

APPROVED



Brevard Academy

Minutes

Monthly Facilities Meeting

Date and Time

Tuesday January 2, 2024 at 8:30 AM

Location

BA Conference 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. 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)

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

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.