



Brevard Academy

June Board Meeting

Closed Session and Regular Meeting

Published on June 3, 2024 at 4:21 PM EDT

Amended on June 4, 2024 at 3:34 PM EDT

Date and Time

Monday June 10, 2024 at 5:30 PM EDT

Location

Brevard Academy Music Room

Mission:

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.

Vision:

Brevard Academy: A Challenge Foundation Academy (BA-CFA) a K-8 public charter school develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression, and problem-solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.

Strategic Goals:

1. Ensure Academic Success for Every Student
2. Provide Effective & Innovative Learning Environments
3. Recruit, Hire and Retain Highly Effective Personnel

- 4. Use Resources Effectively & Be Fiscally Responsible
- 5. Engage Our Communities

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance		Jennifer Silva	2 m
B. Call the Meeting to Order		Abe Pallas	5 m
Call Meeting to Order and Chair Remarks			
C. Approve Minutes	Approve Minutes	Jennifer Silva	1 m
Approve minutes for May Board Meeting on May 15, 2024			
D. Pledge of Allegiance		Ted Duncan	1 m
E. Moment of Silence for Mr. A.		Abe Pallas	1 m
F. Staff Spotlight		Ted Duncan	10 m
Cindy Dalton--Retiring Original Staff Member			
G. Opportunity for Public Comment		Abe Pallas	10 m
<p>To be recognized by the Chair, an individual needs only to sign in (5 minutes) prior to the meeting being called to order. Each speaker is allowed three minutes unless otherwise specified by the Chair (individuals shall not yield minutes to other individuals). You may supplement or submit public comments electronically or handwritten to the School Director or Board Chair.</p>			
<p>*Please note that it is a violation of law to discuss personnel and private matters in a public meeting. It is also a violation of law to make slanderous remarks or to cast false accusations in a public meeting.*</p>			
II. Committee Reports			6:00 PM
A. Finance	FYI	Paul Cooper	10 m
Vote to amend the budget to match the YTD expenses.			
B. Governance and Policy	FYI	Abe Pallas	10 m

	Purpose	Presenter	Time
Policies for first read. Summary of Performance Framework Actions Revision of Math 1 Policy for Summer Planning Purposes Review of Selection of Board Members and policies			
C. Facilities	FYI	Jennifer Silva	10 m
USDA Update Outdoor Theater Update			
D. Development	FYI	Jennifer Silva	10 m
E. Long Range Planning	FYI	Ted Duncan	10 m
Call for topics for strategic planning session.			
III. Director Report			6:50 PM
A. Director Report	FYI	Ted Duncan	10 m
IV. Items for Board Approval			7:00 PM
These items will require Board Action.			
A. Committee Consent Items	Vote	Abe Pallas	15 m
1. Finance			
2. Governance/Policy			
1. Review and Approval of Parent Engagement Policy			
3. Facilities			
4. Development			
5. Long-Range Planning			
6. School Director Items			
1. Review of Parent Engagement Policy, BA-CFA Policy 3560			
V. Other Business			7:15 PM
A. Strategic Planning and Discussion	Discuss	Ted Duncan	15 m
Strategic Goals:			
1. Ensure Academic Success for Every Student			
2. Provide Effective & Innovative Learning Environments			

- | | Purpose | Presenter | Time |
|--|---------|-----------|------|
| 3. Recruit, Hire and Retain Highly Effective Personnel | | | |
| 4. Use Resources Effectively & Be Fiscally Responsible | | | |
| 5. Engage Our Communities | | | |

Red-Lined Plan

- | | | | | |
|-----------|---|-----|------------|-----|
| B. | Announcement of Next Meeting
Strategic Planning Session on July 26, 2024 | FYI | Abe Pallas | 1 m |
|-----------|---|-----|------------|-----|

VI. Closing Items 7:31 PM

- | | | | | |
|-----------|-----------------|------|----------------|-----|
| A. | Adjourn Meeting | Vote | Mark Campanini | 1 m |
|-----------|-----------------|------|----------------|-----|

This meeting is a public meeting of the BA-CFA Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for public participation as indicated on the agenda.

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for May Board Meeting on May 15, 2024

APPROVED



Brevard Academy

Minutes

May Board Meeting

Work Session and Regular Meeting

Date and Time

Wednesday May 15, 2024 at 5:30 PM

Location

Brevard Academy Gym

Mission:

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.

Vision:

Brevard Academy: A Challenge Foundation Academy (BA-CFA) a K-8 public charter school develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression, and problem-solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.

Strategic Goals:

1. Ensure Academic Success for Every Student
2. Provide Effective & Innovative Learning Environments
3. Recruit, Hire and Retain Highly Effective Personnel
4. Use Resources Effectively & Be Fiscally Responsible

5. Engage Our Communities

Directors Present

Abe Pallas, Jennifer Silva, Mark Franklin, Paul Cooper

Directors Absent

Jamie Atkinson, Mark Campanini

Ex Officio Members Present

Ted Duncan

Non Voting Members Present

Ted Duncan

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Paul Cooper called a meeting of the board of directors of Brevard Academy to order on Wednesday May 15, 2024 at 5:04 PM.

Mark Franklin made a motion to Go into a closed session.

Paul Cooper seconded the motion.

The board **VOTED** unanimously to approve the motion.

Abe Pallas made a motion to Leave closed session.

Paul Cooper seconded the motion.

The board **VOTED** unanimously to approve the motion.

Abe Pallas made a motion to Enter Open Meeting at 5:32pm.

Jennifer Silva seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Approve Minutes

Abe Pallas made a motion to approve the minutes from April Board Meeting on 04-17-24.

Paul Cooper seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Pledge of Allegiance

The pledge was led by two of the graduating eight grade students.

E.

Student Spotlight

The Brevard Academy Class of 2024 was invited to attend the Board Meeting. The students who attended were they will be attending high school next year and who their BA mentor, a previous graduate, is. Two students present have been at BA since kindergarten.

Class of 2024 names in alphabetical order: Charlie Banks, Griffin Banks, Bryson Basting, Ryan Bright, Evie Brown, Jasper Buchanan, Brylon Burke, Steven Cislo, Myrikal Collington, Josh DeBarr, James Dekoek, Xavier Delgado, Benji Ellis, Noah Ford, Fletcher Gilbert, Lauren Goodwin, Luca Guggino, Arlo Hislop, Riley Holroyd, Julia Huynh, Aaron Laine, Alex Landreth, Landonn MacPherson, Delaney Martens, CJ McClure, Cian Philyaw, Rhys Philyaw, Sofia Refo, Tristen Shanor, Bella Smith, Paxton, Smith, Isabella Stone, Maddox Summey, Bella Swann, Josh VanDyke, Xavier Vorus, Ethan Weaver, Rose White, Gabriel Woodard, Aili Wright

F. Staff Spotlight

There is one staff member recognized for retirement, Liz Galloway. She started at the Brevard Music Center and has in experience in EC, 2nd and several other areas. She will be missed tremendously. She was presented with flowers by Mr. Duncan as a parting gift.

G. Opportunity for Public Comment

There was nobody signed up for public comment.

II. Committee Reports

A. Finance

Paul Cooper reviewed the Budget Analysis Report and noted that we are currently in good standing and where projected to end the year. The projections spreadsheet is in line to begin next fiscal year.

B. Governance and Policy

Abe Pallas reported that the committee met yesterday and will be streamlining both the Harassment and Grievance policies.

C. Facilities

Jennifer Silva reported on the seeking of proposals for the playground and fitness area equipment. It was noted that there are still estimates requests out. The stage price has increased due to the ADA estimate and the modifications being closer to a commercial build, committee recommends approval so the project can move forward. The request for review of the asphalt patching for three areas in front lots was discussed and a request for up to \$16,000 will be added to the Finance Committee approvals.

D. Development

Jennifer Silva reported that the Board on Track contract renewal is ready to for review and approval. The Annual Day of Giving will be in September, in partnership with several local businesses. Preparing to finalize the Sponsorship package for donors with Rhodes with Flipcause donation options. Annual "State of the Charter" fundraising dinner will be held the first part of March.

E. Long Range Planning

Abe Pallas noted that Tyre Griffin has attended the three required meetings and a vote is needed for approval for board membership. There are two additional member application packets for review.

III. Director Report

A. Director Report

Ted Duncan noted that the travel band completed spring tour. The athletics banquet was held last night to wrap year and was a success. Under the School Key Indicators for Success, it was noted that the targets for Staff Evaluation and Coaching that plans that are self-guided. Enrollment is very close to being confirmed for next year. Three personnel approvals are ready for board consideration.

IV. Items for Board Approval

A. Committee Consent Items

Paul Cooper made a motion to Approve Outdoor Stage increase, Approve Asphalt patching.

Jennifer Silva seconded the motion.

The board **VOTED** unanimously to approve the motion.

Jennifer Silva made a motion to Board on Track Approval.

Paul Cooper seconded the motion.

The board **VOTED** unanimously to approve the motion.

Mark Franklin made a motion to Approve Tyree.

Paul Cooper seconded the motion.

The board **VOTED** to approve the motion.

Abe Pallas made a motion to Approve new staff for hire - Dr. Nick Castro, Reanna Edwards, Kali Letcher.

Paul Cooper seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Other Business

A.

Strategic Planning and Discussion

The board will meet on July 19 for a strategic planning meeting to review and refine annual goals.

B. Announcement of Next Meeting

The meeting moved to June 10, 2024, due to the Juneteenth holiday.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:31 PM.

Respectfully Submitted,
Jennifer Silva

Documents used during the meeting

- Director Report May 2024 (1).pdf

This meeting is a public meeting of the BA-CFA Board in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be time for public participation as indicated on the agenda.

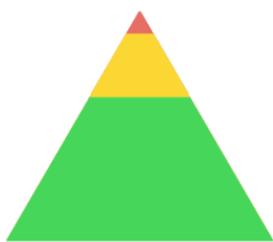
Coversheet

Director Report

Section: III. Director Report
Item: A. Director Report
Purpose: FYI
Submitted by:
Related Material: Reading EOY K-2 23-24.pdf
Math EOY K-2 23-24.pdf
Reading EOY 3-8 23-24.pdf
Math EOY 3-8 23-24.pdf
2024 EOG proficient results - Sheet1.pdf
Director Report June 2024 (1).pdf

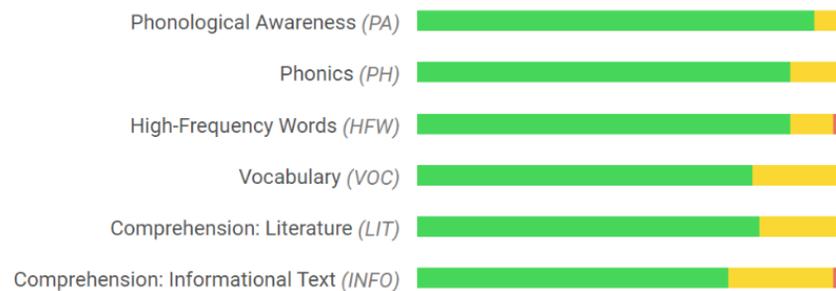
Reading Overall Placement K-2 EOY

Overall Placement



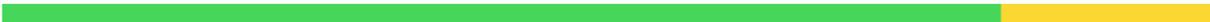
- **At Risk for Tier 3**
1%
- **Tier 2**
13%
- **Tier 1**
86%

Placement By Domain



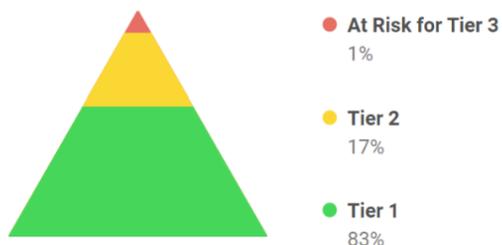
Grade	Tier 1 (%)	Tier 2 (%)	Total Count
Grade K	95%	5%	40/44
Grade 1	84%	16%	43/43
Grade 2	81%	19%	42/45

Reading Placement by Class K-2 EOY

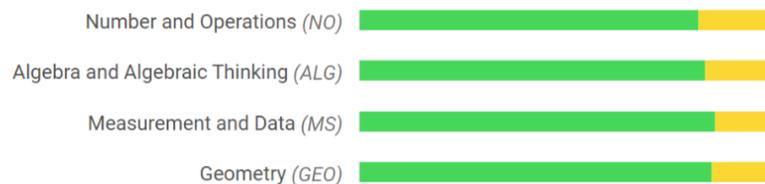
<p>Manaker K Campbell, K.; Kelly, A.; Manaker, J.; Monk, M.; Patton, ...</p>	 <p>89% 11%</p>	<p>18/22</p>
<p>Patton K Campbell, K.; Kelly, A.; Manaker, J.; Monk, M.; Patton, ...</p>	 <p>100%</p>	<p>22/22</p>
<p>Peterson 1 Buckingham, M.; Campbell, K.; Gibson, C.; Kelly, A.; Mo...</p>	 <p>82% 18%</p>	<p>22/22</p>
<p>Stirling 1 Bartles, L.; Campbell, K.; Kelly, A.; Monk, M.; Peterson, ...</p>	 <p>86% 14%</p>	<p>21/21</p>
<p>Conley 2 Campbell, K.; Conley, J.; Gibson, C.; Kelly, A.; Monk, M.;...</p>	 <p>86% 14%</p>	<p>21/23</p>
<p>Vandyke 2 Campbell, K.; Ellis, K.; Gibson, C.; Kelly, A.; Monk, M.; Ri...</p>	 <p>76% 24%</p>	<p>21/22</p>

Math Overall Placement K-2 EOY

Overall Placement



Placement By Domain



[i The Mapping Between 5-Level and 3-Level Placements](#)

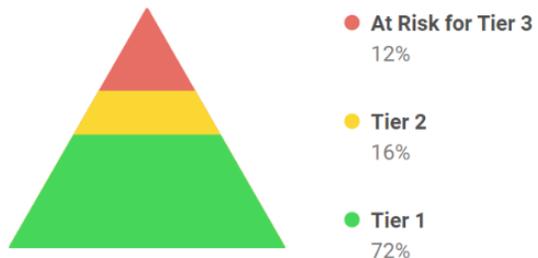
Grade	Overall Grade-Level Placement	Students Assessed/Total
Grade K	88% Tier 1, 12% Tier 2	41/44
Grade 1	68% Tier 1, 32% Tier 2	38/43
Grade 2	90% Tier 1, 7% Tier 2, 2% At Risk for Tier 3	41/45

Math Placement by Class K-2 EOY

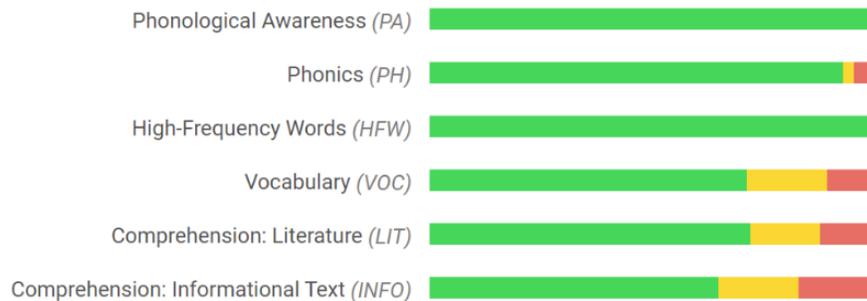
<p>Manaker K Campbell, K.; Kelly, A.; Manaker, J.; Monk, M.; Patton, ...</p>	<p>80% 20%</p>	<p>20/22</p>
<p>Patton K Campbell, K.; Kelly, A.; Manaker, J.; Monk, M.; Patton, ...</p>	<p>95% 5%</p>	<p>21/22</p>
<p>Peterson 1 Buckingham, M.; Campbell, K.; Gibson, C.; Kelly, A.; Mo...</p>	<p>71% 29%</p>	<p>21/22</p>
<p>Stirling 1 Bartles, L.; Campbell, K.; Kelly, A.; Monk, M.; Peterson, ...</p>	<p>65% 35%</p>	<p>17/21</p>
<p>Vandyke 2 Campbell, K.; Ellis, K.; Gibson, C.; Kelly, A.; Monk, M.; Ri...</p>	<p>90% 5% 5%</p>	<p>20/22</p>
<p>Conley 2 Campbell, K.; Conley, J.; Gibson, C.; Kelly, A.; Monk, M.;...</p>	<p>90% 10%</p>	<p>21/23</p>

Reading Overall Placement 3-8 EOY

Overall Placement



Placement By Domain



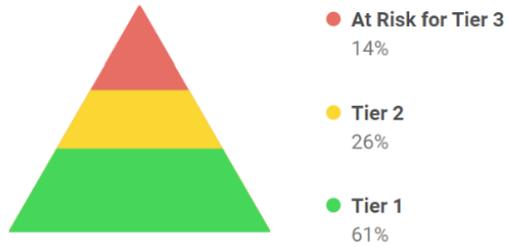
Grade	Tier 1 (%)	Tier 2 (%)	At Risk for Tier 3 (%)
Grade 3	71%	22%	6%
Grade 4	76%	14%	10%
Grade 5	69%	13%	18%
Grade 6	72%	13%	15%
Grade 7	74%	17%	9%
Grade 8	69%	15%	15%

Reading Placement by Class 3-8 EOY

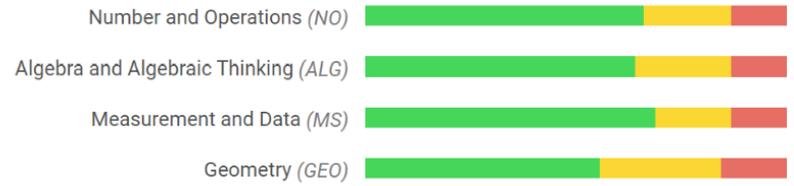
<p>Coykendall 3 Campbell, K.; Coykendall, R.; Gibson, C.; Kelly, A.; Lofti...</p>	<p>80% 16% 4%</p>
<p>Wilber 3 Campbell, K.; Gibson, C.; Kelly, A.; Loftin, D.; Monk, M.; ...</p>	<p>63% 29% 8%</p>
<p>Hendrix 4 Campbell, K.; Gibson, C.; Hendrix, C.; Kelly, A.; King, S.; ...</p>	<p>79% 11% 11%</p>
<p>Iden 4 Campbell, K.; Gibson, C.; Iden, J.; Kelly, A.; King, S.; Mo...</p>	<p>74% 17% 9%</p>
<p>Campbell 5 Campbell, C.; Campbell, K.; Kelly, A.; Kelly, J.; Monk, M....</p>	<p>67% 17% 17%</p>
<p>Kelly 5 Campbell, C.; Campbell, K.; Kelly, A.; Kelly, J.; Monk, M....</p>	<p>71% 10% 19%</p>
<p>Cullipher 6 Campbell, K.; Cullipher, N.; Kelly, A.; Kidston, S.; Monk, ...</p>	<p>78% 17% 4%</p>
<p>Kidston 6 Campbell, K.; Cullipher, N.; Kelly, A.; Kidston, S.; Monk, ...</p>	<p>65% 9% 26%</p>
<p>Fariss 7 Augusto, C.; Campbell, K.; Fariss, J.; Gorry, N.; Kelly, A.;...</p>	<p>83% 8% 8%</p>
<p>Wolfe 7 Augusto, C.; Campbell, K.; Fariss, J.; Gorry, N.; Kelly, A.;...</p>	<p>64% 27% 9%</p>
<p>Augusto 8 Augusto, C.; Campbell, K.; Fariss, J.; Gorry, N.; Kelly, A.;...</p>	<p>38% 25% 38%</p>
<p>Gorry 8 Augusto, C.; Campbell, K.; Fariss, J.; Gorry, N.; Kelly, A.;...</p>	<p>91% 9%</p>

Math Overall Placement 3-8 EOY

Overall Placement



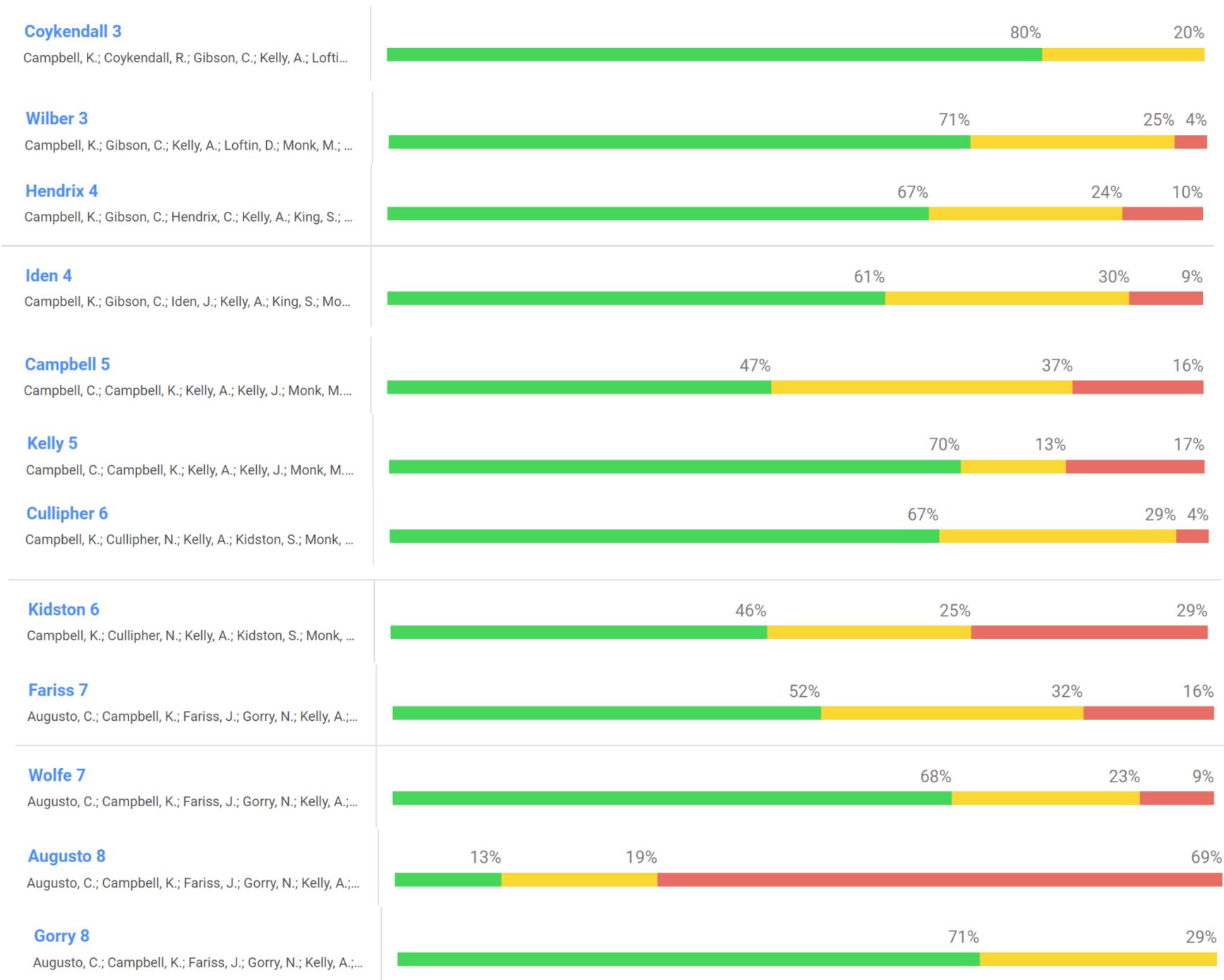
Placement By Domain



[i The Mapping Between 5-Level and 3-Level Placements](#)

Grade	Tier 1	Tier 2	At Risk for Tier 3
Grade 3	76%	22%	2%
Grade 4	64%	27%	9%
Grade 5	60%	24%	17%
Grade 6	56%	27%	17%
Grade 7	60%	28%	13%
Grade 8	48%	25%	28%

Math Placement by Class 3-8 EOY



	Math EOG & EOC	Proficient/Tests	Reading EOG	Proficient/Tests	Science 5 & 8	Proficient/Tests	Total
3rd	72%	36/50	64%	32/50			
4th	69%	31/45	50%	22/44			
5th	57%	24/42	63%	26/41	74%	31/42	
6th	63%	31/49	67%	31/46			
7th	68%	32/47	77%	36/47			
8th	64%	25/39	69%	27/39	97%	38/39	
		179/272		174/267		69/81	422/620
Average%:	66%		65%		85%		68%
Our School Improvement Goal is 70% in all areas.							
Math 1 is included in 8th Grade Math							

Brevard Academy

School Director's Board Report for June 2024

Good News:

- The 23-24 School Year is complete.
- We graduated 40 8th graders.
- Camy Stirling was awarded our final Golden Leaf.

Student Spotlight--NA

Staff Spotlight--Retiring Staff Member

- Cindy Dalton

Briefings--[Board Action Calendar](#)

Updated on 5.31.2024

School Data--Key Indicators for Success

End-of-Year Benchmarks (K-2) and End-of-Grade Testing (3-8)

[End-of-Year Benchmarks](#)

[End-of-Year EOG Scores--Before Retesting](#)

EOG Remediation and Retesting is taking place the week of June 10-14.

Enrollment Summary

Updated 5.6.2024

Our draft budget for the 2024-2025 school year is based on 435 students and produces a \$54K surplus. If we hit our enrollment goal of 444 students on Day 1, we will increase our surplus by \$86K for a total of \$140K.

	Current Enrollment	Enrollment Goal for Day 1--2025	Anticipated Open Seats	Confirmed Seats	Current Waitlist	Waitlist Goal
Kindergarten	44	48	46	46	16	40
1st Grade	43	50	8	8	3	20
2nd Grade	45	50	7	7	4	20
3rd Grade	50	50	5	5	12	20
4th Grade	45	50	0	0	18	20
5th Grade	42	50	5	5	11	20

Updated on 5.31.2024

6th Grade	50	50	8	7	7	10
7th Grade	47	50	0	0	19	10
8th Grade	40	46	0	0	4	10
Total/Average	406	444	79	71	76	170

The current number of EC students K-8: 72

(Spring rosters – 27 Speech only) 17%.

Total number of AIG students 3-8: 93 (Spring 2024 Headcount) 23% total school; 34% eligible grades.

Students and Staff Attendance

Month	Staff Attendance	Students Attending	Students on Time	Average ODRs/Day	Bullying/Harassment Substantiated Reports
August	98%	96%	98%	1.0	0
September	97%	95%	94%	3	0
October	94%	92%	95%	3	0
November	95%	93%	96%	3	0
December	94%	93%	95%	1	0
January	95%	90%	95%	2	0
February	89%	91%	95%	3	1
March	88%	91%	96%	4	0
April	89%	94%	96%	3	0
May	93%	94%	95%	3	0
Average	93%	93%	96%	2.6	1.0

The goal is 95% in these areas.

Updated on 5.31.2024

Percentage of middle school students (5th-8th) involved in extracurricular activities (athletics and clubs):

Fall--32%

Winter--56%

Spring--39% engaged in athletic activities and 43% were involved in extracurricular clubs for a total of 41%.

Updated on 5.31.2024

Suspension Report

Month	ISS Incidents	ISS Days	Students Assigned ISS	OSS Incidents	OSS Days	Students Assigned OSS
August	2	4	2	7	19	7
September	8	9	5	3	7	4
October	11	13	10	6	23	6
November	2	2	2	0	0	0
December	2	2	2	1	3	1
January	3	3	3	0	0	0
February	6	6	6	0	0	0
March	5	6	5	1	5	1
April	4	4	4	1	1	1
May	3	3	3	3	10	2
Total	46	52	42	22	68	22

Personnel Report

Current Openings

- Kindergarten Teacher
- 6th Grade Language Arts and Social Studies Teacher
- 7th/8th Grade Language Arts Teacher
- Speech Teacher
- 4th Grade Instructional Assistant
- Custodian

Updated on 5.31.2024

Personnel Approvals

Key Dates

June 10-14, EOG Remediation and Retesting
June 17--Year-End Audit and Summer School Begins
June 27--Family Summer Potluck, 5:30 pm

July 18--Last Day of Summer School
July 25 Family Summer Potluck, 5:30 pm
July 26--Board Strategic Planning Retreat
July 31--Summer Institute for New Staff and Kindergarten Jumpstart

August 6--Returning Staff Report Back
August 12--Open House
August 14--First Day of School

Updated on 5.31.2024

Coversheet

Committee Consent Items

Section: IV. Items for Board Approval
Item: A. Committee Consent Items
Purpose: Vote
Submitted by:
Related Material: BA-CFA+3560+--+Title+1+Parent+and+Family+Engagement+Policy.pdf

SECTION: 3000 CURRICULUM AND INSTRUCTION*Policy Code: 3560***TITLE 1 PARENT AND FAMILY ENGAGEMENT POLICY***Approved: 05.17.23*

Decades of research have shown that when schools work together with families to support learning, children are inclined to succeed not just in school but throughout life. Brevard Academy: A Challenge Foundation Academy believes that learning can best take place when there is shared effort, interest, and commitment among students, parents, extended family members, community members and staff. The goal of this parent and family engagement plan is to support in a more consistent and effective manner those things already in practice as well as to generate new ways of strengthening the partnership between school and home.

At Brevard Academy: A Challenge Foundation Academy, the partnership between school and home will be supported by:

- convening an annual meeting in the school to provide information to parents, family members, and community members about the school and available programs and maintaining on file at the school, at a minimum, a copy of the agenda from the meeting highlighting that Title I programming was discussed; documentation of parental feedback and/or evaluation in the form of sign-in sheets and minutes from the presentation/ meetings; if relevant, a copy of any presentation, and flyers, website announcements, message recordings and/or other advertisements for the meeting;
- notifying parents of and clearly posting on the School's website NC School Report Card Data;
- offering a flexible number of meetings, workshops, and parent conferences that assist parents, family members, and community members in improving the achievement of all children;
- providing opportunities for all parents, family members, and community members to participate in school activities, including persons with disabilities and limited English proficiency;
- involving parents, family members, and community members in an organized, ongoing, and timely way in consultation for the improvement of the School and its' programs, specifically including these critical stakeholders in the planning, review, and evaluation of programs and improve programs based on the results;

SECTION: 3000 CURRICULUM AND INSTRUCTION

Policy Code: 3560

TITLE 1 PARENT AND FAMILY ENGAGEMENT POLICY

Approved: 05.17.23

- having all parties involved sign a School/Family Student Compact stating how each will contribute to ensuring the student's achievement;
- assisting parents, family members, and community members in understanding state academic content, the North Carolina Accountability Program, state and local assessments, and student performance standards;
- communicating clearly and frequently with parents, family members, and community members about school policies, programs, and their own children;
- educating school personnel in the value of contributions of parents, family members, and community members and in how to communicate with and build ties between these critical stakeholders and the school in order to build school capacity and
- annually conducting a joint evaluation of the content and effectiveness of this policy with parents, family members, and community members and maintaining on file at the school, at a minimum, a copy of the agenda from the meeting highlighting that this policy was discussed, reviewed and revised; a copy of this policy with latest revision date; proof that this policy was distributed in multiple ways (i.e., newsletter, parent handbook, website, etc.); documentation of parental feedback and/or evaluation in the form of sign-in sheets and minutes from policy meetings, and flyers, website announcements, message recordings and/or meeting advertisements.