



Brevard Academy

Governance and Policy Committee Meeting

Published on March 31, 2025 at 8:30 AM EDT

Date and Time

Monday March 31, 2025 at 8:30 AM EDT

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 March 4, 2025			
D. Approve Agenda	Vote	Ted Duncan	3 m
II. Policies and Actions for BOD Approval			8:36 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.			
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III. Policies for First Read			8:46 AM
A. Policies for 1st Read	Discuss	Ted Duncan	10 m
IV. Other Business			8:56 AM
A. Review Old Business	Discuss	Ted Duncan	5 m
<ul style="list-style-type: none"> • Performance Framework Snapshot • Recess as Instructional Time 			
B. Policy Clarification	FYI	Ted Duncan	1 m
Review the Educational Leave Policy			
V. Closing Items			9:02 AM

	Purpose	Presenter	Time
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 March 4, 2025

APPROVED



Brevard Academy

Minutes

Governance and Policy Committee Meeting

Date and Time

Tuesday March 4, 2025 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, Jennifer Iden, Lisa Busche, Michael Terry, Michelle Peterson, Ted Duncan

Committee Members Absent

Jennifer Kelly

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Abe Pallas called a meeting of the Governance and Policy Committee of Brevard Academy to order on Tuesday Mar 4, 2025 at 8:35 AM.

C. Approve Minutes

Michelle Peterson made a motion to approve the minutes from Governance and Policy Committee Meeting on 02-04-25.

Jennifer Iden seconded the motion.

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

D. Approve Minutes

Ted Duncan made a motion to approve the minutes from Governance and Policy Meeting on 12-10-24.

Abe Pallas seconded the motion.

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

E. Approve Agenda

II. Policies and Actions for BOD Approval

A. Policies for BOD Approval

Lisa Busche made a motion to Approve agenda.

Jennifer Iden seconded the motion.

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

III. Policies for First Read

A. Policies for 1st Read

- Flex Time--Mr. Duncan would like the Finance Committee to consider paying out unused Flex Time at 1.5 times the current living wage.
- Mr. Terry will check in about how plagiarism is dealt with in the MS Grading Policy.

- Mr. Duncan will check in with Coach Castro about the differences in the Assistant Coach Job Description and the Coach Job Description.

IV. Other Business

A. Review Old Business

B. Policy Clarification

- Educational leave--strike first sentence add to policy.

V. Closing Items

A. Set Next Meeting Date

March 31, 2025

B. Other Business

- The committee will look at Remote Learning Plans for inclement weather.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:37 AM.

Respectfully Submitted,
Michelle Peterson

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

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_Recess_as_Instructional_Time (1).docx
BA-CFA 4190 Honor Roll.docx

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.

Recess offers numerous cognitive, social, physical, and mental health benefits.

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 Benefits:** Regular recess is linked to improvements in memory, attention, and overall cognitive performance. Students show a significant increase in sustained attention after recess (Brez & Sheets, 2017). Additionally, recess contributes to enhanced academic achievement and classroom behavior (Ramstetter et al., 2010).
2. **Social Benefits:** Self-directed play allows children to develop emotional regulation, problem-solving skills, and social competence (Haidt, 2024; Massey, 2023).
3. **Mental & Physical Health Benefits:** Engaging in physical activity and spending time outdoors provides children with opportunities to reduce stress and improve mental well-being (Haidt, 2024; Lahart et al., 2019; White et al., 2019).

SECTION: NUMBER AND DESCRIPTION

Policy Code: CODE #

NAME OF POLICY

Approved: DATE

4. 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.

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]

SECTION: 4000 STUDENTS AND PARENTS

Policy Code: 4190

HONOR ROLL

Approved: Pending

Brevard Academy Honor Roll Policy

To celebrate academic achievement and recognize students' dedication to both academics and behavior, Brevard Academy will implement a unified Honor Roll designation.

1. Eligibility:

- Students earning an ES (Exceeding Standards), MS (Meeting Standards), or a combination of As and Bs in all academic subjects during a grading period will be recognized as Honor Roll Students.

2. Inclusive

Recognition:

- Grades earned in Specials and Physical Education (PE) will be included in determining Honor Roll status. These subjects are valued as they reflect students' commitment to the Brevard Academy Code of Behavior in addition to their academic achievement.

3. Purpose:

- The inclusive Honor Roll designation promotes a positive, supportive environment where all aspects of student growth are celebrated. It encourages students to excel academically while also demonstrating responsible and respectful behavior.

This policy will be reviewed annually to ensure it continues to reflect Brevard Academy's commitment to student achievement and character development.

Coversheet

Policies for 1st Read

Section: III. Policies for First Read

Item: A. Policies for 1st Read

Purpose: Discuss

Submitted by:

Related Material:

Brevard Academy_ Assistant Sports Coach and Assistant Strength and Conditioning Coach (Middle School).docx

Draft AI Policy for SIT Review.docx

Job Title: Assistant Sports Coach and Assistant Strength and Conditioning Coach (Middle School)

Position Overview: We are seeking a dedicated and enthusiastic individual to join our middle school athletics department as an Assistant Coach and Assistant Strength and Conditioning Coach. This role involves supporting the head coach in implementing training programs, fostering skill development, and promoting teamwork and sportsmanship among student-athletes.

Key Responsibilities:

- Collaborate with the head coach to develop and execute practice plans and game strategies.
- Provide individualized and group instruction to improve student-athletes skills and performance.
- Assist in monitoring and managing student-athletes progress and development.
- Ensure the safety and well-being of all student-athletes during practices and conditioning sessions.
- Implement strength and conditioning programs under the supervision of the head coach.
- Educate athletes on proper exercise techniques, injury prevention, and recovery strategies.
- Maintain a positive, encouraging, and inclusive team environment.

Qualifications:

- Previous coaching experience, preferably at the middle school or high school level.
- Knowledge of sports-specific techniques, rules, and strategies.
- Experience in strength and conditioning training is preferred.
- Commitment to the values of sportsmanship, teamwork, and personal growth.

Preferred Qualifications:

- Bachelor's degree in Physical Education, Exercise Science, or a related field is preferred.
- Relevant coaching experience in various sports.

Schedule and Commitment:

- Seasonal and/or year-round position in the afternoons and evenings Monday-Thursday.
- Participation in team meetings, practices, competitions, and workout sessions.

If you are passionate about mentoring student-athletes and contributing to their growth on and off the field, we encourage you to apply for this rewarding opportunity.

Application Process: Please submit your resume, cover letter, and any relevant certifications to tduncan@brevardacademy.org.

We are committed to creating a diverse and inclusive environment and welcome applications from all qualified candidates.

INTRODUCTION

This policy outlines Brevard Academy's approach to the responsible implementation of generative artificial intelligence (AI) tools. As AI becomes increasingly integrated into everyday life and education, it is essential that we establish clear expectations, promote AI literacy, and prioritize ethical, safe, and equitable use for all students and staff. This policy follows guidance provided by the North Carolina Department of Public Instruction (NCDPI).

I. LEADERSHIP & VISION

Our school supports the responsible integration of generative AI tools as a way to enhance teaching, learning, and efficiency, while ensuring human oversight and creativity remain central.

- We view AI as a thought partner, enhancing human effort—not replacing it.
 - Our goal is to ensure equity of access, reduce the digital divide, and promote digital citizenship.
 - Stakeholders including staff, families, and students will be involved in ongoing policy review.
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II. ACCEPTABLE USE GUIDELINES

AI tools may be used to enhance planning, differentiation, and student learning when used responsibly. This section defines what is acceptable and what is not.

Appropriate AI Use:

- Teachers: Generating lesson plans, rubrics, communication drafts, and student accommodations.
- Students (grades 6–8): Brainstorming, studying, revising, or collaborating—with teacher approval.

Inappropriate AI Use:

- Using AI to complete entire assignments or assessments.
- Submitting AI-generated content as one's own without disclosure.
- Entering personally identifiable information (PII) into AI tools.
- Using AI to create or distribute inappropriate, harmful, or misleading content.

AI use will follow grade-level and tool-specific policies in accordance with platform Terms of Service.

III. DATA PRIVACY & SECURITY

- PII must never be entered into generative AI tools.
 - Staff and students must comply with FERPA, COPPA, and school technology policies.
 - Parents/guardians must be notified of any AI tool use with students and may be required to sign a permission form.
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IV. PROFESSIONAL LEARNING & AI LITERACY

- Staff will receive initial and ongoing professional development aligned with the [CRAFT](#) Prompting Framework and [EVERY](#) Use Framework.
 - Staff is expected to model ethical AI use, provide appropriate disclosure, and guide students in AI-supported learning.
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V. STUDENT EDUCATION & AI LITERACY

- AI Literacy will be integrated into instruction and aligned to grade-level readiness:
 - **Grades K–5:** Focus on media literacy, ethics, coding, and problem-solving without direct use of chatbots.
 - **Grades 6–8:** Begin guided use of vetted AI tools with emphasis on bias, safety, and effective prompting.
 - Teachers will clearly communicate expectations for AI use and required disclosure on assignments.
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VI. POLICY IMPLEMENTATION & MONITORING

- The School Improvement Team/Policy Committee will review this policy every months.
 - Feedback from staff, students, and families will inform revisions.
 - Pilot AI use will be monitored for effectiveness and alignment with instructional goals.
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For more information, visit [https://go.ncdpi.gov/AI Guidelines](https://go.ncdpi.gov/AI_Guidelines).