



Brevard Academy

Monthly Board Meeting

Published on October 8, 2025 at 2:26 PM EDT

Amended on October 15, 2025 at 5:49 PM EDT

Date and Time

Wednesday October 15, 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
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Agenda

	Purpose	Presenter	Time
I. Work Session			5:30 PM
A. Work Session	Discuss	Ted Duncan	30 m
Action Calendar Review			
Safety Assessment Review			
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 September 17, 2025			
III. Regular Meeting Business			6:05 PM
A. Good News	FYI	Ted Duncan	10 m
• Student Accomplishments • Staff Accomplishments • School Accomplishments			
B. Student Highlight	FYI	Ted Duncan	5 m
Advanced Outdoor Education Students.			
C. Staff Highlight	FYI	Ted Duncan	5 m
School Counselors, Stacey Seefeldt.			
Peer Mentors and our mental health program.			
D. Opportunity for Public Comment	FYI	Jamie Atkinson	10 m

	Purpose	Presenter	Time
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			6:35 PM
A. Finance	FYI	Ted Duncan	10 m
Treasurer's Monthly Report			
• Monthly Budget • Cash Board • Encumbered Funds ◦ Remove Bus Repayment (Action Needed)			
USDA Update			
• Letters of Condition • Appraisal Fee up to \$10,000.00 (Action Needed)			
Modular Swing Building			
• Update			
Athletic Vans Update			
B. Governance and Policy	FYI	Abe Pallas	10 m
1. Performance Framework Compliance Report 1. See attached 2. Policies for First Read 1. NA 3. Policies for Second Read			

	Purpose	Presenter	Time
1. Facilities Agreement (Action Needed)			
2. Board Member Selection (Action Needed)			
4. Policy Revisions			
1. Attendance Policy 4200 (Tabled)			
C. Development/Fundraising	FYI	Jennifer Silva	10 m
Giving Day Recap			
D. Long-Range Planning	FYI	Brandon Smith	5 m
Board and CEO Action Calendar			
E. Academic Excellence Update	FYI	Abe Pallas	10 m
F. Facilities	FYI	Tyree Griffin	10 m
Review of Goals for the Year			
• FEMA Projects			
• Misc. Projects			
Board Action Items:			
• Remove rocks in the parking lot and one walkway (action needed)			
• Install guardrail in parking lot with safety grant funds (action needed)			
• Extend fencing along the cemetery with safety grant funds (action needed)			
G. CEO Support and Evaluation	FYI	Jamie Atkinson	5 m
V. Director Report			7:35 PM
A. Director Report	FYI	Ted Duncan	10 m
1. Director Report			
1. School Improvement Plan			
2. Safety Updates			
3. Fall Parent Survey			
2. Director Requests (Action Needed)			
1. EC Teacher--Yraya Sanchez			

	Purpose	Presenter	Time
2. Bookkeeper--Afton Lorenz			
VI. Other Business			7:45 PM
A. Announcement of Next Meeting	FYI	Jamie Atkinson	1 m
VII. Closing Items			7:46 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

Work Session

Section:	I. Work Session
Item:	A. Work Session
Purpose:	Discuss
Submitted by:	
Related Material:	Brevard_Academy_Safety_Report.pdf

Brevard Academy – School Safety Report

Date: September 2025

Prepared for: Board of Directors

Prepared by: Ted Duncan, School Director

Strengths

- Comprehensive Safety Planning: Updated, NIMS-compliant crisis management plan; trained staff and substitutes; reunification sites identified.
- Access & Visitor Controls: Secure entry system; visitor ID and sign-in procedures; staff ID and key auditing.
- Safety Equipment & Communication: Radios and phones in classrooms; Go Bags stocked; upgraded camera coverage; AEDs and first aid widely available.
- Campus & Grounds: Defined bus and parent zones; updated signage and fencing; well-maintained grounds and lighting.
- Community Partnerships: Strong collaboration with SRO, fire, EMS, and law enforcement; memorandum of understanding in place.

Areas for Improvement

- Technology & Equipment: Replace outdated computer for cameras; upgrade badge/door software to MaxPro Cloud; replace intercom/PA system (\$70,000).
- Infrastructure Needs: Complete fencing near soccer field (\$10,000); install guardrail separating parking lot (\$20,000); repave and mark parking lot; number exterior light poles.
- Communication & Alarms: Install centralized alarm system; expand bus communication beyond cell phones; add direct radio link to emergency services.
- Maintenance & Safety Enhancements: Continue sidewalk repairs from Hurricane Helene; secure NC DOT approval for school-zone flashing light.

Conclusion

Brevard Academy demonstrates strong safety preparedness and proactive measures in access control, emergency planning, and community partnerships. The next phase of safety development should focus on modernizing communication systems, completing fencing and guardrail projects, and enhancing bus/emergency service communication. Addressing these items will strengthen our already robust safety framework and ensure a secure environment for students, staff, and families.

Coversheet

Approve Minutes

Section:	II. Opening Items
Item:	E. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Monthly Board Meeting on September 17, 2025

APPROVED



Brevard Academy

Minutes

Monthly Board Meeting

Date and Time

Wednesday September 17, 2025 at 5:30 PM

Mission:

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-

Directors Present

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

Directors Absent

None

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 Wednesday Sep 17, 2025 at 6:01 PM.

B. Record Attendance

C. Pledge of Allegiance

D. Approve Meeting Agenda

E. Approve Minutes

Abe Pallas made a motion to approve the minutes from Monthly Board Meeting on 08-19-25.

Paul Cooper seconded the motion.

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

F. USDA Public Meeting Minutes Approval

Paul Cooper made a motion to approve the minutes from USDA Signing Meeting on 09-12-25.

Abe Pallas seconded the motion.

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

II. Regular Meeting Business

A. Good News

Mr. Duncan shared that Chad Campbell was awarded the NC Distinguished Elementary Science Teacher Service Award.

Mr. Dennis was awarded a scholarship to attend the Bridging the Gap Conference.

Ms. Sarah Kidston was recognized as the Outstanding Secondary School Math Teacher for BA.

B. Student Highlight

Ms. Seefeldt shared that the SGA officers (Eliana Campanini, Cali Goodwin, Hadley George, and Olivia Ellis) are doing a fantastic job with leadership, including leading the pledge, Friday assemblies, and community service projects.

C. Staff Highlight

Athletic Director, Nick Castro, shared updates on Fall sports including, volleyball, soccer, swim, and cross country. We also have two Brevard College student teachers that will be with us throughout the semester.

Assistant Director, Michael Terry, shared that we have 7 buses, 6 of the 7 are running perfectly. Even with one bus down, we are able to manage all of the bus rider and sports transportation needs.

D. Opportunity for Public Comment

III. Committee Reports

A. Finance

Paul Cooper discussed the USDA update - Letters of Condition. Once funds are obligated, we know the funds are in place. We'll need at least 3 bids, then we can begin contractor selection.

We are having a lot of trouble with the Modular Swing Building due to the city's new architectural standards. Mr. Duncan recommends that we wait on the Swing Building until we know where we stand with the USDA.

The Board authorized \$90,000 for athletic vans. We are under the North Carolina contract pricing as a public school. Mr. Duncan strongly recommends that we purchase two vans, which would be especially helpful in the spring. Pricing will determine whether the vans are new or used.

Fiscal Year June, we ended with a \$144,580.80 surplus. If we determine that the 107 is restricted, everyone will be informed.

Mr. Duncan said that in looking at the Board Report for August we ended with a 21,283.04 surplus which is not where we wanted to be.

According to the Cash Board, Cash on Hand is currently at 1.33M. We have received a good amount of state funding, but not as much local funding.

Does the Board want to take action for approval of the fund balance all

Jamie Atkinson asked for a motion to approve the fund balance allocation to cover the cost of the bus purchased over the summer. All in favor and approved.

B. Governance and Policy

Abe Pallas discussed the proposed revision of the uniform policy with regard to spirit wear. The proposed change is that all students may wear spirit wear any day of the week. All in favor and approved.

Addition of forfeiture of an enrollment spot - If you've been offered a spot after the school year has begun and you do not show up within the required time, you forfeit that spot and it goes to someone else. It is first-come, first-served enrollment after the school year begins. All in favor and approved.

Flex Time Policy - Payment of unused flex time.

Bookkeeper job description approved with all in favor.

C. Development/Fundraising

Jen Silva discussed Giving Day with a \$10,000 goal. Locations are Cup and Saucer, Cognitive, and Sideways. Mr. Duncan said that Nikki Talley will perform at Sideways. 100% of the staff have either made a donation or had one made in their name.

D. Long-Range Planning

Brandon Smith requests that all BOD members meet with him to review the spreadsheet. Motion to approve the calendar and spreadsheet. All in favor and approved.

E. Academic Excellence Update

Abe Pallas Benchmarks from 2023-2024 and 2024-2025. We are consistent with math and reading proficiency and growth throughout the year. There are big differences in scores between EOY and BOY. Mr. Duncan states that Benchmark testing atmosphere will be more similar to EOG testing to get students ready for EOGs.

F. Facilities

Tyree Griffin updated the BOD on FEMA projects and misc. projects, including the K-2 playground and awning with an estimate of \$22,000.

Mr. Duncan said that we've received about 23,000 from FEMA so far. Jamie Atkinson recommends requesting money for an outdoor classroom space.

G. CEO Support and Evaluation

Mr. Duncan's goals are to raise \$50,000 each year and create a strong succession plan for a future school director.

IV. Director Report

A. Director Report

Mr. Duncan discussed current enrollment at 420 students, with hopefully a few more students joining us next week. We are now past the first 20 days and within the 40-day enrollment window.

Staff and student attendance is all at above 97%. Discipline report discussed.

EOG data and comparisons and proficiency. Losing 20 days of instruction and not being able to retest in science had a big impact.

For EOY Benchmarks, we exceeded growth. We want to make sure we are mirroring the EOG testing environment in our Benchmarks. We want accurate prediction percentiles between iReady and EOGs.

Requests -

1. Paid Parental Leave Opt-In
2. TCS lunch option. Our lunch fees have increased and our orders are going down. (recovery would be \$21,000)
3. We had an additional AmeriCorps member join us at \$7,000 for a year freeing up our instructional assistants for planning and interventions.
4. Hire an Evening Custodian (approx. \$30,000)
5. Move L. Newton to EC Teacher and not replace the instructional assistant position

Brandon made a motion to approve all director requests. All in favor and approved.

V. Other Business

A. Announcement of Next Meeting

The next meeting will be October 15, 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 7:23 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

Finance

Section: IV. Committee Reports

Item: A. Finance

Purpose: FYI

Submitted by:

Related Material:

PROD_ Cash Board.pdf

03_BOARD_REPORT_2025_09_BREVARD_ACADEMY_20251013 (1).pdf

October 13, 2025

PROD: Cash Board

Controls
& Filters

School Name (Display) contains BREVARD ACADEMY
Report Month - Year contains September-2025
Comparative School Size (Click to Select) is Medium

PROD: Cash Board

The Cash Board

Comparative School Size (Click to Select)

All

Small

Medium

Large

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

Select School

BREVARD ACADEMY

Select Period

September-2025 +0

Your School Size: Medium

Cash On Hand

2.34M Comp AVG

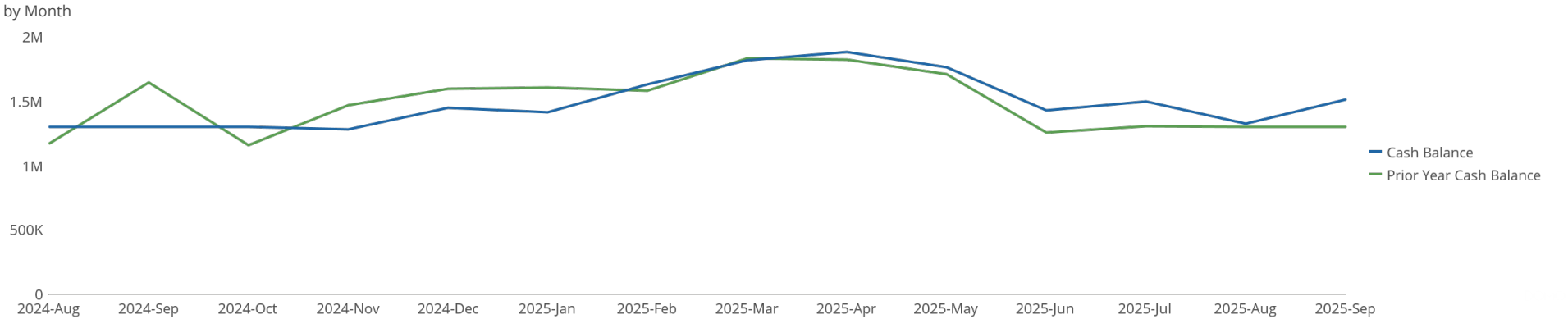
1.52M

Days Cash on Hand

102 Comp AVG

96.67

Cash Balance Year over Year

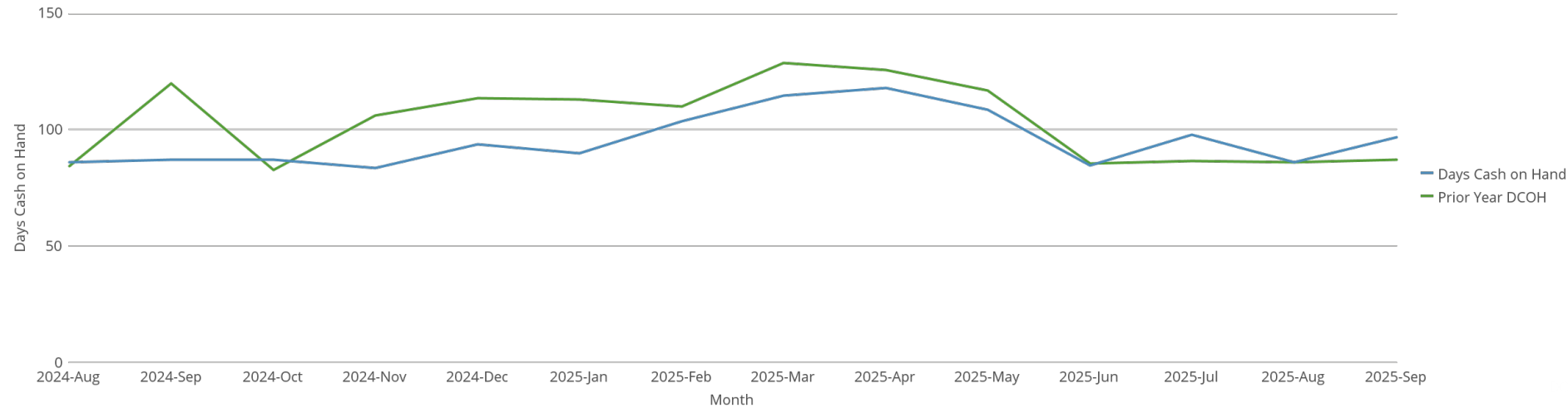


Controls & Filters

School Name (Display) contains BREVARD ACADEMY
Report Month - Year contains September-2025
Comparative School Size (Click to Select) is Medium

PROD: Cash Board

Days Cash on Hand
by Month



*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 (Display) contains BREVARD ACADEMY



BREVARD ACADEMY

Budget Analysis Report (Reconciled)

Fiscal Year: 2026 - September

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Revenues							
▶ State Revenue	3,763,660.00	356,875.04	991,691.93	2,771,968.07	26.35	3,768,660.00	
▶ Local Revenue	1,560,694.00	438,785.98	513,400.03	1,047,293.97	32.90	2,014,724.36	
▶ 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	5,757.00	9,881.75	40,181.25	19.74	50,279.25	
▶ Athletics Revenue	12,200.00	4,221.62	5,024.62	7,175.38	41.19	13,389.00	
▶ Band/Music Revenue	5,500.00	181.00	181.00	5,319.00	3.29	5,500.00	
▶ School Activities Revenue	10,631.00	739.34	1,314.19	9,316.81	12.36	10,631.00	
▶ Field Trip Revenue	14,897.00	341.00	795.00	14,102.00	5.34	15,196.00	
Revenues	5,598,349.00	806,900.98	1,524,115.75	4,074,233.25	27.22	6,059,083.61	
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Expenses							
▶ Salaries and Bonuses	2,769,769.00	237,179.01	687,137.91	2,082,631.09	24.81	2,777,375.75	
▶ Benefits	1,251,458.00	107,324.37	304,469.74	946,988.26	24.33	1,251,458.00	
▶ Books and Supplies	95,900.00	32,299.54	53,681.88	42,218.12	55.98	102,016.19	
▶ Athletics	24,908.00	6,659.65	14,291.82	10,616.18	57.38	27,658.00	
▶ Office Supplies	48,500.00	11,761.90	22,214.36	26,285.64	45.80	48,500.00	
▶ Technology	95,500.00	36,838.43	42,463.01	53,036.99	44.46	123,375.00	
▶ Equipment and Leases	30,400.00	3,781.33	6,019.48	24,380.52	19.80	30,400.00	
▶ Contracted Student Services	114,500.00	11,820.00	12,002.73	102,497.27	10.48	114,682.73	
▶ Staff Development	56,709.00	5,904.79	24,998.95	31,710.05	44.08	64,924.84	
▶ Administrative Services	266,110.00	24,087.83	73,776.37	192,333.63	27.72	274,134.79	
▶ Insurances	60,175.00	27,992.75	42,703.85	17,471.15	70.97	60,175.00	
▶ Rents & Debt Service	312,223.00	2,219.83	19,874.81	292,348.19	6.37	331,087.85	
▶ Facilities Building	96,500.00	63,660.01	102,177.28	-5,677.28	105.88	152,946.19	
▶ Facilities Grounds	26,479.00	0.00	3,500.00	22,979.00	13.22	26,479.00	
▶ Utilities	64,000.00	5,662.02	7,518.21	56,481.79	11.75	64,000.00	
▶ Nutrition & Food	69,500.00	14,852.56	23,016.65	46,483.35	33.12	69,500.00	
▶ Transportation & Travel	135,000.00	14,701.87	104,218.73	30,781.27	77.20	140,834.08	
▶ Before & After Care Program	18,500.00	3,143.33	3,440.42	15,059.58	18.60	18,500.00	
▶ School Activities Expenses	11,750.00	2,290.98	6,036.36	5,713.64	51.37	14,839.22	
▶ Field Trip Expenses	34,223.00	1,078.14	1,078.14	33,144.86	3.15	34,243.14	
▶ Fundraising Expenses	7,000.00	0.00	0.00	7,000.00	0.00	7,000.00	
▶ Federal Grant Expenses	3,383.00	2,584.15	5,084.15	-1,701.15	150.29	8,411.15	
Expenses	5,592,487.00	615,842.49	1,559,704.85	4,032,782.15	27.89	5,742,540.93	
Surplus/(DEFICIT)	5,862.00	191,058.49	-35,589.10	41,451.10	-0.66	316,542.68	

Coversheet

Governance and Policy

Section:	IV. Committee Reports
Item:	B. Governance and Policy
Purpose:	FYI
Submitted by:	
Related Material:	Performance Report Compliance Statistics September 2025.pdf BA-CFA 4200-Attendance.lgs.docx BA-CFA 5030 Brevard Academy Facilities Use Agreement .pdf



Home > Compliance Statistics

Statistics Summary Detail Calendar Collections



Classifications 6

Entities 3

Submission Types 60

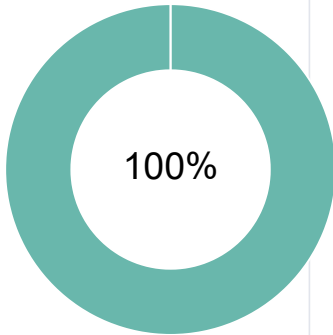
Time Period

Sorting and Outputs



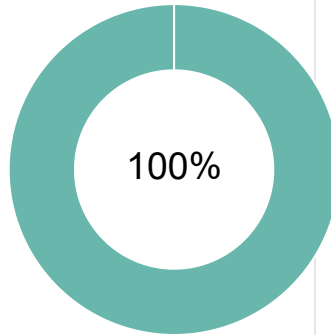
Due Dates from Jul 1 through Today

Submitted



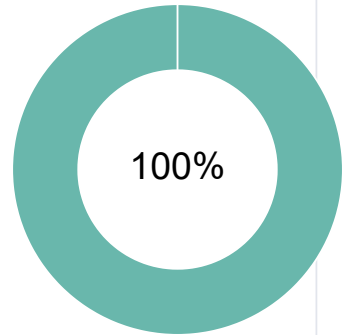
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Past Due	0 (0%)
Failed to Submit	0 (0%)

On-Time



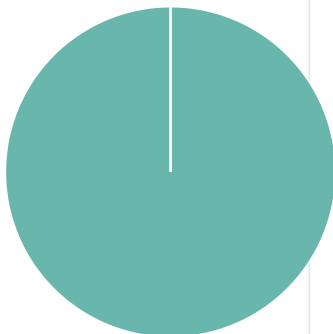
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Late	0 (0%)
Past Due	0 (0%)
Failed to Submit	0 (0%)

Accurate



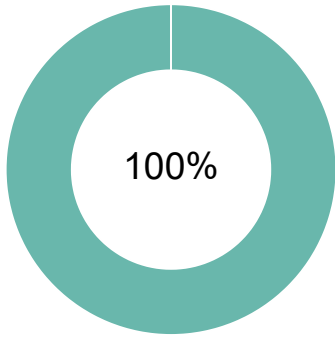
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Not Accurate	0 (0%)

Status

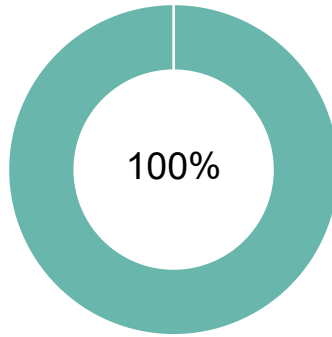


Complete	4 (100%)
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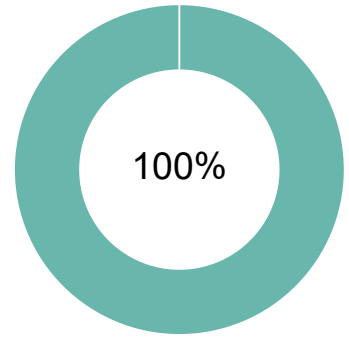




Submitted	4 (100%)
Past Due	0 (0%)
Failed to Submit	0 (0%)
Not Yet Due	0 (0%)

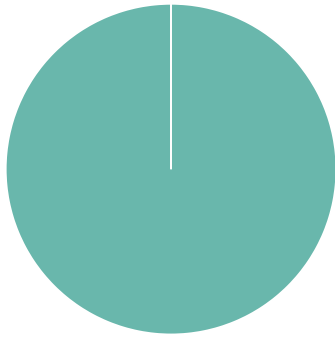


On-Time	4 (100%)
Late	0 (0%)
Past Due	0 (0%)
Failed to Submit	0 (0%)



Accurate	4 (100%)
Not Accurate	0 (0%)

Status



Complete	4 (100%)
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SECTION: 4000- STUDENTS AND PARENTS
ATTENDANCE-TRUANCY, MAKE UP WORK, TARDIES

Policy Code: 4200
Approved 12.18.2024

Truancy Policy

North Carolina Compulsory Attendance law requires that every person from seven (7) to eighteen (18) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner.

Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Acceptable cause may include, with appropriate documentation, but is not limited to: service as a page in the North Carolina General Assembly, service on a precinct election board on an election day, subpoena to appear in court, incarceration, in-school or out of school suspension, required religious observations, hospitalization, doctor's written order for home stay, death in the immediate family.

Evidence of habitual truancy includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as required by law
- ~~Five (5)~~~~Six (6)~~ or more ~~unexcused~~ absences/~~tardies~~ from classes in one grading period
- ~~Seven (7)~~~~Six (6)~~ or more ~~unexcused~~ absences/~~tardies~~ from school during one school year

When children are not in the classroom, consistent and sustainable learning is impeded. BA-CFA staff and administration have made intentional attempts in bringing the importance of regular attendance to your attention. Our policy is as follows:

- When a child has accumulated ~~five-three (35)~~ or more unexcused absences and/or ~~tardies~~ in a school year, parents/guardians receive a phone call home
- When a child has accumulated ~~seven-six (67)~~ or more unexcused absences and/or ~~tardies~~ in a school year, parents/guardians receive a letter in the mail stating our attendance policy
- When a child has accumulated ten(10) or more unexcused absences and/or ~~tardies~~ in a school year, a formal letter is sent home stipulating that a referral to the Child Protective Services is pending and that the child is in jeopardy of repeating the grade.

Please notify the school as soon as you know your child will be absent. **When your child returns to school, a note signed by the parent/guardian must be sent with your child stating the reason and dates for the absence to ensure your child's absences are recorded appropriately.** The note should be turned ~~in to~~~~into~~ the front office. ~~If your child is tardy, please walk him/her to the front office and sign in. The student will then be given a pass for admittance into class.~~

Early release from school is only approved in the event of your child's illness, a medical appointment or a family emergency. Students will not be released early from school after 2:45 p.m.

The director and administrative team will follow-up and investigate all unexcused absences, including late arrivals and early dismissals. If a student is habitually late or absent, a conference with the parent/guardian will be scheduled with the appropriate member(s) of the administrative team to resolve the attendance problem.

An excused absence or tardy is one for which no negative consequence is assessed against the student. Students who are absent from or late to school for a valid reason (medical or other emergency) are required to provide documentation from the doctor's office. Supporting documents may be required by the school and requested from the parent/guardian. Students must bring to the school a written excuse on the day that he or she returns to school. The

SECTION: 4000- STUDENTS AND PARENTS
ATTENDANCE-TRUANCY, MAKE UP WORK, TARDIES

Policy Code: 4200
Approved 12.18.2024

note must include the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration, but the student's record is marked as absent per North Carolina law.

Students can be excused for the following reasons:

- Injury or Illness*
- Local or state board of health orders child to stay home from school (i.e. Lice, etc.)
- Death of immediate family member
- Medical or Dental appointment
- Witness in the proceedings of a court or ~~administrative~~ administrative tribunal
- Educational leave (this can be used once per academic year and must be approved by administration)

*Parents are able to excuse a child for sickness with a note.

- *After 3 consecutive absences, ~~the school may require a~~ doctor's note ~~will be required~~ to excuse any subsequent absences.
 - After 9 total absences (excused or unexcused), a doctor's note must accompany a parent note in order to excuse a child for sickness.
 - All notes must be turned in to the school 2 days prior to the end of the grading period in which the absence occurred. Notes turned in after this time will not be accepted.

Commented [LG1]: Note, you can only require a dr. note if they went to the dr. you cannot require a dr note otherwise unless the school is paying for the dr. visit. This gives you a little wiggle room

Extra-Curricular Activities and After-School Events

Students must be present during the school day to participate in Extra-Curricular Activities or After-School Events that day.

Make-up Work

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed assignments. It is the responsibility of the student and parent to ensure make-up work is completed.

Commented [LG2]: Do you allow make up work if the absence is unexcused? You should outline your policy on this.

Tardies

*All students arriving after 7:50 a.m. must enter the main entrance and are listed as tardy as of 7:50 a.m. **Parents must park and sign children in at the main office after 7:50 am. Students will receive a late pass at the office.***

Brevard Academy Application for Use of School Facilities

Application Form Sections:

- **Name of Organization:** _____
- **Requestor Name:** (Print) _____
- **Address:** _____
- **City:** _____ **State:** _____ **Zip Code:** _____
Phone: _____
- **Email address:** _____ **Is this a for-profit organization?**
Yes _____ No _____

Facility requested (Name of school): Brevard Academy

- **Specific area requested (please list all):** ___ Gymnasium ___ Parking area only ___
___ Athletic Field/Pavilion
- **Other areas/rooms desired:** _____
- **Requested Start Date:** _____ **End Date:** _____
- **From:** _____ AM/PM **To:** _____ AM/PM
- **Total number of days:** _____
- **Total number of hours per day:** _____
- **Will additional time be needed for set-up/take-down of equipment or cleanup?** Yes
_____ No _____
 - **If yes, how long:** _____
 - _____
- **Describe the event that will take place:** _____
- **Number of people anticipated for the event:** _____
- **Are you charging a fee for this event?** Yes _____ No _____ **If so, how much?**

STATEMENT OF FINANCIAL LIABILITY: The Authorized Agent/User hereby agrees to be responsible for payment of all fees assessed for the use of, and fees for damages assessed as a result of, the requested facility use. Proof of liability insurance, if required, shall be provided with this application.

Signature of Authorized Agent or User: _____

Date: _____

Requestors must read and sign the Agreement on the back of this page.

NOTICE: No Alcoholic Beverages or Tobacco Products Allowed On Premises

AGREEMENT (Adapted for Brevard Academy): Please note: The following section in the original source refers to North Carolina General Statutes and governmental immunity specific to the Transylvania County Board of Education. Brevard Academy should consult with legal counsel to determine the applicability of similar protections and wording for its specific organizational structure and jurisdiction.

Section 115C-524 of the General Statutes of North Carolina, provides, in pertinent part, that no liability shall attach to any Board of Education individually or collectively for personal injury suffered by reason of the use of school property under a facilities use agreement. It is understood and agreed by and between the parties of this contract that under the doctrine of governmental immunity and said statute, the **Brevard Academy Board of Directors** is exempt from any and all liability for any damage or injury to person or property caused by or resulting from any cause or happening whatsoever. It is further understood and agreed by and between the parties of this contract that the user of school facilities shall have full and complete responsibility for the proper care and use of such facilities and shall be liable to the **Brevard Academy Board of Directors** for any damages to such school facilities resulting from any action of the user or the user's agent, employees, members or invitees during the period of use of such school facilities by the users as approved by the **Brevard Academy Board of Directors**. The user of school facilities under and pursuant to the terms of this contract hereby agrees to indemnify and hold the **Brevard Academy Board of Directors** harmless on account of any property damage or personal injury resulting from the use of said school facilities by user except to the extent otherwise provided by law. It is understood that upon the signing of this contract, all parties involved in stated organization have read, understood and agreed to adhere to policy 5030, Community Use of Facilities and regulations 5030-R, Community Use of Facilities – Procedures. It is further understood and agreed that the organization or individual is responsible for the fees and charges as stated and will be responsible to pay for any damages that may occur during use of the facility.

A damage deposit and/or certificate of insurance sufficient to protect **Brevard Academy's** property and interest may be required prior to use of the facility in accordance with policy 5030. Should such a deposit or insurance certificate be required, the undersigned agrees to provide the full deposit amount or proof of insurance with the completed application for use, prior to use of the facility.

Users of all **Brevard Academy** facilities are prohibited from advertising an event to be held on school property prior to receipt of written approval by **Brevard Academy**.

I have read, understand and agree to the information provided above:

Name: (Print) _____

Signature: _____ **Date:** _____

The use of this facility/equipment at the time and date requested _____ (WILL) _____ (WILL NOT) interfere with any school program or prior commitment.

I do hereby _____ (DISAPPROVE) _____ (APPROVE) this application.

School Director or Other Authorized Agent

Name: (Print) _____

Signature: _____ Date: _____

Brevard Academy 5030-R__Community Use of Facilities - Procedures

The use of school facilities by community groups should be consistent with the educational program and the goals and objectives of the **Brevard Academy Board of Directors**. Use of school facilities by community groups will be in accordance with policy 5030, Community Use of Facilities, and Sections I through III of this regulation.

Section IV of this regulation establishes rules for the use of certain outdoor facilities, such as playgrounds and athletic fields, which are available for use by the general public during after-school hours when the property is not otherwise being used (1) for school activities or school purposes, or (2) by a non-school group pursuant to a facilities use agreement.

1. General Rules and Requirements for Use – All Facilities

A. General Requirements

- **Application and Proof of Insurance:** All individuals or groups who want to use **Brevard Academy** facilities for a meeting or other event must complete a facilities use application and, if required, furnish a satisfactory certificate of insurance.
- **Approval:** All requests for use of school facilities are subject to the eligibility requirements established in policy 5030 and approval by the principal or designee as described in Section III.
- **Authorized Use:** The use of school facilities will be restricted to the space and the purpose designated in the approved facilities use agreement. **Brevard Academy** assumes no responsibility and shall incur no liability for unauthorized use.
- **Use of Equipment and Technology:**
 - Unless otherwise specified in the facility use agreement, the following equipment may be used if located in the space identified in the facility use agreement: tables, chairs, desks, standard lighting.
 - The use of kitchen facilities is strictly prohibited except as provided in Section II.D., below.

- Use of any other school system equipment requires a signed loan agreement as required by policy 6522, Use of Equipment, Materials, and Supplies by Non-School Groups.
- **Cancellation or Modification of Approved Use:** Brevard Academy reserves the right to cancel facility use requests/agreements upon 24 hours' notice or to reassign a user to a different room or site. The use of athletic fields may be restricted during wet or inclement weather, as provided in subsection II.A.1.
- **Compliance with Laws, Policies, and Rules:** Users of school facilities must comply with policy 5030, Community Use of Facilities, and the applicable provisions of the Americans with Disabilities Act (ADA). Users shall also comply with all applicable federal, state, and local laws, other board policies, any rules established by the site administrator, and the restrictions and conditions established in this regulation.
- **Care of Facilities and Responsibility for Damages:** Users of school facilities must exercise the utmost care in the use of the facilities and leave the facilities in at least the same condition of cleanliness as they were found. Users are responsible for any required clean-up costs and/or damages beyond normal wear and may be charged an additional fee, beyond the fees that would be applicable otherwise, to cover such costs.
- **Supervision:** Users of school facilities are responsible for supervising the people present at their activities to ensure compliance with all requirements established in this regulation.
- **Designation of On-Site Representative:** Each user group must designate an on-site representative who must be present when the facility is opened and must remain on-site at all times during the activity.
- **Risk of Use:** Use of Brevard Academy facilities is at the **USER'S OWN RISK** and the user assumes full responsibility for personal loss or bodily harm from use of the facility. Neither Brevard Academy nor its board of education shall be liable for any loss, damage, or expense that may arise during, or that is a result of, the group's use of the facility.

2. Rules for Facilities Use

- The possession or use of tobacco products (including electronic cigarettes), alcohol, and illegal drugs on school grounds is prohibited.
- The possession or use of weapons or explosives carried openly or concealed is prohibited unless specifically permitted by law and board policy.
- Games of chance and other forms of gambling are not permitted on school grounds.
- The use of special effects involving fire or smoke, highly combustible materials, spark-producing objects, or any other open flames, including candles, is prohibited on school grounds.
- No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion as this will endanger those present in the facility in the event of an emergency.
- Users of school facilities must provide adequate supervision to assure that automobiles are not parked on grass, play areas, or in restricted or other areas where they could damage school property or constitute a hazard in the event of an emergency.

- Trash and recycling must be deposited in the proper receptacles.
- No decorations or other materials may be applied to walls, ceilings, or floors of school buildings if the materials will mark, deface, or injure these surfaces. Taping to any painted surface or floor surface is prohibited. Thrown glitter, confetti, and similar products are prohibited in school buildings and on school grounds.
- Nothing may be used which defaces the school facility fixtures, walls, or floors (no holes cut, no nails or screws used, etc.). Cleats, steel clips, or other metal attachments may not be worn on shoes in school buildings.
- Furniture and equipment may not be moved from one room or area to another unless specifically permitted by the principal. Any furniture or equipment that the user is authorized to move must be returned to its original location. The user must leave everything in the same condition in which it was received.
- Any items the user leaves behind may be removed or discarded at the user's expense.
- The number of occupants of any school facility may at no time exceed the posted maximum occupancy in accordance with fire code.
- If minors will be involved in the use of a facility, they must be supervised at a ratio of at least one adult to every 30 elementary school age students and at least one adult to every 50 middle school or high school age students.
- No animals, other than service animals, may be brought onto school property.
- Use of the school facilities must end by the agreed upon time. If the facilities are not vacated by the agreed upon time, users may be subject to additional charges.
- Users may not rent, sublet, transfer, assign their interests in school facilities, or umbrella their use (i.e., act as an intermediary for other groups to use school facilities).
- A **Brevard Academy** employee (either a custodian or other designated building staff member) must be present to render services necessary in the operation of lights, heat, ventilation, and unlocking and locking of the rooms and building while facilities are in use. This person will not supervise groups or activities. Users are responsible for the supervision of their own activities and participants anywhere on school property.
- If the user's group exceeds 200 people at the school facility at one time, one uniformed law enforcement officer must be present for crowd and traffic control. For every additional 200 people present, one additional officer is required. The user is responsible for making the arrangements and paying for the services.
- If the presence of uniformed fire and/or medical service personnel is necessary for an event, the user is responsible for making the arrangements and paying for the services.

3. Rules Specific to Certain Types of Facilities

A. Outdoor Athletic Fields

- Play on fields is prohibited during wet or inclement weather unless specifically approved by the site administrator or designee. To prevent damage to fields, the site administrator or designee may prohibit or restrict play for a period of time following such weather.
- Golfing or the use of motorized vehicles is not permitted on fields.
- Field maintenance is prohibited without prior approval from the principal and designee.
- Climbing on the fences, backstops, or goals is not allowed.

B. Gymnasiums

- Climbing on stacked bleachers or sporting equipment or apparatus not designed for that purpose (e.g., basketball goals, volleyball uprights and netting, etc.) is not allowed.
- No street shoes are allowed on the playing area of the gymnasium floor.
- Users must dust mop the floor before and after use. The dust and dirt must be swept into a dustpan and deposited in the garbage.
- Use of school system physical education and athletic equipment, supplies, and apparatus is permitted only with the specific approval of the principal.
- Bouncing or throwing balls in the hallways is prohibited.
-

C. Technology Facilities

- Use of **Brevard Academy's** technology, including audio/visual equipment, is not permitted by user groups unless otherwise specified in the facility use agreement.

4. Application Process

- Application forms are available in **Brevard Academy's** main office.
- Completed applications should be submitted to the School Director of **Brevard Academy**.
- Applications must be submitted to the school's main office.
- Applications must be submitted 30 days before the requested use of the facility.
- The principal has the authority to approve/decline the application.

5. Rules For Use of Outdoor Facilities by the General Public

Outdoor property of **Brevard Academy** shall be open to limited use by members of the general public in accordance with the following rules.

A. Available Outdoor Facilities: The following outdoor facilities, and no others, are available for use by the general public for recreational purposes: elementary school playgrounds, walking trails, and athletic fields..

B. Public Use Restrictions: Public use of outdoor facilities is not permitted when:

- the property is being used for **Brevard Academy** activities or school purposes;
- the property is being used by a non-school group pursuant to a facilities use agreement;
- the site administrator or designee has determined that the property should be temporarily removed from use for maintenance or the proper preservation and care of the property;
- when the site administrator or designee determines that public use would otherwise interfere with the safe and efficient operation of the school or a school activity, or use by a non-school group pursuant to a facilities use agreement; or
- when notice is posted that the facilities are reserved or are closed to public use.

C. Prohibited Conduct: The following conduct is prohibited while using **Brevard Academy** outdoor facilities:

- possession or use of tobacco products (including electronic cigarettes), alcohol, and illegal drugs;
- possession or use of weapons or explosives carried openly or concealed, unless specifically permitted by law;
- gambling or participation in games of chance;
- use of special effects involving fire or smoke, highly combustible materials, fireworks, spark-producing objects, or any other open flames, including candles; and
- littering or leaving trash behind.

D. Additional Rules:

- The use of athletic fields is subject to the requirements in subsection II.A of this regulation.
- Site administrators are authorized to establish other terms or conditions for the use of outdoor facilities as deemed necessary.
- While on school property for recreational purposes, members of the public shall follow all reasonable directives from school employees, follow all posted instructions, and promptly leave the premises if asked to do so by a school employee.
- Individuals who violate the rules established in this regulation or other rules of the site administrator may be barred from further use of **Brevard Academy** outdoor facilities.
- Use is at the **USER'S OWN RISK** and the user assumes full responsibility for personal loss or bodily harm occurring while using **Brevard Academy's** outdoor facilities. Neither **Brevard Academy** nor its board of education shall be liable for any loss, damage, or expense that may arise during, or that is a result of, such use.

Administrative Information:

-

Fee Schedule (for Brevard Academy):

Brevard Academy Facility Fee Schedule: Non-Profit vs. For-Profit

Facility	Non-Profit Per Hour	Non-Profit Supervision	For-Profit Per Hour	For-Profit Supervision
Auditorium	\$20.00	\$25.00	\$75.00	\$25.00
Cafeteria	\$20.00	\$25.00	\$50.00	\$25.00

Facility	Non-Profit Per Hour	Non-Profit Supervision	For-Profit Per Hour	For-Profit Supervision
Classroom	\$15.00	\$25.00	\$40.00	\$25.00
Gymnasium	\$20.00	\$25.00	\$50.00	\$25.00
Media Center	\$20.00	\$25.00	\$50.00	\$25.00
Playing Field	\$20.00	\$25.00	\$50.00	\$25.00

FEES: Supervision: _____ **Facility:** _____ **Other:** _____ **Total:**

Coversheet

Director Report

Section:	V. Director Report
Item:	A. Director Report
Purpose:	FYI
Submitted by:	
Related Material:	Discipline Report September 2025.pdf ADM Report for October 1, 2025.pdf Director Report October 2025.pdf

Brevard Academy

SEP 1 – SEP 30

47 REFERRALS

Actions

4 of 9

Action	Days	Assignments
Detention	1.30	 13
In-School Suspension	13.36	 13
Community Service	0.09	 2
Out-of-School Suspension	3.00	 2

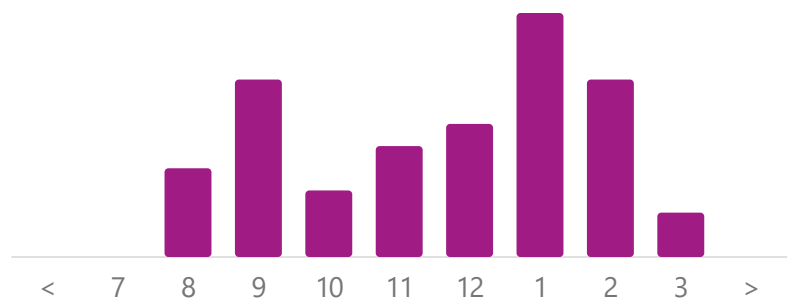
Referrals per School Day



Days



Hours



Offenses

3 of 10

Overt Defiance/ Disrespect



Fighting/Physical Aggression



Abusive Language



Locations

3 of 8

Classroom



Athletic Field



Gym



Subjects

3 of 7

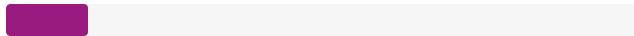
Non-Instructional



Reading



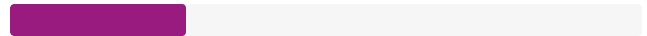
Physical Education



Arrangements

3 of 9

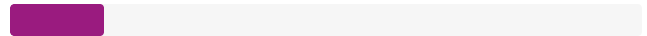
Instruction



Recess



Transition



Grades

3 of 8

Grade	Cost (days)	Incidents
6	6.20	13
1	2.68	9
2	5.28	9

Brevard Academy: A Challenge Foundation Academy

1110 Hendersonville Highway,
Pisgah Forest NC 28768
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Funding Report

Date: 10/01/2025

Enrollment: Primary (A student can only be counted for 1 school)

District(s): 1 School(s): 1 Calendar(s): 1 Students: 422

District Summary

District	School Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#88A Brevard Academy	1	422	422	422.00	391.00	92.65%

School Summary District: #88A Brevard Academy Schools: 1 Students: 422

School	Grade Count	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#88A000 Brevard Academy: A Challenge Foundation Academy	9	422	422	422.00	391.00	92.65%

Grade Summary District: #88A Brevard Academy Schools: 1 Students: 422

School	Grade	Student Count	Membership Days	ADM	ADA	Attendance Rate(%)
#88A000 Brevard Academy: A Challenge Foundation Academy	KG	46	46	46.00	43.00	93.48%
	1	51	51	51.00	47.00	92.16%
	2	48	48	48.00	47.00	97.92%
	3	44	44	44.00	44.00	100.00%
	4	47	47	47.00	45.00	95.74%
	5	48	48	48.00	40.00	83.33%
	6	46	46	46.00	43.00	93.48%
	7	50	50	50.00	42.00	84.00%
	8	42	42	42.00	40.00	95.24%
Total	9	422	422	422.00	391.00	92.65%

Brevard Academy School Director's Board Report for October 2025

Enrollment

	Enrolled
Kindergarten	47
1st Grade	51
2nd Grade	48
3rd Grade	54
4th Grade	47
5th Grade	48
6th Grade	46
7th Grade	50
8th Grade	42
Total/Average	424

Budget set for 435 students.

PMR 1 (August 13-September 10)

PMR 2 (September 11-October 10)

Updated on October 13, 2025

Students and Staff Attendance

Month	Staff Attendance	Average Daily Attendance	Students on Time	Positive Merits/Day	Average ODRs/Day
August	97%	97%	99%	0.0	2.0
September	97%	95%	97%	2.0	2.4
October					
November					
December					
January					
February					
March					
April					
May					
Average	97%	96%	98%	1	2
	The goal is 95% in these areas.				

65 Staff Members

5 Contracted Employees

Updated on October 13, 2025

Discipline Report

See attached report.

ODR=Office Discipline Referral

ISS=In-School Suspension

OSS=Out-of-School Suspension

Briefings:

- Student Clubs
 - Trailblazer Club--After school on Fridays run by Chad Campbell.
 - FAITH Club--Thursdays before school run by Elizabeth Airey.
- Safety Audit

Updated on October 13, 2025