



# Brevard Academy

## Board Meeting

### Work/Training Session and Regular Meeting

Published on March 6, 2025 at 1:24 PM EST

Amended on March 7, 2025 at 1:45 PM EST

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#### Date and Time

Wednesday March 12, 2025 at 5:00 PM EDT

#### Location

Brevard Academy Music 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. Ensure Academic Success for Every Student
2. Actively Engage Stakeholders to Strengthen and Enrich Our Communities
3. Recruit, Hire and Retain Highly Effective Personnel

- 4. Use Resources Effectively and Be Fiscally Responsible
- 5. Provide Effective and Innovative Learning Environments

## Agenda

	Purpose	Presenter	Time
<b>I. Work Session/Training</b>			<b>5:00 PM</b>
<b>A. Board Discussion</b>	Discuss		30 m
Pre-School Agreement Discussion			
Review of 2025-2026 Calendar			
<b>II. Opening Items</b>			<b>5:30 PM</b>
<b>A. Call the Meeting to Order</b>		Mark Campanini	1 m
<b>B. Record Attendance</b>		Jennifer Silva	1 m
<b>C. Approve Meeting Agenda</b>	Vote	Mark Campanini	1 m
<b>D. Approve Minutes</b>	Approve Minutes	Jennifer Silva	1 m
Approve minutes for Board Meeting on February 19, 2025			
<b>E. Pledge of Allegiance</b>		Jamie Atkinson	1 m
<b>III. Regular Meeting Business</b>			<b>5:35 PM</b>
<b>A. Student Spotlight</b>	FYI	Ted Duncan	10 m
Soil and Water Conservation Contest Winners			
<b>B. Staff Highlights</b>	FYI	Ted Duncan	5 m
• Jason Wolfe--6th-8th Grade School Improvement Team Rep.			
<b>C. Good News</b>	FYI	Ted Duncan	5 m
• Jen Iden presented at the <a href="#">NCTIES Conference</a> .			
• Our Golden Leaf Winner was Pat Rich.			

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• We are partnering with Transylvania Community Arts Council on obtaining two artist-in-residency programs.</li> <li>• We received grant funding from the Center for Safer Schools.</li> <li>• Transylvania Soil and Water Conservation District Poster Contest Winners                             <ul style="list-style-type: none"> <li>◦ Slideshow                                     <ul style="list-style-type: none"> <li>▪ 2nd Place- Klaira Keith, Kidston, Brevard Academy</li> <li>▪ 3rd Place- Lillie Oliver, Kidston, Brevard Academy</li> <li>▪ Honorable Mention (tie)- Dane Buchanan, Kidston, Brevard Academy</li> </ul> </li> <li>◦ Essay                                     <ul style="list-style-type: none"> <li>▪ 1st Place- Willow Latter, Kidston, Brevard Academy</li> <li>▪ 2nd Place- Quin Philyaw, Kidston, Brevard Academy</li> <li>▪ 3rd Place (tie)- Megan McCabe, Kidston, Brevard Academy</li> </ul> </li> <li>◦ Speech                                     <ul style="list-style-type: none"> <li>▪ 1st Place- Annie Wooldridge, Kidston, Brevard Academy</li> <li>▪ 2nd Place (tie)- Charlotte Cook, Kidston, Brevard Academy</li> <li>▪ 2nd Place (tie)- Hailey Springston, Kidston, Brevard Academy</li> </ul> </li> </ul> </li> </ul>			

<b>D.</b> Opportunity for Public Comment	FYI	Mark Campanini	10 m
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**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.

\*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.\*

**IV. Committee Reports 6:05 PM**

<b>A.</b> Finance	FYI	Paul Cooper	5 m
<b>B.</b> Governance and Policy	FYI	Abe Pallas	5 m
<ul style="list-style-type: none"> <li>• Committee Report</li> <li>• Employee Handbook Review Underway</li> </ul>			
<b>C.</b> Development/Fundraising	FYI	Jennifer Silva	5 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• Carpe Diem Update</li> <li>• State of the Charter Update</li> <li>• Capital Campaign Update</li> </ul>			
<b>D. Long-Range Planning</b>	FYI	Jamie Atkinson	10 m
<ul style="list-style-type: none"> <li>• April Board Meeting Rescheduling--Takes place over Spring Break</li> </ul>			
<b>E. Academic Excellence Update</b>	FYI	Abe Pallas	5 m
<b>F. Facilities</b>	Discuss	Tyree Griffin	
<b>V. Director Report</b>			<b>6:35 PM</b>
<b>A. Director Report</b>	FYI	Ted Duncan	10 m
<ul style="list-style-type: none"> <li>• Director Report</li> </ul>			
<b>B. Important Upcoming Dates</b>	FYI	Ted Duncan	1 m
<ul style="list-style-type: none"> <li>• March                             <ul style="list-style-type: none"> <li>◦ 18--End of 3rd Quarter</li> <li>◦ 19--Carpe Diem and Enrollment Lottery</li> <li>◦ 20--State of the Charter Dinner</li> <li>◦ 21--School Closed</li> <li>◦ 24-25--6th Grade Earthshine Field Trip</li> </ul> </li> <li>• April                             <ul style="list-style-type: none"> <li>◦ 1--Spring Benchmarks Begin</li> <li>◦ 8-11--8th Grade Trip to DC</li> <li>◦ 9-11--7th Grade Trip to Charleston</li> <li>◦ 14-18--Spring Break</li> <li>◦ 16--BOD Meeting (Needs to be Rescheduled)</li> </ul> </li> </ul>			
<b>VI. Items for Board Approval</b>			<b>6:46 PM</b>
These items will require Board Action.			
<b>A. Committee Consent Items</b>	Vote	Mark Campanini	10 m

	Purpose	Presenter	Time
1. Long-Range Planning			
2. Facilities			
1. Hiring of Robin Young as Daytime Custodian			
3. Policy and Governance			
◦ Facilities Use			
◦ Flex Time Use			
◦ Middle School Grading Policy			
◦ Coach Job Description Revisions			
◦ Outdoor Education Teacher Job Description			
◦ Update the Neoptism Policy to include the wording: "Referencing <a href="#">G.S. 115C-218.15(b)(2)</a> nepotism must be disclosed to the board and approved by the board in a duly called meeting." This is a DPI requirement.			
1. Director Requests			
1. Recess as instructional minutes, 6th- 8th for the 2024-2025 school year.			
2. 2025-2026 school calendar approval.			
<b>VII. Other Business</b>			<b>6:56 PM</b>
<b>A.</b> Announcement of Next Meeting	FYI	Jamie Atkinson	1 m
<b>VIII. Closing Items</b>			<b>6:57 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Jamie Atkinson	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 Board Meeting on February 19, 2025

DRAFT



# Brevard Academy

## Minutes

### Board Meeting

#### Regular Meeting

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#### **Date and Time**

Wednesday February 19, 2025 at 5:30 PM

#### **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

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### **Directors Present**

Abe Pallas, Jamie Atkinson, Jennifer Silva, Mark Campanini, Mark Franklin, Paul Cooper, Tyree Griffin

### **Directors Absent**

Brandon Smith

### **Ex Officio Members Present**

Ted Duncan

### **Non Voting Members Present**

Ted Duncan

### **Guests Present**

Ali Liubenov

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## **I. Opening Items**

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

Mark Campanini called a meeting of the board of directors of Brevard Academy to order on Wednesday Feb 19, 2025 at 5:31 PM.

### **B. Record Attendance**

### **C. Approve Agenda**

Abe Pallas made a motion to Approve Agenda.

Paul Cooper seconded the motion.

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

### **D. Approve Minutes**

Jennifer Silva made a motion to approve the minutes from Board Meeting on 01-15-25.

Paul Cooper seconded the motion.

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

### **E. Pledge of Allegiance**

Noah Busche (4th Grader) led pledge



## II. Regular Meeting Business

### A. Student Spotlight

4th Graders

- Ruby Malefy, Selah Bauman, Adeline Baugher, Noah Busche
- Each student presented facts about their Biltmore Estate Field Trip, what they learned, and their favorite part

### B. Staff Highlights

Athletic Highlights - Our winter sports have concluded, both girls and boys basketball made it through the first round of the conference tournament, Pep Squad was a huge hit this year

- Spring is our busiest season of sports: girls soccer, boys volleyball, co-ed tennis, golf, and mountain biking

3rd - have finished the human body, Roman civilizations

4th - Biltmore Estate Field Trip

5th - Muddy Sneakers and trout in the classroom

### C. Good News

Our movable chicken coop is on campus! We will begin raising hatchlings in the spring.

Michelle Peterson and Camy Stirling were selected to present at the Core Knowledge Conference in Orlando, FL

Jen Iden, Jamie Conley, and Amber Wolfe presented at the Western Carolina iReady Collaborative Conference

3 of our students were selected for their artwork for display

- Bowen Osborne - 8th
- Tessa Toler - 7th
- Andrin Daniels - 5th

Chad Campbell was selected for our Golden Leaf

### D. Opportunity for Public Comment

None

## III. Committee Reports

### A.

## **Finance**

Much larger surplus than normal because of the journaling for the bus purchase.

USDA update - Mr. Cooper turned in a significant report last week. Only thing outstanding is the cost of civil engineering from Cooper Construction

## **B. Governance and Policy**

Orientation should be post selection of becoming a member of the board. Recommending a specific start date for each term beginning in July. Limit the number of Parent/Guardians of students on the board to less than 1/3.

## **C. Development**

Please register to get your ticket for the Jeffersonian Dinner. 3 interactive experiences at the dinner revolving around AI in schools.

## **D. Long Range Planning**

Brandon, Ted, and Jamie met, and Brandon agreed to provide some structure for the Strategic Planning.

Dr. Pallas suggests that there needs to be a timeline associated with each goal.

Jamie said we will work on streamlining and "training" so that language is more cohesive.

Mr. Duncan said that having goals within each committee is also helpful with action items, and strategic planning. This also helps with flexibility with the strategic plans.

## **E. Academic Excellence Update**

This material was presented at the last board meeting.

## **IV. Director Report**

### **A. Director Report**

About 10 less applicants than last year tracking.

We are not a private school. This came up with the Vision Class that came to visit the campus.

Discipline Report discussed.

Career Fairs are coming up, and Mr. Duncan will be attending.

Currently advertising for all open positions, and goals have been set for all instructional staff.

Hire an Outdoor Education teacher in house, so that we are not using a third party hire. This will give more flexibility throughout the day, and not have to hire a person to be with the Mountain Roots instructor. It will be written in their contract that they must have a bus license, for field trips etc.

## **B. Important Upcoming Dates**

- February 25th - Clarence Henderson Presentation
- Carpe Diem March 19
- State of the Charter Dinner March 20
  
- Could we move the Board Meeting from March 19 to March 12?
- Could we move the lottery to the week of March 17?

## **V. Items for Board Approval**

### **A. Committee Consent Items**

Long Range Planning - Strategic Planning for 2025-2030 - motion to pass - Jamie Atkinson, and Mark Franklin, motion unanimous

Facilities - 1. adding electrical meter for cameras and lights on the back field costs will most likely be covered by Duke energy or Safety Grant. 2. Approval for Civil Engineering Work for FEMA Projects - \$17,000-20,000 for estimate. Motion to approve - Paul Cooper, Dr. Abe Pallas, motion carries as unanimous

Policy and Governance - Political Action Policy - motion to pass - Dr. Abe Pallas, Mark Franklin, motion passes unanimous

Director Requests

1. Summer School Plan Approval - Michael Terry
2. End of Grade Testing Remediation and Summer Testing Plan - Michael Terry  
- motion to approve Jen Silva, Tyree Griffin, motion unanimous approval
  
3. Lottery Date for 2025-2026 School Year
4. 2025-2026 School Calendar - subject to alignment with Spring Break for TCS
5. Moving next Board Meeting to March 12  
- motion to approve Dr. Abe Pallas, Paul Cooper, motion carries unanimous
  
6. Janice Smith - EC Teacher Approval
7. Elizabeth Shirley - Part time Instructional Assistant
8. Kristen Green - Part time Instructional Assistant

- motion to approve Jamie Atkinson, Mark Franklin, motion carries unanimous

## VI. Other Business

### A. Announcement of Next Meeting

moved to March 12, 2025

## VII. 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,  
Paul Cooper

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# Coversheet

## Finance

**Section:** IV. Committee Reports  
**Item:** A. Finance  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PROD\_ Cash Board (7).pdf  
03. Board Report 2025.02 - Brevard.pdf

March 11, 2025

# PROD: Cash Board

Controls  
& Filters

School Name contains BREVARD ACADEMY  
Month, Year contains February, 2025  
Comparative School Size (Click to Select) is Medium

PROD: Cash Board

# The Cash Board

Select School: **BREVARD ACADEMY**

Select Period: **February, 2025**

Comparative School Size (Click to Select): **Medium**

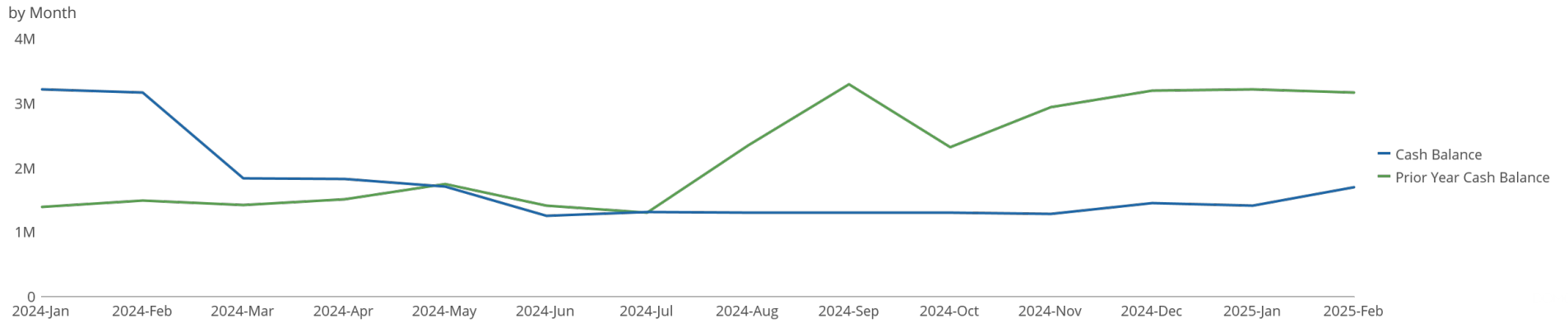
Your School Size: **Medium**

Cash On Hand as of selected m...: **1.71M** (2.20M Comp AVG)

Days Cash on Hand as of select...: **108.05** (107 Comp AVG)

School Size Breakdown: *Small*: 0-400 ADM | *Medium*: 401-800 ADM | *Large*: 801+ ADM

### Cash Balance Year over Year

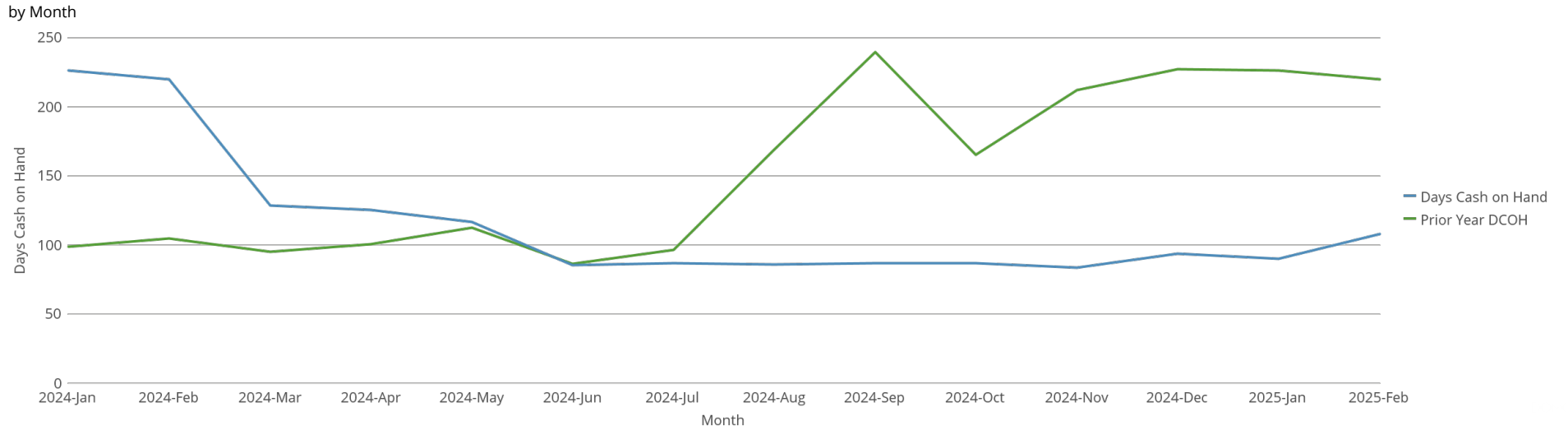


### Controls & Filters

School Name contains BREVARD ACADEMY  
Month, Year contains February, 2025  
Comparative School Size (Click to Select) is Medium

PROD: Cash Board

### Days Cash on Hand



\*Days cash on Hand is calculated using the either the projected EOY expenses if tracked through Insights or the annual budgeted expenses.

Disclaimer: This data is based solely on information recorded in LINQ and may differ from information included in your financial statement audit. This data should be used for discussion purposes, but not relied upon solely for compliance with NC DPI, loan covenants, or other official requirements based on audited financial statement data.

Controls & Filters

School Name contains BREVARD ACADEMY





# BREVARD ACADEMY

## Budget Analysis Report (Reconciled)

Fiscal Year: 2025 - February

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
<b>Revenues</b>							
▶ State Revenue	3,908,377.00	547,943.04	3,079,543.26	828,833.74	78.79	3,808,865.06	
▶ Local Revenue	1,698,990.64	207,987.54	755,984.01	943,006.63	44.50	1,776,820.56	
▶ Federal Revenue	180,703.39	6,335.28	58,267.93	122,435.46	32.25	189,566.23	
▶ Before and After School Revenue	50,063.00	5,792.50	33,094.50	16,968.50	66.11	44,279.50	
▶ Athletics Revenue	12,200.00	2,063.00	14,675.18	-2,475.18	120.29	14,748.35	
▶ Band/Music Revenue	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	
▶ School Activities Revenue	10,630.80	1,262.64	10,729.99	-99.19	100.93	15,941.27	
▶ Field Trip Revenue	29,641.00	1,689.00	12,337.00	17,304.00	41.62	31,011.00	
<b>Revenues</b>	<b>5,896,105.83</b>	<b>773,073.00</b>	<b>3,964,631.87</b>	<b>1,931,473.96</b>	<b>67.24</b>	<b>5,886,731.97</b>	
<b>Expenses</b>							
▶ Salaries and Bonuses	2,740,705.50	225,022.61	1,803,241.69	937,463.81	65.79	2,720,321.56	
▶ Benefits	1,285,168.56	98,015.21	785,686.48	499,482.08	61.13	1,208,729.09	
▶ Books and Supplies	97,700.00	10,941.71	88,631.17	9,068.83	90.72	122,154.21	
▶ Athletics	24,907.82	1,135.30	20,574.27	4,333.55	82.60	27,653.74	
▶ Office Supplies	46,500.00	2,661.90	36,614.87	9,885.13	78.74	47,137.83	
▶ Technology	95,500.00	102.17	37,550.46	57,949.54	39.32	61,754.82	
▶ Equipment and Leases	30,400.00	641.69	33,967.68	-3,567.68	111.74	46,663.59	
▶ Contracted Student Services	114,500.00	14,106.25	81,587.50	32,912.50	71.26	123,000.00	
▶ Staff Development	48,209.07	3,911.03	35,380.98	12,828.09	73.39	58,037.43	
▶ Administrative Services	266,110.00	66,028.10	279,157.00	-13,047.00	104.90	355,675.24	
▶ Insurances	60,175.40	0.00	49,693.00	10,482.40	82.58	60,175.40	
▶ Rents & Debt Service	312,223.00	1,804.98	29,895.98	282,327.02	9.58	329,895.98	
▶ Facilities Building	96,500.00	10,047.22	111,937.27	-15,437.27	116.00	168,470.46	
▶ Facilities Grounds	26,479.49	2,775.00	16,315.00	10,164.49	61.61	26,479.49	
▶ Utilities	64,000.00	7,982.68	48,458.92	15,541.08	75.72	64,260.55	
▶ Nutrition & Food	69,500.00	8,162.60	58,082.40	11,417.60	83.57	69,501.70	
▶ Transportation & Travel	46,000.00	1,316.91	160,202.80	-114,202.80	348.27	185,046.00	
▶ Before & After Care Program	18,500.00	857.12	7,833.07	10,666.93	42.34	18,763.54	
▶ School Activities Expenses	11,750.00	0.00	13,168.89	-1,418.89	112.08	17,668.89	
▶ Field Trip Expenses	34,222.29	2,925.00	26,674.59	7,547.70	77.95	36,091.82	
▶ Fundraising Expenses	7,000.00	3,389.69	3,389.69	3,610.31	48.42	8,889.69	
▶ Federal Grant Expenses	3,382.69	2,500.00	5,860.76	-2,478.07	173.26	9,243.45	
<b>Expenses</b>	<b>5,499,433.82</b>	<b>464,327.17</b>	<b>3,733,904.47</b>	<b>1,765,529.35</b>	<b>67.90</b>	<b>5,765,614.48</b>	
<b>Surplus/(DEFICIT)</b>	<b>396,672.01</b>	<b>308,745.83</b>	<b>230,727.40</b>	<b>165,944.61</b>	<b>-0.65</b>	<b>121,117.49</b>	

**By declining Outsourced CFO services, you acknowledge CSP is not analyzing or tracking year-end projections and is not responsible for the financial performance of the school.**

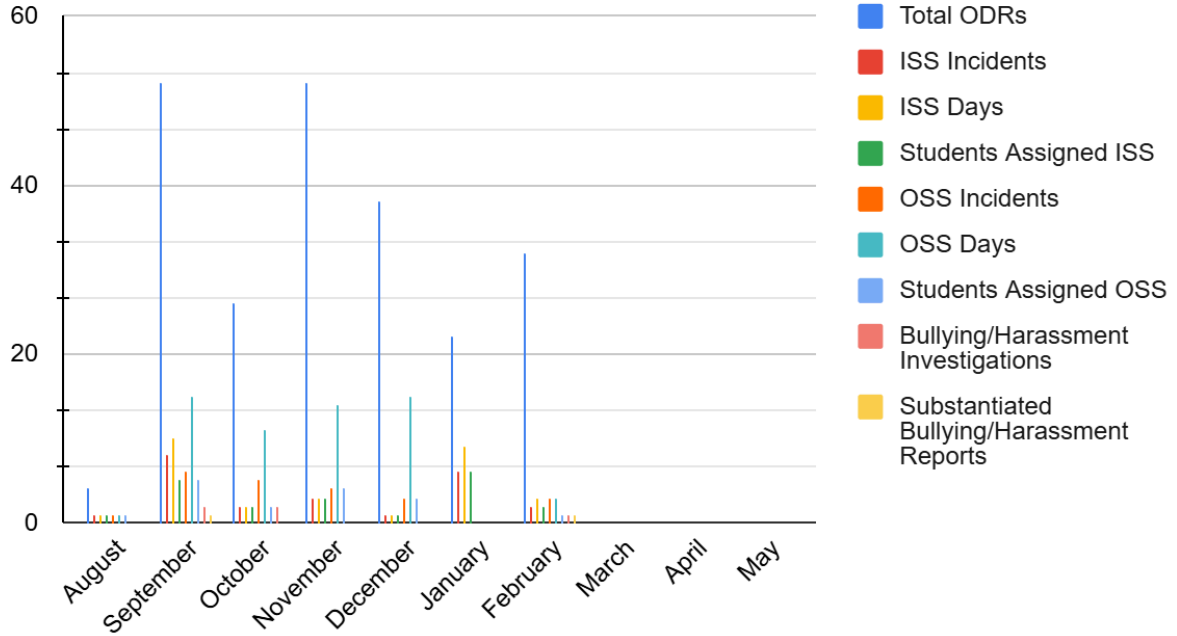
# Coversheet

## Director Report

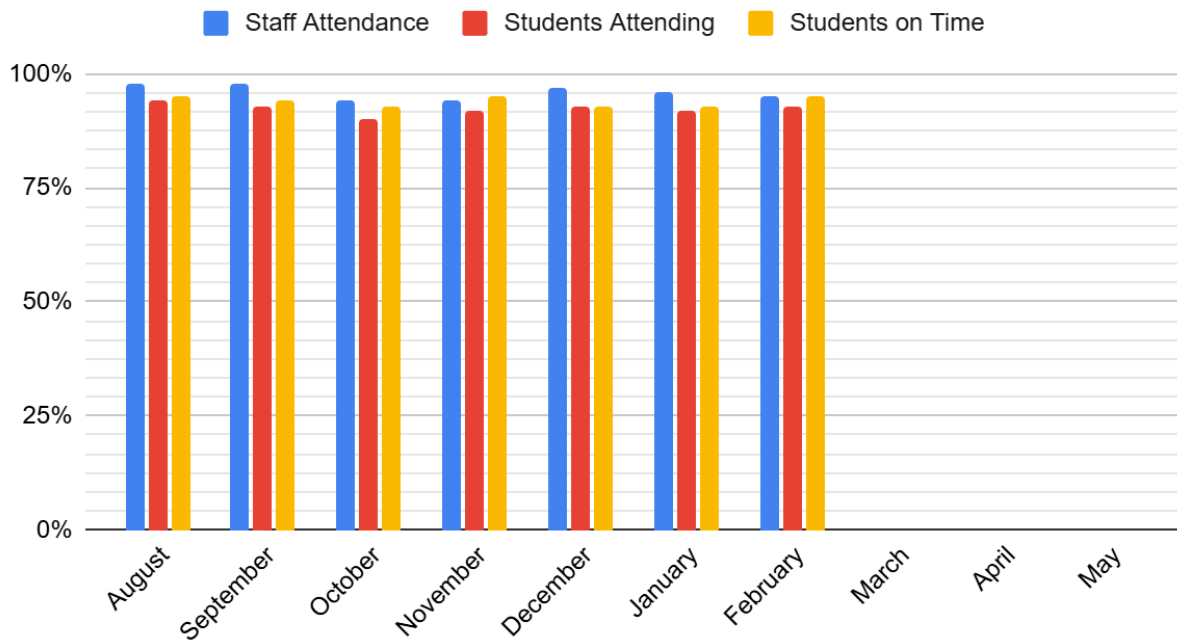
**Section:** V. Director Report  
**Item:** A. Director Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** School Data for February 2025.pdf  
Director Report March 2025.pdf  
Calendar for Approval--TCS Aligned Spring Break.pdf

### School Data for February

#### Student Discipline



#### School Attendance



## Brevard Academy School Director's Board Report for March 2025

### Enrollment

	Current Enrollment	Day 20 Enrollment	Change Since Day 20
<b>Kindergarten</b>	44	48	-4
<b>1st Grade</b>	45	48	-3
<b>2nd Grade</b>	44	48	-4
<b>3rd Grade</b>	49	52	-3
<b>4th Grade</b>	49	50	-1
<b>5th Grade</b>	47	50	-3
<b>6th Grade</b>	48	50	-2
<b>7th Grade</b>	43	45	-2
<b>8th Grade</b>	44	44	0
<b>Total/Average</b>	<b>413</b>	<b>434</b>	<b>-22</b>
			5% attrition (Net loss of 2 students due to Helene.)

#### Enrollment Notes:

The current number of EC students K-8: 61 (Fall rosters – 22 Speech only) 15%.

Total number of AIG students 3-8: 84 (Fall 2024 Headcount) 20% total school; 29% eligible grades.

PMR 1=435

### Current Applications

Updated on March 2, 2025

	Anticipated Spots	Goal	Thu	Fri	Mon	Tues	Wed	Thu	Fri
			2.20.25	2.21.25	2.24.28	2.25.25	2.26.25	2.27.25	2.28.25
Kinder	48	80	61	62	63	63	64	64	64
1st	5	20	5	5	5	5	6	6	6
2nd	4	20	8	8	9	9	9	10	10
3rd	6	20	9	9	9	9	9	9	9
4th	1	20	13	13	13	13	13	13	13
5th	1	20	8	8	10	10	10	11	11
6th	2	20	10	10	10	10	10	10	10
7th	2	20	3	3	3	3	3	3	3
8th	7	20	3	3	3	3	3	3	3
<b>Total Report Apps</b>	<b>76</b>	<b>240</b>	<b>120</b>	<b>121</b>	<b>125</b>	<b>125</b>	<b>127</b>	<b>129</b>	<b>129</b>

Updated as of 3.2.25--We are 8 applications off of where we were last year.

Students and Staff Attendance

Month	Staff Attendance	Students Attending	Students on Time	Average ODRs/Day
August	98%	94%	95%	0.3
September	98%	93%	94%	3
October	94%	90%	93%	2
November	94%	92%	95%	4
December	97%	93%	93%	3
January	96%	92%	93%	2
February	95%	93%	95%	2
March				
April				
May				
<b>Average</b>	<b>96%</b>	<b>92%</b>	<b>94%</b>	<b>2.11</b>
The goal is 95% in these areas.				

**\*Attendance was optional for students from October 8-17 (we averaged less than 80% attendance on these days).**

Key Indicators for Success

Percentage of students reading at or above grade level MOY—61% (iReady MOY Benchmarks, 62% in 2023)

Percentage of students performing mathematics at or above grade in math MOY—51% (iReady MOY Benchmarks, 50% in 2023)

Percentage of middle school students (5th-8th) involved in at least 1 extracurricular activity--58%. All students in grades 6-8 participate in at least 3 high-interest Friday Clubs.

Updated on March 2, 2025

Discipline Report

Month	Total ODRs	ISS Incidents	ISS Days	Students Assigned ISS	OSS Incidents	OSS Days	Students Assigned OSS	Bullying/Harassment Investigations	Substantiated Bullying/Harassment Reports
August	4	1	1	1	1	1	1	0	0
September	52	8	10	5	6	15	5	2	1
October	26	2	2	2	5	11	2	2	0
November	52	3	3	3	4	14	4	0	0
December	38	1	1	1	3	15	3	0	0
January	22	6	9	6	0	0	0	0	0
February	32	2	3	2	3	3	1	1	1
March									
April									
May									
<b>Average</b>	<b>32.3</b>	<b>3.3</b>	<b>4.1</b>	<b>2.9</b>	<b>3.1</b>	<b>8.4</b>	<b>2.3</b>	<b>0.7</b>	<b>0.3</b>

ODR=Office Discipline Referral

ISS=In-School Suspension

OSS=Out-of-School Suspension

This section will be updated throughout the year.

Updated on March 2, 2025

## **Board and Committee Meeting Dates for 2024-2025**

### **Briefings--[Board Action Calendar](#)**

#### Observations and Coaching

- All instructional staff members have received at least 2 observations/evaluations.
- Peer Observations for Beginning and New Teachers have been completed.

#### **Upcoming Career Fairs**

~~Campbell University--February 20~~

~~WRESA--February 28~~

WCU--March 21

App State--March 28

Updated on March 2, 2025



## Calendar for BOD Approval Spring Break Aligned with TCS

### 2025 - 2026 School Calendar

August '25						
Su	M	Tu	W	Th	F	S
			30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13/13

September '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19/32

October '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20/52

November '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14/66

December '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14/80

January '26						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

18/98

February '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

17/115

March '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17/132

April '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19/151

May '26						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19/170

June '26						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3/173

July '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- School Closed/ Holidays
- Teacher Workday/PD Day (No Students)
- First and Last Day
- Parent Teacher Conferences (No Students)
- Offices Closed
- New Staff Institute

Quarter End Dates:

1. October 15—45 Days
2. December 18—35 Days
3. March 13—45 Days
4. June 3—49 Days (1:00 dismissal)

Teacher Workdays

- August 4
- September 19
- October 17
- December 19
- February 17
- March 6
- April 6

PD Days—All Staff Attends--Required

- August 5-12
- October 16
- January 5
- April 7—Carpe Diem
- May 8—EOG Testing and EOY Close Out
- June 4—End of Year Data Review

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# Coversheet

## Committee Consent Items

**Section:** VI. Items for Board Approval  
**Item:** A. Committee Consent Items  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Calendar for Approval--TCS Aligned Spring Break.pdf  
Facilities Use Policy (1).pdf  
BA-CFA\_Coach\_Job\_Description.docx\_\_1\_(1).pdf  
BA-CFA\_7395\_Flex\_Time\_Usage\_Policy.pdf  
Outdoor\_Education\_Teacher\_Job\_Description.docx.pdf  
BA-CFA\_4161\_MIDDLE\_SCHOOL\_GRADING.pdf

## Calendar for BOD Approval Spring Break Aligned with TCS

### 2025 - 2026 School Calendar

August '25						
Su	M	Tu	W	Th	F	S
			30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13/13

September '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19/32

October '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20/52

November '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14/66

December '25						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19/32

January '26						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20/52

February '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

17/115

March '26						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

14/80

April '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18/98

May '26						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19/170

June '26						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17/132

July '26						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19/151

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- New Staff Institute

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- June 4—End of Year Data Review

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## Facilities Use Policy

**Purpose:** Brevard Academy is committed to fostering community engagement by allowing responsible use of its facilities by outside organizations when not in use for school-related activities. This policy establishes the terms and conditions for such usage to ensure the safety, security, and proper maintenance of school property.

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## Eligibility Criteria

1. Facilities are available for use by organizations aligned with the mission and values of Brevard Academy.
  2. Requests must be made by individuals aged 18 or older who represent an organization in good standing.
  3. Brevard Academy reserves the right to deny requests based on scheduling conflicts, inappropriate purpose, or potential disruption to school operations.
- 

## Application Process

1. **Submission:** Applicants must submit a completed Facilities Use Application at least 30 days prior to the requested date.
  2. **Documentation:** The following must accompany the application:
    - Proof of liability insurance naming Brevard Academy as an additional insured entity with coverage of at least \$1,000,000 per occurrence/\$2,000,000.00 aggregate.
    - If the organization is hosting/serving children proof of \$1,000,000.00 abuse coverage is required.
    - A signed Facilities Use Agreement outlining the terms and conditions.
  3. **Approval:** Applications are reviewed by the Facilities Manager and/or School Director. Approval or denial will be communicated within 10 business days of submission.
- 

## Terms and Conditions

1. **Insurance Requirements:**
  - Outside users must maintain liability insurance and provide proof of coverage with Brevard Academy listed as an additional insured entity.
  - A Certificate of Insurance (COI) must be submitted at least 10 business days before the event.
2. **Fees:**

- Rental fees are determined based on the type of organization, duration of use, and facilities required. A current fee schedule is available upon request.
  - Full payment is due upon approval of the application.
- 3. Responsibilities of Users:**
- Ensure all activities are supervised and adhere to Brevard Academy's rules and regulations.
  - Leave the facilities in the same condition as found. Cleaning fees may apply for failure to meet this standard.
  - Report any damages immediately to school personnel. Users are financially responsible for all damages incurred during their use.
- 4. Prohibited Activities:**
- Alcohol, tobacco, drugs, and weapons are strictly prohibited on school property.
  - Activities that conflict with the school's mission, disrupt operations, or pose safety risks are not permitted.
- 5. Indemnification:**
- The user agrees to indemnify and hold harmless Brevard Academy, its employees, and agents from any claims, liabilities, or expenses arising from the use of the facilities.
- 

## Cancellations

- 1. By the User:**
- Cancellations must be submitted in writing at least 7 business days before the scheduled event to qualify for a full refund.
  - Late cancellations may result in partial or no refund.
- 2. By the School:**
- Brevard Academy reserves the right to cancel reservations due to unforeseen circumstances (e.g., emergencies, weather, school needs). In such cases, users will receive a full refund.
- 

## Enforcement

Failure to comply with this policy may result in immediate termination of the agreement, forfeiture of fees, and denial of future facility use requests.

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**Contact Information:** For questions or to submit an application, contact:

- **Facilities Manager:** [Insert Name]
- **Phone:** [Insert Phone Number]

- **Email:** [Insert Email Address]
- **Address:** Brevard Academy, [Insert Address]

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By signing the Facilities Use Agreement, the applicant acknowledges receipt of this policy and agrees to all terms and conditions herein.

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**Approval Signature:**

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Facilities Manager, Brevard Academy  
Date: \_\_\_\_\_

**User Signature:**

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Applicant/Representative  
Date: \_\_\_\_\_

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## Brevard Academy- A Challenge Foundation Academy

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.

### Coach

#### Job Description

**Reports To:** Athletic Director

**Terms of Employment:** Sports Season

**Qualifications:** Current North Carolina CDL preferred. Current staff member preferred. Experience in sport required.

**Purpose:** The Head Coach is responsible for initiating various aspects such as training, and coaches the members of the athletic program. Coordinate the development and promotion of the athletic team program. Conduct tryouts to complete a manageable team. Assesses player's skill and assigns team positions. Organize and schedule practice sessions. Maintain supervision of each student-athlete under the care of the athletic team program. Directly responsible for transporting team members to athletic contests. Current North Carolina CDL preferred. Represent Brevard Academy in a positive light at all times.

Assistant Coaches support the Head Coach of each team.

#### **Abilities/Skills:**

- Ability to communicate effectively both orally and in writing.
- Ability to reason, make judgments, and maintain effective professional working relationships with others.
- Ability to utilize positive human relation skills with all staff, parents and students.
- Ability to resolve problem situations with sound judgment.
- Ability to maintain confidentiality in matters relating to Brevard Academy-A Challenge Foundation Academy.
- Ability to exercise independent judgement and initiative in completing work assignments.

#### **Essential Job Functions:**

- Strives to fulfill the mission and vision of Brevard Academy- A Challenge Foundation Academy
- Maintain constant check of student-athletes grades and conduct.
- Coordinate the development and promotion of athletic program.
- Teach life skills and develop character.
- Timely and effectively communicate with athletic director, parents, plays, and administrators.
- Determine game strategy based on the team's capabilities.
- Maintain and secure all athletic equipment and uniforms.
- Submit student physical documentation in a timely manner. Payment will be held until all required documents have been submitted.
- Hold a parents/guardians meeting with all student-athletes before the first official game.
- Follow established procedures in the event of an athlete's injury.
- Represent Brevard Academy and the athletic program in a professional manner.
- Complete all required training.

## **Brevard Academy- A Challenge Foundation Academy**

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.

### **Additional Job Functions:**

- Any other related duties as assigned by the School Director or Athletic Director or other appropriate administrators.
- Supervise Assistant Coaches, players and managers.

**Evaluation:** Performance of this job will be evaluated in accordance with the provision of the Board of Directors' policy on evaluation of certified personnel.

### **Brevard Academy- A Challenge Foundation Academy is an equal opportunity employer.**

**DISCLAIMER:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**SECTION: 7000 PERSONNEL**

*Policy Code: 7395*

**Flex Time Usage Policy**

*Approved: Pending*

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**Flex Time Usage Policy**

**Purpose:**

This policy outlines the appropriate use of flex time for staff members at Brevard Academy to support work-life balance while maintaining the operational needs of the school.

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**Eligibility:**

All full-time staff members can utilize flex time as outlined below, provided their duties and responsibilities allow for flexible scheduling without disrupting the educational environment or operational efficiency.

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**Definition of Flex Time:**

Flex time refers to pre-approved, modified work hours that differ from the standard schedule. Flex time may be accrued through additional hours worked outside regular duty times or as compensatory time for required attendance at events or meetings outside contractual hours.

---

**Guidelines for Usage:**

**1. Approval Process:**

- All flex time requests must be submitted to the staff member's supervisor in writing at least **two days** in advance, except in cases of emergency or illness.
- Supervisors will evaluate requests based on coverage needs, impact on the school's operations, and overall fairness among staff.

**2. Accrual and Limits:**

- Flex time must be accrued prior to use. Documentation of accrued hours should be submitted as it is accrued.
- A maximum of **8 hours of flex time** may be accrued per quarter once the school year begins.
- Unused flex time cannot be carried over beyond the school year.

**3. Permitted Uses:**

- Personal appointments or errands that cannot be scheduled outside working hours.
- Family responsibilities or emergencies.
- Restorative personal time after extended school-related events or projects.

**4. Exclusions:**

**SECTION: 7000 PERSONNEL**

*Policy Code: 7395*

**Flex Time Usage Policy**

*Approved: Pending*

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- Staff cannot accrue flex time by performing duties outside of their job description without prior supervisor authorization.
  - Flex time may not be gifted to other employees.
- 5. Documentation Requirements:**
- Staff must document all flex time accrual and usage on the official Flex Time Tracker.
- 

**Restrictions and Conditions:**

- Flex time cannot greatly interfere with direct classroom instruction, student supervision, or schoolwide events.
  - Requests for flex time during peak activity periods (e.g., testing weeks, and state reporting deadlines) may be denied if operational needs cannot be met.
- 

**Enforcement:**

Failure to adhere to this policy may result in revocation of flex time privileges and/or disciplinary action. Supervisors are responsible for ensuring fair and consistent application of this policy.

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**Policy Review and Updates:**

School leadership will review This policy annually to ensure it continues to meet staff needs and operational priorities.

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## Brevard Academy- A Challenge Foundation Academy

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.

### Outdoor Education Teacher

#### Job Description

**Reports To:** School Director

**Terms of Employment:** 10 Months

**Qualifications:** A bachelor's degree in an appropriate area is required. A valid North Carolina Teaching Certificate in an appropriate area is preferred. Such alternatives to the above qualification as the The Board of Directors may find appropriate and acceptable.

**Purpose:** To develop and lead instruction for students in a variety of outdoor activities which promote environmental literacy through a combination of knowledge, skills, attitudes, and behaviors that will allow students to make informed decisions, to participate effectively in civic life, and to help strengthen community and environmental health.

**Abilities/Skills:**

- Ability to communicate effectively both orally and in writing.
- Ability to reason, make judgments, and maintain effective professional working relationships with others.
- Ability to utilize positive human relation skills with all staff, parents and students.
- Ability to resolve problem situations with sound judgment.
- Ability to maintain confidentiality in matters relating to Brevard Academy-A Challenge Foundation Academy.
- Ability to exercise independent judgement and initiative in completing work assignments.

**Essential Job Functions:**

- Strives to fulfill the mission and vision of Brevard Academy- A Challenge Foundation Academy.
- Teaches a curriculum that promotes environmental literacy and supports the NC Science Standards.
- Differentiates instruction to meet the needs of all learners.
- Promotes, teaches, and models environmental awareness and responsible outdoor practices.
- Creates a learning environment that is conducive to effective learning and appropriate to the maturity and interest of the students.
- Employs a variety of instructional techniques and instructional media consistent with the needs and capabilities of the individuals or student groups involved.
- Evaluates student course and behavioral progress, keeps appropriate records and communicates needs of students to the appropriate team members.
- Prioritizes safety in the outdoor learning environment. Maintains and inspects outdoor equipment needed for instruction.
- Maintains a positive and inclusive learning environment while managing student behavior and dynamics during outdoor activities.
- Communicates with parents through conferences and other means to discuss the student's course and behavioral progress as needed.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.

## Brevard Academy- A Challenge Foundation Academy

- Collaborates with teachers to make connections with curriculum and standards.
- Assists the administration in implementing all policies and/or rules governing student life and conduct. For the learning environment, develop reasonable rules for behavior and procedure, and maintains order in a fair and just manner.
- Makes detailed lesson plans for the substitute teacher to follow whenever it is known that sick or personal leave has to be taken.
- Makes provision for being available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Assists in the selection of books, equipment and other instructional materials.
- Maintains accurate up-to-date attendance and academic records for all students.
- Supervises students in out-of-classroom activities during the assigned workday.

### Additional Job Functions:

- Obtains and maintains a CDL for bus driving /field trip purposes.
- Attends and participates in faculty meetings and after school activities.
- Participates in faculty committees and the sponsorship for student activities.
- Provides for own professional growth through an ongoing program of reading, attending county and state sponsored workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Perform non-instructional duties as assigned.

**Evaluation:** Performance of this job will be evaluated in accordance with the provision of the Board of Directors' policy on evaluation of certified personnel.

### **Brevard Academy- A Challenge Foundation Academy is an equal opportunity employer.**

**DISCLAIMER:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**SECTION: 4000 STUDENTS AND PARENTS**

*Policy Code: 4161*

**MIDDLE SCHOOL GRADING**

*Approved: DATE*

**Middle School Grading Policy and Practices**

As a middle school team, we believe we should meet students at their instructional levels and move them to the next level using the Core Knowledge sequence through rigorous and challenging coursework. Grade 6-8 teachers will follow the current BA grading policy while ensuring that NC essential standards are at the core of instruction and assessments. We also want to communicate clearly and as often as possible about how each student is progressing and our expectations for student success. We believe that this is a partnership between teachers, students, and parents.

Formative assessments will be used as assignments that are given during the learning process. These are to be used to give students practice and allow teachers to provide feedback. Students will receive consequences for not completing formative assessments. A grade of 50 will be entered into the grade book for each incomplete assignment.

Summative assessments are used to evaluate a student's mastery of a topic. Summative assessments not completed will be assigned a grade of 50 as a placeholder until the assignment is made up by the student. Students are responsible for working with teachers to schedule a make-up day for each missed assignment. Summative assignments must be made up by the end of the quarter in which they were assigned. If the student fails to make up a summative assessment, the grade of 50 will remain in the grade book and will be averaged into the final grade per quarter, and ultimately for the year.

**Credit for Late Assignments will be reduced by one-half letter grade for each day the assignment is late.**

The **chart below** can be used as a reference for examples of practice vs. mastery assignments:

<b>Formative Assessments</b>	<b>Summative Assessments</b>
Daily Do Nows Exit Tickets Classwork Homework	Quizzes Tests Projects Presentations

Grading scale

**A 90-100**

**B 80-89**

**C 70-79**

**D 60-69**

**F 59-00**