

APPROVED



# Brevard Academy

## Minutes

### Monthly Facilities Meeting

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#### **Date and Time**

Tuesday January 2, 2024 at 8:30 AM

#### **Location**

BA Conference Room

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#### **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. Provide Effective & Innovative Learning Environments
  2. Use Resources Effectively & Be Fiscally Responsible
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### **Committee Members Present**

Elizabeth Airey, Jenny Light, Ted Duncan, Tim Prey

### **Committee Members Absent**

Derrick Gardner

### **Committee Members who arrived after the meeting opened**

Elizabeth Airey

### **Guests Present**

Jennifer Silva (remote)

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## **I. Opening Items**

### **A. Record Attendance**

Elizabeth Airey arrived at 8:39 AM.

### **B. Call the Meeting to Order**

Ted Duncan called a meeting of the Facilities Committee of Brevard Academy to order on Tuesday Jan 2, 2024 at 8:33 AM.

### **C. Approve Minutes**

Jenny Light made a motion to approve the minutes from Monthly Facilities Meeting on 12-05-23.

Ted Duncan seconded the motion.

Jen Silva was the second.

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

## **II. Facilities**

### **A. Review Goals**

Ted added the goal of extra classroom space by August 2024.

### **B. Facility Updates from Tim/ Needed Repairs**

- HVAC
  - Middle school HVAC is still being fine-tuned.
  - Looking at other estimates for HVAC upgrades in other areas of the building.
- Floors in the main hallways and office areas were waxed.
- Emergency lighting replacement with LED is \$500/unit. We are working on a grant for this lighting as well.

- New cleaning crew is starting today, Stratus Cleaning.
- Dumpster to make room for new chairs.

### **C. Review Master Plan**

1. We discussed where a temporary modular building could go. We mentioned the new bus parking area and the prepped playground area.

## **III. Other Business**

### **A. Playgrounds and Theater Area Update**

- Theater/Stage
  - Tim secured a quote from Wheelhouse Builders. The quote is accessible in the facility committee documents.
  - The committee agreed to get a second opinion.
- Playground Prep Space
  - Tim is working to get a quote from JK Enterprises to clear the area for the playground.
  - We need to be aware of proper drainage back in this area.

### **B. Review Facilities and Grounds Budget**

Ted will review the grounds budget to make sure it was coded correctly.

### **C. USDA Update**

- We are still communicating with Michael Kirby from Westtown Bank to help us with the USDA. In order to continue with Kirby we need to look at engaging with a fee.
- Elizabeth is going to look for some contacts that can help us with the USDA process.

## **IV. Items for BOD Approval**

### **A. USDA Loan Guidance**

We will need to discuss USDA costs in finance.

### **B. New Overnight Cleaning Crew**

Stratus cleaning started on January 2. A long-term contract will require BOD approval.

### **C. Playground Preparation**

The committee needs guidance from the BOD about funds available to move/prepare the playground.

## **V. Closing Items**

**A. Announce Date of Next Meeting**

February 6, 2024 at 8:30

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:20 AM.

Respectfully Submitted,  
Tim Prey

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*This meeting is a public meeting of the BA-CFA Facility Committee in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting.*