

## Covenant Academy Board Meeting

June 29<sup>th</sup>, 2017

### In Attendance

Board Members: Dave Brookes, Jim Hardwick, Andy Ellis, Derrick Veillon

Head of School: Leslie Collins

Guests: Mrs. White, Mrs. Blake, Dave Collins, Juan Crawford

Open Session called to order at 6:35pm by Dave Brookes

Set New Dates: Next BOT 7/20/2018

Old Business: Adrian Smith accepted the previously approved position

### HOS Report :

- Current enrollment 129 - 5 additional in the pipeline (Budget set at 134)
- General discussion on enrollment, Pre-K is currently at 5
- AC System Lease Update - BOT approved at pervious meeting to install system and replace controllers as needed. Stars is the vendor and is installed and running, and they are currently running an evaluation of the system to make adjustments as necessary. **HOS to review the insurance options that were previously discussed and see if BOT needs to approve any additional items.**

### Financial Report

- General Discussion of finances
- Banquet fundraiser was reviewed, noted that the new format of auction and raffle was effective even though overall event netted a \$1000 less than previous years. This was viewed as still a successful event considering it followed a large fundraising effort "Mind the Gap". Overall fundraising for 2016/17 was very good. Commendation to the HOS for her and her staffs successful efforts by Mr. Hardwick and agreed by all.

### Curriculum Committee Proposal

- General discussion about the curriculum committee proposal
- Discussion of the curriculum and BOT. The concept of the BOT lays out the building blocks and the committee makes it happen! Curriculum is HOS responsibility to develop. The committee will be used to help develop that curriculum.
- Added a couple of items
  2. Head of school has veto power over all decisions
  3. 5 - head of school has final authority of the curriculum
- Motion - Authorize HOS to begin forming a Curriculum Committee, at the same time the BOT and HOS will work to finalize the proposal document. The HOS and Committee will work on an initial draft of the Policy that the board will us as the frame work for the guide. Mr. Brookes proposed, Mr. Hardwick 2<sup>nd</sup> - All in favor.

Governance Training - training for the BOT

- Betterschoolsonline.com – HOS negotiated a rate of \$250 cost for unlimited access for the entire BOT for online training –
- Motion – to authorize the spending of the \$250 for the training, Mr. Ellis proposed, Mr. Brookes 2<sup>nd</sup> - All in Favor. It was then decided that the 4 Board members would split the cost equally among the 4 and that be billed out via FACTS
- There was a general discussion on the use of the NAIS Book “Trustee Handbook: A Guide to Effective Governance for Independent School Boards” as a guide for the Board. The discussion was tabled until the closed session of the meeting.

#### Whistleblower Protection Policy

- Expected as being a part of a 501C.3
- General Discussion of the document and the names to put in each of blanks
  - Replace Executive Director with HOS
  - Compliance officer will be defined as Leslie now and changed later so there will be three levels.
  - Will use Board Member as the third level
- **BOT to review document via email over the next week and have final comments back to HOS to compile and have a vote able document by 7/7/2017 - 1 week**
- Once complete HOS will put the document on the website and inserted in the staff handbook and communicated to teachers and staff.

#### Modification to Teacher Certification

- General Discussion
- Motion - To approve the proposed changes in the document (Add HOS in front of the “Approved Classical U Course”) add the \$ amount increase for each level (Level 2 - \$1000, increase, Level 3- \$1000 increase, Level 4 - \$1000 increase). Mr. Ellis Proposed, Mr. Brookes 2<sup>nd</sup> All in Favor (Document attached)

#### Brumlow Project:

- General discussion of the Brumlow preserve and history and fundraising
- No cost to school project
- Recommendation by HOS to approve project as the Dream of the donor.
- BOT asked to ensure that drainage and pond depth are considered
- Motion to approve the proposed Brumlow Project as proposed. Mr. Brookes proposed Mr. Veillon 2<sup>nd</sup> all in favor. (Proposal is attached)

#### AED

- **Purchase for the school – HOS is going to research and purchase for the school**

**Brumlow Project:**

Price: \$35,000 - \$8,000 Discount= \$27,000 TOTAL

Windmill Aeration Pricing TOTAL: \$ 3888.42

Total cost of project: \$30,888.42.

Daniel Dean has submitted a proposal to enlarge the pond and build a large berm on the property line using the dirt from the pond. We can plant trees and shrubs in addition to blocking with the hill if funds permit. Daniel has been wonderful to work with and assured us he will get the job done over the summer. He is donating a lot of labor in addition to his discount to keep this project affordable because he had a wonderful Christian school experience and wants to give back. A windmill will be added by AquaLandscapes to provide solar power for aeration. Both businesses have been very generous and are eager to help Covenant improve Brumlow Preserve.

**Burm and Pond: Daniel Dean**

- Strip and salvage ALL Topsoil from entire area
- Add onto existing pond and make it larger
  - Build a long berm/hill extending along the property line to block view as much as possible of seeing neighbors' property
  - Because of lack of room, the slope of the tall berm near the pond will be steep
  - Topsoil will be placed on top of exposed dirt to help promote optimal grass growth
  - Seed and Fertilize all exposed dirt everywhere grass is disturbed

**Windmill Aeration: Aqua Landscapes**

Assemble 24 ft. 3 legged windmill aeration system on site. Place air stones in location.

Run system and make any necessary adjustments. Price includes powder coating.





Brumlow Project to be completed in July.

# Teacher Certification at Covenant Academy

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Teacher certification encourages professional development and deeper understanding of Covenant's mission and vision. It is designed to encourage and equip teachers as they hone their craft in classical pedagogy and curriculum.

Teachers are only required to complete Level One certification within a reasonable time frame. Teachers who wish to complete further levels of certification may do so at any time thereafter. The board has committed to providing financial incentive for levels 2-4 for teachers who would like to grow professionally.

## Explanation of Certification Levels and Requirements:

### Pre-requisite to First Year

**This level must be completed the summer prior to starting as a first year teacher.**

1. Scan and skim Covenant's Curriculum Guide K-12.
2. Read (or watch relevant DVD's) *Shepherding a Child's Heart* or *Age of Opportunity*.
3. Read CA's Parent Student Handbook.
4. Read *Covenant Cultura*.
5. Read through the Covenant Events on Teacher Web page.
6. Review relevant sections of *The Spalding Method* (For Grammar School teachers only). Complete the DVD training: *Teaching the Classics* by Adam Andrews (for Upper School teachers only) **OR 1 HOS Approved Classical U Course through Classical Academic Press**

### Level One: Essentials of Classical Education (Required)

1. Read one book on CCE.  
Book Options: *The Seven Laws of Teaching*, *The Liberal Arts Tradition*, *Repairing the Ruins*, *Recovering the Lost Tools of Learning*, *The Trivium* **OR 1 HOS Approved Classical U Course through Classical Academic Press.**
2. Skim *Teach Like a Champion* and identify 3-5 useful strategies that you can use in your classroom.
3. Write 3-6 unit plans/liturgies (or one for each subject taught) that reflect the seven laws of teaching and address the essential skills needed to accomplish curriculum goals.
4. Attendance at 1 local or national CCE conference (funds permitting) **OR 1 HOS Approved Classical U Course through Classical Academic Press.**
5. Observation of 2 lessons of another teacher.
6. Performance of fair to excellent on Master Teacher Rubric.

## **Level Two: Curriculum Mastery**

*Level One Certification required.*

1. Read two selections from the Upper School Great Books lists (grades 7-12) **OR 1 HOS Approved Classical U Course through Classical Academic Press.**
2. Write a blog post type of reflection (about 300-500 words) on the reading described above and how it relates to our mission and CCE as a whole. This is not intended to be stodgy or stuffy but thought provoking.
3. Observation of 2 lessons of another teacher.
4. Attendance at 1 local or national CCE conference (funds permitting).  
Listen to 2 ACCS, SCL, or Circe presentations on any topic of interest **OR 1 HOS Approved Classical U Course through Classical Academic Press.**
5. Performance of good to excellent on Master Teacher Rubric.
6. For an addition of \$1000 to the teachers annual salary

## **Level Three: Mastery of Classical Education**

1. Level Two Certification for a minimum of 1 year.
2. Listen and respond (about 500 words) to 2 online, recorded or live seminars from any CCE organization.  
Read one of the following: *How to Read a Book; How to Speak, How to Listen; The Peacemaker; Habits of the Mind* **OR 1 HOS Approved Classical U Course through Classical Academic Press.**
3. Read two selections from the Upper School Great Books lists (grades 7-12).
4. Write a blog post type of reflection (about 500 words) on any aspect of CA mission, curriculum or culture, including one of the books above. This is not intended to be stodgy or stuffy but thought provoking.
5. Observation of 2 lessons of another teacher.  
Attendance at 1 local or national CCE conference **OR 1 HOS Approved Classical U Course through Classical Academic Press.**
6. Presentation of 1 topic at a local or in-house CCE conference.
7. Performance of good to excellent on Master Teacher Rubric.
8. For an addition of \$1000 to the teachers annual salary

## **Level Four: Pursuing Wisdom and Virtue**

1. Pre-requisite: Level Three Certification for a minimum of 1 year.  
Listen and respond in writing (about 600 words) to 2 online, recorded or live seminars from any CCE organization **OR 1 HOS Approved Classical U Course through Classical Academic Press.**
2. Read and respond (about 700 words) to 1 of the following: Norms and Nobility, The Trivium, Wisdom and Eloquence. Provide insight and application to the concepts as applied to CA.  
Read two selections from the Upper School Great Books lists (grades 7-12) **OR 1 HOS Approved Classical U Course through Classical Academic Press.**
3. Mentorship of another teacher at CA or other CCE school.

4. Presentation of 1 topic at a local or in-house CCE conference.
5. Performance of good to excellent on Master Teacher Rubric.
6. For an addition of \$1000 to the teachers annual salary