wilborn is working in 5th grade during the reading and math block to provide support in this larger class.
- We are focusing on the data and have a visual depiction using a drawing to put pins to show our progress. The theme of the drawing is "No Mountain High Enough."

#### MAP Testing:

- Our Winter Map testing will begin on January 12th.

#### Music:

- Seven of our students will be starting beginning violin due to our purchase of violins last month. The parents are very excited that we are helping them on this way.
- Travel Band now has a website <http://www.brevardacademytravelband.org/> and is using it to keep parents informed of fundraising efforts for the Disney trip.

### *Service and Community*

#### Service Projects

- October 30th – Brevard Academy families donated over \$880.00 to the Hope Chest to assist women in Western North Carolina with needs related to cancer issues. Many of the teachers "Pinked out" in celebration of this effort.
- Students are helping Mrs. Grimm in the collection effort for her future trip to Ethiopia where she will be building a school over the Christmas holiday.

Connection to the Community

- White Squirrel Radio Interview will be on December 2 at 12:30 and this month’s topic will on the power of explicit phonics instruction.

Principal’s newsletter

- The second 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. Laura Thomas asked if there was a link to the newsletter on the FaceBook page...the answer is that Kimberly Best has put a link there.

Parent Lunches

- Friday November 14, was our first “Food For Thought” luncheon to equip parents to better help their children. The topic was, “Creating a Fluent Reader.” Barbara provides lunch for the parents as they discuss a topic.

Sports

- The girls’ and boys’ basketball teams are working hard at home and on the road.

Stewart asked about enrollment – our number has not changed since the last report – We are at 247 students. The question was asked: what was our 20 day enrollment number? Barbara said she thought it was 265. (The number was amended to 245 as of September 8<sup>th</sup> 2014 just before the September Board meeting to adjust for students had enrolled but not attended BA-CFA.)

**Financial Report: Jennifer McCluney, Acadia Northstar**

Jennifer presented a slightly different budget report than that which was emailed out to Board members. She covered each line item for which there were changes requested. Barbara and Krystal went over each of the changes via phone. A list of the suggested budget amendments follows:

**Revenue:**

Sales Tax	Request to ADD	\$2500	To match sales (expense)
Athletics	Request to ADD	\$1750	Need to create a budget
Henderson County	Request to ADD	\$13,855	We now know the amount from HV county students
Transylvania County	Request to ADD	\$71,736	We now know the amount from Transylvania county students
Fundraising	Request to ADD	\$500	Need to create a budget
Travel Band – Disney	Request to ADD	\$18,000	Need to create a budget; parents paying for the whole trip so this will be a wash once monies are in and then spent
School uniforms	Request to ADD	\$500	
Board Fund	REDUCE	\$6400	Board bank account closed
Board Fund interest	REDUCE	\$6	From Board bank account

**Expenses:**

Line 3 – Student Activity Supplies	REDUCE	\$4000	To be divided between new lines Classroom Activities & Special projects
Line 3 – Office Supplies	Request to ADD	\$1500	Report shows REDUCE, but it was an error; should be ADD
Line 3 – Sales Tax Expense	Request to ADD	\$2500	To match Sales Tax revenue
Line 3 – Classroom Activities	Request to ADD	\$2000	Create a NEW Line
Line 3 – Special Projects	Request to ADD	\$2000	Create a NEW Line
Line 3 – Instructional Software	Request to ADD	2500	This is to cover the one-time Software licensing for the Chromebooks
Line 7 – Workshop Expenses	Request to ADD	\$3000	In report, shows \$1000, but after discussion, changed to \$3000
Line 16 – Board Fund Expenses	REDUCE	\$6405	To offset revenue line
Line 3 – Travel Band - Disney	Request to ADD	\$18,000	To offset revenue line

**Motion:** A motion was made by Nick to approve the budget recommendations as presented and discussed. Stewart seconded. Unanimous vote -- **Motion carried.**

Jennifer explained that Acadia will be doing some shifting around of staff, and that we may be working with a new account executive (Denise Teppley) as Krystal Powell will be taking on other duties. Acadia is committed to BA-CFA, and while they will not be coming to every meeting, they will be at our meetings quarterly. If they are needed, we are to call and either get clarification over the phone, or they will call in to the meeting. Also, Nick & Barbara will be travelling to Rutherfordton to meet with Acadia Northstar and get further training and understanding of the financial reports and budgeting process for BA-CFA.

Acadia Northstar serves all of the Team CFA schools in North Carolina (and 41 charter schools total). For each brand new school, Acadia comes to the meetings monthly to get them started on a good footing. Then, they come quarterly to their meetings.

Stewart asked that the total change in cash position reflect the proposed amendments, even if they are not exactly what is voted on, so that we can have an idea of what the change to the overall budget would be with the proposed amendments. Jennifer said that Krystal usually does this, and will continue – it was just that Jennifer prepared the reports for this meeting.

**Team CFA report: Cheryl Reinstadler**

Cheryl handed out the latest version of the Connect CFA publication. They have added the Regional Director component this year.

Last weekend there Team CFA held a summit in Atlanta where all of the potential and current Team CFA Board representatives (that serve on all the school boards) met and received training on how to be a Board representative. They discussed open meeting policies, Board etiquette, etc. There is a growing interest in Team CFA around the country, and there are several new Team CFA representatives. In fact, a new representative, Fritz Steiger, came to visit BA-CFA and several of the other Team CFA North Carolina schools over the last 2 days.

This will be Cheryl's last meeting as an official Board member. As Director of Operations for Team CFA, she will be travelling all around the country and visiting all of the schools – there are a couple of new schools in Indiana and Arizona. Her goal is to make one board meeting of ALL the schools in the network, which could be a trick with ~ 50 schools!

She stated that the Brevard board has come a long way, and while we need to grow, the Board has worked hard for our students.

### **Committee Reports:**

#### *Finance Committee:*

- None

#### *Fund Development & Public Outreach*

- None

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

- 5-year Rolling Strategic Plan

Zia had emailed out the edited version of the 5-year plan to Board members prior to the meeting. Once this is approved, it will be sent to Darrell Johnson, of the NC Office of Charter schools the first week in December. Once accepted there, we should be able to amend out Mission Statement as it appears in our documentation and on the website.

**Motion:** A motion was made by Nick to approve the BA-CFA Rolling 5-Year Strategic Plan 2014 – 2019 as begun at the July retreat and complete with recent edits to include a new mission statement. Cheryl seconded. Unanimous vote -- **Motion carried.**

It was suggested by Cheryl that we print the Mission Statement on the meeting agendas.

#### *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**

None

### **New Business**

Nick suggested that we consider moving our meeting time to 5:30 p.m. for future meetings. That time is not possible for all members, so it was agreed to try for 5:45 p.m. Camy Stirling raised a point that we have at least for the next meeting, a Core Knowledge presentation already slated and the time fixed.

**Motion:** A motion was made by Nick to change the Board meeting start time to 5:45 p.m. beginning in January 2015. Zia seconded. Unanimous vote -- **Motion carried.**

The new meeting time will need to be announced and also changed on the school-wide calendar.

**Next Meeting:**

The next regular meeting will take place on December 15, 2014 at 6:30 p.m. in the Brevard Academy: CFA Conference Room. There will be a Core Knowledge presentation just prior to the meeting, beginning at 5:30 p.m.

Warren announced that the Board would be going into a Closed Session after a short break, and said to the Editor of the Transylvania Times, John Lanier, that we are still working on the contract for the Woods Chevrolet property. We hope to have an answer on this matter by the first week in December.

**Short Break****Closed Session:**

**Motion:** Nick 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 and personnel matters. Zia seconded.

**Motion carried.** The Board entered into Closed Session at 8:28 p.m.

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

**Motion carried.** Time: 9:17 p.m.

**Motion:** Stewart made a motion to approve the minutes of the Closed Session. Cheryl seconded. Unanimous vote - **Motion carried.**

**Insurance coverage:**

**Motion:** A motion was made by Nick to increase the Board of Directors and Officers liability insurance amount to \$5 million (not individual, but lump sum) and leave the board related and employment insurance at the current 1 million dollar level. This increases the annual insurance expense by \$3,281. Stewart seconded. Unanimous vote – **Motion carried.**

**Teacher bonuses:**

**Motion:** A motion was made by Nick to approve holiday bonuses for the teachers and staff in the total amount of \$25,500 as discussed. Cheryl seconded. Unanimous vote – **Motion carried.**

**Adjourn:**

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