



Brevard Academy

February Policy Meeting

Published on February 3, 2026 at 9:16 AM EST

Date and Time

Tuesday February 3, 2026 at 8:30 AM EST

Location

Director's Office

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 Meeting on November 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
NA			
III. Policies for First Read			8:46 AM
A. Policies for 1st Read	Discuss	Ted Duncan	10 m
Policy: Encumbrance of Future Funds			
AI Parental Consent Policy			
IV. Other Business			8:56 AM
A. Review Old Business	Discuss	Ted Duncan	5 m
B. Review of Other Policies	FYI	Ted Duncan	5 m
Possible amendments to policy creation.			
<ul style="list-style-type: none"> • Policies 1000-2000, 5000, 8000, and 9000 set by BOD. • Policies 3000-4000, 6000, 7000 set by BOD with stakeholder input. • All policies will abide by state and federal laws regarding charter schools. 			

	Purpose	Presenter	Time
C. Board Action Items	Discuss	Ted Duncan	5 m
V. Closing Items			9:11 AM
A. Set Next Meeting Date	FYI	Abe Pallas	5 m
B. Adjourn Meeting	Vote		

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

Coversheet

Approve Minutes

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

APPROVED



Brevard Academy

Minutes

Governance and Policy Meeting

Date and Time

Tuesday November 4, 2025 at 10:00 AM

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

Committee Members Present

Abe Pallas, Jennifer Iden, Michelle Peterson, Ted Duncan

Committee Members Absent

Jennifer Kelly, Lisa Busche, Michael Terry

Committee Members who arrived after the meeting opened

Jennifer Iden, Michelle Peterson

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 Nov 4, 2025 at 10:00 AM.

C. Approve Minutes

Ted Duncan made a motion to approve the minutes from Governance and Policy Committee Meeting on 05-06-25.

Abe Pallas seconded the motion.

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

D. Approve Agenda

Abe Pallas made a motion to Approve agenda.

Ted Duncan seconded the motion.

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

Jennifer Iden arrived at 10:05 AM.

II. Policies for First Read

A. Policies for 1st Read

Abe Pallas made a motion to Delete policy 2000 and amend 2100 to include a public announcement clause.

Ted Duncan seconded the motion.

The public announcement clause will be modified to run in the 3rd quarter of the school year.

"Public Announcement: *In the 3rd quarter of the school year*, the Board shall run a public advertisement announcing the availability of openings on the Board of Directors. The public announcement should include the qualifications for Board membership, including those stated above. In addition, it shall be noted that qualified applicants must be free from any record of criminal charge, arrest or conviction."

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

Jennifer Iden made a motion to Accept policy 4200 with the legal and school amendments noted.

Abe Pallas seconded the motion.

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

Michelle Peterson arrived at 10:21 AM.

III. Other Business

A. Review Old Business

NA

B. Review of Other Policies

NA

C. Board Action Items

Delete policy 2000

Approve policy 2100

Approve policy 4200

IV. Closing Items

A. Set Next Meeting Date

NA

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:27 AM.

Respectfully Submitted,
Michelle Peterson

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Coversheet

Policies for 1st Read

Section:	III. Policies for First Read
Item:	A. Policies for 1st Read
Purpose:	Discuss
Submitted by:	
Related Material:	EFS Policy.pdf Sample Parental Consent for Student Use of AI.docx

Policy: Encumbrance of Future Funds (NC Charter School Best-Practice Alignment)

1. Purpose

To ensure that any obligation committing Brevard Academy to **spend in a future fiscal year** is made transparently, with proper internal controls, and in a way that supports audit readiness and State reporting expectations.

This policy supports:

- Board governance and budget authority (charter boards decide operational and budgeting matters). ([North Carolina General Assembly](#))
 - Ongoing compliance with financial audit and reporting requirements, including UERS reporting. ([North Carolina General Assembly](#))
 - Avoiding conditions that can trigger State financial/governance noncompliance status.
-

2. Definitions

Encumbrance of future funds: any contract, lease, MOU, subscription, services agreement, installment purchase, or other commitment that:

- Extends beyond the current fiscal year, **or**
- Creates a cancellation penalty or minimum payment in a future year.

Future-year obligation includes “evergreen/auto-renewal” terms unless the agreement allows the school to terminate without penalty before the new fiscal year.

3. Who May Encumber Future Funds

A. Board of Directors (Required Approver)

Only the **Board of Directors** may authorize encumbrances of future funds. This aligns with the board’s responsibility for budgeting and operational decisions. ([North Carolina General Assembly](#))

Board approval must occur in an **open meeting** and be captured in minutes consistent with Open Meetings requirements that apply to charter boards. ([North Carolina General Assembly](#))

B. School Director (Authorized to Execute Only After Approval)

The School Director may:

- **Recommend** future-year obligations,
- **Negotiate** terms (without committing the school),
- **Sign/execute** agreements **only after** Board authorization is documented.

C. Finance Committee (Recommended Review Body)

The Finance Committee (or equivalent) should review all future-year obligations and make a recommendation to the full Board prior to approval.

D. Prohibited

No staff member or volunteer may sign, approve, or otherwise commit the school to future-year obligations unless explicitly authorized by the Board under this policy.

4. NC-Aligned Internal Controls Expectations (Best Practice)

To reduce audit risk and strengthen compliance posture, the school will maintain documented controls consistent with NC charter procurement and contract administration guidance—especially requirements for **written contracts**, clearly defined deliverables, and signatures **before execution**. ([NC DPI](#))

5. Approval Thresholds (Recommended Structure)

The Board retains authority for all future-year encumbrances, but may adopt **standing parameters** for efficiency. Recommended:

Board action is required for any future-year obligation that is:

- Longer than 12 months, **or**
 - Includes auto-renewal without no-penalty termination, **or**
 - Exceeds a Board-set dollar threshold (commonly 5–10% of annual operating budget), **or**
 - Involves facilities (lease/financing), student information systems/data contracts, or any agreement with elevated legal/compliance risk.
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6. Required Procedure (Future-Year Encumbrance Workflow)

Step 1 — Written Request Packet (Prepared by School Director/Designee)

A request must include:

- Vendor/contractor name and service description
- Term (start/end dates) and renewal/cancellation language
- Total cost and annual cost by fiscal year
- Funding source(s) and whether any federal funds are involved
- Strategic justification and alternatives considered
- Risk notes (data privacy, staffing dependence, facilities exposure, etc.)

Step 2 — Procurement & Documentation Controls

Before Board vote, the school must have documentation consistent with NC charter procurement guidance, including:

- Evidence of an appropriate selection method/competition (when applicable),
- Draft contract with **clearly defined deliverables**, and
- Confirmation the contract will be signed and dated by all parties prior to execution. ([NC DPI](#))

Step 3 — Finance Review (Committee or Finance Officer)

Finance review must document:

- Multi-year affordability (impact on reserves/cash flow),
- Total obligation exposure (including termination fees),
- Confirm the obligation is reflected in multi-year projections.

Step 4 — Board Approval in Open Session (Recorded in Minutes)

Board minutes should reflect:

- Vendor and purpose,
- Total not-to-exceed amount,
- Term length and renewal terms,
- Funding source,
- Vote outcome.

(Keeping this in open minutes supports transparency obligations under Open Meetings/Public Records standards applicable to charters.) ([North Carolina General Assembly](#))

Step 5 — Execution, Recording, and Reporting Readiness

After approval:

- The contract is executed only by authorized signatory(ies),

- The obligation is recorded as a future commitment in financial records,
- Documentation is retained in a procurement/contract file to support audits and State reporting.

This supports the school's audit and reporting responsibilities established for charter schools and required reporting via UERS. ([North Carolina General Assembly](#))

7. Emergency Exception (Narrow, Documented)

If immediate action is required to protect student safety, prevent interruption of essential operations, or avoid significant legal/financial harm:

- Board Chair + School Director may authorize a short-term commitment **only to stabilize operations**.
 - The full Board must ratify at the next meeting, and the decision must be documented.
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8. Compliance and Consequences

Failure to follow this policy is a serious governance and fiscal control issue. NC charter oversight frameworks explicitly recognize financial and governance noncompliance conditions and potential corrective actions when fiscal management is weak or audit/reporting obligations are not met.

9. Review Cycle

Review this policy annually during budget adoption and whenever there is a material change in funding, enrollment volatility, or major contractual dependencies.

If you want, I can tighten this into a **one-page Board policy** plus a separate “**Future-Funds Encumbrance Request Form**” (packet checklist + minute language) so implementation is turnkey.

Dear Parent/Guardian,

[AI tool], an artificial intelligence-based large language model, is an innovative technology that enhances educational experiences for our students and prepares them for a future in which these tools will be increasingly part of our lives and most careers. In fact, Artificial Intelligence and Machine Learning is the fastest growing field with a predicted 40% growth trajectory, creating a million new jobs by 2027. It is important that our students are trained in the safe, effective and ethical use of generative AI tools, including potential risks and concerns of the tools to prepare them for their future.

These tools provide interactive conversations and suggestions to stimulate critical thinking and creativity and assist students with various learning activities. Benefits of using [tool] include enhanced engagement, personalized support, and the development of critical thinking skills through collaborative learning and group discussions. In addition to the many benefits, the tools also have some potential risks and limitations, such as the potential to provide incorrect information, having inherent biases, and the potential for students to depend too heavily on them. All students will undergo training in the safe, ethical, and responsible use of generative AI as a learning partner so that they are prepared to effectively and safely work with these tools.

To ensure students are prepared for this AI rich future, we will integrate the use of generative AI such as [tool] into the educational process for students age 13 and up with parent/guardian consent in line with [tool's] terms of service. We recommend reviewing [company policy i.e. OpenAI's [privacy policy](#)] to understand how [tool] collects, stores, uses, and discloses personal information.

Prior to generative AI use in the classroom, all students will be educated in the safe and responsible use of generative AI including being reminded not to share any personal data or identifying information of any kind.

Please indicate below whether you wish for your child to be allowed to use [tool i.e. ChatGPT] in accordance with school guidelines as part of their school work. Please sign and return this form to [school contact] by [deadline date]. Should you have any further questions or concerns, please feel free to contact [school contact information]. We value your collaboration and are committed to ensuring the best possible educational experience for your child.

Thank you for your consideration,

Name (title)

Sign & Return by [date]

_____ YES I wish to allow my child to use [AI tool] in accordance with school guidelines.

_____ NO I do not wish to allow my child to use [AI tool] in accordance with school guidelines.

Student Name _____ Student Grade _____ Student Age _____

Parent/Guardian Name _____ Parent Guardian Signature _____

Date _____