



Brevard Academy

March Board Meeting

Work Session and Regular Meeting

Published on March 13, 2024 at 3:37 PM EDT

Amended on March 18, 2024 at 8:14 PM EDT

Date and Time

Wednesday March 20, 2024 at 5:00 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. Work Session			
Items for Work Session			
<ul style="list-style-type: none"> • Finish BOD Training Slideshow Slides 31-35 https://app2.boardontrack.com/org/tMQP84/media/viewer/307239?scope= 			
II. Opening Items			5:00 PM
A.	Call the Meeting to Order Call Meeting to Order and Chair Remarks	Mark Campanini	5 m
B.	Record Attendance	Jamie Atkinson	2 m
C.	Pledge of Allegiance	Mark Campanini	1 m
D.	Approve Minutes Approve minutes for Monthly Board Meeting on February 21, 2024	Approve Minutes Jamie Atkinson	1 m
E.	Approve the Meeting Agenda	Vote Jamie Atkinson	2 m
F.	Student Spotlight Highlight the accomplishments of our students. Odyssey of the Mind Competitors--Jeff Richards and Derek Dennis, coaches	Michael Terry	10 m
G.	Staff Spotlight Coach Airey and Nurse Jelley with After-School and Intramural Offerings	Michael Terry	10 m
H.	Opportunity for Public Comment	Mark Campanini	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</p>			

individuals). You may supplement or submit public comments electronically or handwritten to the School Director or Board Chair.

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.

III. Committee Reports 5:41 PM

A. Finance	FYI	Paul Cooper	10 m
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- Renewal of Acadia Grant Writing Contract
- Review of Monthly Statements

B. Governance and Policy	FYI	Jamie Atkinson	10 m
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Policies for first read.
 Summary of Performance Framework Actions. The school is up-to-date in all areas.
 Dr. Abe Pallas has joined the Governance Committee.

C. Facilities	FYI	Jennifer Silva	10 m
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D. Development and Fundraising	FYI	Jennifer Silva	5 m
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- The school held its birthday celebration on March 15. A full report will be available at the next meeting.
- The school is using Flipcause to gather and track donations. You can access the platform from our website and [here](#).

E. Long Range Planning	FYI	Mark Campanini	10 m
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- Board Secretary
- Development Committee Chair

IV. Director Report 6:26 PM

A. Director Report	FYI	Ted Duncan	10 m
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V. Items for Board Approval 6:36 PM

These items will require Board Action.

	Purpose	Presenter	Time
A. Committee Consent Items	Vote	Mark Campanini	15 m
1. Finance			
1. Approval of up to \$25,000.00 to rebid the Arts/STEM building to meet USDA requirements.			
2. Approval of 1st Bank underwriting of bridge loan.			
2. Governance/Policy			
1. Change in Code of Conduct			
3. Facilities			
1. Approval to begin researching playgrounds at a price point of up to \$250,000.00.			
2. Approval of Outdoor Stage Design.			
4. Development			
5. Long-Range Planning			
6. Director Requests			
1. Approval of EOG Remediation and Retesting Plan			
VI. Other Business			6:51 PM
A. Strategic Planning and Discussion	Discuss	Jamie Atkinson	15 m
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			
VII. Closing Items			7:06 PM
A. Announcement of Next Meeting	FYI	Mark Campanini	1 m
B. 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: II. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on February 21, 2024

APPROVED



Brevard Academy

Minutes

Monthly Board Meeting

Work Session and Regular Meeting; Closed Session Needed

Date and Time

Wednesday February 21, 2024 at 5:00 PM

Location

Brevard Academy Music Room

Mission:

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Strategic Goals:

1. Ensure Academic Success for Every Student
2. Provide Effective & Innovative Learning Environments
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5. Engage Our Communities

Directors Present

Jamie Atkinson, Jennifer Silva, Mark Campanini, Mark Franklin, Paul Cooper

Directors Absent

None

Ex Officio Members Present

Ted Duncan

Non Voting Members Present

Ted Duncan

I. Work Session

A. Ted reminds the board to update their Board on Track Profile to include correct email addresses and a profile picture.

B. Board Training

Board covers slides 20-30 of the Board on Track Training Slideshow. There are discussions on Open Meeting Laws and the bylaws around meetings, minutes, and voting regulations.

II. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Mark Campanini called a meeting of the board of directors of Brevard Academy to order on Wednesday Feb 21, 2024 at 5:32 PM.

C. Approve Minutes

Paul Cooper made a motion to approve the minutes from January Board Meeting on 01-17-24.

Jennifer Silva seconded the motion.

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

D. Pledge of Allegiance

led by Mr. Duncan.

E. Student Spotlight

Eliana Campanini and Callie Goodwin share a presentation with the board on a fundraiser that they are doing through Heifer International to help send girls to school!

F. Staff Spotlight

Jen Iden shares with the board updates from grades 3-5 as their school improvement team representative. Big events include a Core Knowledge Night which incorporated STEM and ART into their studies, 4th grade reading buddies and 5th grade science projects!

G. Opportunity for Public Comment

No public comment.

III. Committee Reports

A. Finance

The projected surplus is lower right now because of a delay at the state level. As of right now, there are no budgetary concerns.

Paul Cooper is hopeful that within the next several months, the USDA process will be approved. Paul Cooper wants to make sure the group is aware of any additional expenses that this loan process will bring to the school to ensure sound fiscal decisions are being made. Paul will hopefully have a compilation of these before next meeting.

B. Governance and Policy

Jamie Atkinson is presenting an updated job description for a Dean of Academics- this will be added to an item to vote on.

The school is on track with the Summary of Performance Framework Actions.

Discussion on consent items:

- The proposed calendar aligns more closely with the Transylvania County School Calendar for next school year. The unbalanced calendar aligns better with the end of the semester at winter break and the school calendar of year-long classes allows for this.
- The Non-Title IX policy for approval has been vetted by attorneys and the committees. The only change is the process around submitted complaints.

C. Facilities

Jen Silva and Ted Duncan present a new overview of a campus master plan. This item will be voted on in the consent items. All changes have been previously discussed and

the committee is not looking for funding but is looking for a commitment from the board on the layout.

The committee will also be asking for approval of the fencing project to increase security. This project is being funded by the safety grant.

Ted Duncan presents the board with a cost estimate for the stage roof construction. The board would like more clarification on the cost different and invoices between roof covering and actual stage construction.

D. Development

Ted Duncan shares an invite to Brevard Academy's 25th anniversary event happenings on March 15th.

E. Long Range Planning

Tyree Griffin is interested in joining the board.

IV. Director Report

A. Director Report

Ted Duncan shares the director report with the Board.

Student applications for the next school year are up from this time last year!

V. Items for Board Approval

A. Finance Committee Consent Items

Paul Cooper made a motion to approve new auditing contract for FY24--Rebekah Barr CPA, PC.

Mark Franklin seconded the motion.

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

B. Governance/Policy Committee Consent Items

Jamie Atkinson made a motion to approve the new proposed calendar and the non-Title IX policy.

Jennifer Silva seconded the motion.

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

C. Facilities Committee Consent Items

Paul Cooper made a motion to approve the modification of the master plan and the fencing project from the safety grant.

Mark Franklin seconded the motion.

The stage proposal has been tabled until next meeting.

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

D. Long Range Planning Consent Items

Jennifer Silva made a motion to approve the addition of Abe Pallas.

Jamie Atkinson seconded the motion.

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

E. Approval of Courtney Gibson as Interim EC Teacher

Jamie Atkinson made a motion to approve the contract of Courtney Gibson.

Mark Franklin seconded the motion.

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

VI. Other Business

A. Strategic Planning and Discussion

Board members should send strategic plan mark-ups to Jamie Atkinson before the next meeting.

B. Announcement of Next Meeting

Next meeting is March 20th.

VII. Closed Session

A. Personnel and Contract Discussion

Jennifer Silva made a motion to move into closed session.

Jamie Atkinson seconded the motion.

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

Mark Franklin made a motion to exit closed session.

Jamie Atkinson seconded the motion.

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

VIII. Closing Items

A. Adjourn Meeting

Paul Cooper made a motion to adjourn.

Jamie Atkinson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:00 PM.

Respectfully Submitted,
Jamie Atkinson

Documents used during the meeting

- 03_BOARD_REPORT_2024_01_BREVARD_ACADEMY_20240214.pdf
- BA-CFA_K-8_Dean_of_Academics.docx__1_.pdf
- BA Site Plan Modifications October 2023.pdf
- Director Report February 2024.pdf
- Brevard_Academy_Draft_Calendar_for_2024-2025 (1).docx
- 2023.Non-TitleIX_Bullying_and_Discrimination_Reporting_and_Grievance_policy (6).docx

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Coversheet

Finance

Section: III. Committee Reports
Item: A. Finance
Purpose: FYI
Submitted by:
Related Material: 1ST Bank Term Proposal.docx
03. Board Report - 2024.02 - Brevard.pdf

1ST Bank Term Proposal

Questions, Concerns and Commitments

1. The bank will loan up to 80% with the balance coming from our cash reserves. That 20% can include what we have already spent with Cooper and the architect and anything else related to the USDA loan process.
2. Interest rate will not be below 7.5% but is calculated based on current SOFR (now 5.31%) plus 300 basis points (3%). It is a floating rate so today it would be 8.31%. It is an interest only loan payment with USDA take out at the end.
3. They have asked that all of our money goes in first before the bank loan starts. I have asked them to consider a mutual participation in this. That would mean we each would fund on an 80/20 basis from the beginning.
4. USDA has offered to allow the bank to have a partial lien on all of the property for the purpose of the loan. This requires an appraisal on all of the property. They would request 3 appraisers to submit a bid and we would choose one.
5. They would need verification that the building poses no environmental threats. Does Cooper already have this?
6. They require a bldg. inspection prior to each new draw. The bank would use in house personal and let me know soon about the cost.
7. They would like to have our 2023 Audit and I think it wise for us to give them our monthly budget report every few months plus the meeting notes from the meeting that we accept the proposal.
8. They will need to work with their in house counsel and maybe an outside counsel. I told them that we need to know those potential costs on the front end as we can roll them

into the USDA loan. I do think it's time to let USDA know we are looking for approximately 2.5 million.

9. Keep in mind that we need to give them an answer on the term proposal by next Wednesday so they can submit it to underwriting for review in order to get their acceptance or rejection.

Let me know if you have any questions or suggestions and how to handle this with the board. Accepting the terms is not a final commitment on our part.



BREVARD ACADEMY

Budget Analysis Report (Reconciled)

Fiscal Year: 2024 - February

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Revenues							
▶ State Revenue	3,461,495.05	327,046.53	2,675,329.93	786,165.12	77.29	3,591,805.00	
▶ Local Revenue	1,503,456.64	46,521.38	675,413.37	828,043.27	44.92	1,511,667.00	
▶ Federal Revenue	129,632.80	23,753.65	142,972.76	-13,339.96	110.29	144,369.39	
▶ Before and After School Revenue	45,000.00	4,974.00	34,469.00	10,531.00	76.60	42,663.00	
▶ Athletics Revenue	12,200.00	2,738.00	8,552.96	3,647.04	70.11	12,343.75	
▶ Band/Music Revenue	5,500.00	0.00	200.00	5,300.00	3.64	5,500.00	
▶ School Activities Revenue	7,874.00	183.00	9,915.69	-2,041.69	125.93	10,843.80	
▶ Field Trip Revenue	22,000.00	1,481.50	16,881.50	5,118.50	76.73	30,928.50	
Revenues	5,187,158.49	406,698.06	3,563,735.21	1,623,423.28	68.70	5,350,120.44	
Expenses							
▶ Salaries and Bonuses	2,512,555.00	240,923.82	1,730,043.79	782,511.21	68.86	2,624,416.50	
▶ Benefits	1,135,812.47	108,879.86	780,406.43	355,406.04	68.71	1,215,925.87	
▶ Books and Supplies	91,950.00	2,088.29	73,616.77	18,333.23	80.06	95,168.37	
▶ Athletics	14,000.00	235.00	20,829.18	-6,829.18	148.78	24,619.74	
▶ Office Supplies	42,000.00	2,089.81	41,474.53	525.47	98.75	47,720.29	
▶ Technology	105,500.00	5,782.30	47,213.65	58,286.35	44.75	68,417.17	
▶ Equipment and Leases	27,400.00	-3,349.13	17,912.25	9,487.75	65.37	27,400.00	
▶ Contracted Student Services	109,500.00	14,705.00	72,108.75	37,391.25	65.85	96,875.00	
▶ Staff Development	30,200.00	1,349.04	28,253.75	1,946.25	93.56	50,925.15	
▶ Administrative Services	218,100.01	23,504.85	200,603.43	17,496.58	91.98	266,819.33	
▶ Insurances	55,000.00	0.00	49,104.40	5,895.60	89.28	60,175.40	
▶ Rents & Debt Service	401,930.00	415.00	6,592.00	395,338.00	1.64	312,752.00	
▶ Facilities Building	126,000.00	7,263.29	88,842.12	37,157.88	70.51	131,148.70	
▶ Facilities Grounds	14,500.00	107.91	9,142.90	5,357.10	63.05	14,500.00	
▶ Utilities	63,000.00	6,048.73	48,712.32	14,287.68	77.32	63,699.91	
▶ Nutrition & Food	64,500.00	11,787.91	63,981.25	518.75	99.20	71,357.05	
▶ Transportation & Travel	46,000.00	1,425.78	27,006.62	18,993.38	58.71	49,000.00	
▶ Before & After Care Program	18,500.00	2,576.89	10,492.76	8,007.24	56.72	18,500.00	
▶ School Activities Expenses	12,250.00	742.37	4,290.94	7,959.06	35.03	11,066.65	
▶ Field Trip Expenses	22,000.00	3,517.76	26,992.71	-4,992.71	122.69	35,516.09	
▶ Fundraising Expenses	7,000.00	0.00	53.89	6,946.11	0.77	7,000.00	
▶ Federal Grant Expenses	2,056.00	206.00	4,732.69	-2,676.69	230.19	6,788.69	
Expenses	5,119,753.48	430,300.48	3,352,407.13	1,767,346.35	65.48	5,299,791.91	
Surplus/(DEFICIT)	67,405.01	-23,602.42	211,328.08	-143,923.07	3.22	50,328.53	

Coversheet

Governance and Policy

Section: III. Committee Reports
Item: B. Governance and Policy
Purpose: FYI
Submitted by:
Related Material: BA-CFA 2400 Policy Development (1).docx
Brevard Academy Occupational Therapist Job Description.pdf
[School Based Clubs](#)
2023.Adult Code of Conduct.docx
Bereavement_and Other Types of Leave.docx

SECTION: 2000- BOARD OPERATIONS
POLICY DEVELOPMENT

Policy Code: 2400
Approved: 10.11.2017

The Brevard Academy- CFA Board of Directors reserves to itself the functions of developing, revising, and repealing policies and procedure as it may deem necessary or appropriate to govern BA-CFA's operations. The formation and adoption of policies will constitute the primary method through which the board exercises its leadership in the operation of the school. All policy decisions will be made in accordance with the mission and vision of BA-CFA.

The BA-CFA Board Policy and Procedure Committee will adhere to the following in developing, revising and/or rescission, or termination of repealing policies and procedures.

Policy ~~Creation~~ Cycle:

1. Establish the need of a policy ~~or a~~ policy revision, or termination of a current policy
2. The Policy and Procedure Committee will conduct research such as:
 - a. Referencing policy documents created by other organizations on the same topic
 - b. Researching legislation
 - c. Conducting a meeting with staff and other people with experience
 - d. Seeking legal advice
3. Prepare a draft for review
4. Present the policy draft to The BA-CFA Board of Directors for a first read
 - a. The draft will be posted for review by staff and the community
 - b. Suggestions will be sent to The Policy and Procedure Committee for review
5. The final draft will be presented to The BA-CFA Board of Directors for formal adoption
6. The Policy will be posted on the BA-CFA website for all stakeholders' reference and communicated with staff
7. Policies will be monitored for any needed adjustments/revisions.
8. Revised policies will include the date of revision and the original date of approval.

REVISION OR RESCISSION OF EXISTING POLICY

The board may revise or rescind an existing board policy only by majority vote. If a proposal to revise or rescind a policy is included in the published meeting agenda, the board may take action on the proposal at that board meeting.

If, however, a proposal to revise or rescind a policy is presented at the board meeting as an addendum to the published agenda, the board will not take action on the proposal until a subsequent meeting.

The school director is authorized to correct typographical errors in existing policies. When making such changes, the school director must make the Policy Committee and the Board of Directors aware of the changes via email.

SECTION: 2000- BOARD OPERATIONS
POLICY DEVELOPMENT

Policy Code: 2400
Approved: 10.11.2017

The school director is authorized to make technical and conforming changes necessitated by changes in state and/or federal law. Such changes are effective immediately subject to ratification by a majority vote by the board at its next board meeting. When making such changes, the school director must make the Policy Committee aware of the changes via email as soon as possible.

D. SUSPENSION OF EXISTING POLICY The operation of any section or sections of board policies not established by law or contract may be suspended temporarily by majority vote.

7.

Job Specifications

Occupational therapists lead the process in development, implementation, and coordination of the occupational therapy program. Screening, evaluation, educational program and transition planning, therapeutic intervention, and exit planning is provided for students identified with or suspected of having disabilities that interfere with their ability to perform daily life activities or participate in necessary or desired occupations. Professional judgment and clinical knowledge are used to develop individualized programming based on occupational performance deficits in the areas of personal care, student role, interaction skills, process skills, play, community integration/work, and graphic communication. The Occupational therapist regularly collaborates with other disciplines and services at departmental and system levels. The Occupational therapist is expected to independently review outcomes and modify intervention programs. Clinical reasoning and professional judgment are essential to ensuring the safety of students and protecting liability of the school system and the therapist. Errors may result in serious harm to students.

Responsibilities and Tasks

Identification, Evaluation, and Planning

- Collaborates with EC staff to ensure team understanding of student occupational performance strengths and needs, through evaluation, educational program planning, and service delivery.
- Evaluates the student's ability and formulates the student's occupational profile through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews.
- Synthesizes evaluation results into a comprehensive written report which reflects strengths and barriers to student participation in the educational environment; directs program development; and guides evidence-based intervention.
- Develops occupationally based intervention plans based on student needs and evaluation results.
- Participates in EC meetings as directed to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals.

Service Delivery

- Provides targeted, evidence-based therapeutic intervention to facilitate student participation and occupational performance within the school environment.
- Adapts and modifies the environment including assistive technology and collaborates with instructional staff, when requested or approved by the EC Coordinator, to meet individual needs and to help students function as independently as possible.
- Educates students and families to facilitate skills in areas of occupation as well as health maintenance and safety.
- Monitors and reassess the effects of occupational therapy intervention and the need to continue, modify, or discontinue intervention.
- Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate.

Program Administration and Management

- Prioritizes and schedules work tasks independently, and provides a weekly service schedule to the EC Coordinator.
- Manages inventory of therapeutic equipment and assessments, and project needs for budget planning.

- Maintains clinical and administrative records in accordance with professional standards, state guidelines, and school policy.
- Adheres to federal and state legislation, regulation, and policies that affect occupational therapy practice.
- Reviews occupational therapy services for quality improvement and makes changes as needed to ensure quality of services.

Professional Growth and Ethics

- Participates in continuing education for professional development to ensure practice consistent with best practice and to meet N.C. Licensure requirements.
- Uses professional literature, evidence based research, and continuing education content to make practice decisions.
- Uses professional Code of Ethics and standards of practice to guide ethical decision making in practice.
- Adheres to Brevard Academy Staff Expectations

Knowledge, Skills and Abilities

- Knowledge of human development throughout the lifespan, integrated with the student's unique developmental status.
- Knowledge and appreciation of the influence of disabilities, socio-cultural and socioeconomic factors on a student's ability to participate in occupations.
- Knowledge and use of occupational therapy theories, models of practice, principles, and evidence based practice to guide intervention decisions.
- Knowledge of the federal, state, local legislation, regulations, policies and procedures that mandate and guide occupational therapy practice in schools.
- Ability to gather and assess outcomes program evaluation data and use to modify services at the programmatic level.
- Ability to maintain current reporting, documentation, scheduling, and billing in accordance with professional standards, state and local guidelines, and reimbursement requirements.
- Ability to determine the need for an occupational therapy evaluation and to select and administer appropriate assessment tools to evaluate the student.
- Ability to interpret the evaluation data and write a comprehensive report that reflects strengths and barriers to student's participation and occupational performance.
- Ability to participate collaboratively with the EC team to develop Individualized Education Programs to meet student needs.
- Ability to develop occupationally based intervention plans for a students' Individualized Education Plan, or for MTSS classroom-based intervention development based on evaluation information and student observations.
- Ability to provide evidence-based occupational therapy interventions to improve student's performance skills and participation.
- Ability to effectively collaborate with IEP team members, when requested or approved by the EC Coordinator, to adapt and modify environments, equipment, and materials including assistive technology.
- Ability to use professional literature, evidence based research, and continuing education content to make practice decisions.
- Skill in effective oral and written communication.

Personal Qualities:

- Appearance, voice, grooming, and personality which establishes a desirable model for parents and children;

- Sensitivity to the needs of children and parents of different ethnic, cultural, language, educational, and economic backgrounds;
- Possession of effective work strategies including flexibility, good organization skills, time management, creativity, integrity, growth, teamwork, and the ability to work independently and prioritize multiple work tasks.

Working Conditions

- Environment:
 - The job functions are performed indoors and outdoors.
- Physical abilities:
 - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is regularly required to stand, walk, bend, crouch, drive, sit, talk, and listen.
 - The employee must be able to sit on the floor or in a chair, and stand for extended periods and must have dexterity of hands and fingers to write and operate a keyboard.
 - The employee must be able to lift and/or move up to ten pounds.
 - Specific vision abilities required by this job include close vision and the ability to adjust vision.

Education and Experience

- Have successfully completed and graduated from an accredited occupational therapy professional program recognized by NBCOT and have completed all fieldwork requirements.
- Two years of experience as an occupational therapist, preferably in a school system or other pediatric practice setting.

Special Requirements

- Initial certification by National Board for Certification of Occupational Therapy.
- Current license by the North Carolina Board of Occupational Therapy.

Disclaimer

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Adult Code of Conduct

As we partner with families to best support students, it is critical that we engage in a way that allows our partnership to flourish. We understand that situations can become stressful, and we want to maintain the best support possible.

Adult Code of Conduct

All adults entering the school or participating in school events shall adhere to the following rules of conduct:

1. Always be respectful to the staff, students, and other members of the school community.
2. Model appropriate behavior and be good examples to our school community.
3. Do not display dangerous or unsafe behavior when on our campus.
4. Check-in and obtain clearance from the office upon entering the building.
5. Do not disrupt teaching and learning when visiting the school.
6. If you need to speak with a staff member, schedule a meeting.
7. Refrain from using threats, profanity, inappropriate or rude language/gestures, or an aggressive/loud voice.
8. Handle complaints by first seeking a resolution with the staff members involved in a positive and professional manner.
9. Ensure email communications to SCHOOL staff, faculty, or students are respectful.
10. Do not harass, bully, or threaten SCHOOL staff, faculty, or students on school grounds, at school events (whether or not on school grounds), or via email.

When engaging in a conversation with another person who is becoming overly aggressive and/or disrespectful, staff members are to follow the steps below:

1. Remind the individual that it is an expectation that all conversations remain respectful.
2. If the disrespectful behavior continues, end the conversation immediately.
Possible script: "Unfortunately, we need to end this conversation here. I understand you are upset but we cannot continue until we can communicate with a calm tone and appropriate language."
3. Staff members must inform their direct supervisor of the interaction so they can document the situation and follow up as needed.

To the extent an adult's actions/behavior falls below the code of conduct the adult can be subjected to disciplinary action by the administration.

- Upon the first occurrence, the direct supervisor will send a follow up email to the individual.
- Upon a second occurrence, individuals can be
 - removed from the premises;
 - restricted from re-entry for a period of 30 calendar days; and
 - limited to pick-up and drop-off of students outside the building
- Upon a third occurrence, individuals can be

- Removed from the premises; and
- Permanently restricted from re-entry.

*Violence/Threats: If the act or action of the individual falls within the category of acts of violence on school premises, threats of violence on school premises, bullying of teachers, students or other parents, the individual can be immediately removed from the premises and permanently restricted from re-entry.

*While a parent is restricted from re-entry to the school, their access to the school is restricted to external pick-up and drop-off of their student. Any interaction with Davidson Charter Academy teachers or staff must be done so by electronic means.

*The school reserves the right to restrict any adult, including parents, from coming onto campus for any reason, including drop off or pick up, if the adult has engaged in Violence/Threats as set forth above or if SCHOOL determines that the adults behavior has created an unsafe or hostile environment.

Bereavement Leave

When an employee loses an immediate family member, Brevard Academy provides up to 10 (ten) days of paid time off. Immediate family members include spouse, child, parents, mother- and father-in-law, stepparents, stepchildren and step-siblings. Brevard Academy provides 5 (five) days of paid time off in the case of an extended family member's death. Extended family includes aunt, uncle, grandparents or grandparents-in-law, grandchildren, brother- and sister-in-law, and daughter- or son-in-law.

In the event that the deceased is an extended family member or is not a blood relative, but is deemed in loco parentis, the employee is entitled to the 5 (five) days of paid time off that applies to extended family members.

Brevard Academy provides the same amounts of bereavement leave based on the domestic partnership.

Process and Purpose

When an immediate family member dies, the grieving employee should contact the School Director or the Business Manager with information about the days she needs to be off work. Time off from work is for handling funeral arrangements and attending funeral and memorial services. Brevard Academy reserves the right to request documentation, such as an obituary or funeral program, as proof of the death. Under normal circumstances, however, Brevard Academy ~~doesn't~~ may

require written proof.

OTHER LEAVES OF ABSENCE

All other requests for leaves of absence for personal reasons will be considered on a case-by-case basis, and the granting of such leave and its terms will be solely within the discretion of the School Director or his/her designee. Requests for other leaves of absence should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Requests for other leaves of absence should be made in writing and include an explanation of why the time is needed and the dates requested. An employee granted a leave of absence under this policy may not work for another employer without Brevard Academy's written permission. An

employee who accepts such employment without Brevard Academy's permission will be deemed to have resigned from employment at Brevard Academy.

Jury Duty: All employees shall be given leave to attend jury duty as required by law. If an employee receives a jury summons, the employee must notify his supervisor immediately. All employees will be paid up to ten (10) working days for jury service, provided that no petition to be excused from such service due to hardship has been granted. No employee shall be compensated for jury leave without written notice of service from the court in which jury service was performed. Requests for jury service leave in excess of ten (10) working days will be considered on a case-by-case basis. Jury duty leave is available to all employees. The employee must report to work on days or parts of days when he/she is not required to report to jury duty. If an employee does not return to work immediately after jury duty ceases, Brevard Academy will assume that the employee has resigned.

Witness Duty: An employee may be required by law to appear in court as a witness. The employee may be allowed to take unpaid time off for this purpose, but is expected to give Brevard Academy reasonable advance notice of the absence and to provide evidence of the required appearance. Witness duty leave is available to all employees.

Military Duty: A Military Leave of Absence will be granted to employees who are absent from work because of service in the United States uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and other applicable law. Advance notice of military service is required, unless

military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees should contact the School Director or his/her designee for more information or questions about Military Leave.

Parental Educational Leave: In accordance with the North Carolina Parental Leave Law, Brevard Academy will grant up to four (4) hours of unpaid leave per year to any employee who is a parent, guardian, or person standing in loco parentis of any school age child so that the employee may attend or otherwise be involved in activities at the child's school or child care facility as defined by G.S. 110-86(3). This leave must be scheduled in advance at a mutually convenient time. Brevard Academy reserves the right to request written verification from the Brevard Academy of the employee's attendance.

Coversheet

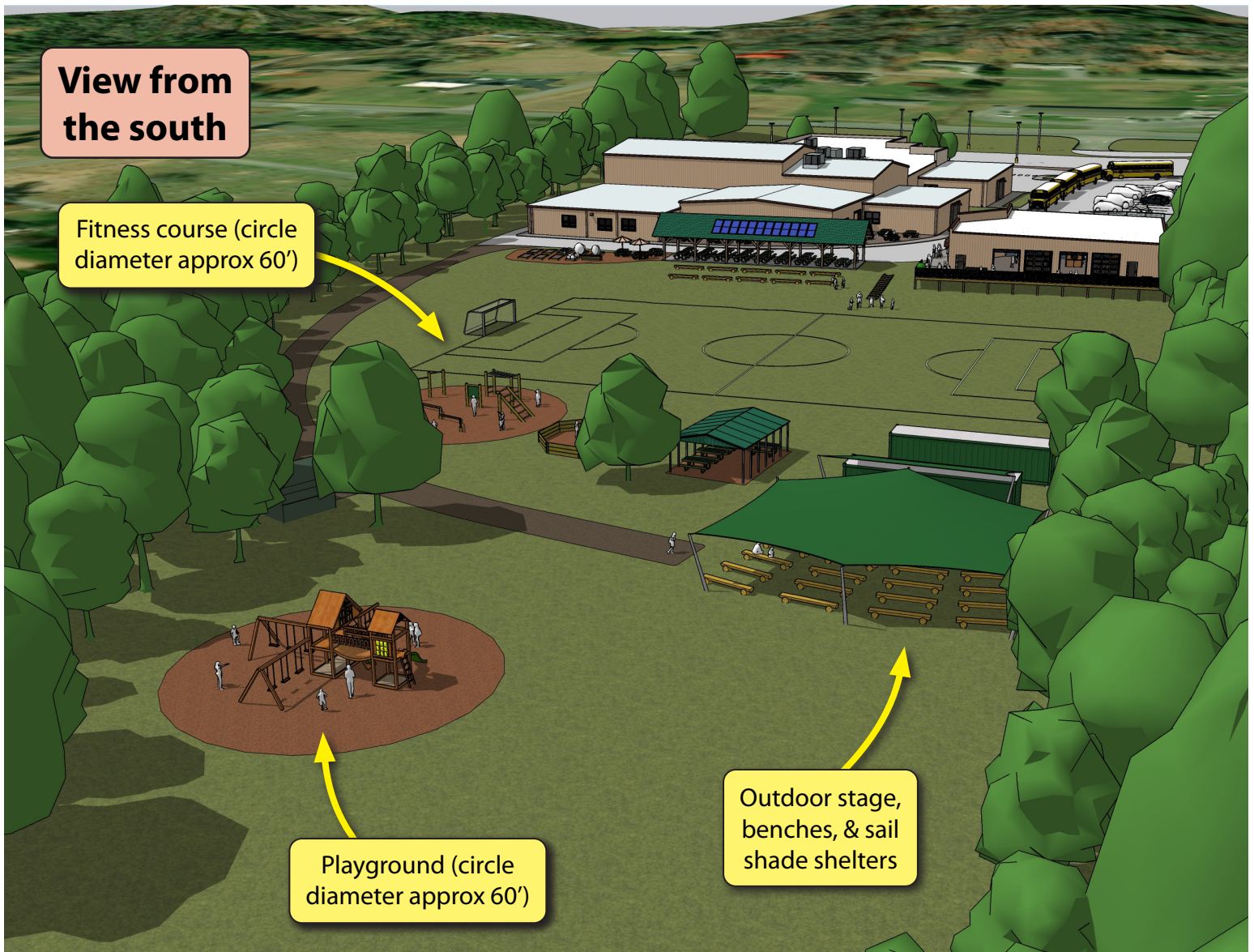
Facilities

Section: III. Committee Reports
Item: C. Facilities
Purpose: FYI
Submitted by:
Related Material: Brevard Academy Site Plan Revised.pdf



A Challenge Foundation Academy

Proposed Site Plan Modifications March 2024



View from
the south

Fitness course (circle
diameter approx 60')

Playground (circle
diameter approx 60')

Outdoor stage,
benches, & sail
shade shelters

Overhead view



View from the west



View from the north



View from the east



View of stage



View from the southeast



Coversheet

Director Report

Section: IV. Director Report
Item: A. Director Report
Purpose: FYI
Submitted by:
Related Material: Director Report March 2024.pdf

Brevard Academy

School Director's Board Report for March 2024

Good News:

- The school was recertified as Living Wage Employer.
- Our enrollment lottery was held on March 15 and Mayor Mauren Copelof and Commissioner Larry Chapman attended the ceremony.
- The school held its 25 anniversary party on March 15.
- Spring athletics are underway and spring end of year field trips are in progress. The 8th grade is in Washington, DC.

Student Spotlight--Odyssey of the Mind

Staff Spotlight--After-School Programs

- Tara Jelley--After-School Director
- Elizabeth Airey--Intramural Director

Briefings--[Board Action Calendar](#)

School Data--Key Indicators for Success

Enrollment Summary

Updated 3.6.24

	Current Enrollment	Enrollment Goal for Day 1--2025	Anticipated Open Seats	Goals for Applications
Kindergarten	44	48	48	100
1st Grade	43	50	6	20
2nd Grade	45	50	7	20
3rd Grade	50	50	5	20
4th Grade	45	50	0	20
5th Grade	42	50	5	20
6th Grade	50	50	8	20
7th Grade	47	50	0	10
8th Grade	40	48	2	10
Total/Average	406	446	80	240
ADM	420.55	██████████ ██████████ ██████████		

Updated on 3.13..2024

We budgeted for 428 students and 62 EC students.			
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Applicants over the years (Based on February Numbers)

Grade	2018	2019	2020	2021	2022	2023--March	Current	Goal
Kinder	49	51	65	58	46	64	63	60
1st	12	12	7	12	11	8	13	20
2nd	14	12	8	13	13	13	11	20
3rd	9	14	6	7	10	5	15	20
4th	14	9	11	10	8	7	15	20
5th	16	11	7	7	9	3	14	20
6th	11	17	8	14	7	14	10	10
7th	12	4	1	7	6	9	12	10
8th	2	7	8	3	4	4	4	10
Total	139	137	121	131	114	127	157	190

Updated on 3.11.2024

The current number of EC students K-8: 70 (Fall rosters – 27 Speech only) 17%.

Total number of AIG students 3-8: 93 (Fall 2023 Headcount) 23% total school; 34% eligible grades.

Updated on 3.13..2024

Students and Staff Attendance

Month	Staff Attendance	Students Attending	Students on Time	Average ODRs/Day	Bullying/Harassment Substantiated Reports
August	98%	96%	98%	1.3	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					
April					
May					
Average	95%	93%	95%	2.4	1.0
The goal is 95% in these areas.					

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

- Fall--32%
- Winter--56%
- Spring--

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						
April						
May						
Total	34	39	30	17	52	18

Discipline Trends

As we increase Restorative Practices school-wide. Students are starting to understand that it is ok to make mistakes. Students are learning from their mistakes and making positive decisions each day. Teachers focus on meeting each student where they are and ensuring that they feel loved, cared for, and valued. Teachers' approach to discipline has become more proactive vs reactive through the use of Restorative practices.

There is a decrease in Office Referrals as teachers implement classroom consequences for student misbehavior that are in line with Professional development implemented throughout the school year.

Updated on 3.13..2024

Coversheet

Committee Consent Items

Section: V. Items for Board Approval
Item: A. Committee Consent Items
Purpose: Vote
Submitted by:
Related Material: First Bank Term Sheet.pdf
Revisions to Code of Conduct 3.20.24.docx
2024 EOG Remediaton and Retesting Plan.pdf

FIRST BANK

March 8, 2024

Brevard Academy
1110 Hendersonville Hwy
Pisgah Forest, NC 28768-9238

Brevard Academy Board of Directors:

Thank you for allowing First Bank the opportunity to submit a proposal for financing the construction of the Brevard Academy STEM building at 1110 Hendersonville Hwy., Pisgah Forest, NC 28768-9238. The terms of this non-binding proposal are as follows:

Borrower:	Brevard Academy
Guarantors:	N/A
Amount:	\$2,000,000 Not to exceed 70% LTV and up to max 80% LTC based on new project costs only.
Purpose:	Bridge loan financing for construction of STEM Building on the Brevard Academy campus. USDA will provide permanent financing upon completion of building.
Type of Loan:	Commercial Loan
Interest Rate:	SOFR + 300 bps with floor of 7.5%.
Term:	18 Months
Repayment:	18 Month interest with principal due at maturity.
Prepayment Penalty:	N/A
Loan Fee:	\$10,000 or 0.5% of Loan Amount
Collateral:	Shared First Deed of Trust lien interest with USDA and Assignment of Rents on commercial property located at 1110 Hendersonville Hwy., Pisgah Forest, NC 28768-9238, and a shared blanket UCC lien on all assets.
Appraisal:	An appraisal will be required.
Environmental:	First Bank will require verification that the subject property has no environmental issues. A Phase I Environmental may be required.

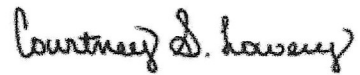
- Construction Monitoring:** Borrower's equity must be injected into project and verified prior to loan proceeds being advanced.
- Construction draws will be administered following the Bank's commercial construction process and satisfactory review of construction draw forms (AIA forms preferred).
- All draws will be subject to third party inspection with costs to be paid by Borrower.
- Covenants:** To be determined during underwriting.
- Additional Requirements:**
- USDA permanent financing approval is required prior to First Bank construction loan origination.
 - Copies of all construction contracts and USDA commitment must be provided prior to closing.
 - Terms are subject to our receipt and satisfactory review of detailed cost estimates, plans & specs.
- Financial Statements:** Borrower(s) and Guarantor(s) shall furnish financial statements annually during the loan, and if requested by First Bank, the Borrower(s) and Guarantor(s) shall provide interim financial statements.
- Closing Costs:** To be paid in full by the Borrower.
- Organizational Documents:** Copies of Borrower Organizational Documents certified by an authorized officer or representative and Certificates of Existences shall be furnished to First Bank prior to the loan closing.
- Deposit Relationship:** As First Bank is a depository institution, Borrower agrees to maintain its primary operating account at First Bank.
- Miscellaneous:** First Bank may require additional documentation, opinions of counsel for Borrower, evidence of environmental compliance, utilities, permits and zoning as may reasonably be necessary to assure feasibility and authority of the purposes for which loan proceeds will be used. Loan may also be subject to legal review by outside bank counsel with any legal expenses to be paid by Borrower.
- Assignment:** This proposal is issued to the borrower and cannot be assigned by the borrower without the written consent of First Bank.

This is a proposal, not a commitment. The commitment will be based on the Bank's review of the Borrower's and Guarantor's current financials and other supporting documents and obtaining final approval by the Bank. The proposed rate and terms are reliant upon borrower's prompt response to proceed with full underwriting. An extended borrower response timeframe could allow changes in market conditions and interest rate pricing.

Formal acknowledgement of proposed terms must be communicated within Eight (8) business days (Friday, March 8, 2024). Subject to underwriting and approval, the rate and terms are offered for a transaction closing within 90 days (Thursday, June 6, 2024).

Thank you again for allowing First Bank the opportunity to submit this proposal. If you have any questions, please feel free to call me at 828-606-5093.

Sincerely,



Courtney Stepp Lowery
VP, Business Development Officer
First Bank
11 Church Street
Asheville, NC 28801

Revision of Code of Conduct

- Make “Being in possession of or under the influence of alcohol a controlled substance” a Level 5 Offense. This is the highest-level offense.
- Add Exclusion as a Level 5 Example Consequence

2023-24 Summer Program Plan

Summer program sessions with test scores uploaded to the NCDPI after July 8, 2024 will not be included in 2023-24 accountability analyses. Schools offering a summer program must have a written summer program plan for the school year that has been signed and approved by the local board.

Public School Unit Name: Brevard Academy
Public School Unit Number: 881A

- Participating in a Summer Program with summer EOG, EOC, or NCEXTEND1 administrations
- Not Participating in a Summer Program with summer EOG, EOC, or NCEXTEND1 administrations

Purpose of Summer School Program: to remediate in math, reading, and Science and then give those students the opportunity to retake EOG or Math 1 EOC. to improve proficiency levels.

Date for Parent Notification of Summer Program: June 4th, 2024

Student Eligibility Criteria:

- Grade levels: 3* 4 5 6 7 8 9-12
- Assessment Types: Reading Math Science NCEXTEND1
- NC Math 1 Biology English II NC Math 3

* The Reading EOG is not available for administration in grade 3 summer programs.

Regular Academic Calendar:

Last Day for Students: June 6th, 2024
Last Day for Staff: June 7th, 2024

Summer School Program Instruction:

Instructional Dates: June 10, 11, 12, 13,
Number of Instructional Days: 4 days
Instructional Hours/Minutes Per Day: 4 hours
Total Number of Instructional Hours: 16 hours

Summer School Program Testing:

Testing Dates: June 14th, 2024
Number of Testing Days: 1

Arrangements for Security of Test Materials:

Testing materials will be stored in a locked file cabinet in the testing coordinators office (also locked)

Date of Board Approval: _____

Board Chairperson Signature: _____

Superintendent/Charter Director Signature: _____