



Faith Academy Charter School

REGULAR SESSION

MONDAY, February 19, 2024



7:00 PM

LOCATION OF MEETING: [IN-PERSON] BOARD ROOM

School Mission: Faith Academy Charter School will prepare a diverse student body for college and career through Project Based Learning, life skills courses, and College and Technical Education pathways. Through this challenging and supportive learning environment, students address real-world problems to become successful citizens and community leaders in a rapidly changing world.

Agenda

Open Session

1. Meeting called to order
2. Reading of Mission Statement
3. Pledge of Allegiance
4. Announcements and Acknowledgements
5. Consent Agenda
 - a. Approval of February 19, 2024 Agenda
 - b. Approval of January 22, 2024 Board Meeting Minutes -Open Session
-( FACS Board Open Session Minutes 1.22.24.pdf)
 - c. Approval of January 22, 202 Board Meeting Minutes - Closed Session
-( FACS Board Closed Session Minutes 1.22.2024.pdf)
6. Public Comment/Citizen Input - [Link to Full Policy](#)

Public comment is a time for the community to provide feedback to the Board of Directors. For in-person meetings attendees must sign up



at the start of the meeting in order to give public comment. Each community member is limited to 3 minutes of comment, with a total time allotted to public comment of up to 30 minutes. During remote meetings, attendees may add their public comments to the chat feature which will be sent directly to the Board of Directors. Board members will then share the comments with the meeting attendees for up to 10 minutes.

Public comment is also a time for the Board of Directors to listen to the feedback of the community. Board members can not respond to public comments during the meeting. However, the Board recognizes that each stakeholder is a vital part of our community and will take comments into consideration when making decisions, planning, providing feedback to administration, and completing committee work.

BOARD GUIDELINES DURING THE 30 MIN. PUBLIC COMMENT:

*The designated Board Moderator of comments will end a comment at 3 minutes, or recommend to the chair that they move on from public comment after 30 minutes of total comment.

*Board members are to listen and not respond or engage in conversation during the 30 minutes of the comments portion of the Board Meeting. They are only to thank the community for the feedback.

*During the meeting or committee follow up, board members can reference comments made by the community, if appropriate in board discussion about agenda items.

*New agenda items should not be added to the current meeting due to public comment. They should be added to board committee agendas or future board meeting agendas.

7. Administrative Report

a. Admin Report

8. CSP Report:



- a. [January Financial Report](#)
- 9. Discussion: Bring Your Own Device Policy
 - a. [Sample Policy](#)
- 10. [24-25 School Day Start/End Times](#)
 - a. Admin recommendation for:
 - i. Elementary
 - ii. Middle
 - iii. High
- 11. Federal Policies
 - a. [Review Time and Effort Policy](#) enhancements
 - b. [Current Federal Funds Policy \(for review\)](#)
- 12. Recommendation for Student Enrollment (Lottery Openings)
- 13. Committee Reports
 - a. Facilities Committee
 - i. High School Facilities Status Update
 - ii. USDA Status Update
 - b. Sports Committee
 - c. Finance Committee
 - d. Capital Campaign Committee
 - e. Personnel Committee
 - i. New Board Member Search

Closed Session: Purpose of Closed Session Discussion Item #3: 143-318.11.

Closed sessions. (a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

Closed Session is not always held, but if it is, members of the public shall drop from the call and can return for the open session vote/adjournment.



The Board will give their best estimate of the time needed for Closed Session, but all timing will be approximate.

Facilities

- Review facility contract

Policy

Final Board Items

- Motions related to any items from closed session

Adjournment



Faith Academy Charter School Board Minutes

REGULAR SESSION

MONDAY, JANUARY 22, 2024

7:00 PM

LOCATION OF MEETING: [IN-PERSON] BOARD ROOM

School Mission: Faith Academy Charter School will prepare a diverse student body for college and career through Project Based Learning, life skills courses, and College and Technical Education pathways. Through this challenging and supportive learning environment, students address real-world problems to become successful citizens and community leaders in a rapidly changing world.

Minutes

Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Tim Williams, Secretary, Liz Morrow, Treasurer, Janna Griggs, Chris Sease (via Zoom), Nick Lefko

Members Absent: None

FACS Administration: Alison Moore, Head Administrator- K6 Principal, Chad Mitchell, HS Principal (7-9), Alexandra Shadroui, Assistant Principal, Amy Wish, Testing and Accountability.

CSP: Cory Draughon, CEO CSP and Tara Beaver, FACS Project Manager

Open Session

1. Meeting called to order by Chairman George Wilhelm. Called to Order at 7:04 pm
2. Reading of Mission Statement - George Wilhelm
3. Pledge of Allegiance - Tim Williams, Secretary
4. Announcements and Acknowledgements
5. Consent Agenda
 - a. Approval of January 22, 2024 Agenda
 - b. Approval of December 15, 2023 Board Meeting Minutes -Open Session -(FACS Board Open Session Minutes 12.15.23.pdf) c. Approval of December 15, 2023 Board Meeting Minutes - Closed Session - (FACS Board Closed Session Minutes 12.15.2023.pdf)
6. Public Comment/Citizen Input - [Link to Full Policy](#)

Motion to Approve Consent Agenda with the addition of discussion of NC Senate Bill 49: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously



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7. Administrative Report

a. [Admin Report](#)

**FACS Administrator Report 12/15/23 to 1/22/24 - Alison Moore & Chad Mitchell
-Report made a part of these minutes.**

- **School closed 12/15 to 1/2/24. New positions- Howard Torrence HS Science and AD, Zimmerman- MS PE, Scoggins- Elem EC and A. Parker- 5th grade**
- **Jon Kirk MSHS Band Director for 24-25 - Plans for Marching Band ready for 4th of July 2025. Kirk has created a logo "Patriots in Motion" - Approved by the Board by consensus.**
- **Alison and Chad have begun interviews for teaching positions for 24-25 school year.**
- **The Admin Team met with RSS EC staff to discuss possible enrollment of two students at the Day treatment classroom. Alison will meet with Ken Simeone, Director of Alternative learning to discuss possible options for FACS students.**

Motion to allow Faith Academy to contract with Cauthen New Mentality, B Effort Counseling and Terri Hess Child Advocacy Center for the use of our building for Mental health counseling and training: Tim Williams

Seconded: Janna Griggs

Discussion: It was explained that this could be advantageous for our students and families that need these services. They would not have to leave the building.

Motion Status: Approved Unanimously

- The Calendar Committee met to discuss options for 24-25. Proposed calendar to be shared with the board
- Alison and Karen Isenhour, Media Specialist met with DEMECO about library furnishings. A proposal is ready for the Board
- Substitute teachers will be presented to the Board
- DPI audits are forthcoming - 2/6/2024. March date for Federal audits.
- Planning for instructional programming and staffing needs for 24-25

8. Library Furniture Proposal

- a. Proposal - a beautiful proposal, drawing, rendering and cost was presented to the board for approval and are made a part of these minutes
- b. Cost \$73,103.98. It was noted that funds are budgeted for this expenditure and that \$18 thousand could be used from Access Grant. Tim Williams will check with the Robertson Foundation for possible grant funding.

Motion to approve the purchase of library furnishings from DEMECO for \$73,103.98 for FACS with funding coming from budgeted funds and Access Grant: Janna Griggs

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

9. CSP Report

a. The December Financial Report was presented by Cory Draughon and made a part of these minutes. He explained that we are in good shape and projected to have a \$489,666.61 surplus. He explained the reason for large overages on Books and Supplies and Technology. These areas will come back in line with Access Funds and other reimbursements.

b. Annual Budget process update

CSP and FACS Finance Committee are working on our budget to include funds needed for next year with HS development.

c. USDA Status

Chairman Wilhelm and our Finance Committee met with a representative of USDA. The meeting went well. The representative came to do a site visit. George, Gene, Liz, Alison, Chad and Michael Kirby (West Towne Bank) toured the building. The USDA Representative is working on getting a waiver so we can move forward with getting a feasibility study and underwriting done. The group discussed a possible need to have a separate architect to sign off on the building design (preliminary architectural report (PAR)

d. FACS application selected for Yr. 1 Infinite Campus

FACS was chosen as a rollout school for this new application, taking the place of PowerSchool.

10. Paid Parental Leave Opt-In

a. Admin & CSP drafting policy - need clarification on intent to offer to all staff or only Instructional positions?

Following discussion it was determined that the Board's intent was to include all staff.

11. 24-25 School Calendar (Discussion)

Following discussion around switching early release day from Monday to Friday and Spring Break being in March rather than April the following motion was made.

Motion to approve the presented Calendar for FACS for 2024-25 year as presented by the calendar committee: Liz Morrow

Seconded: Nick Lefko

Discussion: none further

Motion Status: Voting yes, George, Tim, Liz, Janna, Chris
Voting no, Gene
Motion passed

12. 24-25 School Day Start/End Times Tabled until February meeting

a. Admin recommendation for:

i. Elementary

ii. Middle

iii. High

FACS Administration Proposal to Board of Directors

Topic: School Start/Dismissal Times

Proposal: To adjust our School Start/Dismissal times so that our two buildings are not in conflict with each other with drop-offs and pick-ups. K-8 start and dismissal times will be set at 8:00am and 3:00 pm. High School start and dismissal times will be set at 7:30pm and 2:30pm.

Rational: As our student body continues to grow, and we begin to utilize the high school buildings for next school year, we need to have two separate start/dismissal times for our school. This change will allow the high school drop-off and pick-up lines to be completed before beginning the elementary and middle school lines.

Potential Concerns: Buses running on one time - When HS arrive for 7:30am start, MS will come in early and need a holding area. In PM, HS students will wait for MS to dismiss, will need a holding area for the HS bus riders. Answer - will have a holding area for AM/PM with a staff.

Tabled until February Meeting

13. Transportation

a. Recommended Bus Stop Locations 24/25

i. K-5 Bus and 6-10 Bus to 1 stop

ii. K-5 Bus and 6-10 Bus to 1 stops

FACS Administration Proposal to Board of Directors

Topic: 2024-2025 Bus Stops

Proposal:

Reduce our total number of bus stops to three. Bus stops would be Mahaley Avenue, Food Lion, Neel Road Baptist Church and Union Lutheran Church. A bus for K-6 students would make each stop, and a bus for 7-10 students would make each stop. This plan would require 2 buses and 2 bus drivers that would each work approximately 3 hours per day.

Rational: This proposal attempts to make our bus program more budget efficient. While it would be nice to keep more than 2 buses running, we would reduce our maintenance and overhead by only daily utilizing 2 buses. Additionally, it is becoming increasingly difficult to keep bus drivers on staff. This would reduce our need for bus drivers down to two. It is also best practice to divide bus riders by grade span. Separating our older from our younger students will decrease behavior issues on our buses.

Motion to approve the FACS Administration Proposal for bus stops for 2024-25:
Janna Griggs

Seconded: Chris Sease

Discussion: none

Motion Status: Approved Unanimously

14. Committee Reports

a. Facilities Committee

i. Update on Meeting w/ Hubrich

George reported that the meeting with Mr. Hubrich went well. He informed the group that there was 1 million dollars left in the original budget that can be used for a "simple" remodel of the old campus (plumbing, roofing, painting, flooring etc. Mr. Hubrich will get us quotes on the work to be done.

ii. Property Tax exemption application

CSP working on this Tax exemption

iii. JC Ballpark Lease

George reported that we have a signed lease agreement with the Town of Faith. The parking area and concession build is still in limbo with the State JC Charter. George is continuing to work on the issue.

b. Sports Committee

Nick Lefko and Liz Morrow reported. Nick has been supervising the installation of the new playground equipment. Liz reported that sports activities are going well. She is in contact with Howard Torrence, AD, often.

c. Finance Committee

No further report.

d. Capital Campaign Committee

Tim Williams reported: \$20,845.00 has been collected as a result of the last CC mailing. The total to date is \$387,581.77.

- Suggestions from the Board needed for a new CC group
- Education about the CC for Boosters and PTO
- Bingo fundraiser suggestion
- Edu-trak enhancement completed
- Robertson Foundation Grant due Feb 20th
- Dollar General literacy grant www.dgliteracy.com
- Note: Volunteer Reports from Gloria Wilhelm were presented to the board for their review.

e. Personnel Committee

i. New Board Member Search

Board member terms:

- George Wilhelm - June 2026
- Gene Miller - June 2025
- Tim Williams - June 2024
- Liz Morrow - June 2025
- Janna Griggs - June 2024
- Chris Sease - June 2026
- Nick Lefko - June 2024

Chairman Wilhelm asked that nominations for board members be given to the Personnel Committee.

Closed Session: Purpose of Closed Session Discussion Item #3: 143-318.11. Closed sessions. (a)

Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

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Motion to go to Closed Session at 9:45pm: Janna Griggs

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Personnel

● Sub

Back to Open Session at 10:10pm

Motion to approve recommendations from Administration in Closed Session for Substitute Teacher Employment: Nick Lefko

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Motion to Adjourn at 10:11pm: Tim Williams

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Adjournment at 10:11pm

Respectfully submitted, Tim Williams, Secretary

FACS Administrator Report

Director: Alison Moore & Chad Mitchell

Email: amoore@faithacademync.org, cmitchell@faithacademync.org

Date Range for Report: 12/15/23-1/22/24

Administrators Month in Review: School building was closed to the public for staff and students from 12/15-1/2/24. Staff returned for workday and start of 3rd quarter on 1/2/24. Staff members in new positions for the start of the quarter- Torrence- HS Science and AD, Zimmerman- MS PE, Scoggins- Elem. EC and A. Parker- 5th grade

Administration spoke with Jon Kirk about the position of MS/HS Band director for FACS for 2024-2025. Jon has already made plans for a Marching Band (4th of July 2025!)- He has created a logo to be approved for the “Patriots in Motion”. Alison and Chad have begun interviews for potential teaching candidates for the 24-25 school year.

Admin team met with RSS EC staff to discuss possible enrollment of two students at the Day treatment classroom. Alison will meet with Ken Simeone, Director of Alternative learning to discuss possible options for FACS students.

Calendar Committee met to discuss options for 24-25. Proposed calendar to be shared at board meeting for review.

Alison and Karen Isenhour have met with DEMCO about furniture for the library. A proposal is included in the board packet.

Continue to speak with potential substitute teachers-Several to be shared at Board meetings.

3rd year of operation means reviews and audits by DPI. Have had one fiscal desk review to be followed by an in-person visit on Feb. 6th. DPI EC team will also be on site on 2/6/24 to review EC files and expenditures. In March, FACS will have a Federal Programs Audit (Title I, Title II, Title III, etc.)

Planning for instructional programming and staffing needs for 24-25. With addition of 10th grade, the number of FTE positions at HS increases. Depending on grade level enrollments at K-8, additional allotments will be needed. Some needs as of now- Additional school counselor, Enhancement Teacher(s) at Elementary Level, Enhancement Teacher(s) at MS level, Admin assistant at HS building,

Upcoming School/Community Events:

Date	Event	Board Member Support/Attendance Needed
1/13/24	Auditions for MS/HS Play	
1/15/24	Jr. Civitan Food Drive Ended	

Personnel:

Type	Number of Employees	Changes/Updates
Administration	6	
Office	2	
Teachers (Full Time)		
Teachers (Part Time)		
Maintenance/Transportation	5	

Finance:

Noteworthy Expenses (Upcoming payment, renewal, recommendations for continuation or termination)	Proposed Exp or Already Approved Exp?	Contract or Pay as you Go?
Library Furniture	Proposed Expense of \$75,000	Pay

School Mission/Vision, Curriculum, Culture, and Climate:

***Related to our specific Charter**

Student Achievement:

<p>Student Achievement:</p> <ul style="list-style-type: none"> • 4th grade students preparing to take NAEP assessments
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<ul style="list-style-type: none"> • Students in K-8 taking iReady diagnostics (MOY), K-3 students completing mClass assessments for state (MOY)

FACS Administrator Report

Director: Alison Moore & Chad Mitchell

Email: amoore@faithacademync.org, cmitchell@faithacademync.org

Date Range for Report: 1/23/24-2/19/22

Administrators Month in Review:

PTO officers have been selected and will begin working on Bylaws at their first meeting. PTO celebrated the staff for Valentine's day with a candy and cupcake bar. Kudos to Lindsey Sharp and to the Faith Soda Shop!!

Met with DOT engineers about traffic pattern. Kelly Seitz had given a recommendation for 6th-9th grade to dismiss from the front lot. Morning pattern has no concerns and will continue in the same. See attachment

Met with Lisa Pope from Catawba College Environmental Studies to discuss possible grants for outdoor classrooms. George, Alexandra and Lisa walked the grounds. Will pursue the grants and a possible CTE pathway for students!

3rd year of operation means reviews and audits by DPI. Feb. 6th Monitoring visit went well, with one large issue. The records were in wonderful shape and the reviewer said all was "near perfect". We do have a payback issue due to two EC teachers not have clear licenses in the area of EC. Will have to repay the salary. Waiting on final letter to know the next steps. In March, FACS will have a Federal Programs Audit (Title I, Title II, Title III, etc.)- Three policies to be approved. [Federal Programs Time and Effort](#) [Federal Programs Equipment](#) [Federal Programs Contract Policy](#)

Planning for instructional programming and staffing needs for 24-25. With addition of 10th grade, the number of FTE positions at HS increases. Depending on grade level enrollments at K-8, additional allotments will be needed. Some needs as of now- Additional school counselor, Enhancement Teacher(s) at Elementary Level, Enhancement Teacher(s) at MS level, Admin assistant at HS building

Meeting scheduled for Wed., 2/21 @ 8:30 am with Dr. Kelly Withers and Ken Simeone from RSS to discuss possible MOU for Day treatment program for FACS students. Hope to tour the group through our facility after the meeting.

Upcoming School/Community Events:

Date	Event	Board Member Support/Attendance Needed
2/5/24	Baseball Tryouts	
2/12/24	Softball Tryouts	
3/4/24	Mr. Kirk coming to speak with rising 6th-10th graders	
3/4/24	Career Day	
3/21 and 3/22	Spring Scene Selections Theater	Link For Seating: http://tinyurl.com/4a59fzn3
4/18/24	Catawba College Job Fair	

Personnel:

Type	Number of Employees	Changes/Updates
Administration	6	
Office	2	
Teachers (Full Time)		
Teachers (Part Time)		
Maintenance/Transportation	5	

Finance:

Noteworthy Expenses (Upcoming payment, renewal, recommendations for continuation or termination)	Proposed Exp or Already Approved Exp?	Contract or Pay as you Go?
Library Furniture	Proposed Expense of \$75,000	Pay

School Mission/Vision, Curriculum, Culture, and Climate:

*Related to our specific Charter

Student Achievement:

Student Achievement:

- 4th grade students preparing to take NAEP assessments
- Students in K-8 taking iReady diagnostics (MOY), K-3 students completing mClass assessments for state (MOY)



FAITH ACADEMY CHARTER SCHOOL Budget Analysis Report (Reconciled)

Fiscal Year: 2024 - January

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Revenues							
▶ Rev- State Revenue	5,822,954.06	765,000.00	3,352,000.00	2,470,954.06	57.57	5,847,212.21	
▶ Rev- Local Revenue	1,601,817.00	176,988.10	1,051,395.26	550,421.74	65.64	1,676,744.17	
▶ Rev- Federal Revenue	505,000.00	53,886.91	173,674.50	331,325.50	34.39	1,013,603.75	
▶ Other Grants	0.00	0.00	99,895.95	-99,895.95	***	99,895.95	
▶ Nutrition Revenue	140,000.00	17,328.16	81,909.89	58,090.11	58.51	140,000.00	
▶ Rev- Athletic Revenue	0.00	0.00	17,835.00	-17,835.00	***	17,835.00	
▶ Rev- Student Activities	18,000.00	3,110.00	19,661.01	-1,661.01	109.23	26,706.01	
Revenues	8,087,771.06	1,016,313.17	4,796,371.61	3,291,399.45	59.30	8,821,997.09	

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Expenses							
▶ Salaries and Bonuses	3,639,265.03	327,625.38	2,232,066.93	1,407,198.10	61.33	3,927,895.73	
▶ Benefits	672,256.11	65,734.35	404,324.55	267,931.56	60.14	666,344.24	
▶ Books and Supplies	153,500.00	20,339.21	337,884.12	-184,384.12	220.12	470,550.69	
▶ Technology	191,000.00	16,707.53	221,483.33	-30,483.33	115.96	288,303.25	
▶ Contracted Student Services	350,000.00	44,427.70	241,075.39	108,924.61	68.88	390,000.00	
▶ Staff Development	27,500.00	3,839.50	4,962.49	22,537.51	18.05	27,500.00	
▶ Administrative Services	704,400.00	56,089.86	447,152.99	257,247.01	63.48	754,171.98	
▶ Insurances	45,000.00	7,438.00	20,655.00	24,345.00	45.90	45,000.00	
▶ Rents and Debt Service	1,575,000.00	161,170.89	580,463.32	994,536.68	36.85	1,289,928.80	
▶ Facilities	133,500.00	15,004.71	129,627.50	3,872.50	97.10	228,700.00	
▶ Utilities	115,000.00	10,353.57	55,324.26	59,675.74	48.11	119,401.06	
▶ School Activities	24,000.00	3,425.00	28,098.92	-4,098.92	117.08	39,907.84	
▶ Capital Purchases	135,000.00	15,424.01	52,367.88	82,632.12	38.79	100,000.00	
▶ Federal Grants	0.00	628.98	32,034.98	-32,034.98	***	32,034.98	
Expenses	7,765,421.14	748,208.69	4,787,521.66	2,977,899.48	61.65	8,379,738.57	
Surplus/(DEFICIT)	322,349.92	268,104.48	8,849.95	313,499.97	-2.35	442,258.52	

CHARTER Bring Your Own Device (BYOD) Policy (6-12)

Program Outline

Bring Your Own Device (BYOD) is a strategy for providing personal computing in business and education where the end user (employee, student), as opposed to the organization, provides, owns, and maintains his/her own device. It is typical in universities and colleges, and is very popular in K-12 education.

Starting in the 2024-25 school year, each student in grades 6-12 is required to provide his or her own device for personal use both at school and at home, with exceptions for families with demonstrated financial hardship.

Daily Expectations

Access to a computer is essential to learning at CHARTER. The student's personal device is considered an essential school supply, just as pencils and paper traditionally have been. Students are required to be prepared at the start of each school day with their fully-charged and functional devices. This is considered a part of being prepared to learn. As with all technology at CHARTER, students are required to follow the [Student-Parent Handbook](#) when using their personal devices.

Loaner Devices

CHARTER will maintain a sufficient pool of short-term loaner devices for extenuating circumstances, such as a computer being out for repair. Loans will be day-long only. Students who need a loaner should check one out from building administration or the Technology Facilitator before the start of first period, and return it before returning home. The loaner devices do not go home with students unless no other option, such as a shared family computer, is available. If an issue with a student device occurs in the middle of the day, the student may check out a loaner immediately.

Consequences

Students who are unprepared with their devices will follow the following consequence schedule:

1st Instance: Verbal warning from teacher

2nd Instance: Verbal warning from teacher and parent contact

3rd Instance: Lunch detention and parent contact

4th Instance: Referral to Administration

5th Instance: Conference with student, parent(s), and building administration

Students whose computers are out for repair are exempt from this schedule.

Device Requirement

[The BYOD Student Computer Purchasing Guide document](#) details device requirements. The document is also available on the website under *About* → *Forms and Documents*. Requirements are minimal, and there are many very affordable options that meet them.

Cell Phones

Cell phones **do not** meet the device requirements and are not acceptable as a student computing device. **Furthermore, the use of 3G/4G hotspots on campus is prohibited.** Students must deactivate any hotspots while on campus, and must connect personal computing devices to CHARTER's wireless network.

Statewide Testing

In addition to day-to-day schoolwork, students will use their personal devices for examinations, including End-of-Grade and End-of-Course tests, and North Carolina Check-In Assessments. As such, students will be required to install any testing software and make any configuration changes required by the examination platform(s) being used. CHARTER staff will assist students in making these changes in advance of test days.

Financial Hardship

The BYOD program should not be a barrier to learning for any CHARTER student. Families who are unable to financially provide a computer for their student(s) should contact XXXXX.



FACS Administration Proposal to Board of Directors

Meeting Date: 1/22/24

Topic: School Start/Dismissal Times

Proposal: To adjust our School Start/Dismissal times so that our two buildings are not in conflict with each other with drop-offs and pick-ups. K-8 start and dismissal times will be set at 8:00am and 3:00pm. High School start and dismissal times will be set at 7:30am and 2:30pm.

Rationale: As our student body continues to grow, and we begin to utilize the high school buildings for next school year, we need to have two separate start/dismissal times for our school. This change will allow the high school drop-off and pick-up lines to be completed before beginning the elementary and middle school lines.

Potential concerns: Buses running on one time- When HS arrive for 7:30 start, MS will come in early and need a holding area. In PM, HS students will wait for MS to dismiss, need a holding area for the HS bus riders. Answer- will have a holding area for AM/PM with a staff member present for supervision

3.006 FAITH ACADEMY CHARTER SCHOOL TIME AND EFFORT/PERSONAL SERVICES POLICY

Compensation is based on records that accurately reflect the time and effort work that is performed. Salaried employees are paid monthly based on their job descriptions and/or daily schedules and attendance records. Non-salaried employee payroll is processed using timesheets. Timesheets must be completed after-the-fact and signed by the employee and the immediate supervisor.

Each full-time employee must have a current job description on file. The **Lead Administrator** is responsible for developing a complete and accurate job description for each employee under his or her supervision. Job descriptions must be updated as new assignments are made. The **Lead Administrator** must review the job description with the employee upon hiring and as the job description is updated. The employee must sign and date that he or she has read and understands the job description and the programs under which he or she is working.

All charges to payroll for personnel who work on one or more Federal programs or cost objectives must be based on one of the following, depending on the circumstances:

- Semiannual certification (for employees who work 100% of the time on a single program and/or cost objective in which case a signed and dated job description must be in the employee's personnel file; also see exception for schoolwide programs below)
- PARs - for employees working on more than one program and/or more than one cost objective

Semi-Annual Certification

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. The Licensure Lead Administrator is responsible for collecting and maintaining certifications. The **Lead Administrator** and Federal program Coordinator is responsible for determining the type of time and effort reporting required for each employee. Certifications will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee. Certifications will be maintained by the **Faith Academy Charter School** for five years.

Semi-annual certification applies to employees who do one of the following:

- Work 100% of their time on a single grant program and/or single cost objective
- Work 100% of their time in administering programs that are part of consolidated administrative funds (such as a Federal Programs Lead Administrator who administers only these programs)
- Work 100% of their time under a single cost objective funded from eligible multiple funding sources. A Title I, Part A, schoolwide program is a single cost objective.

These employees are not required to maintain time-and-effort records. However, each employee must certify in writing, at least semiannually, that he/she worked solely on the program or single cost objective for the period covered by the certification. The certification must be signed by the employee or by the supervisor having firsthand knowledge of the work performed. Charges to the grant must be supported by these semiannual certifications and the semiannual certifications are to be maintained by Faith Academy Charter School [Federal program Coordinator].

The semiannual certification must

- be executed after the work has been completed, and not before
- state that the employee worked solely (i.e., 100% of the time) on activities related to one particular grant program or single cost objective
- identify the grant program or cost objective
- specify the 6-month reporting period
- be signed and dated by the employee or a supervisor with firsthand knowledge of the work performed

Personnel Activity Report (PAR)

Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports. The Federal Program Coordinator is responsible for collecting and maintaining PARs. The Lead Administrator is responsible for determining the type of time and effort reporting required for each employee. PARs must be signed by the employee and the supervisory official having firsthand knowledge of the work performed by the employee. PARs are to be maintained by Faith Academy Charter School through the Business Manager's office and maintained in a binder and through Payroll logs.

PARs will be required where employees work on:

- (a) More than one Federal award,
- (b) A Federal award and a non-Federal award,
- (c) An indirect cost activity and a direct cost activity,
- (d) Two or more indirect activities which are allocated using different allocation bases, or
- (e) An unallowable activity and a direct or indirect cost activity.

Personnel activity reports or equivalent documentation must meet the following standards:

- (a) The reports must reflect an after-the-fact determination of the actual activity of each employee.
- (b) Each report must account for the total activity for which employees are compensated and which is required in fulfillment of their obligations to the organization.
- (c) The reports must be prepared at least monthly and must coincide with one or more pay periods.
- (d) The reports must be signed by the employee.

Supporting Documentation

PAR employees are required to maintain time-and-effort records. Employees must prepare time-and-effort summary reports at least monthly (or every other week, as applicable) to coincide with pay periods. Such reports must reflect an after the fact distribution of 100% of the actual time spent on each activity and must be signed by the employee. For example, a daily calendar completed by the employee as activity is performed that details how much of the employee's activity was spent on each program from which the employee is compensated.

Daily Class Schedules

Daily class schedules for classroom teachers and instructional aides may be used in lieu of time-and-effort summary reports for these personnel. Daily class schedules may qualify as a suitable because they provide a "quantifiable measure of employee effort."

Reconciliation and Closeout Procedures

Faith Academy Charter School will periodically, at least quarterly, reconcile budgeted distributions to the actual time and effort reflected in the employees' time-and-effort records.

If the quarterly (or more frequent) reconciled difference between the actual and budgeted amounts is 10% or greater, two things will occur:

- Faith Academy Charter School will adjust its accounting records to reflect the costs based on the actual time and effort reported.
- To minimize future differences, Faith Academy Charter School will revise the budget estimates for the following quarter to reflect the actual distribution, if necessary.

If the reconciled difference is less than 10%, Faith Academy Charter School will adjust the accounting records annually.

Prior to the end of the fiscal year the Lead Administrator and Federal program Coordinator reviews all certifications and PARs for accuracy and appropriate signatures and dates.

In order to accomplish the objectives of the reconciliation Faith Academy Charter School will review all certifications and PARs for accuracy and appropriate signatures and dates.

Employee Exits

Before an employee separates from duty at Faith Academy Charter School, in addition to turning in checked-out keys, supplies and equipment, they must complete an exit interview including requirements to complete final timesheets, PARs/certifications and an exit survey.

4.005 FAITH ACADEMY CHARTER SCHOOL USE OF FEDERAL FUNDS AND FEDERAL FISCAL COMPLIANCE POLICY

A. Fiscal Requirements under Title 1. Faith Academy Charter School shall ensure that Title I funds will be used to supplement, not supplant regular non-federal funds. Documentation shall be maintained, or caused to be maintained, by the Lead Administrator. The documentation must clearly demonstrate the supplementary nature of federal funds. Faith Academy Charter School shall ensure that Title I funds shall be aligned to the School Improvement Plan, as appropriate and in compliance with applicable rules and regulations.

1. A comprehensive needs assessment shall be conducted that will inform the drafting of the School Improvement Plan. The School Improvement Plan shall be aligned to the needs assessment of Faith Academy Charter School.
2. New goals shall be added as new money is identified.
3. The Lead Administrator shall conduct the needs assessment and School Improvement Plan prior to any grant application.

B. Federal Grant Allowable Expenditures. Faith Academy Charter School shall ensure that it consults the appropriate OMB Circular, applicable to open-enrollment charter schools, to determine what costs are allowable. Faith Academy Charter School shall ensure that all grant funds are expended in accordance with the circular. Employees who work on **single cost objectives** or who work 100% of the time on a single program shall keep semi-annual certifications. A "single cost objective," therefore, can be, for example, a single function or a single grant or a single activity.

Employees who work on **multiple cost objectives** shall keep Personal Activity Reports. Multiple Cost objectives apply to an employee who works on:

- More than one Federal award.
- A Federal award and a non-Federal award.
- An indirect cost activity and a direct cost activity.
- Two or more indirect activities that are allocated using different allocation bases
- An unallowable activity and a direct or indirect cost activity.

C. Time and Effort. If a Faith Academy Charter School employee's compensation is funded by any grant, Faith Academy Charter School shall ensure that the employee maintains a time sheet on which he or she records the time spent during the work day along with a description of the service he or she performed during that time. The Lead Administrator shall ensure that the time sheets contain the signatures of the employee that completed the time sheet, a school official, and Faith Academy Charter School's grant manager. The Lead Administrator will also identify, maintain, and collect semi-annual certifications for the following six-month periods January 1 – June 30th and July 1 to December 31. This shall be completed within 30 days of the end of the semi-annual period. The Lead Administrator will also be responsible for the reconciliation of Personal Activity Reports as necessary for employees who are paid by more than one federal grant or by a federal grant and non-federal award. This shall be completed within 30 days of the end of the semi-annual period. If employee compensation is charged to more than one federal award or cost objective or to a combination of federal and state/local fund sources (multiple

cost objectives), time and effort must be reported at least monthly using the Personnel Activity Report (PAR). Personnel Activity Reports documentation must account for total work activity, reflect actual work performed on each cost objective, be prepared monthly, be signed by the participating employee, and agree with supporting documentation. Supporting documentation could include class schedules, number of minutes, calendars and number of students.

D. Use of Federal Grant Funds for Procurement. When expending federal grant funds, Faith Academy Charter School shall ensure compliance by Faith Academy Charter School employees, officers, and agents with all applicable federal and state procurement standards and policies. Violations of applicable laws or policies may lead to disciplinary consequences including and up to termination of employment or removal from any officer and/or Board position if applicable. Faith Academy Charter School shall develop procedures that ensure compliance with the following provisions:

1. The purchase of unnecessary items is prohibited;
2. The solicitation of bids or offers must provide a clear and accurate description of the requirements to be fulfilled by the bidder, technical requirements to be performed including the minimum acceptable standards, specific features of brand name or equal descriptions that bidders are required to meet, the acceptance of products and services dimensioned in the metric system of measurement, a preference, where economically feasible, for products that conserve natural resources, protect the environment, and are energy efficient;
3. Positive efforts shall be made to enter into business and other transactions that are of the highest quality for Faith Academy Charter School, at the lowest cost;
4. The type of procurement instruments used (e.g. purchase orders) must be appropriate for the particular procurement;
5. Contracts are made only with responsible and financially sound contractors who possess the ability to perform successfully under the terms and conditions of the proposed procurement;
6. Procurement documents shall be made available, upon request, to appropriate government officials when:
 - a. Procurement procedures fail to comply with the standards in this section;
 - b. The procurement is expected to exceed the small purchase threshold (currently \$5,000) and is to be awarded without a competitive bidding process or there is only one bid received in response to a solicitation;
 - c. The procurement which is expected to exceed the small purchase threshold, specifies a brand name product;
 - d. The proposed award over the small purchase threshold is to be awarded to a bidder under a sealed bid procurement; or
 - e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the small purchase threshold.

E. Receiving and Inspecting Equipment. Personnel responsible for purchasing equipment shall establish and maintain a receiving procedure for all supplies, materials, and equipment as

appropriate. Personnel responsible for receiving items delivered shall inspect them and have ready access to specifications. Receiving personnel shall be responsible for determining that the items received are in good quality condition and shall be responsible for entering in the receiving document an actual count of quantity delivered. Personnel responsible for receiving shall be responsible for acting on deficiency and complaint reports.

F. Maintenance of Inventory, Fixed Assets, Disposition of Equipment. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN))
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once annually.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.