

**BREVARD ACADEMY: CFA BOARD OF DIRECTORS REGULAR MEETING**

**Meeting Location: BA-CFA Campus (Gym)**

**Wednesday, January 10, 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, Pledge of Allegiance
  - 5pm start. Quorum is present. Lee Burgess is out for a basketball game
  - Pledge of allegiance- lead by BA students
  - Attendance Zia McConnell, Julie Gaston, Nick Iouse, Adrienne Casteen, Ashleigh Dalton, Jim Bishop, Coty Ferguson – late but present
- II. Chair's remarks
  - The board says goodbye to Zia McConnell. She was presented with gifts and a standing applause for her decade of service to Brevard Academy.
- III. Approval of Agenda\*
  - A motion was made by Nick to approve the additions to agenda including In old business included parking lot lines and a vote on the generator contract. New business included nominating and voting for the secretary position and building lease. Zia seconded. Motion Carried. Unanimous.
- IV. Approval of December 13, 2017 regular meeting minutes\*
  - Jim moves to approve the December 13, 2017 regular meeting minutes, Nick seconds. Motion carried. Unanimous.
- V. Teacher report
  - Sonya Jenkins is introduced from the Beta Club. Amelia Workman presents the basis of beta club. Among some of the requirements are a GPA of 90 or above and high moral character. Students must participate in one community service project each year. This year they have raised over \$ 400. This was put toward outdoor activities. A toy donation drive occurred for Sharing House and \$ 200 worth of gifts were purchased.
- VI. Opportunity for Public comment
  - No public comment
- VII. PTO report
  - Financial Update
    - See attached, PTO Finances for month of December.
    - New money was spent for Pizza /Zaxby's lunches.
    - Additional income from Zaxby's Nov fundraiser, and uniform consignment.
    - New uniform sales of \$150 will be paid out to BA-office in January.
  - Past + Ongoing Events/Committees
    - December PTO meeting was a partnership with Tech Talk for parents and consignment sale during Winter shop. They did not have their regular meeting.
    - Winter shop was Dec. 11-13<sup>th</sup> where all students were invited. Our revenue was close to \$300.
  - Upcoming Events
    - No PTO events currently planned for January.
    - Scholastic book fair next month

\* Requires Board action

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- Middle school committee is hosting an etiquette class, by the Asheville School of Etiquette. They will take middle school participants out for a 3-course dinner in February at Canyon Kitchen (hosted by Chef Adam Hayes)
- Planning has started for the Scholastic book fair next month, the week of President's day.
- The next PTO meeting is Jan 29th @ 5:30pm. There will be a Bridge to Wellbeing dinner and talk that evening as well.

VIII. Financial update

- Nick states that the loan is moving along. Financial feasibility study is overwhelming and the projected purchase date is April or May. We currently have a surplus of \$250,000.
- Teacher bonuses will occur this year.
- BOARD ACTION REQUESTED:
  - REVENUE
    - a. Rev - School Lunch Program Request to INCREASE by \$ 12,500.00
    - b. Rev - Athletics Request to INCREASE by \$ 500.00
    - c. Rev - F&F - Buncombe County Request to DECREASE by \$ (6,074.00)
    - d. Rev - Henderson County Request to INCREASE by \$ 110,025.06
    - e. Rev - Transylvania County Request to DECREASE by \$ (70,287.16)
    - f. Rev - Hospitality Request to INCREASE by \$ 170.00
    - g. Rev - Fine Arts Request to INCREASE by \$ 100.00
    - h. Rev - Incentive Awards Request to INCREASE by \$ 100.00
    - i. Rev - Before & After School Request to INCREASE by \$ 10,000.00
  - TOTAL BUDGET ADJUSTMENT IN REVENUE \$ 57,033.90
- EXPENSE
  - a. Line 1 - Salary - Teacher Request to DECREASE by \$ (75,148.10)
  - b. Line 1 - Salary - Teacher Assistant Request to INCREASE by \$ 6,981.94
  - c. Line 1 - Salary - Tutor Request to INCREASE by \$ 8,250.00
  - d. Line 1 - Salary - Substitutes Request to INCREASE by \$ 14,000.00
  - e. Line 1 - Salary - EC Teacher Assistant Request to DECREASE by \$ (17,445.00)
  - f. Line 1 - Salary - Custodian Request to INCREASE by \$ 7,700.00
  - g. Line 1 - Salary - Bus Driver Request to DECREASE by \$ (11,000.00)
  - h. Line 2 - Social Security Request to DECREASE by \$ (7,500.00)
  - i. Line 2 - State Retirement Request to DECREASE by \$ (27,000.00)
  - j. Line 2 - Hospitalization Request to DECREASE by \$ (33,000.00)
  - k. Line 2 - Life Insurance Cost Request to INCREASE by \$ 525.40
  - l. Line 2 - Other Insurance Cost Request to INCREASE by \$ 4,722.96
  - Line 3 - Fine Arts Expense Request to INCREASE by \$ 2,000.00
  - Line 6 - EC Services Request to DECREASE by \$ (10,000.00)
  - Line 8 - General Administration Request to INCREASE by \$ 4,000.00
  - Line 8 - Human Resources Request to INCREASE by \$ 100.00
  - Line 11 - Building Repairs & Maintenance Request to INCREASE by \$ 2,000.00
  - Line 13 - Food Purchases - School Lunch Program Request to INCREASE by \$ 12,500.00
  - Line 16 - Salary - After Care Request to INCREASE by \$ 6,400.00
  - Line 16 - Social Security Cost - After Care Request to INCREASE by \$ 489.60
  - Line 16 - Retirement Cost - After Care Request to INCREASE by \$ 7.71
- TOTAL BUDGET ADJUSTMENT IN EXPENSE \$ (111,415.49)
- TOTAL OVERALL BUDGET ADJUSTMENT (Revenue minus Expenses) \$ 168,449.39
  - Current Budget Surplus/Deficit \$ 236,457.78
  - Current Budget Surplus/Deficit will be \$ 404,907.17 after proposed budget adjustments
- Nick approves the motion to approve the budget and Coty seconds. Motion approved. Unanimous vote.

IX. Director's report

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- Thank you to board
- Grandparents day was great. It was well received and grandparents had lunch with the kids.
- Christmas party at Quixote Restaurant for teachers
- As our numbers have increased so have our scores on Compass Learning
- Back to work day with teachers

Upcoming events

- Gabriella Ball accepted the role of dance teacher

Performance review from office of charter schools

X. Committee Reports

Facilities

- Parking issue- red lines to stop kids- lane numbers-colors, etc. Unanimous design-bid on paint. (Who brought this up) Kim Hargis

Fundraising and Public Outreach

- Will meet at the end of January. Mardi Gras planning continues and there will be no silent auction. Tickets are \$75 per person.
- Long Range Planning and Visioning
  - Nothing new
- Board Development, Policies and Procedures
- First Read Policy documents for approval\*
  - Personnel: Equal Employment Opportunity
  - Students and Parents: Inclement Weather Policy
  - Personnel: Contact with Students via Electronic Means
  - Personnel: Criminal Record History Check
  - Personnel: Administrative Pay Corrections
  - Students and Parents: Confidentiality of Information
  - Personnel: Conflicts of Interest
  - Students and Parents: Confidentiality of Student Records
  - Fiscal Management: Record Retention Policy

XI. Business

Old Business

- Redlined bylaws update- Zia spoke to Sandra Cooper at state of education. She cannot do anything until she has approved minutes. They meet the first week of the month. They will get back to us when it is voted on.
- Generator contract- Horizon is not an authorized dealer for this generator. We will go with Stellor Power Solutions at \$185 per year. Every 2 years \$265; \$94 dollars for battery. Approved- Nick-Second- Ashleigh. Unanimous vote.

New Business

- 2017-2018 Calendar Revisions\*
- Attached. We are still within the limits of our school day hours. Waiting on Acadia to confirm. We do not need to add days. Potential make up days March 19, May 29, May 30. 13 hours total. These are for snow days.

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- Budget Revisions- voted
- Increased Counselor Hours- see Mr. Duncan's email about adding more hours to Megan Monk. 5 hours additional per week. Total hours to 31 hours per week. No benefits. Nick motions to approve, Ashleigh seconds. Approved. Unanimous.
- Part-Time 6th Grade Assistant needed for our largest middle school class. They have a high concentration of gifted and EC students. Part time position requested for the remainder of the year. Nick approved, Jim second. Approved. Unanimous vote.
- Ashleigh- 3 and 4<sup>th</sup> grade soccer needs indoor space until Feb 3. We have a policy in place to lease the space. Custodial hours may increase. Nick, Cody- second. Approved.
- Nomination Julie Gaston for secretary. Nick made a motion, Jim seconded. Approved. Unanimous.

XII. Next Regular Meeting

- Remove/change the February meeting date\*

A motion was made by Nick to cancel the February 14, 2018 Board of Directors meeting. Cody seconded. Approved. Unanimous vote.

Next meeting date will be Wednesday March 14, 2018.

The Board took a short break at 5:50pm.

XIII. Closed Session\* - Personnel

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 personnel matters. Lee seconded. The Board entered into closed session at 5:55pm.

XIV. Adjourn. Nick made a motion to adjourn, Ashleigh seconded. Approved. Unanimous. Meeting adjourned at 6:30pm.

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