Brevard Academy

Monthly Board Meeting

Published on September 10, 2025 at 2:34 PM EDT
Amended on September 17, 2025 at 12:54 PM EDT

Date and Time

Wednesday September 17, 2025 at 5:30 PM 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:

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
I.	**Work Session**			**5:30 PM**
A.	Work Session	Discuss	Ted Duncan	30 m
	Fall Board Assessment and Training Check Board Picture for Yearbook Action Calendar NC DPI Testing Results Platform			
II.	**Opening Items**			**6:00 PM**
A.	Call the Meeting to Order		Jamie Atkinson	1 m
B.	Record Attendance		Jennifer Silva	1 m
C.	Pledge of Allegiance		Jamie Atkinson	1 m
D.	Approve Meeting Agenda	Vote	Jamie Atkinson	1 m
E.	Approve Minutes	Approve Minutes	Jennifer Silva	1 m
	Approve minutes for Monthly Board Meeting on August 19, 2025			
F.	USDA Public Meeting Minutes Approval	Approve Minutes	Jamie Atkinson	1 m
	Approve minutes for Public Meeting on August 25, 2025			
III.	**Regular Meeting Business**			**6:06 PM**
A.	Good News	FYI	Ted Duncan	5 m

- Mr Campbell was awarded the NC Distinguished Elementary Science Teacher Service Award by the NC Science Teachers Association.
- Mr. Dennis was awarded a scholarship to attend the ***Bridging the Gap: Uniting North Carolina K-16 STEM Education conference***.
- Ms. Sarah Kidston was recognized as the Outstanding Secondary School Mathematics Teacher for Brevard Academy. She was recognized by the NC Council of Mathematics and NC DPI.

		Purpose	Presenter	Time
B.	Student Highlight	FYI	Ted Duncan	5 m

Student Government Association Officers.
Stacey Seefeldt and Jason Wolfe, SGA Sponsors

C.	Staff Highlight	FYI	Ted Duncan	5 m

*Athletic Director, Nick Castro
*Assistant Director, Michael Terry--Transportation

D.	Opportunity for Public Comment	FYI	Jamie Atkinson	10 m

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 — 6:31 PM

A.	Finance	FYI	Paul Cooper	15 m

USDA Update

- Letters of Condition

Modular Swing Building

- Update

Athletic Vans Update

Review of Financial Reports from June, July, and August.

Approval of Fund Balance Allocation to cover the cost of the bus purchased over the summer (Action Needed).

B.	Governance and Policy	FYI	Abe Pallas	5 m

- Revision of Uniform Policy (Action Needed)

		Purpose	Presenter	Time

- Update Admissions Policy (Action Needed)
- Review Flex Time Policy--Payment section in the original approval was not included.
- Bookkeeper Job Description (Action Needed)

C.	Development/Fundraising Giving Day Update	FYI	Jennifer Silva	5 m
D.	Long-Range Planning Board and CEO Action Calendar (Action Needed)	FYI	Brandon Smith	10 m
E.	Academic Excellence Update 3rd Grade BOG Score Review Fall Benchmark Review	FYI	Abe Pallas	5 m
F.	Facilities Review of Goals for the Year	FYI	Tyree Griffin	5 m

- FEMA Projects
- Misc. Projects

G.	CEO Support and Evaluation	FYI	Jamie Atkinson	5 m

- CEO Goals
- CEO Evaluation Dates

V. Director Report — 7:21 PM

A.	Director Report	FYI	Ted Duncan	10 m

1. Director Requests (Action Needed)
    1. Paid Parental Leave Opt-In
    2. TCS Lunch Option
    3. AmeriCorps
    4. Evening Custodian

		Purpose	Presenter	Time
	5. Move L. Newton to EC Teacher			
VI.	**Other Business**			**7:31 PM**
	A. Announcement of Next Meeting	FYI	Jamie Atkinson	1 m
VII.	**Closing Items**			**7:32 PM**
	A. 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: E. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Monthly Board Meeting on August 19, 2025

APPROVED

Brevard Academy

Minutes

Monthly Board Meeting

Date and Time
Tuesday August 19, 2025 at 5:30 PM

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

Directors Present
Abe Pallas, Brandon Smith, Jamie Atkinson, Jennifer Silva, Mark Franklin, Paul Cooper

Directors Absent
Tyree Griffin

Ex Officio Members Present
Ted Duncan

Non Voting Members Present
Ted Duncan

Guests Present
Jennifer Iden

I. Opening Items

A. Call the Meeting to Order

Jamie Atkinson called a meeting of the board of directors of Brevard Academy to order on Tuesday Aug 19, 2025 at 6:00 PM.

B. Record Attendance

C. Approve Meeting Agenda

Paul Cooper approved the agenda. Mr. Franklin seconded.

D. Approve Minutes

Abe Pallas made a motion to approve the minutes from Board Planning Retreat on 07-07-25.
Brandon Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Pledge of Allegiance

II. Regular Meeting Business

A. Good News

Mr. Duncan discussed summer planning and campus improvements to the K-2 playground, interior painting, and gym banners and hung.

B.

Staff Highlight

Michelle Peterson and Camy Stirling presented at the Core Knowledge Conference in Orlando this summer to Kindergarten and First Grade teachers to a full house, on engagement through centers and best practices for teaching vocabulary.

At the NCAPCS Conference, Jamie Conley and Amber Wolfe presented on math discourse. Jen Iden presented on AI in Education and Ted Duncan presented on educational leadership. Chad Campbell appreciated Ron Clark's positive and inspiring message. Sarah Hersee and Rachel Coykendall appreciated the staff presentations as well as the presentation on The Writing Revolution, which led to a PDP cohort for the 2025-2026 school year. Derek Dennis benefitted from various presentations and networking. Michael Terry appreciated the clarification on EC and behavioral laws. Mallory Benjamin learned more about how to implement Infinite Campus to align with state requirements.

Conference presenters and attendees bring that new knowledge back to the full staff through PDP cohorts and Carpe Diem.

Officer Light created the Drug Awareness Program and wanted to improve drug awareness education for our students. She began researching and gathering data to present to the Transylvania County sheriff. Previously, students had the sole requirement of writing an essay. The program now offers different ways for students to show and present what they know. The program will be referred to as SHIELD.

C. Opportunity for Public Comment

III. Committee Reports

A. Finance

Paul Cooper discussed the 2025 and 2026 unreconciled analysis reports with a $146,000 surplus for 2025 and a $55,000 surplus for 2026. Cash on hand is currently 1.77M.

USDA Update - We are moving at a faster pace, but the biggest problem is collecting all required information by the deadline which is in the middle of September. BOD unnanimously voted to allow Ted Duncan to sign for the USDA loan.

Staff Student Recruitment - Ted Duncan discussed the new state funding model. We will be funded by the state for 435 students regardless of enrollment numbers.

Our enrollment strategy is to continue enrolling through Day 40. Jamie Atkinson recognizes this may present challenges and disruptions for teachers.

Ted Duncan stated that our goals are to reach full enrollment and to provide additional bonuses to staff members. For each student a staff member recruits to enroll at BA, he/she will get a bonus of $250 if the student stays enrolled through December. If the student reenrolls the following year, the staff member would receive an additional bonus of $250. Bonuses would be paid out in January and September of each year.

Ted Duncan clarified that the School Director is not eligible for the staff bonuses.

Jamie Atkinson moves to approve the Staff Student Recruitment plan.

B. Governance and Policy

Abe Pallas moved to approve all updated policies. The BOD unanimously approved the motion.

C. Development/Fundraising

Jen Silva discussed preparations for this year's Giving Day. Last year's Giving Day was the day before Hurricane Helene hit which negatively impacting donations received. We are looking forward to a successful event this year. Ted Duncan discussed specific plans for the event and the importance of timing of donations. Additionally, Mr. Duncan asked the BOD to hand out brochures to the public to share the great things that are happening at BA.

D. Long-Range Planning

The BOD unanimously voted for Jen Sylva to be the Vice Chair and Secretary, and for Paul Cooper to be Treasurer for the 2025-2026 school year.

The Board decided not to vote on the action calendar.

Ted Duncan discussed various talking points for Board members.

E. Academic Excellence Update

Abe Pallas discussed the proposed AIG plan moved to approve the plan. The Board unanimously voted to approve the proposed AIG plan.

F. Facilities

Ted Duncan discussed the Trane maintenance contract. Paul Cooper discussed the benefits of the contract, including a 10% discount and a large amount of ongoing data collection related to our HVAC system to help us project needs. The Board unanimously voted to approve the Trane contract.

Chad Campbell presented the plan for Phase 1 Outdoor Education Proposed Projects, including an archery range and a wildlife meadow to support a Monarch Waystation. The Board unanimously voted to approve the plan as presented.

IV. Director Report

A. Director Report

Ted Duncan stated that our enrollment goal was 435 students and our current enrollment is 418. Transition to Infinite Campus as well as families not completing enrollment paperwork could may have contributed to the reduction in numbers.

Permission requested to Submit Safety and SRO Grants for the 2025-2026 School Year, to Submit Federal Grants for the 2025-2026 School Year, and to hire new staff:

1. Facilities Coordinator--Trina Burns
2. EC Assistant--Yraya Sanchez
3. EC Assistant--Lucas Newton
4. EC Teacher--AnneMarie Romero
5. Multi-Language Learner--Alana Anderson

The Board unanimously voted to approve all requests.

V. Other Business

A. Announcement of Next Meeting

Next Board meeting is scheduled for September 16, 2025.

VI. 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 7:40 PM.

Respectfully Submitted,
Jennifer Iden

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

USDA Public Meeting Minutes Approval

Section: II. Opening Items
Item: F. USDA Public Meeting Minutes Approval
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Public Meeting on August 25, 2025

APPROVED

Brevard Academy

Minutes

Public Meeting

Arts and STEM Building Discussion

Date and Time
Monday August 25, 2025 at 5:00 PM

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.
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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

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5. Engage Our Communities

Directors Present
Abe Pallas, Brandon Smith, Jamie Atkinson, Jennifer Silva (remote), Paul Cooper, Tyree Griffin (remote)

Directors Absent
Mark Franklin

Ex Officio Members Present
Ted Duncan

Non Voting Members Present
Ted Duncan

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Jennifer Silva called a meeting to order on Monday Aug 25, 2025 at 5:04 PM.

II. Arts/STEM Building Discussion

A. Discuss the building project and procurement of USDA funding.

During the meeting, a video was showed to provide an overview of the rendering of the building. This included a discussion of some minor changes to the current plans, to the front of the building and the garage doors will be removed to be swapped out for french doors. The lobby will not be very large in size, as another note. The flooring will be concrete and will remain unless there is a need to modify this in the future, with the exception of the band room. There will need to be a pitch on the room to be up to code.

Staff Discussion and Parent Feedback:

- Student and staff deserve to have nice spaces.
- Wants to the building to be built as soon as possible to assist with the STEM Program. Mr. Dennis, staff member (ddennis@brevardacademy.org)
- Strongly recommend, STEM is the future of our nation and we get our kids ready for careers and the current model of pushing around the cart is not efficient. Katie Sprunger, staff member and parent (ksprunger@brevardacademy.org)

- Tremendous positive impact with current resources and there will be an even bigger impact with more resources. Brandon Smith, board member and parent (919-260-6374).
- Strong educational presence and from strategic standpoint this is a wonderful decision. Jaime Atkinson, Board President (864-205-1474).
- As a parent, having the extra space is appealing and to have an increased STEM program with more opportunity will expand the opportunity for jobs.
- The kids came up with a creative idea about getting the AI to talk to each other across computers.
- Transylvania County as a whole is big into art and this will help to be more in tune to this even when they are young. This will help them to go out into the community.
- Space to grow creatively, academically, socially and emotionally and is an investment in their future. Jen Iden, parent and staff member (jiden@brevardacademy.org).

There are NO oppositions to the new Arts and STEM building.

Mr. Paul Cooper provided a brief note that we are working through the USDA loan process.

III. 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 5:14 PM.

Respectfully Submitted,
Paul Cooper

Documents used during the meeting

None

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

Finance

Section: IV. Committee Reports
Item: A. Finance
Purpose: FYI
Submitted by:
Related Material:
03_BOARD_REPORT_2025_08_BREVARD_ACADEMY_20250916 (1).pdf
03_BOARD_REPORT_2025_07_BREVARD_ACADEMY_20250916 (1).pdf
03_BOARD_REPORT_2025_06_BREVARD_ACADEMY_20250916 (1).pdf

BREVARD ACADEMY

Budget Analysis Report (Reconciled)

Fiscal Year: 2026 - August

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Revenues							
▶ State Revenue	3,763,660.00	327,812.45	634,816.89	3,128,843.11	16.87	3,766,160.00	
▶ Local Revenue	1,560,694.00	9,474.52	74,614.05	1,486,079.95	4.78	1,623,881.45	
▶ Federal Revenue	180,704.00	0.00	1,827.23	178,876.77	1.01	180,704.00	
▶ Before and After School Revenue	50,063.00	3,944.75	4,124.75	45,938.25	8.24	50,084.25	
▶ Athletics Revenue	12,200.00	903.00	803.00	11,397.00	6.58	12,200.00	
▶ Band/Music Revenue	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	
▶ School Activities Revenue	10,631.00	574.85	574.85	10,056.15	5.41	10,631.00	
▶ Field Trip Revenue	14,897.00	454.00	454.00	14,443.00	3.05	15,080.00	
Revenues	5,598,349.00	343,163.57	717,214.77	4,881,134.23	12.81	5,664,240.70	

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Expenses							
▶ Salaries and Bonuses	2,769,769.00	229,290.06	449,958.90	2,319,810.10	16.25	2,777,094.00	
▶ Benefits	1,251,458.00	103,043.50	197,145.37	1,054,312.63	15.75	1,251,458.00	
▶ Books and Supplies	95,900.00	16,286.46	21,382.34	74,517.66	22.30	101,790.16	
▶ Athletics	24,908.00	6,963.70	7,632.17	17,275.83	30.64	27,658.00	
▶ Office Supplies	48,500.00	7,684.04	10,452.46	38,047.54	21.55	48,500.00	
▶ Technology	95,500.00	3,776.96	5,624.58	89,875.42	5.89	95,500.00	
▶ Equipment and Leases	30,400.00	2,052.03	2,238.15	28,161.85	7.36	30,400.00	
▶ Contracted Student Services	114,500.00	0.00	182.73	114,317.27	0.16	114,682.73	
▶ Staff Development	56,709.00	1,838.72	19,094.16	37,614.84	33.67	63,808.03	
▶ Administrative Services	266,110.00	13,781.71	49,688.54	216,421.46	18.67	269,826.60	
▶ Insurances	60,175.00	0.00	14,711.10	45,463.90	24.45	60,175.00	
▶ Rents & Debt Service	312,223.00	17,654.98	17,654.98	294,568.02	5.65	329,373.00	
▶ Facilities Building	96,500.00	31,855.07	38,517.27	57,982.73	39.91	102,600.00	
▶ Facilities Grounds	26,479.00	3,500.00	3,500.00	22,979.00	13.22	26,479.00	
▶ Utilities	64,000.00	1,471.13	1,856.19	62,143.81	2.90	64,000.00	
▶ Nutrition & Food	69,500.00	8,083.47	8,164.09	61,335.91	11.75	69,500.00	
▶ Transportation & Travel	46,000.00	999.09	89,516.86	-43,516.86	194.60	130,305.75	
▶ Before & After Care Program	18,500.00	286.79	297.09	18,202.91	1.61	18,500.00	
▶ School Activities Expenses	11,750.00	3,636.80	3,745.38	8,004.62	31.88	14,201.39	
▶ Field Trip Expenses	34,223.00	0.00	0.00	34,223.00	0.00	34,223.00	
▶ Fundraising Expenses	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	
▶ Federal Grant Expenses	3,383.00	2,500.00	2,500.00	883.00	73.90	5,883.00	
Expenses	5,503,487.00	454,704.51	943,862.36	4,559,624.64	17.15	5,642,957.66	
Surplus/(DEFICIT)	94,862.00	-111,540.94	-226,647.59	321,509.59	-4.34	21,283.04	

BREVARD ACADEMY

Budget Analysis Report (Reconciled)

Fiscal Year: 2026 - July

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Revenues							
▶ State Revenue	3,763,660.00	307,004.44	307,004.44	3,456,655.56	8.16	3,763,660.00	
▶ Local Revenue	1,560,694.00	65,139.53	65,139.53	1,495,554.47	4.17	1,623,322.69	
▶ Federal Revenue	180,704.00	1,827.23	1,827.23	178,876.77	1.01	180,704.00	
▶ Before and After School Revenue	50,063.00	180.00	180.00	49,883.00	0.36	50,063.00	
▶ Athletics Revenue	12,200.00	-100.00	-100.00	12,300.00	-0.82	12,200.00	
▶ Band/Music Revenue	5,500.00	0.00	0.00	5,500.00	0.00	5,500.00	
▶ School Activities Revenue	10,631.00	0.00	0.00	10,631.00	0.00	10,631.00	
▶ Field Trip Revenue	14,897.00	0.00	0.00	14,897.00	0.00	14,897.00	
Revenues	5,598,349.00	374,051.20	374,051.20	5,224,297.80	6.68	5,660,977.69	

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Expenses							
▶ Salaries and Bonuses	2,769,769.00	220,668.84	220,668.84	2,549,100.16	7.97	2,776,901.50	
▶ Benefits	1,251,458.00	94,101.87	94,101.87	1,157,356.13	7.52	1,251,458.00	
▶ Books and Supplies	95,900.00	5,095.88	5,095.88	90,804.12	5.31	96,122.78	
▶ Athletics	24,908.00	668.47	668.47	24,239.53	2.68	24,908.00	
▶ Office Supplies	48,500.00	2,768.42	2,768.42	45,731.58	5.71	48,500.00	
▶ Technology	95,500.00	1,847.62	1,847.62	93,652.38	1.93	95,500.00	
▶ Equipment and Leases	30,400.00	186.12	186.12	30,213.88	0.61	30,400.00	
▶ Contracted Student Services	114,500.00	182.73	182.73	114,317.27	0.16	114,682.73	
▶ Staff Development	56,709.00	17,255.44	17,255.44	39,453.56	30.43	63,201.45	
▶ Administrative Services	266,110.00	35,906.83	35,906.83	230,203.17	13.49	269,826.60	
▶ Insurances	60,175.00	14,711.10	14,711.10	45,463.90	24.45	60,175.00	
▶ Rents & Debt Service	312,223.00	0.00	0.00	312,223.00	0.00	312,223.00	
▶ Facilities Building	96,500.00	6,662.20	6,662.20	89,837.80	6.90	96,500.00	
▶ Facilities Grounds	26,479.00	0.00	0.00	26,479.00	0.00	26,479.00	
▶ Utilities	64,000.00	385.06	385.06	63,614.94	0.60	64,000.00	
▶ Nutrition & Food	69,500.00	80.62	80.62	69,419.38	0.12	69,500.00	
▶ Transportation & Travel	46,000.00	88,517.77	88,517.77	-42,517.77	192.43	130,305.75	
▶ Before & After Care Program	18,500.00	10.30	10.30	18,489.70	0.06	18,500.00	
▶ School Activities Expenses	11,750.00	108.58	108.58	11,641.42	0.92	11,858.58	
▶ Field Trip Expenses	34,223.00	0.00	0.00	34,223.00	0.00	34,223.00	
▶ Fundraising Expenses	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	
▶ Federal Grant Expenses	3,383.00	0.00	0.00	3,383.00	0.00	3,383.00	
Expenses	5,503,487.00	489,157.85	489,157.85	5,014,329.15	8.89	5,605,648.39	
Surplus/(DEFICIT)	94,862.00	-115,106.65	-115,106.65	209,968.65	-2.21	55,329.30	

BREVARD ACADEMY

Budget Analysis Report (Reconciled)

Fiscal Year: 2025 - June

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Revenues							
▶ State Revenue	3,908,377.00	133,912.67	3,947,239.96	-38,862.96	100.99	3,905,178.80	
▶ Local Revenue	1,698,990.64	487,231.49	1,823,525.21	-124,534.57	107.33	2,100,690.80	
▶ Federal Revenue	180,703.39	23,831.03	200,232.14	-19,528.75	110.81	199,779.52	
▶ Before and After School Revenue	50,063.00	4,672.50	53,449.00	-3,386.00	106.76	48,726.00	
▶ Athletics Revenue	12,200.00	570.00	19,384.74	-7,184.74	158.89	19,384.74	
▶ Band/Music Revenue	5,500.00	0.00	200.00	5,300.00	3.64	1,200.00	
▶ School Activities Revenue	10,630.80	3,011.99	15,256.33	-4,625.53	143.51	18,623.61	
▶ Field Trip Revenue	29,641.00	2,196.00	21,572.16	8,068.84	72.78	37,331.61	
Revenues	5,896,105.83	655,425.68	6,080,859.54	-184,753.71	103.13	6,330,915.08	

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Expenses							
▶ Salaries and Bonuses	2,740,705.50	262,892.32	2,749,106.59	-8,401.09	100.31	2,859,577.55	
▶ Benefits	1,285,168.56	109,252.08	1,188,773.72	96,394.84	92.50	1,220,785.30	
▶ Books and Supplies	97,700.00	4,632.96	94,487.43	3,212.57	96.71	101,142.58	
▶ Athletics	24,907.82	-42.68	25,950.23	-1,042.41	104.19	28,749.80	
▶ Office Supplies	46,500.00	5,465.67	52,144.18	-5,644.18	112.14	52,852.59	
▶ Technology	95,500.00	39,022.24	125,114.64	-29,614.64	131.01	174,753.91	
▶ Equipment and Leases	30,400.00	1,822.75	31,245.07	-845.07	102.78	33,473.20	
▶ Contracted Student Services	114,500.00	9,738.68	128,582.43	-14,082.43	112.30	129,057.43	
▶ Staff Development	48,209.07	2,164.31	55,945.02	-7,735.95	116.05	62,618.70	
▶ Administrative Services	266,110.00	93,029.98	444,027.28	-177,917.28	166.86	439,466.09	
▶ Insurances	60,175.40	1,499.14	53,327.89	6,847.51	88.62	60,175.40	
▶ Rents & Debt Service	312,223.00	297,809.96	329,258.88	-17,035.88	105.46	330,420.88	
▶ Facilities Building	96,500.00	7,875.79	179,589.85	-83,089.85	186.10	198,320.54	
▶ Facilities Grounds	26,479.49	2,000.00	19,534.80	6,944.69	73.77	22,075.00	
▶ Utilities	64,000.00	17,160.27	83,385.29	-19,385.29	130.29	85,148.23	
▶ Nutrition & Food	69,500.00	5,838.73	97,343.87	-27,843.87	140.06	103,579.54	
▶ Transportation & Travel	46,000.00	1,672.03	169,669.15	-123,669.15	368.85	185,046.00	
▶ Before & After Care Program	18,500.00	2,890.97	14,252.68	4,247.32	77.04	12,551.56	
▶ School Activities Expenses	11,750.00	1,690.62	16,226.85	-4,476.85	138.10	20,543.12	
▶ Field Trip Expenses	34,222.29	0.00	33,587.98	634.31	98.15	40,195.88	
▶ Fundraising Expenses	7,000.00	130.66	6,483.73	516.27	92.62	11,557.53	
▶ Federal Grant Expenses	3,382.69	0.00	10,860.76	-7,478.07	321.07	14,243.45	
Expenses	5,499,433.82	866,546.48	5,908,898.32	-409,464.50	107.45	6,186,334.28	
Surplus/(DEFICIT)	396,672.01	-211,120.80	171,961.22	224,710.79	-4.31	144,580.80	

Coversheet

Governance and Policy

Section: IV. Committee Reports
Item: B. Governance and Policy
Purpose: FYI
Submitted by:
Related Material: BA-CFA 7395 Flex Time Usage Policy (5).pdf
Additions to Enrollment Policy.pdf
Uniform Policy Change Request.pdf
BA-CFA Bookkeeper Job Description.pdf

SECTION: 7000 PERSONNEL *Policy Code: 7395*

Flex Time Usage

Approved: 3.12.2025

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:
    - Staff cannot accrue flex time by performing duties outside of their job description without prior supervisor authorization.

SECTION: 7000 PERSONNEL *Policy Code: 7395*

Flex Time Usage

Approved: 3.12.2025

- 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.

Payment of Unused Flex Time:
Unused Flex Time will be paid out to employees in July if the school budget allows. Flex time is paid out at 1.5 times the current living wage for Transylvania County.

Enforcement:
Failure to adhere to this policy may result in the 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.

Additions to Enrollment Policy

Forfeiture of Enrollment Spot

If a family is offered an enrollment spot after the school year has begun and the student does not attend within the timeframe specified by the school, the spot will be offered to the next family on the waitlist. Failure to attend as agreed upon may result in forfeiture of the enrollment spot. Withdrawing a student will align with the most recent NC Student Attendance and Accounting Manual.

First-Come, First-Served Enrollment (After School Year Begins)

Once the school year has officially begun, student enrollment will be accepted on a first-come, first-served basis for any available seats in each grade level. Applications will be processed in the order they are received, and placement will be offered until all open seats are filled. If a grade level reaches capacity, additional applicants will be placed on a waitlist in the order their completed applications were submitted.

Current Policy
Spirit wear Spirit Wear is any BA-CFA Athletic or BA-CFA Club-related shirt the student has earned by being part of a team or purchasing.
● K-4 Mondays only.
● 5-8 Students may wear spirit wear any day of the week

Change Requested
Spirit wear Spirit Wear is any BA-CFA Athletic or BA-CFA Club-related shirt the student has earned by being part of a team or purchasing.
● All Students may wear spirit wear any day of the week

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.

Bookkeeper

Job Description

Reports To: Business Manager

Terms of Employment: 11 Months, Part-Time (4–5 hours/day, Remote)

Qualifications:

- High School Diploma or equivalent.
- Minimum of two years of relevant bookkeeping or accounting experience.
- Proficiency in Microsoft Excel; familiarity with accounting software is a plus.
- Strong written and oral communication skills.
- Such alternatives to the above qualification as the Board of Directors may find appropriate and acceptable.

Purpose:

To provide support for all aspects of school bookkeeping, including maintaining accurate financial records, conveying and updating fiscal information, and ensuring compliance with legal and school financial practices.

Abilities/Skills:

- Effective communication both orally and in writing.
- Ability to reason, make judgments, and maintain professional working relationships.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- High level of discretion and ability to maintain confidentiality.
- Ability to exercise independent judgment and initiative in completing work assignments.

Essential Job Functions:

- Maintain compliance with all policies and rules related to school financial operations.
- Compile, process, and maintain financial information, including accounts payable/receivable.
- Reconcile financial data, including monthly bank reconciliations, in coordination with third-party accounting services.
- Assist in preparing information for financial statements, budgets, and annual audits.
- Manage petty cash and other minor financial transactions.
- Support the administration in tracking and reporting variances and financial updates.

Additional Job Functions:

- Maintain accurate records of professional development hours and other employee documentation as needed.
- Provide financial information to school leadership as requested.
- Perform general clerical duties in support of school operations.
- Assist with donor recordkeeping and other financial tasks as assigned.

DRAFT

Pending Approval

Evaluation:
Performance will be evaluated in accordance with the Board of Directors' policy on evaluation of non-certified personnel.

Brevard Academy – A Challenge Foundation Academy is an equal opportunity employer.
Disclaimer: This job description is designed to indicate the general nature and level of work performed by employees within this classification. It is not a comprehensive inventory of all duties, responsibilities, and qualifications required of employees.

DRAFT

Pending Approval

Coversheet

Director Report

Section: V. Director Report
Item: A. Director Report
Purpose: FYI
Submitted by:
Related Material: _EOG Comparison Data 23-24, 24-25 .pdf
End of year Data 24-25 (1).pdf
Director Report September 2025.pdf

End of year Data Comparisons

2024-2025

EOG %Proficient

Grade Level	Math EOG	Reading EOG	Science EOG
3rd	85	54	
4th	61	59	
5th	45	53	72
6th	64	72	
7th	69	76	
8th	57	77	82
Average %	63.5%	65%	77%

69% in all areas tested

2023-2025

EOG %Proficient

Grade Level	Math EOG	Reading EOG	Science EOG
3rd	72	68	
4th	69	55	
5th	57	67	74
6th	63	69	
7th	68	77	
8th	64	69	97
Average %	66%	67.5%	85%

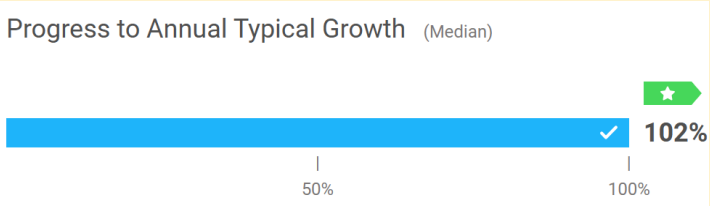
73% in all areas tested

End of year Data 24-25

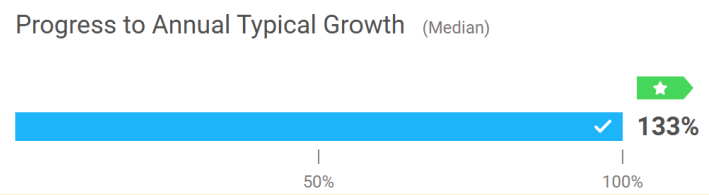
iReady %On Grade Level

Grade Level	Math	Reading
K	77	89
1st	72	76
2nd	86	91
3rd	71	85
4th	71	59
5th	60	53
6th	62	68
7th	50	83
8th	59	79
Average %	68	76

Math



Reading



EOG %Proficient

Grade Level	Math EOG	Reading EOG	Science EOG
3rd	85	54	
4th	61	59	
5th	45	53	72
6th	64	72	
7th	69	76	
8th	57*	77	82
Average %	63.5	65	77

*Math 1 is included in 8th Grade Math 1

Brevard Academy
School Director's Board Report for September 2025

Enrollment

	Enrolled	Pending	Waitlist
Kindergarten	45	3	0
1st Grade	51	1	8
2nd Grade	48	1	0
3rd Grade	44	1	0
4th Grade	47	1	0
5th Grade	47	1	0
6th Grade	46	0	0
7th Grade	49	2	0
8th Grade	43	0	6
Total/Average	420	10	14

Budget set for 435 students.
PMR 1 (August 13-September 10)
PMR 2 (September 11-October 10)

Updated on September 9, 2025

Students and Staff Attendance

Month	Staff Attendance	Average Daily Attendance	Students on Time	Average ODRs/Day
August	97%	97%	99%	2.0
September				
October				
November				
December				
January				
February				
March				
April				
May				
Average	**97%**	**97%**	**99%**	**2**
	The goal is 95% in these areas.			

65 Staff Members
5 Contracted Employees

Updated on September 9, 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	**15**	**1**	**1**	**1**	**1**	**1**	**1**	**0**	**0**
September									
October									
November									
December									
January									
February									
March									
April									
May									
Average									

ODR=Office Discipline Referral
ISS=In-School Suspension
OSS=Out-of-School Suspension

Updated on September 9, 2025

This section will be updated throughout the year.

Briefings:

- Student Clubs
- Safety Audit

Updated on September 9, 2025