

BREVARD ACADEMY: CFA BOARD OF DIRECTORS REGULAR MEETING

Meeting Location: BA-CFA Campus (Gym)

Wednesday, April 11, 2018 – 5:00 p.m.

The Mission of Brevard Academy is to prepare its students to achieve academic excellence through the Core Knowledge Sequence. Through a partnership involving students, teachers, and parents the school strives to create citizens with strong moral character and active intellectual inquiry.

AGENDA:

I. Welcome

Chair: Adrienne Casteen

Secretary: Julie Gaston

Board members in attendance: Ashleigh Dalton, Coty Ferguson late but present, Jim Bishop, Lee Burgess

Administration present: Ted Duncan, Kimberly Best

The regular meeting of the Brevard Academy(BA) Board of Directors was called to order by the Chair at 5:00 p.m. A quorum was present.

II. Pledge of Allegiance

Students led us in the Pledge of Allegiance and a moment of silence.

III. Approval of Agenda

Add Acacia grant writing contract, removed policy 7320 for review, add closed session for personnel matter.

Motion made to approve the agenda and meeting minutes by Lee; second by Jim with changes. **Motion approved.** Unanimous.

IV. Approval of March 14, 2018 regular meeting minutes

Motion: A motion was made by Lee to approve the March 14, 2018 meeting minutes. Ashleigh Seconded with changes noted by herself. Unanimous vote. **Motion was carried.**

V. Teacher Report

The teacher report was provided by Lisa Malaquin-Prey. Lisa reported that she is a support for BA from Team CFA and that her role is an Instruction Coach. Lisa is here at BA every other week and at a sister school, Shining Rock every other week. Lisa spoke about data and curriculum instruction and her support to teachers throughout the school year.

VI. Public Comment

No sign ups

VII. PTO Report

Given by Aimee Bush

Past & Ongoing Events/Committees

- March staff meeting was supported by 1st grade. The theme was March madness.
- Bingo Night was a fun time. Mr. Duncan was our MC and bingo caller. We had around 150 people attending. We would like to recognize the Beta club for their help at the event, as well as Americorp volunteers. At the events, we gave away gift cards to local businesses, as well as pie leftover from Pi day. The PTO made around \$600 after expenses. We also donated \$100 to Beta club to thank them for their support.
- The Middle School held a glow party/dance on March 9. It was attended by the entire Middle School! The middle school committee had raffles and prizes, food donated by Ingles, as well as a photo booth.

Upcoming Events

- The nomination process is almost over for new officers for 2018 school year. There will be a vote at the April 23rd PTO meeting. Currently there are nominees for VP, Treasurer and Secretary. We plan to work on the transition for new officers in May.
- We are working on our plan for Staff Appreciation week activities, and will have 2 more staff meetings with Kindergarten on the 25th hosting a Spring theme, and PTO will have a Cinco de mayo theme on May 2nd.

VIII. Financial update

- Changes in revenue department.

- Revenue

■ A. Rev-Fundraising-653	Request to	INCREASE	by	\$	1,000.00
■ B. Rev-Fine Arts	Request to	INCREASE	by	\$	1,400.00
■ C. Rev-Incentive Awards	Request to	INCREASE	by	\$	1,400.00
■ D. Rev-Before and After School	Request to	INCREASE	by	\$	5,000.00
■ E. Rev-Early morning dropoff	Request to	INCREASE	by	\$	300.00
■ TOTAL BUDGET ADJUSTMENT IN REVENUE				\$	9,100.00

Expense

Line 8-Bank Fees	Request to	INCREASE	by	\$	1,000.00
Line 8-General Administration	Request to	INCREASE	by	\$	11,679.16
Line 8-Legal Services	Request to	INCREASE	by	\$	1,000.00
Line 8-Human Resources	Request to	INCREASE	by	\$	300.00
Line 9-Workers Compensation	Request to	INCREASE	by	\$	4,117.00
Line 16-Retirement Cost-After care	Request to	INCREASE	by	\$	15.42
TOTAL BUDGET ADJUSTMENT IN EXPENSE				\$	18,111.58

TOTAL OVERALL BUDGET ADJUSTMENT (Revenue minus Expenses) \$ (9,011.58)

- Julie makes a **motion** to approve, Lee seconds. Unanimous. **Motion approved.**
- A motion is made by Coty to move forward with the appraisal for the loan. Julie seconded. Unanimous. **Motion carried.**
- USDA loan-Phase II was during Spring Break and we should have those results by the end of this week or next.
- Entegra loan- Commitment from Entegra and BA. Note: All votes pertaining to Entegra Bank and BA, Nick losue has a conflict of interest and will not participate in any vote. Also, someone else at Entegra Bank handles our loan. A **motion** is made by Lee to move forward with the commitment from Entegra with BA, Jim seconded. Unanimous. **Motion carried.**

IX. Director's report

Teacher Spotlight--Lisa Malaquin-Prey, TeamCFA Instructional Coach

Good News

We have moved on to the next phase of our Mountain Biking Grant.
We recognized over 190 students in our Honor Roll Ceremony on March 27.

Enrollment

Grade Level	Active Enrollment	Class Sizes	Waitlist
Kindergarten	50	25/25	
1st Grade	43	18/23	
2nd Grade	47	23/24	
3rd Grade	41	23/18	

4th Grade	50	24/25	
5th Grade	47	22/22	
6th Grade	35	17/18	
7th Grade	28	14/13	
8th Grade	24	10/14	
Total	365		

Withdrawals March 14, 2018--1
 Enrollments March 14, 2018--0
Confirmed 2017-2018 ADM: 381
Current ADA: 365

Anticipated Enrollment for 2018-2019

Grade	New Apps	Returning for 2018-2019	Totals	Anticipated Grade Level Size	Spaces Remaining
Kinder	45	1	46	44	-2
1st	6	50	56	50	-6
2nd	9	41	50	46	-4
3rd	3	47	50	48	-2
4th	7	41	48	48	0
5th	9	47	56	50	-6
6th	10	44	54	50	-4
7th	5	35	40	45	5
8th	2	27	29	45	16
Totals	96	333	429	426	

Climate and Culture

	Student Attendance	Staff Attendance	Discipline Referrals	Paw Praises Earned
March Totals and Averages	95% present 96% on time	94%	36 total 9/week	129 total 32/week
February Totals and Averages	91% present 96% on time	92%	22 total 5.5/week	157 total 39/week
January Totals and Averages	92% present 96% on time	96%	11 Total 2/week	157 Total 31/week
December Totals and Averages	93% present 95% on time	95%	14 total 5/week	82 total 27/week
November Totals and Averages	94% present 96% on time	94%	26 total 7/week aver.	88 total 22/week aver.

October Averages and Totals	95% present 95% on time	95%	30 total 6/week average	117 total 23/week average
September Averages and Totals	94% present av. 95% on time av.	94% avr.	18 total 5/week average	144 total 36/week av.
August Averages and Totals	98% present	97% present	16 total 5/week average	68 total 27/week average

Items of Note:

- 14 Students without an absence since Day 1.
- 13 Students without an absence or tardy since Day 1.

Suspension Report

Month	In School Suspensions # students/# of days	Out of School Suspensions # students/# of days
March	0/0	0/0

Notable Student Experiences--Prepared by Kimberly Best, Dean of Students

- Chase Insurance Student of the Month - Morgan Sizemore - 1st Grade
- 3rd & 4th Grade Music & Art Presentation to Parents
- Honor Roll Ceremony - 192 students recognized
- Democracy Guest Speaker - 7th grade
- Field Trips - 1st, 2nd, 4th, 7th, 8th, EC Class
- Chess Club concluded - Beginner Champion - Zela Dalton, Intermediate Champion - Logan Stubbs
- Science Club recognized in Transylvania Times

Academics

Compass Learning

Ave.Score	Ave.Score	2/5-2/11	2/12-2/18	2/19-2/25	2/26-3/4	3/5-3/11	3/12-3/18
Grade K	Grade K	80	86	85	79	84	82
Grade 1	Grade 1	90	89	88	91	92	92
Grade 2	Grade 2	86	83	75	68	78	91
Grade 3	Grade 3	79	76	77	74	78	68
Grade 4	Grade 4	82	79	82	79	79	79
Grade 5	Grade 5	74	76	74	66	70	75
Grade 6	Grade 6	82	72	73	78	81	67
Grade 7	Grade 7	85	76	69	65	62	83
Grade 8	Grade 8	84	60	62	42	56	72

Moby Max Math Interventions--As prepared by Donna Hoover

This is only tracking students who are below grade level. Not all students partake in these interventions.

http://support.mobymax.com/support/solutions/articles/11000012218-how-is-grade-level-determined-	K	1st	2nd	3rd	4th	5th	6th	7th	8th
Beginning Proficiency (Grade.Month)	0.7 0	1.4 0	2.2 0	2.6 0	3.7 0	3.7 0	5.1 0	4.4 0	5.0 0
11/28/2017	0.7 0	1.4 5	2.2 5	2.8 5	3.9 5	3.7 0	5.5 0	4.6 0	5.0 0
12/30/2017	0.7 0	1.5 0	2.3 0	2.9 0	4.1 0	3.9 0	5.5 0	5.0 0	5.4 0
2/10/2018	0.9 0	1.7 0	2.3 0	3.3 0	4.5 0	4.7 0	5.6 0	5.0 0	5.4 0
3/7/2018	1.4 0	1.7 0	2.7 0	3.5 0	4.6 0	4.8 0	5.6 0	5.1 0	5.5 0
4/3/2018	1.4 0	1.7 0	2.7 0	3.6 0	4.6 0	4.8 0	5.7 0	5.1 0	5.5 0

Teacher Development

Professional Development

We are offering the following PD refreshers over the next few weeks:

- Co-teaching for assistants.
- Professional development through Compass.

Personnel

- Resignations--0
- Hirings--SRO Jenny Light

Evaluations

- All staff is completing the 2nd round of PDPs.

Community and Family Engagement

Athletics--Prepared by Cody Jones, Athletic Director

Nothing of note.

Advertising

Nothing of note.

Fine Arts and Presentations--Prepared by Amy Winston, Specialist Team Lead

Music had a successful performance on March 13th for 3rd and 4th grades. We also had a display of artwork based on Core Knowledge topics, Art of the New Nation and Peaceable Kingdom. An ensemble from the Transylvania Symphonic visited the Kindergarten classes in music and shared characteristics of some of the instrument sections of the orchestra. The art class hosted visitors from the Land of Sky Figurative Sculpture group to share with Kindergarten - 5th grade their Children's literature sculptures. First and Second grade students will be traveling to Greenville for a Performance and Art museum visit on April 12th.

March 28th, Spanish had a Spanish dance teacher visit the 7th and 8th graders to teach the Salsa and to give history of Latin American dance.

Outreach

I will be presenting at the Beginning Teacher Summit over the summer.

[Ongoing Community Outreach.](#)

After-School--Prepared by Philippa Hackett, After-School Director

Our next goal for After-School is Revenue is \$25,000.

Briefings

Transportation--Prepared by Steve Cottle, Transportation Supervisor

Nothing of note.

Safety--Prepared by Tim Prey, Building and Grounds Supervisor

We have begun our trainings through SafeSchools.

Compliance Reports

We have submitted the first part of Performance Framework for the 2017-2018 school year.

We are holding trainings to update our IEP creation process.

I am completing an internal audit of Title 1 program.

Requests for April

Hallway table purchase funds. (\$2,400) Take from Instructional Supplies \$19,000 balance.

Laminator Purchase (\$3,000) Take from Instructional Supplies \$19,000 balance.

Shredding Contract (\$80/month) Use funds from Administrative Services--General Administration \$1,000 balance.

Compass Contract

MAP Testing Contract

- Ted makes a request for: hallway tables(\$4200), laminator(\$3000), shredding contract(~\$80/month), Compass contract(\$4200), Acadia contract(10% of the grant), MAP testing contract.
- Ashleigh makes a motion to approve; Julie seconds. Discussion-is Compass worth it? Ted explained that Compass and MAP are connected and yes Compass is worth it. **Motion approved.** Unanimous.

X. Committee Reports

- Facilities
 - Carline painting is moving forward
 - Need to approve JK Lawn Service- \$900 per month.
 - Ashleigh makes a **motion** to approve; Coty seconds. **Motion Approved.** Unanimous.
- Fundraising and Public Outreach
 - Discussed new year
 - April 25th 8:00 am and May 16 8:00 am for next meeting in the conference room
 - Thank you notes for the Mardi Gras fundraiser are going out
 - County commissioner will review at the meeting to see if we can receive funding for our SRO
- Long Range Planning and Visioning
 - Strategic plan- all day retreat scheduled for July.
- Board Development, Policies and Procedures
 - Accepting applications for Board Members, especially with experience in marketing, legal, HR.
 - Policies for approval*
 - 2120 CODE OF ETHICS
 - 2230 BOARD COMMITTEES
 - 2320 COMPLIANCE OF OPEN MEETING LAWS
 - 2321 CLOSED SESSIONS
 - 2322 MINUTES
 - 2325 NEWS MEDIA AT BOARD MEETINGS
 - 2335 ADVANCE DELIVERY OF MEETING MATERIALS
 - 2340 PARLIAMENTARY PROCEDURES
 - 2341 QUORUM
 - 2343 VOTING METHODS
 - 2610 LEGAL COUNSEL
 - 4590 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
 - 7020 EMPLOYMENT REFERENCES
 - 7021 HIRING POLICY FOR TEACHERS
 - 7023 JOB POSTING POLICY
 - 7024 EMPLOYEE PAY

- 7320 PERSONAL APPEARANCE
- 7405 NOTIFICATION OF ABSENCE
- 7600 DRUG FREE WORKPLACE

- A motion was made by Jim to **approve** the policies listed above. Lee seconded. Unanimous. **Motion carried.**
- Policies for first read
 - Harassment

XI. Business

- Old Business
 - No old business.
- New Business
 - Director of Compliance position. Support for all federal programming and ensuring compliance. Support for EC team. Salary will be discussed in closed session.

XII. Next Regular Meeting

- Wednesday, May 9, 2018, Brevard Academy Campus, 5:00 p.m.
- The Board went into a short break before closed session, 5:50 p.m.

XIII. Motion: Jim made the motion “I move that the board go into closed session in to prevent the disclosure of priveleged or confidential information under the NC general Statutes 143.318.11(a)(1) to discuss items related to personnel matters. Coty seconded. **Motion carried.** Unanimous. The Board entered into closed session at 6:00 p.m.

A **motion** was made by Ashleigh to come out of closed session, Julie seconded. Unanimous. **Motion carried.** 6:35 p.m.

A **motion** was made by Ashleigh to approve the salary range discussed in closed session for the Director of Compliance position. Julie seconded. Unanimous. **Motion carried.**

A **motion** was made to adjourn by Coty. Lee seconded. Unanimous. **Motion carried.** 6:36 p.m.