



Brevard Academy

Governance and Policy Committee Meeting

Published on March 4, 2025 at 8:34 AM EST

Date and Time

Tuesday March 4, 2025 at 8:30 AM EST

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 For the this committee:

1. Ensure Academic Success for Every Student
 2. Recruit, Hire and Retain Highly Effective Personnel
 3. Engage Our Communities
-

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:30 AM
A. Record Attendance		Abe Pallas	1 m
B. Call the Meeting to Order		Abe Pallas	1 m
C. Approve Minutes	Approve Minutes	Abe Pallas	1 m
Approve minutes for Governance and Policy Committee Meeting on February 4, 2025			
D. Approve Minutes	Approve Minutes	Abe Pallas	1 m
Approve minutes for Governance and Policy Meeting on December 10, 2024			
E. Approve Agenda	Vote	Ted Duncan	3 m
II. Policies and Actions for BOD Approval			8:37 AM
Be sure to add these policies to the BOD Agenda.			
A. Policies for BOD Approval	Discuss	Ted Duncan	10 m
Policies from last month's first reading.			
<ul style="list-style-type: none"> • Facilities Use • Flex Time Use • Middle School Grading Policy • Coach Job Description Revisions • Outdoor Education Teacher Job Description 			
III. Policies for First Read			8:47 AM
A. Policies for 1st Read	Discuss	Ted Duncan	10 m
IV. Other Business			8:57 AM
A. Review Old Business	Discuss	Ted Duncan	5 m
<ul style="list-style-type: none"> • Pre-K Agreement Update • Remove the Disciplinary Action Policy 			

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> • Recess as Instructional Time 6th-8th Grade • Performance Framework Snapshot 		
B. Policy Clarification	FYI	Ted Duncan	1 m
Review the Educational Leave Policy			
V. Closing Items			9:03 AM
A. Set Next Meeting Date	FYI	Abe Pallas	5 m
B. Adjourn Meeting	Vote		

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

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Governance and Policy Committee Meeting on February 4, 2025

APPROVED



Brevard Academy

Minutes

Governance and Policy Committee Meeting

Date and Time

Tuesday February 4, 2025 at 8:30 AM

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Committee Members Present

Jennifer Iden, Jennifer Kelly, Lisa Busche, Michelle Peterson, Ted Duncan

Committee Members Absent

Abe Pallas, Michael Terry

Committee Members who left before the meeting adjourned

Lisa Busche

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Ted Duncan called a meeting of the Governance and Policy Committee of Brevard Academy to order on Tuesday Feb 4, 2025 at 8:31 AM.

C. Approve Minutes

Lisa Busche made a motion to approve the minutes from Governance and Policy Committee Meeting on 01-07-25.

Jennifer Kelly seconded the motion.

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

D. Approve Agenda

Ted Duncan made a motion to approve agenda.

Michelle Peterson seconded the motion.

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

II. Policies and Actions for BOD Approval

A. Policies for BOD Approval

Proposed Policy on Political Action - Under Political Expression by Students edited to add "Students may not wear clothing or accessories displaying political messages while at school" after committee discussion. Mr. Duncan will make the modifications to the proposed policy.

Proposed Facilities Use Policy - Do our current clubs FCA and Good News Club fall under our insurance?

III. Policies for First Read

A. Policies for 1st Read

Flex Time Policy - Discussion about the total hours of flex time that can be earned in a quarter. 8 hours max per quarter was determined to be fair. Questions - Can we gift flex time and how do we handle unused flex time?

Middle School Grading Policy - Credit for late assignments will be reduced by one-half letter grade for each day the assignment is late - Edited to add "Teachers may grant extensions on an individual basis." Per Mr. Duncan, correction to be made: 59-0 is an F. Lisa Busche left.

Athletic Coach Job Description - Now includes collection of the fees. Mr. Duncan will check in on the fee amounts to be sure they are not too high.

IV. Other Business

A. Review Old Business

B. Policy Clarification

Inclement Weather Policy - We no longer post it on the website.

Retention Policy - Revised to include that you can retain a student even if he or she is Tier III. Teachers should document and have open discussions with parents about possible retention.

Educational Leave Policy - Ms. Peterson proposed that students must be in good academic standing if wanting to take advantage of this policy.

Mr. Duncan will make the changes as discussed.

V. Closing Items

A. Set Next Meeting Date

Our next policy meeting is schedule for March 4, 2025.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:29 AM.

Respectfully Submitted,
Jennifer Iden

Documents used during the meeting

- Proposed_policy_on_political_action.docx
- Facilities_Use_Policy.pdf
- Flex Time Policy.pdf
- Middle School Grading Policy 2024-25 Revised 1.24.2025 (1).pdf
- Brevard Academy Athletic Coach Job Description.docx (1).pdf
- Inclement Weather Changes.pdf
- Retention Policy Revisions.pdf

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Coversheet

Approve Minutes

Section: I. Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governance and Policy Meeting on December 10, 2024

APPROVED



Brevard Academy

Minutes

Governance and Policy Meeting

Date and Time

Tuesday December 10, 2024 at 8:30 AM

Mission:

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Strategic Goals For the this committee:

1. Ensure Academic Success for Every Student
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-

Committee Members Present

Abe Pallas, Ted Duncan

Committee Members Absent

Jamie Atkinson, Jennifer Iden, Jennifer Kelly, Lisa Busche, Michael Terry, Michelle Peterson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Ted Duncan called a meeting of the Governance and Policy Committee of Brevard Academy to order on Tuesday Dec 10, 2024 at 8:43 AM.

C. Approve Minutes

Abe Pallas made a motion to approve the minutes from Governance and Policy Committee Meeting on 10-08-24.

Ted Duncan seconded the motion.

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

D. Approve August Minutes

Ted Duncan made a motion to approve the minutes from Monthly Policy Meeting on 08-05-24.

Abe Pallas seconded the motion.

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

II. Policies and Actions for BOD Approval

A. Policies for BOD Approval

- Attendance Policy 4200--Approve with the following language:
 - **Participation in After-School and Extra-Curricular Activities**--Students must be present during the school day in order to participate in Extra-Curricular Activities or After-School Events that day.
 - This will be added to the Family Handbook.
- Code of Conduct Amendment
 - **Tobacco Possession**--1st Offense is a Level 3 and the 2nd Offense is a Level 4.
- Amended Grievance Policy for Parents/Students
 - Add legal guardian to all references of parents.
 - Change Principal to School Director and/or Designee.
- Employee Grievance for Employees
 - Change Head of School to School Director.

- Change the President of the Board to Board Chair.

III. Other Business

A. Review Old Business

- Pre-K Agreement
 - SmartStart of Transylvania County has not contacted us about a proposed agreement.
- School Uniforms
 - Chest Wide Logo on T-Shirts--Phase out in 2025-2026 school year.
- Student Follow to Suggested Uniform Changes
 - Cash Smith presented to the BOD in the Fall about uniform changes. He contacted Mr. Duncan with a list of possible changes for bottoms.
 - "Students should be allowed to wear the following if they are of modest length: shorts, joggers, and jeans. No pajama bottoms allowed, except for specific spirit days."

IV. Closing Items

A. Set Next Meeting Date

January 7, 2025, at 8:30.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:15 AM.

Respectfully Submitted,
Abe Pallas

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Coversheet

Policies for BOD Approval

Section: II. Policies and Actions for BOD Approval
Item: A. Policies for BOD Approval
Purpose: Discuss
Submitted by:
Related Material: BA-CFA 7395 Flex Time Usage Policy.pdf
BA-CFA 4161 MIDDLE SCHOOL GRADING.pdf
BA-CFA_Coach_Job_Description.docx__1_.pdf
Outdoor Education Teacher Job Description.docx.pdf

SECTION: 7000 PERSONNEL

Policy Code: 7395

Flex Time Usage Policy

Approved: Pending

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.

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.

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

- 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.

Policy Review and Updates:

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

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:

Formative Assessments	Summative Assessments
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

Brevard Academy- A Challenge Foundation Academy

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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

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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.

Brevard Academy- A Challenge Foundation Academy

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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.

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Coversheet

Review Old Business

Section: IV. Other Business
Item: A. Review Old Business
Purpose: Discuss
Submitted by:
Related Material: Subject_Educational Leave Policy Statement Update.pdf
BA-CFA Recess as Instructional Time.docx
Epicenter Feb. 2025.png

Subject: Educational Leave Policy Update

As a reminder, **students must be in good academic standing and not in danger of truancy to qualify for Educational Leave.**

At Brevard Academy, we highly value face-to-face classroom interactions and the continuity of instruction. While we recognize that travel can provide enriching learning experiences, **regular attendance is crucial for student success.** Absences due to Educational Leave should not negatively impact a student's academic progress, and it remains the family's responsibility to ensure that all missed assignments are completed in a timely manner.

Draft

SECTION: NUMBER AND DESCRIPTION

Policy Code: CODE #

NAME OF POLICY

Approved: DATE

Brevard Academy Middle School Recess Policy

Policy Title: Inclusion of Recess as Instructional Minutes in Grades 6-8

I. Purpose

Brevard Academy is committed to fostering academic excellence, social-emotional well-being, and physical health. Research, including findings from *The Anxious Generation* by Jonathan Haidt, highlights the importance of unstructured play in childhood development. This policy ensures that recess is recognized as an essential component of the instructional day for students in grades 6-8, supporting cognitive function, social development, and overall student well-being.

II. Policy Statement

Brevard Academy will integrate a minimum of 20 minutes of daily recess into the instructional schedule for all students in grades 6-8. This recess period will:

- Be unstructured, allowing students the opportunity for free play, socialization, and movement.
- Take place outdoors whenever possible, with indoor options available during inclement weather.
-
- Be separate from physical education (PE) classes to ensure students receive both structured physical education and unstructured playtime.
- Not be withheld as a disciplinary measure, in alignment with best practices for student well-being.

III. Rationale

1. Cognitive and Academic Benefits: Research demonstrates that movement and unstructured play improve focus, memory retention, and overall academic performance. Students who engage in regular recess return to class more attentive and ready to learn.

2. Mental Health and Social Development: Haidt's research and other studies indicate that the decline in free play correlates with rising anxiety and depression in children. Recess provides a critical opportunity for students to build social skills, manage stress, and develop resilience.

3. Alignment with School Initiatives: This policy aligns with Brevard Academy's Core Knowledge approach, Blue Zones initiative, and commitment to holistic education by ensuring students develop both academically and physically.

SECTION: NUMBER AND DESCRIPTION

Policy Code: CODE #

NAME OF POLICY

Approved: DATE

IV. Implementation

- The school schedule will be adjusted to include a designated recess period for middle school students.
- Teachers and staff will supervise recess to ensure safety while allowing for free play and student autonomy.
- The administration will provide ongoing professional development on the benefits of recess and best practices for implementation.
- The policy will be reviewed annually to assess its impact on student well-being and academic performance.

V. Exceptions and Modifications

- Students with medical conditions or physical limitations will be accommodated to ensure safe participation in recess activities.
- Teachers may modify recess locations or activities in cases of extreme weather or safety concerns.

VI. Conclusion

Brevard Academy recognizes recess as a vital component of a well-rounded education. By integrating recess into the instructional day, we are fostering a healthier, more engaged, and academically successful student body.

Adopted on: [Insert Date]

Reviewed by: [Insert Name/Committee]



Tasks



0

New

1

Due

1

Total

1

Past Due

Documents



Search by submission type name



Entities



Search by entity name



1

Boards

1

Board Members



1

Schools



1

OCS Resources

Compliance



14 Requirements Due Through Today

93% Submitted



93% On-Time



Status

