APPROVED

Brevard Academy

Minutes

Strategic Planning

Summer Retreat

Date and Time
Friday June 26, 2026 at 9:00 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:

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, Cara Varney, Hannah Camenzind, Jennifer Silva, Mark Franklin, Paul Cooper, Trish Andrews, Tyree Griffin (remote)

Directors Absent
Jamie Atkinson

Directors who arrived after the meeting opened
Mark Franklin

Ex Officio Members Present
Ted Duncan

Guests Present
Ali Liubenov

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Jennifer Silva called a meeting of the board of directors of Brevard Academy to order on Friday Jun 26, 2026 at 9:05 AM.

II. Teambuilding

A. Teambuilding Exercise

We were instructed to divide a post it into 4 quadrants and draw 4 different shapes that resonated with us in order from 1-4. Circle, square, triangle, and squiggle. The Circle is the Harmonizer, the Square is the Organizer, the Triangle is the Achiever, and the Squiggle is the Creator.

III. Facilities

A. Facilities Strategic Planning

Upgrades and improvements have been made.
- Brush Clearing: gained about an acre back from this clearing
- Playground Updates: still on track to have them installed before the first day of school

- Site Improvement

• Sun Shades
• Painting of light posts in the parking lot
• Bird Removal

- Arts/STEM Building Progress

• Estimated Completion Date: January 13, 2027
• Tentative Grand Opening: February 17, 2027

-Future Needs

• Paving and Sidewalks: for the new building
• Interior Improvements

- Music Room Conversion to EC Space
- Art Room Conversion to Multipurpose Space/Lunch Room
- AIG Room Conversion to Teacher Resource Room
- Teacher Workroom Conversion to Staff Lunchroom

Mark Franklin arrived at 9:47 AM.

IV. Morning Break

A. Break

10 minute break

V. Governance

A. Governance Strategic Planning

Mr. Duncan discussed policies under review

• Mandatory Policies

- Grievance
- Conflict and Nepotism
- Employee Criminal History: discussed potentially having staff get background checked more than just when onboarded

• Internal Annual Review

- Flex Policy: only applies to salaried employees, can only accrue a certain # of hours
- Discussion of non exempt employees
- Internet Safety

Tabled for now:

• Board Development

- Training Topics for 2026-27: proposed meeting dates
- Needs for Growth
- Board Meeting Cadence
- Committee Onboarding: What does each committee do? - Each committee needs to create an onboarding document (by December?)
- New member onboarding and matrix was discussed

• Strategic Planning Review

- Review of Board on Track Strategic Plan Goals
- Moving Forward without The Challenge Foundation Academies Support

VI. Board Training

A. Board Training

Stephanie Klupinski (Stella Law) presented on Understanding Student Discipline and Grievances

- Exclusion, expulsion, and suspensions (long-term and short-term) were discussed.
- Exclusion process
- Student/Employee Grievances procedures presented
- How is AI impacting education? - Jen Iden: Educator and AI Implementation Coordinator at BA. What we are doing at BA to enhance teaching, learning, and student growth through responsible innovation. What are AI Limitations and Inaccurate information to consider and look out for. It is very important and constantly changing.

Tabled for now:

- Review of Board Best Practices
- Review of Board on Track
- Board Job Descriptions
- What's the difference between Governance and Operations?

VII. Finance

A. Finance Strategic Planning

Finance Training with Cory Draughon (CEO) from Charter Success Partners

- Fiduciary Responsibilities and Financial Best Practices
- Talked about the different roles of the Board members (Treasurer) and Finance Committee to share the different safe holds/internal controls in place to keep up with bank reports, budgets, reconciliations, audit, etc.
- Fraud Prevention and Segregation of Duties
- How Funding works in Charter Schools vs. Traditional Schools
- Depending on goals recommended 50-90 days cash on hand
- Investment Policy discussion that a policy needs to be created
- Financial Framework Overview shared

Paul would like to see a goal of $1.2 million and 75 days COH during Maintenance Years.

VIII. Lunch

A. Lunch

broke for lunch at 1:20pm

IX. Operational Updates

A. Operations and Academic Updates

Everything we do is to support Academic Success.

- Focus for 2026-27

- 5th/6th Grade Reading
- 6th-8th Grade Math

- Required CTE Classes/ Language / Outdoor Education

- NC Middle School CTE Requirements
- Language Classes at BA
- Outdoor Education will be taught in place of Spanish and Duolingo

- Personnel Update

- Ms. Peterson is moving to Kindergarten
- Ms. Ballew is moving to 1st Grade

- Ms. Bartles (IA) - moving to 2nd Grade Gamache
- Ms. Sprunger (IA) - moving to 6th Grade and Middle School Sub
- Vacancies

  - PE Teacher: Jamie Tinsley
  - Athletic Director: Kali Letcher
  - Math 1 Teacher and Middle School Math Support: Jack
  - 7/8th Grade Math Teacher still needed
  - Instructional Assistants
    - Kindergarten Ms. Patton: Savannah Hall pending board approval
    - 1st Grade Ms. Stirling still needed
    - 5th Grade: have a candidate pending board approval

X. CEO Support And Eval

A. School Director Goals for the Year and Review

Goals and Strategic Thinking

- School Director Goals for 2026-2030
- SmartDollar Program for Employee Retention

Review of School Director Employment Agreement

XI. 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 2:48 PM.

Respectfully Submitted,
Ted Duncan

Documents used during the meeting

- BA_Board_Committee_Organizational_Structure.png
- Project List 2025 2026.docx
- Brevard Academy Summer Projects 2026 - Projects.pdf
- 2026.06.25 inspection.pdf
- Proposed Board Meeting Dates for 2026-2027.pdf
- BA-CFA+7024+Employee+Pay+(2) (1).pdf

- BA-CFA-7090-CRIMINAL-RECORD-HISTORY-CHECK.pdf
- BA-CFA 3560 - Title 1 Parent and Family Engagement Policy.pdf
- BA-CFA+6001+Internet+Safety+Policy.pdf
- BA-CFA+4400_4400P+Student+and+Parent+Grievance+Policy+and+Procedure+(1).pdf
- BA-CFA+7395+Flex+Time+Usage+Policy+(1).pdf
- BA-CFA+7070+Nepotism++(1).pdf
- BA-CFA+4231_5130_7180+Title+IX+Policy+and+Grievance+Procedures+(2).pdf
- BA Asset Plan.pdf
- Brevard_Encumbered_Balance.xlsx
- May Cash on Hand.pdf
- May 2026 Budget Report.pdf
- _EOG Comparison Data 23-24, 24-25, 25-26 (2).pdf
- Brevard_Academy_Total_Rewards.pptx

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.