



Faith Academy Charter School

REGULAR SESSION

MONDAY, April 15, 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 April 15, 2024 Agenda
 - b. Approval of March 18, 2024 Board Meeting Minutes - Open Session:
 FACS Board Book March 18 2024.pdf **Closed Session:**
 - c.  FACS Board Closed Session Minutes 3.18.2024.pdf
 - d. [Volunteer Report](#)
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. Capturing Kids Hearts Proposal Review



9. Furniture Proposal

- a. [Quote 1](#)
- b. [Quote 2](#)

10. CSP Report:

- a. March Financial Report
- b. FY25 Draft Budget 1st Reading

11. Policy Review (Existing policies for review/discussion)

- a. [PPTO Policy & Booster Policy](#)
- b. [Fundraising Policy](#) (Bottom of Page 16, XXII)
 - i. [Handbook Excerpt](#) (1st Page of PDF)

12. [Leave Policy Proposed Bereavement Addition](#)

13. Review Property Landscaping Options

- a. Structuring bids for summer

14. Review/Determine Rental Fee for Facilities/Fields

- a. [Rental Form](#)

15. Committee Reports

- a. Facilities Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee
- e. 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:

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.

Personnel - New Hire Recommendations

Final Board Items

- Motions related to any items from closed session

Adjournment

Faith Academy Charter School Board Minutes

REGULAR SESSION

MONDAY, March 18, 2024

7:00 PM

LOCATION OF MEETING: [IN-PERSON] BOARD ROOM

Board Members Present: George Wilhelm, Chairman (via Zoom), Gene Miller, Vice-Chairman, Liz Morrow, Treasurer, Tim Williams, Secretary, Nick Lefko and Chris Sease(joined at 7:20pm)

Board Members Absent: Janna Griggs

Administration: Alison Moore, Lead Administrator, K-6 Principal, Chad Mitchell, HS Principal 7-9, Alexandria Shadrui, Assistant Principal and Amy Wise, Director Testing and Accountability.

Charter Success Partners: Cory Draughon, CEO, Tara Beaver, CSP Project Manager FACS.

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Agenda

Open Session

1. Meeting called to order at **7:04 pm** by Vice-Chairman Gene Miller
2. Reading of Mission Statement: Gene Miller
3. Pledge of Allegiance: Nick Lefko
4. Announcements and Acknowledgements: None
5. Consent Agenda

- a. Approval of March 18, 2024 Agenda

- b. Approval of February 19, 2024 Board Meeting Minutes - Open

Session: FACS Board Minutes 2.19.24.pdf Closed Session:

FACS Board Closed Session Minutes 2.19.2024.pdf

Motion to approve Consent Agenda with the addition of monthly Volunteer Coordinator's Report & Recognition of Students and Groups and possible change of venue for board meetings: Nick Lefko

Seconded: Liz Morrow

Discussion: None

Motion Status: Unanimously Approved

6. Public Comment/Citizen Input - [Link to Full Policy](#)

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The following individuals were guests of FACS Board Meeting: Carson Halpin, Sheri Halpin, Allison Hamrick, Jennifer Beasley and Stacy Byrd.

Carson Halpin, FACS Student, spoke to the board about an unsightly brush pile.

Jennifer Beasley, PTO President, spoke briefly about plans for a "Spring Fling" Earth Day event possibly April 27th.

7. Administrative Report

a. [Admin Report \(report made a part of these minutes\)](#)

Alison Moore, Lead Administrator and Chad Mitchell, High School Principal reported:

- Preparing to implement the new DOT traffic pattern on March 19, 2024 at dismissal
- Compiling data needed for completion of grants for outdoor programs. Trailblazers grant for funds up to \$10,000 for HS Club and some MS involvement.
- Continuing with planning for instructional programming and staffing needs for 24-25
- Group attended Capturing Kids Hearts Flagship workshop. Hope to implement program school-wide next year
- Career Week and Read Across America week both had fantastic participation throughout the school.
- Spring sports are off to a great start. Participation numbers for baseball were particularly high. Beginning to discuss increased opportunities for HS & MS level athletics next year. As some of our programs mature, we are beginning to discuss steps to move our teams out of the "start-up" phase.
- Band interest meetings have been very popular with our students. Students have been given the opportunity to try out various instruments, and parents have been given some very cost effective options to acquire instruments for their students. Mr. Kirk is very enthusiastic for our program as he begins to make plans for our first year of offering band. This program also comes with costs. We are continuing to talk about how to fold band needs into our budget.

. CSP Report:

a. [February Financial Report](#)

The February Financial Report is made a part of these minutes
Cory Draughon presented a favorable financial report. He explained that the Access Grant Funds have finally been approved and are being distributed. The main portion has come into the school. Cory indicated that we can still figure on a surplus of 3 to 4 hundred thousand dollars.

b. [Audit Engagement Letter](#)

The Board received our yearly audit services letter from Rebakah Barr. The Board reviewed the document and found it to be favorable and fees similar to last year's audit.

Motion to Approve Audit Engagement Letter: Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Unanimously Approved

The audit was signed and fully executed by Chairman Wilhelm.

9. Discussion: Bring Your Own Device Policy

a. [2nd reading](#)

Motion to Approve "Bring Your Own Device" Letter: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

10. [Recommendation for Student Enrollment \(Lottery Openings\)](#)

The Board reviewed the recommendations from administration and CSP for projected Student Enrollment from the lottery performed at 5 pm, March 18, 2024. The total enrollment for 24-25 will be 940 students. Seven hundred sixty-five returning students and 224 taken at lottery.

Chart of values is made a part of these minutes.

11. [Internet Safety Policy Review/Adoption](#)

The Board reviewed the Internet Safety Policy (2.014 Faith Academy Charter School Acceptable use of Internet Policy - Adopted 11.16.2020). The Erate Consultant recommended that the Board review the policy and affirm its contents.

Motion to update & affirm FACS Policy 2.014 with no changes: George Wilhelm

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

12. Committee Reports

a. Facilities Committee

i. High School Facilities Status Update

George Wilhelm reported that Hubrich has not replied to his messages. Cory Draughon will try to contact him. The Board is waiting on estimates for work to be performed at the old campus before the start of the school year.

Mr Wilhelm is still trying to get someone to respond to his inquiries pertaining to the JC Ballpark concession stand, bathrooms and parking lot.

Nick Lefko asked about the possibility of the “Fun in Faith” Summer Program committee using the upper ballfield for Saturday morning Farmers Markets . There was discussion around making sure nothing was going on that would conflict with school or summer events the school might have. School events would supersede. The Board recommended that Tara Sigmon provide proof of insurance and sign a Hold Harmless Agreement with the school and sign our Facilities Agreement.

ii. USDA Status Update

Liz Morrow reported that we are still waiting on USDA for a reply. She reported that we have provided all the necessary information that has been requested. She thanked Chad Mitchell for his hard work providing information about our community rural makeup. It was determined that our students come from approximately 70% rural areas.

Mrs. Morrow and Gene Miller reported that a meeting with Greg Edds and Aaron Church went very well but they have not heard a reply pertaining to any funding from the county.

Mrs. Morrow also reported that there had been a meeting with our local bank pertaining to loan availabilities for gym construction and improvements to the Faith School property. Replies will be around 4 weeks out.

Michael Kirby has not contacted us about any new proposal. The finance committee is interested in anything Mr. Kirby might be able to offer through West Town Bank.

b. Sports Committee

It was reported that sports activities were all going well. Our first girl’s softball game will be March 19th on our own field. Boys baseball will have its first game this week at the JC Ballpark facility.

It was noted that there was interest in Archery as a sport. Mrs. Shardoui is working on this possibility.

There was discussion around procedures for collecting money for home game concessions and entrance fees. Cory Draughon will help with this procedure.

c. Finance Committee

Nothing further to discuss.

d. Capital Campaign Committee

Tim Williams reported that we are expecting \$5000.00 from F&M Bank and a yearly contribution from another contributor. George Wilhelm reported that there were several donations that have not been deposited. Tim reported that even after paying Miller Davis for their services we will still have over \$400,000.00. He also reported that there was a problem with Edu-trak and being able to track who is giving contributions. Mr. Mitchell provided information that Edu-trak now allows contributions to be made to the “store”. This process no longer requires that a student be involved with the process. He also informed the Board that Edu-trak is going away.

e. Personnel Committee

Candidates for hire will be discussed during Closed Session

i. Set meeting for Board Candidate Interviews

Interviews will be handled by the Personnel Committee

f. Venue for Board Meetings, Recognitions and Board Retreat

These items will be handled at a Board Retreat to be held in late April or early May
CSP will assist.

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.

Motion to go to Closed Session at 8:21pm: Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Personnel - New Hire Recommendations

Final Board Items

Open Session resumed at **8.50pm**

- **Motions related to any items from closed session**

*Motion to approve all candidates presented by Lead Administration, Alison Moore in
Closed Session: Liz Morrow*

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

Adjournment:

Motion to Adjourn at 8:55pm Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Respectfully submitted,

Tim Williams, Secretary

FACS Administrator Report

Director: Alison Moore & Chad Mitchell

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

Date Range for Report: 2/20-3/18

Administrators Month in Review:

Preparing to implement the new recommended DOT traffic pattern. New pattern will go into effect on 3/18.

Compiling data needed for completion of grants for outdoor programs. Specifically the Trailblazers grant which will fund up to \$10,000 for an outdoor club at the high school level. Spaces and supplies purchased can also be used at the middle school level where appropriate.

Continuing with 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. Working with CSP on budgeting with new positions. Students have returned HS course request sheets, and we are developing a master schedule based on those requests and budgeting requirements.

Group attended the Capturing Kids Hearts Flagship workshop. Will bring back information and strategies for potential school-wide implementation.

Career Week and Read Across America week both had fantastic participation throughout the school.

Spring sports are off to a great start. Participation numbers for baseball were particularly high. Beginning to discuss increased opportunities for HS & MS level athletics next year. As some of our programs mature, we are beginning to discuss steps to move our teams out of the “start-up” phase.

Band interest meetings have been very popular with our students. Students have been given the opportunity to try out various instruments, and parents have been given some very cost-effective options to acquire instruments for their students. Mr. Kirk is very enthusiastic for our program as he begins to make plans for our first year of offering band. This program also comes with cost. We are continuing to talk about how to fold band needs into our budget.

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Upcoming School/Community Events:

Date	Event Board Member Support/Attendance Needed
3/18	24-25 Lottery
3/21 and 3/22	Spring Scene Selections Theater Link For Seating: http://tinyurl.com/4a59fzn3
3/15-3/19	Spring Break
3/25	Booster Club Meeting
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, recommendation	Proposed Exp or Contract or Pay as Already Approved you Go? Exp?

s for continuation or termination)	
Library Furniture	Proposed Expense of Pay \$75,000
HS Furniture	Getting quotes

School Mission/Vision, Curriculum, Culture, and Climate:
***Related to our specific Charter**

Student Achievement:

<p>Student Achievement:</p> <ul style="list-style-type: none"> • Students in K-8 taking iReady diagnostics (MOY), K-3 students completing mClass assessments for state (MOY) • Students taking NC Check-ins
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FAITH ACADEMY CHARTER SCHOOL Budget Analysis Report (Reconciled)

Fiscal Year: 2024 - February

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Revenues							
▶ Rev- State Revenue	5,822,954.06	646,459.00	3,996,459.00	1,824,495.06	68.67	5,853,671.21	
▶ Rev- Local Revenue	1,601,817.00	145,441.21	1,196,836.47	404,980.53	74.72	1,734,898.42	
▶ Rev- Federal Revenue	505,000.00	99,453.10	273,127.60	231,872.40	54.08	898,603.75	
▶ Other Grants	0.00	0.00	99,895.95	-99,895.95	***	99,895.95	
▶ Nutrition Revenue	140,000.00	14,349.17	96,259.06	43,740.94	68.76	140,000.00	
▶ Rev- Athletic Revenue	0.00	400.00	18,235.00	-18,235.00	***	18,235.00	
▶ Rev- Student Activities	18,000.00	6,740.00	26,401.01	-8,401.01	146.67	26,970.01	
Revenues	8,057,771.06	912,842.48	5,709,214.09	2,378,556.97	70.59	8,772,274.34	
Expenses							
▶ Salaries and Bonuses	3,639,265.03	332,366.14	2,564,433.07	1,074,831.96	70.47	3,893,454.57	
▶ Benefits	672,256.11	67,712.46	472,037.01	200,219.10	70.22	671,337.09	
▶ Books and Supplies	153,500.00	6,302.35	344,186.47	-190,686.47	224.23	447,415.04	
▶ Technology	191,000.00	9,878.30	231,361.63	-40,361.63	121.13	288,601.94	
▶ Contracted Student Services	350,000.00	46,193.67	287,269.06	62,730.94	82.08	394,154.86	
▶ Staff Development	27,500.00	969.95	5,932.44	21,567.56	21.57	27,500.00	
▶ Administrative Services	704,400.00	62,044.99	509,197.98	195,202.02	72.29	762,429.09	
▶ Insurances	45,000.00	4,480.00	25,135.00	19,865.00	55.86	45,000.00	
▶ Rents and Debt Service	1,575,000.00	161,170.89	741,634.21	833,365.79	47.09	1,289,928.80	
▶ Facilities	133,500.00	13,863.67	143,491.17	-9,991.17	107.48	263,189.68	
▶ Utilities	115,000.00	26,973.43	82,297.69	32,702.31	71.56	127,116.94	
▶ School Activities	24,000.00	17,981.58	46,080.50	-22,080.50	192.00	50,226.46	
▶ Capital Purchases	135,000.00	0.00	52,367.88	82,632.12	38.79	100,000.00	
▶ Federal Grants	0.00	21,322.12	53,357.10	-53,357.10	***	53,357.10	
Expenses	7,765,421.14	771,259.55	5,558,781.21	2,206,639.93	71.58	8,413,711.57	
Surplus/(DEFICIT)	322,349.92	141,582.93	150,432.88	171,917.04	-0.99	358,562.77	



February 22, 2024

Board of Directors
Faith Academy
PO Box 182
Faith NC 28041

We are pleased to confirm our understanding of the services we are to provide **Faith Academy** for the year ended June 30, 2024. We will audit the financial statements of the governmental activities, the business-type activities (if applicable), each major fund and the aggregate remaining fund information (if applicable), including the related notes to the financial statements, which collectively comprise the basic financial statements, of **Faith Academy** as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to **Faith Academy's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to **Faith Academy's** RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: Management's Discussion and Analysis and budgetary comparison schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies **Faith Academy's** statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and will provide an opinion on it in relation to the financial statements as a whole: Schedule of expenditures of federal and state awards and the combining and individual fund statements.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal or state awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Controller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the board of directors of **Faith Academy**. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required

for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal and state awards programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal or state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies, or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of **Faith Academy's** compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of The **Faith Academy's** major programs. The purpose of these procedures will be to express an opinion on **Faith Academy's** compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of [Name of Government Unit] in conformity with U.S. generally accepted accounting principles and the Uniform Guidance

based on information provided by you. These non audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related note services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (a) designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation in the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including awards agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation for the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal controls, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes relations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit finding; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule prior audit finding and separate corrective action plan. The summary schedule of prior audit findings should be available for our review **October 15, 2024**.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and non cash assistance received) in conformity with Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on

the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with Uniform Guidance; (2) that you believe the schedule of expenditures of federal and state awards, including its form and content, is fairly presented in accordance with Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We will provide copies of our reports to **Faith Academy**; however, management is responsible for distribution of the reports

and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rebekah Barr, CPA PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request in a timely manner to the Department of Public Instruction or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rebekah Barr, CPA PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Department of Public Instruction. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately **July 1, 2024** and to issue our reports no later than **October 31, 2024**. Rebekah Barr, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for the audit services will be **\$7,100**. If the School would like us to prepare their annual 990 tax return, that will be an additional fee of **\$850**. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If Significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to **Faith Academy** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Rebekah Barr, CPA PC

RESPONSE:

This letter correctly sets forth the understanding of **Faith Academy**.

By:

Title:

Date:

Reviewed: 3/7/2024
Adopted:

Faith Academy Charter School 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 Faith Academy Charter School. 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 Faith Academy Charter School, students are required to follow the Student-Parent Handbook when using their personal devices.

Loaner Devices

Faith Academy Charter School 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.

Reviewed: 3/7/2024

Adopted:

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 Faith Academy Charter School'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. Faith Academy Charter School 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 Faith Academy Charter School student. Families who are unable to financially provide a computer for their student(s) should contact the Lead Administrator.

Adopted 11-16-20

2.014 FAITH ACADEMY CHARTER SCHOOL ACCEPTABLE USE OF INTERNET POLICY

Internet Acceptable Use Policy

Faith Academy Charter School provides students with Internet access to support education and research. Access to the Internet is a privilege subject to restrictions set by the Board of Directors. Violation of any provisions in the Acceptable Use Policy (AUP) may result in disciplinary action and/or cancellation of student access to the Faith Academy Charter School network. This policy applies to all Internet access on FACS property, including Internet access using mobile devices.

Access to Information

The Internet gives students access to sites all over the world. Faith Academy Charter School cannot completely control the information available to students. However, The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to the Internet and other information. Under CIPA, schools must certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors. FACS monitors online activities of minors to address (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) restricting minors' access to harmful materials. FACS certifies that it is in compliance with CIPA.

Faith Academy Charter School will monitor the online activities of students and use content filtering software to provide Internet monitoring and content filtering for all students, staff, and visitors on the FACS network. The filtering software is intended to allow valuable Internet content, while prohibiting access to obscene material, including pornographic and other content that is harmful to minors. Although it may be possible for a student to find inappropriate material, FACS feels the educational benefit provided by the Internet outweighs any possible disadvantages. Students are prohibited from using or accessing Internet sites containing pornographic, violent or other unacceptable content either at school or at home using school-owned computers/technology/electronic devices. Accessing, producing, posting, displaying or sending offensive messages, music or images, including images of exposed body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude or sexually suggestive language or images. We encourage parents to talk with their students about sites and material which the parents believe are inappropriate. FACS cannot accept responsibility for enforcing specific parental restrictions that go beyond those imposed by the school. Furthermore, students who bring their own devices to campus are encouraged to take

reasonable precautions to ensure the security of those devices. This includes operating system updates and virus scanning.

Students who bring their own devices to campus are encouraged to take reasonable precautions to ensure the security of those devices. This includes operating system updates and virus scanning.

Acceptable Uses

All Internet use by students at Faith Academy Charter School must have an educational purpose and comply with student behavior guidelines. Acceptable uses for students include: - Visiting websites or databases that pertain to classroom activities or lessons. - Creating or maintaining school or individual web pages or conducting email communications, all under the direction of staff

- Using search engines to access information, websites, or pictures that pertain to classroom material or projects

Unacceptable Uses

The transmission of materials that violate state/federal law or FACS policy is strictly prohibited. Unacceptable uses include, but are not limited to:

- Taking any actions that may disrupt the FACS network; this includes knowingly introducing a virus and "hacking"
- Disclosing, using, or disseminating personal information about any minor on the Faith Academy Charter School network
- Accessing threatening or obscene materials
- Using language that threatens another individual
- Violating copyright laws and/or clickable licensing agreements
- Accessing personal email accounts or other forms of direct electronic communication including chat rooms for non-educational purposes
- Using the name and password of another user

Additionally, students may not use personal cellular connections to access the internet while on FACS campus. All student access to the internet must be via FACS's network.

Staff Responsibilities

It is the responsibility of FACS staff members who have direct contact with students to educate students on online safety and cyberbullying prevention. Education related to online safety and cyberbullying prevention may include in-class discussions and assignments, webinars, parent meetings, or online courses. FACS staff members are also responsible for supervising students during class time internet use.

Student Responsibilities

It is the responsibility of FACS students to abide by the school AUP and participate in online safety education offered by the school.

Safety and Ethical Use

Any internet user must take reasonable precautions to protect him or herself online. Students, staff, and visitors should use the guidelines listed in this section.

Email, forums, instant messaging, and other online messaging

Never share personal information online. This includes, but is not limited to: real full name, postal address, social security number, and passwords. Sharing the information of another individual, especially minors, is unethical, strictly forbidden by the AUP, and may be unlawful. In the case of students, the privacy of student educational data is protected by the Family Educational Rights and Privacy Act (FERPA). When in doubt, do not release student data and consult a school administrator for further advice.

Special care must be taken when sending mass emails. Email addresses themselves are private information, and improper mass emailing can result in inadvertent sharing of addresses. Improper mass emailing can also allow recipients to reply to the mass message and send their own messages to the entire group. This is preventable by using a blind carbon copy (Bcc) feature or a mass emailing service. It is the responsibility of all FACS staff and students to use Bcc or a mass emailing service and to protect private information and data when sending mass emails.

Unauthorized access / hacking and general unlawful activity

Gaining or attempting to gain unauthorized access to FACS resources, or using FACS resources to gain or attempt to gain unauthorized access to outside systems is unethical, unlawful, and forbidden by the AUP. This includes bypassing the internet filter without permission or purposefully gaining access to material that is harmful to minors. Assuming the online identity of another individual for any purpose is unethical and forbidden. Use of FACS resources for any unlawful purpose, including, but not limited to, copyright infringement, is unethical and forbidden by the AUP.

Academic integrity

Students are expected to follow all Board and school handbook policies regarding academic integrity when using technology.

Harassment and Cyberbullying

Cyber bullying may involve any of these behaviors:

1. Accessing, producing, posting, sending, or displaying material that is offensive in nature on the internet
2. Harassing, insulting, or attacking others on the internet
3. Posting personal or private information about other individuals on the internet
4. Posting information on the internet that could disrupt the school environment, cause damage, or endanger students or staff.
5. Concealing one's identity in any way, including the use of anonymization tools or another individual's credentials/online identity, to participate in any of the behaviors listed above.

The Lead Administrator will determine whether or not specific incidents of cyberbullying have impacted the school's climate or the welfare of its students and appropriate consequences will be issued. Schools are not responsible for electronic communication that originates off-campus.

March Volunteer Report 2024

Regular volunteers	303	Hours
Coordinator	68.5	Hours
Booster Club	20.0	Hours
Total	391.5	Hours

Activities for Volunteering and Outreach:

Continue to assist Harrison Chandler with his Eagle Scout/Senior Project (April 6th Scout and his troop plans to install 6 Buddy Benches)

Faith Lutheran and Providence Methodist have responded to a request to purchase clothing and underwear for “accidents” student have (I sent thank you notes to the churches.)

I drive van to Soccer Games with the team.
Keep van fueled as needed.

Jeep was used to “drag” the softball field for the home game.

Another piano donated (Needs tuning)
The piano donated 2 years ago just got tuned.
(The more a piano is moved the more out of tune they get.)

Signed the Sir Purr “Sack the TEST” program contract. The show will need to be inside so we will probably use the Auditorium on old campus on May 2, 2024 at 10 am.

Monitored and assisted the new PTO officers background checks as of March 25th 6 of 7 are checked per board policy.

Assisted with new afternoon traffic pattern for middle school parents to follow

Assisted Parsons Transportation with info on potential CDL drivers (coaches) for the online training.

Informed 5 After School Care Program of our holidays and upcoming Spring Break

Reached out to the Faith Fire Dept to have a refreshment station at our two Field Days (April 29 and May 21).
Faith Fire Dept assisted us with the monthly fire drill and an emergency drill due to sensor in duct system.

Attended the first FACS Softball Game on our field. Grandstand still not useable.

Attended the Drama Scenes by our students March 22nd.

Union Lutheran Church has requested a “need list” from us. I will meet with them soon.

Collected recent donations for “pull tabs” for Ronald McDonald House (Junior Civitans are collecting them for a student that got treatment there while fighting Cancer....and the child is now giving back with this collection goal of 3 million pull tabs.)

Several community citizens have donated golf clubs and golf balls for our Fall Middle School team.

St. Pauls Lutheran church continues to have an AfterSchool Monday Program... 7 students ride our bus .

Met with the PTO volunteer person (Sheena Dietz) to share her role vs my role with volunteers.

PTO officers collecting and promoting Word Finest Candy Sale....daily volunteers
PTO getting during the day and After School Book Fair volunteers

Booster Club volunteers to prepare field, grounds, concession stands and gate

Currently getting background checked volunteers for our Field Days on April 29 and May 21.

Mrs. Wise has asked me to get testing proctors for EOG.

John Coffey will assist with the Boy Scout installation of “buddy benches” on Saturday April 6th.

Currently making plans for staff to assist with the Faith 4th nights.
FACS will have Saturday June 29 all evening and Sunday June 30th 7-10 pm with the Faith Civitans. (Working with PTO volunteer coordinator Sheena Dietz)

Proud to purchase a token FACS ink pens to share our story...Patriot Strong 2021

I am always on call as needed.

Due to driving an am and pm bus route my hours have declined.
I am on duty 24/7 for FACS.

Gloria Wilhelm
Outreach/Volunteer Coordinator
Retired Educator with Lifetime Licensure NCDPI which never expires (2059)

*Monthly Volunteer Report and Hours totaled are kept in a notebook in the Volunteer Office

FACS Administrator Report

Director: Alison Moore & Chad Mitchell

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

Date Range for Report: 3/19-4/15

Administrators Month in Review:

1. Transportation:

Traffic pattern is moving smoothly both AM and PM. Bus information for 24-25 has been shared with families and has been met with mixed reviews. Families that live close are concerned that they do not have a bus stop and how the additional drivers will affect the car rider line in the future.

Mrs. Shadroui has completed two grant applications for Outdoor activities for next year (Trailblazers Adventure Club and Outdoor Learning space-tables, landscaping and cover).

2. Staffing for 24-25-

- No administrative assistant position will be hired, will move Addy to the Upper and Melinda will remain at Lower. Phones will be shared by both.
- Will interview for Teacher Assistant Positions in the coming weeks. Many candidates to review.
- Interviews have been held for the HS positions

3. Followup to Capturing Kids Hearts- Alison met with Angelo Delisanti, the CKH representative from our area. We will move forward with the CKH training for all staff to align with our charter. We will add a Life Skills class at the K-5 level for next year. We propose to move Anita Hallman to this position. Both the ES and MS Life Skills class will use the Leadworthy Curriculum from CKH for their base curriculum and will supplement with other skills throughout the year.

4. PTO is up and running well. The board has not set a consistent meeting schedule yet, but will for the 24-25 school year. The next board meeting will focus on setting Bylaws for the organization. The first fundraiser was a success with the school meeting the goal of 800 boxes sold for a profit of \$24,000. All monies have been deposited into the school account under the line item of PTO. The board has discussed designating a portion of their proceeds for all PTO events to the Capital Campaign.

5. Federal Programs Audits/Reviews- Monthly reporting and Corrective Measure reports are being completed to ensure compliance with IDEA staffing and budgeting for our Fiscal Desk Review and Monitoring Visit. Monetary reparations will be paid. On Monday, April 29, Tim Dryman, DPI Director, will complete the Consolidated Review for Federal Funds (Title I, Title III, etc.). A schedule for the visit will be created and shared with Board, Staff and Parents.
6. Volunteer Report- Gloria Wilhelm has been working hard at securing volunteers for the classroom as well as activities. Monthly report for March in the attachments.
7. Alison is will be out on medical leave April 19 through May 3. She will return to school on May 6th pending Dr. release on May 3. She will have access to phone and email while at home.

Upcoming School/Community Events:

Date	Event	Board Member Support/Attendance Needed
4/15-4/19	Spring Break	
4/18/24	Catawba College Job Fair (1:00-3:00)	1 additional member can represent if you would like to attend
4/29/24	Patriot Palooza for K-2 (9 am)	Volunteer to run a station
5/21/24	Patriot Palooza for 3-5 (9 am) and 6-8 (12:30 pm)	Volunteer to run a station

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
K-8 building furniture	\$39,000	
HS Furniture	\$147,900	

School Mission/Vision, Curriculum, Culture, and Climate:
***Related to our specific Charter**

Student Achievement:

<p>Student Achievement:</p> <ul style="list-style-type: none"> ● Students in K-8 taking iReady diagnostics (MOY), K-3 students completing mClass assessments for state (MOY) ● Students taking NC Check-ins
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Capturing
Kids' Hearts®
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CAPTURING KIDS' HEARTS ▶ **Proposal**

CAPTURE *Hearts*. IMPACT *Culture*. SEE *Change*.

Created by:

Lacy Bruner
Capturing Kids' Hearts

Prepared for:

Alison Moore
Faith Charter Academy

Date: February 16th, 2024



Section 1: Products and Services

Leadership Solutions	Proposed Timeline	Quantity	Solutions Price	Travel	Solutions Subtotal
Leadworthy® Certification Training* Online training session(s) *Prerequisite: Capturing Kids' Hearts® 1 Training	Summer 2024	3	\$295.00	\$0.00	\$885.00
Capturing Kids' Hearts® 1 Training Two consecutive-day training sessions for up to 50 participants Includes: <ul style="list-style-type: none"> • Access to the course training manual • Limited collection of foundational videos and resources on CKH.org 	Summer 2024	1	\$21,000.00	\$1,900.00	\$22,900.00

PROPOSAL



<p>Capturing Kids' Hearts® Process Champions Implementation Visit</p> <p>A two consecutive-day package Includes:</p> <ul style="list-style-type: none"> • One day customized to fit your needs (either an additional one-day instructional session for a separate group or a one-day Campus Traction Visit). • One-day instructional session for up to 30 participants <p>*Prerequisite: Capturing Kids' Hearts® 1 Training, with at least 70% Capturing Kids' Hearts® implementation on campus.</p>	<p>Fall 2024</p>	<p>1</p>	<p>\$7,500.00</p>	<p>\$1,250.00</p>	<p>\$8,750.00</p>
<p>Campus Traction Visit</p> <p>One-day campus visit involving group and one-on-one sessions with campus administrators and/or Process Champions Team.</p>	<p>Spring 2025</p>	<p>1</p>	<p>\$3,000.00</p>	<p>\$1,250.00</p>	<p>\$4,250.00</p>

PROPOSAL



<p>Leadworthy® Course</p> <p>This yearlong leadership development and character education course is a campus-wide digital subscription designed to empower 5th-12th grade students to lead with heart. As part of this subscription, the campus is provided a digital license for any educator who is Leadworthy® Certified and has completed Capturing Kids' Hearts® 1 Training.</p> <p>*Prerequisite for each course leader: Capturing Kids' Hearts® 1 Training & Leadworthy® Certification Training</p>	<p>2024-2025 School Year</p>	<p>1</p>	<p>\$495.00</p>	<p>\$0.00</p>	<p>\$495.00</p>
<p>CKH Campus Premium</p> <p>A campus-specific subscription that provides comprehensive ongoing support to leaders and staff who have completed Capturing Kids' Hearts® 1 Training</p>	<p>2024-2025 School Year</p>	<p>1</p>	<p>\$0.00</p>	<p>\$0.00</p>	<p>\$0.00</p>

PROPOSAL



CKH District Premium Equips a district leadership team with the support to implement the Capturing Kids' Hearts® Process with great fidelity across the district Includes access to a strategist, district-wide reporting, recurring leadership team huddles, and great resources to support implementation at the district and campus level, including CKH Campus Premium as a campus-specific subscription.	2024-2025 School Year	1	\$3,000.00	\$0.00	\$3,000.00
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Grand Total \$40,280.00



Section 2: Investment Pricing

Pricing is valid for 45 days from the date of the proposal. The terms of this proposal do not represent contract terms.

Travel Packages for all events to be billed separately and are not part of the product pricing. Travel will be billed at rate of \$1,250 for one-day events, \$1,900 for two-day events, and \$2,250 for three-day events (per trainer).

Travel rates are subject to change. Travel expenses that Capturing Kids' Hearts has incurred and has to be cancelled as a result of rescheduling or cancelling of a service without two weeks notice, may result in an extra charge to your organization.

ADDITIONAL CHARGES (to the extent applicable):

- A \$400.00 fee will be charged for each person over 50 not to exceed 60 total per Capturing Kids' Hearts® 1 Training.
- A \$400.00 fee will be charged for each person over 30 not to exceed 35 total per Capturing Kids' Hearts® Process Champions Implementation Visit.

Section 3: Contact Us

If you are ready to schedule your event or if you have any questions, please do not hesitate to contact us. We look forward to serving you.

Capturing Kids' Hearts
Lacy Bruner
lacy.bruner@capturingkidshearts.org
1199 Haywood Drive
College Station, TX 77845
Phone: 800-316-4311
Fax: 877-941-4700



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(O) 855.362.5747 (F) 866.598.5822 www.3oaksgroup.com

Name / Address	Ship To
Faith Academy Charter School Alison Moore 420 N Main St, Faith, NC 28041	Faith Academy Charter School Alison Moore 704-603-8437 1000420 N Main St, Faith, NC 28041

Please verify all prices, products and model numbers. Any changes to this document must be handled through 3 ORGI. All delivery dates must be coordinated through 3 ORGI. No exceptions to this request will apply.

Line	Item	Description	Ordered	Rate	Amount
1	Desk, Classroom	Manufacture: Paragon Model: AND-WIREBOOKBOX4 Description: Wire, Bookbox; A&D Color: Metal	30	72.80	2,184.00T
2	Chair, Student	Manufacture: Paragon Model: EMOJI4L18 Description: Chair, Student 18" Color: Mod Navy	15	135.20	2,028.00T
3	Chair, Student	Manufacture: Paragon Model: EMOJI4L18 Description: Chair, Student 18" Color: Firetruck Red	15	135.20	2,028.00T
4	Desk, Classroom	Manufacture: Paragon Model: ANDAH2427R Description: A&D® Rectangular Adjustable Standard Height Student Desk Color: Grey Nubula (102), Edge Navy, Titanium (T) Frame	30	317.20	9,516.00T
5	Desk, Classroom	Manufacture: Paragon Model: TEACH-IT-3048REC Description: Desk, Teacher Teach-It with Modesty panel Color: grey Nebula (102), Edge Navy, Titanium (T) frame	2	665.60	1,331.20T
6	Desk, Classroom	Manufacture: Paragon Model: FILE-IT Description: Mobile File for desk Color: Mod Navy	3	280.80	842.40T
7	Chair, Admin.	Manufacture: Paragon Model: EMOJICHRA Description: Chair, Teacher Emoji Task Chair Color: Mod Navy	3	234.00	702.00T

Information or pricing contained in this quote shall not be used or duplicated for any purpose other than to evaluate this quote. Prices, freight and tax rates are subject to change.

Total

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Authorized Signature _____ Date: _____

Printed: _____



3 OAKS

RESOURCE GROUP INTL

Sales Quote

Date	S.Q. No.
2/29/2024	38995

P.O.Box 565492 - Pinecrest, FL 33256

(O) 855.362.5747 (F) 866.598.5822 www.3oaksgroup.com

Name / Address	Ship To
Faith Academy Charter School Alison Moore 420 N Main St, Faith, NC 28041	Faith Academy Charter School Alison Moore 704-603-8437 1000420 N Main St, Faith, NC 28041

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Line	Item	Description	Ordered	Rate	Amount
8	Stool - Classroom	Manufacture: Paragon Model: READYSTLA Description: Lab with Foot Ring A&D® READY™ Chair, Base 24" diameter Color: Mod Navy	22	234.00	5,148.00T
9	Desk, Classroom	Manufacture: Paragon Model: INVENTCRCLOV39C Description: MAKER™ 39"H 44×39 : Clover Student Desk with chemical resistant top and Casters Color: Gray Nubula top, Mod Navy Edge, Mod Navy Sides, Titanium frames, On wheels	6	1,103.00	6,618.00T
10	Desk, Classroom	Manufacture: Paragon Model: XTEACH-IT-3048RECCR Description: Teach-it desk with Chem. Resistant top Color: grey Nebula (102), Edge Navy, Titanium (T) frame	1	720.20	720.20T
11	Freight / Shippi...	Carrier: Quote: Q-15649 Instructions:	1	2,991.75	2,991.75T
12	Installation	Installation Services: JEZ Q-00004558 Warehouse or Direct: Direct Sales Tax	1	1,786.20	1,786.20T
				7.00%	2,512.70

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Total \$38,408.45

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Authorized Signature _____ Date: _____

Printed: _____



3 OAKS

RESOURCE GROUP INTL

Sales Quote

Date	S.Q. No.
4/4/2024	38995

P.O.Box 565492 - Pinecrest, FL 33256

(O) 855.362.5747 (F) 866.598.5822 www.3oaksgroup.com

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Faith Academy Charter School Alison Moore 420 N Main St, Faith, NC 28041	Faith Academy Charter School Alison Moore 704-603-8437 1000420 N Main St, Faith, NC 28041

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Line	Item	Description	Ordered	Rate	Amount
1	Desk, Classroom	Manufacture: Paragon Model: AND-WIREBOOKBOX4 Description: Wire, Bookbox; A&D Color: Metal	184	70.50	12,972.00T
2	Chair, Student	Manufacture: Paragon Model: EMOJI4L18 Description: Chair, Student 18" Color: Mod Navy	91	130.25	11,852.75T
3	Chair, Student	Manufacture: Paragon Model: EMOJI4L18 Description: Chair, Student 18" Color: Firetruck Red	91	130.25	11,852.75T
4	Desk, Classroom	Manufacture: Paragon Model: ANDAH2427R Description: A&D® Rectangular Adjustable Standard Height Student Desk Color: Grey Nubula (102), Edge Navy, Titanium (T) Frame	184	305.38	56,189.92T
5	Desk, Classroom	Manufacture: Paragon Model: TEACH-IT-3048REC Description: Desk, Teacher Teach-It with Modesty panel Color: grey Nebula (102), Edge Navy, Titanium (T) frame	9	647.60	5,828.40T
6	Desk, Classroom	Manufacture: Paragon Model: FILE-IT Description: Mobile File for desk Color: Mod Navy	9	270.25	2,432.25T
7	Chair, Admin.	Manufacture: Paragon Model: EMOJICHRA Description: Chair, Teacher Emoji Task Chair Color: Mod Navy	9	228.00	2,052.00T

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Total

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Authorized Signature _____ Date: _____

Printed: _____



3OAKS

RESOURCE GROUP INTL

Sales Quote

Date	S.Q. No.
4/4/2024	38995

P.O.Box 565492 - Pinecrest, FL 33256

(O) 855.362.5747 (F) 866.598.5822 www.3oaksgroup.com

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Line	Item	Description	Ordered	Rate	Amount
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9	Desk, Classroom	Manufacture: Paragon Model: INVENTRCLOV39C Description: MAKER™ 39"H 44×39 : Clover Student Desk with chemical resistant top and Casters Color: Gray Nubula top, Mod Navy Edge, Mod Navy Sides, Titanium frames, On wheels	6	1,103.00	6,618.00T
10	Desk, Classroom	Manufacture: Paragon Model: XTEACH-IT-3048RECCR Description: Teach-it desk with Chem. Resistant top Color: grey Nebula (102), Edge Navy, Titanium (T) frame	1	682.25	682.25T
11	Bookcases	Manufacture: Paragon Model:72-SFS Description: 72" Single Face Shelving Starter, Wood Shelves with Deflecta-Stops Color: Kensington Maple (963)	7	732.85	5,129.95T
12	Bookcases	Manufacture: Paragon Model:72-AB Description: 72" Shelving Accessory Back, Two 3/4" Thick Finished Sides` Color: Kensington Maple (963)	7	170.78	1,195.46T
13	Installation	Installation Services: JEZ Q-00004561 Warehouse or Direct: Direct	1	4,611.25	4,611.25T
14	Freight / Shippi...	Carrier: Quote: Q-15649 & Q-16259 Instructions: Sales Tax	1	11,601.75	11,601.75T
				7.00%	9,662.43

Information or pricing contained in this quote shall not be used or duplicated for any purpose other than to evaluate this quote. Prices, freight and tax rates are subject to change.

Total \$147,697.16

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Authorized Signature _____ Date: _____

Printed: _____

2.001 FAITH ACADEMY CHARTER SCHOOL PARENT/TEACHER ORGANIZATIONS AND BOOSTER COMMITTEES POLICY

Faith Academy Charter School recognizes a parent/teacher committee is an effective way to actively involve parents in their children's school. The Board encourages the development and participation of parent committees that support the goals of the school. The primary parent/teacher committee of Faith Academy Charter School will be the *Patriot Parent Teacher Assembly*.

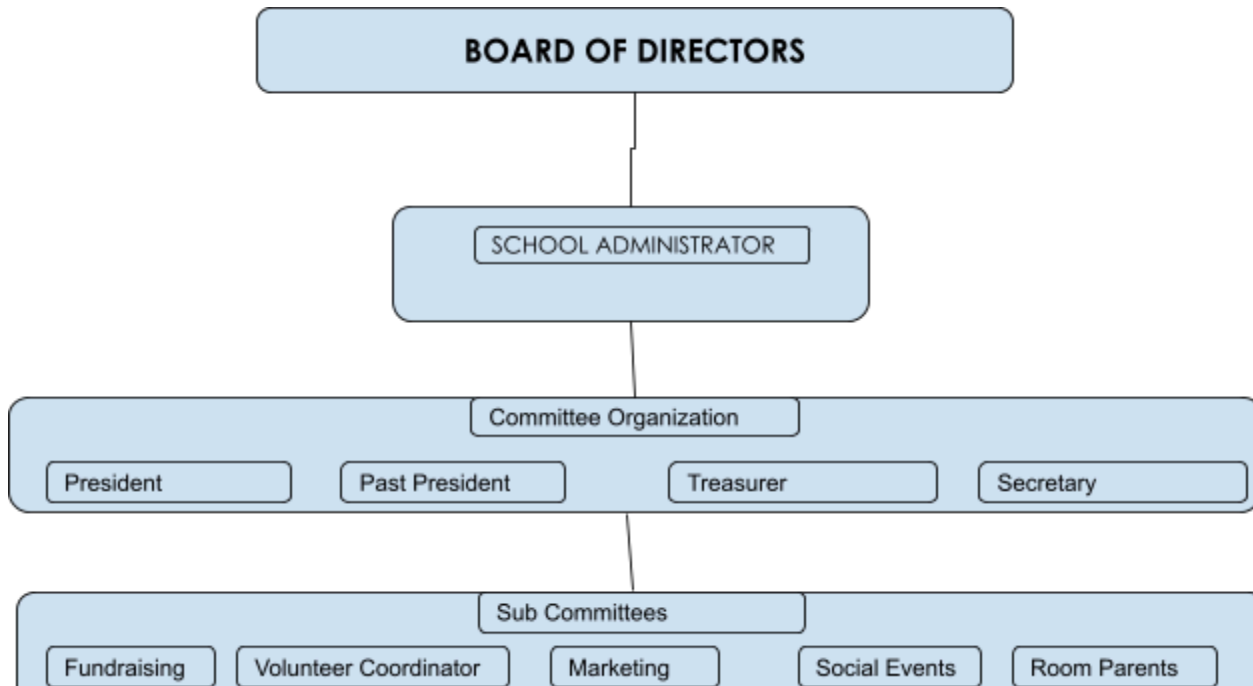
Parent Teacher committees and their activities reflect upon the school. As such, all parent committees must be approved for operation within the organizational structure of the school and authorized to operate on campus, use the name of the school, communicate with students and parents through use of the school's internet resources, and do business on school property. As such, they must communicate with the Administrator or Board of Directors in accordance with the criteria set forth in this policy. Parent committees which are not so approved and so authorized are not entitled to official access to the school's students or parents, free use of School facilities as "school- related" committees and shall not use the name of the school in the name of the committee.

The school's administration shall inform approved, authorized parent committees of specific goals and shall help these committees identify opportunities to assist the school in achieving these goals:

1. Parent/teacher committees or booster clubs that are involved with school activities, teachers, or students can establish additional guidelines and procedures by which it will operate, so long as they do not supersede this policy. This can include the appointment of non-board member officers for the committee.
2. Parent/teacher committees, such as the Patriot Parent Teacher Assembly, and booster clubs shall secure the advice and approval of the Administrator in planning any function in which students and/or teachers will participate while under the jurisdiction of Faith Academy Charter School.
3. A parent/teacher committee or booster club shall secure advance approval of the Administrator before planning a fund-raising activity intended to benefit a school program.
4. School Administration should assist parent/teacher committees and/or booster clubs in planning activities, not limited to fund raising, that serve school needs and involve significant numbers of interested parents/guardians/teachers in meaningful service to the school and their students.
5. Parent/teacher committees and booster clubs are responsible for maintaining adequate financial records and ensuring that such records will be accessible to parents/guardians

and school officials on request. Official records of accounts and finances related to the committee will be held by Charter Success Partners or Faith Academy Charter School.

6. All monies raised, earned, or utilized by the parent/teacher committee or booster club will be deposited within 48 hours of any fundraising event, held in an account owned by Faith Academy Charter School, and listed as a separate line item in the Charter School's budget. The parent/teacher committee's funds may be deposited by the President/Treasurer of the parent/teacher committee, however funds may only be withdrawn, or checks written, by Charter Success Partners or Faith Academy Charter School.
7. Any property that a parent/teacher committee or booster club donates for a school or a school activity shall be the property of Faith Academy Charter School, and the committee should receive prior acceptance by the Administrator before purchasing such items.
8. Parent/teacher committees and booster clubs will follow the hierarchy of communication and authority listed below:



Financial Controls Policy

Purpose: To ensure compliance with the laws and best practices in School's financial management.

I. USE OF FUNDS

FACS and its Board of Directors adopt the following financial and fiscal management policies and procedures applicable to its use of state and federal funds.

FACS is subject to the financial audits, the audit procedures, and the audit requirements adopted by the State Board of Education for charter schools. All reported deficiencies will be communicated in writing to the Board with a timeline to cure all financial weaknesses and all reported findings will be included in the monthly Board meeting minutes.

FACS shall comply with the reporting requirements established by the State Board of Education in the Uniform Education Reporting System or any other system required by law or regulation.

The School shall report at least annually to the chartering entity and the State Board of Education the information required by the chartering entity or the State Board.

II. SCHOOL FINANCE OFFICER OR CONTRACT FINANCIAL SERVICES PROVIDER

There shall be a School Finance Officer or Contract Financial Services Provider ("CFSP") designated by the Lead Administrator and approved by the Board, in accordance with the provisions of state law. The duties of the School Finance Officer shall be as set forth below, prescribed by law, and assigned by the Board or Lead Administrator.

III. DUTIES OF SCHOOL FINANCE OFFICER OR CFSP

The School Finance Officer or CFSP shall be responsible to the Lead Administrator and the Board for:

1. Keeping the accounts of the school in accordance with generally accepted principles of governmental accounting, the rules and regulations of the State Board of Education, the Local Government Commission, and any other applicable governmental oversight agencies;
2. Giving the pre-audit certificate required by law;
3. Processing all checks, drafts, and state warrants by the school, receiving and depositing all moneys accruing to the school in accordance with all applicable laws, rules and policies;
4. Preparing and filing a statement of the financial condition of the school as often as requested by the Lead Administrator or the Board; and
5. Performing such other duties as may be assigned by law, by the Lead Administrator or the Board, or by rules and regulations of the State Board of Education or any other applicable government oversight agencies.

IV. ANNUAL BUDGET

The Lead Administrator, in consultation with the School Finance Officer or CFSP shall prepare an annual budget and submit it with his/her budget message to the Board no later than April 1. The budget shall comply in all respects with the requirements imposed by law.

Budget planning shall be an integral part of program planning so that the budget may effectively express and implement all programs, related services, and activities of the school. Budget planning shall be a year-round process involving broad participation by administrators, teachers, other personnel throughout the school, and citizens.

The Lead Administrator's budget message shall contain a concise explanation of the educational goals fixed by the budget for the budget year, set forth the reasons for stated changes from the previous year in program goals, programs, and appropriation levels, and shall explain any major changes in educational or fiscal policy.

Upon receiving the budget from the Lead Administrator, the Board shall consider the budget, and make such changes therein as it deems advisable. The Board may hold a public hearing on the proposed budget prior to final action.

A. ADOPTION OF BUDGET RESOLUTION

The Board shall adopt a budget resolution making appropriations for the budget year in such sums as the Board deems sufficient and proper.

The budget resolution shall be adopted in accordance with the provisions of state law. The budget resolution shall conform to the uniform budget format established by the State Board of Education. The budget resolution shall be entered in the Board minutes.

B. BUDGET TRANSFERS AND AMENDMENTS

The Board shall have the right to make budget transfers or amendments to the budget resolution for the reasons prescribed by state law and in accordance with the adopted budget resolution and state law.

C. INTERIM BUDGET

In case the adoption of the budget resolution is delayed until after July 1, the Board shall make interim appropriations for the purpose of paying salaries and the usual expenses of the school for the interval between the beginning of the fiscal year and the adoption of the budget resolution. Interim appropriations so made and expended shall be charged to the proper appropriations in the adopted budget resolution.

V. ACCOUNTING SYSTEM

FACS shall establish and maintain a financial accounting and reporting system designed to show the School's assets, liabilities, equities, revenues, and expenditures. The system shall be designed to show appropriations and estimated revenues as established in the budget resolution as originally adopted and subsequently amended.

VI. FINANCIAL REPORTS AND STATEMENTS

FACS shall prepare a comprehensive annual financial report that encompasses all the funds and account groups of the school. The comprehensive annual financial report shall contain the general-purpose financial statements as well as combining statements by fund type and individual fund statements.

VII GATE RECEIPTS AND ADMISSIONS

Admission receipts of school events shall be adequately controlled. The principal or designee is responsible for the administration and supervision of all phases of school events for which an admission is charged. Adequate records shall be maintained to provide chronological and accounting data for subsequent review and analysis.

VIII - RECEIVING AND INSPECTING

Personnel responsible for purchasing 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.

IX - MAINTENANCE OF INVENTORY AND FIXED ASSETS

Administrative personnel shall be responsible for taking a physical count of all equipment items and stock supplies at least once each year.

Administrative personnel shall be responsible for all fixed assets assigned to their site or department, and shall account for each item at least once per fiscal year according to procedures established by the finance officer.

X. PURCHASING AND PROCUREMENT GENERALLY

A. *Comingling of Charter & Non-Charter Business Prohibited.* FACS shall ensure that its business activities are not directly related to the management and operation of FACS are kept in a separate and distinct accounting, auditing, budgeting, reporting, and recordkeeping systems from those recording the business activities of FACS.

B. *Board Approval Required.* The Board is required to review and approve all contracts or procurements of goods or services valued above \$10,000.00. The Lead Administrator does not have authority to bind the Board or FACS to any contract for goods and/or services valued above \$10,000.00. Any contract or purchase valued above this amount that is not approved by the Board is null and void.

C. *Interested Transactions/Conflicts of Interest*

1. Each member of the Board shall comply with all conflict of interest policies, laws and rules applicable to affected Board members as set forth herein. The Lead

Administrator shall ensure that employees of FACS shall comply with all conflict of interest policies, laws and rules applicable to affected employees as set forth herein.

2. Definitions for the purposes of this policy

a. *Interested Person.* Any director, officer, member of a committee of the Board of Directors or employee who has a direct or indirect financial interest, as defined below, is an interested person. Interested person shall also include individuals and organizations that have a direct or indirect organizational interest as defined below.

b. *Financial Interest.* A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- i. An ownership or investment interest in any entity with which FACS has a transaction or arrangement,
- ii. A compensation arrangement with the School or with any entity or individual with which FACS has a transaction or arrangement, or
- iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which FACS is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists.

c. *Organizational Interest.* An organizational interest means that because of the relationship with a parent entity, affiliate entity, subsidiary, or benefactor entity (i.e., foundation), FACS, its directors, officer, members of a committee of the Board of Directors or employees are unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.

D. Procedures:

1. *Duty to Disclose.* In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest or organizational interest and be given the opportunity to disclose all material facts to the Board of Directors or members of a committee with governing board delegated powers considering the proposed transaction or arrangement.

2. *Determining Whether a Conflict of Interest Exists.* After disclosure of the financial interest or organizational interest and all material facts, and after any discussion with the interested person, s/he shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists

3. *Procedures for Addressing the Conflict of Interest*

- a. An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board of Directors or committee shall determine whether FACS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in FACS's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement

E. *Violations of the Conflicts of Interest Policy*

1. If the Board of Directors or committee has reasonable cause to believe an individual has failed to disclose actual or possible conflicts of interest, it shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose.
2. If, after hearing the individual's response and after making further investigation as warranted by the circumstances, the Board of Directors or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

F. *Records of Proceedings:* The minutes of the Board of Directors and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest or organizational interest in connection with an actual or possible conflict of interest, the nature of the financial interest or organizational, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

H. Annual Statements. Each director, principal officer and member of a committee with Board of Directors delegated powers shall annually sign a statement, which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the School is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

I. Periodic Reviews. To ensure FACS operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to FACS's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

J. Use of Outside Experts. When conducting the periodic reviews as provided for in this policy, FACS may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

K. Professional Services. The Board and Lead Administrator shall ensure that professional service providers are selected in accordance with the applicable law.

L. Cooperative Purchasing Programs. The Lead Administrator shall ensure full compliance with all applicable law and rules if FACS to enter into a cooperative purchasing program provided such programs are permitted under its charter or FACS amends its charter to allow for such programs.

M. Attorney Review Required. For all contracts for goods or services with a term of more than one year or where the value of such contract is greater than \$10,000.00, legal counsel must review the contract unless the Board votes to waive the requirement of such review and documents the reason waiving such requirement.

XI Use of State Funds

A. The Board and Lead Administrator shall ensure compliance by FACS 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.

B. The Lead Administrator 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 FACS, 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 \$10,000) 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.
- C. *Open, Full, and Free Competition.*** FACS shall ensure that all procurement transactions are conducted in a manner that provides open, full, and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to FACS, considering price, quality, ability of the supplier to deliver the product and/or service, and other relevant factors deemed appropriate by the Board and Lead Administrator.
- D. *Conflicts of Interest.*** In accordance with FACS policy 7400.3 Interested Transactions/Conflicts of Interest set forth herein, FACS shall ensure that no employee, officer, or agent of FACS, who has a real or apparent conflict of interest, participates in the selection, award, or administration of a contract supported by FACS funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.
- E. *Record Documentation.*** FACS shall ensure there is a cost or price analysis made and documented with every procurement action. FACS shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. Procurement records for purchases over the small purchase \$10,000.00 shall also contain the following information:

1. The basis for contractor selection;
2. The justification for lack of competition when competitive bids or offers are not obtained;
3. The basis for award cost or price; and
4. Written assurance from the contractor that there are no conflicts of interest that they are reasonably aware of that could materially negatively affect FACS.
5. Written assurance from the contractor that it does not directly or indirectly do business with Iran in accordance with North Carolina law.

F. *Board Approval.* For all procurement/contracts under this section that exceed \$10,000.00, the Lead Administrator shall endeavor to obtain three bids. In the event that three bids are not obtained, the Lead Administrator must present the Record Documentation, set forth above, to the Board and the Board must approve such procurements/contracts. Under these circumstances, the Lead Administrator does not have authority to bind the Board or FACS to any contract for goods and services valued above \$10,000.00. Any contract or purchase valued above this amount that is not approved by the Board is null and void.

G. *State Indebtedness Provision.* FACS shall ensure, through the following policies and procedures, that it uses state funds in accordance with all applicable laws, rules and regulations. No indebtedness of any kind incurred or created by FACS shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of FACS shall involve or be secured by the faith, credit or taxing power of the State or its political subdivisions.

H. *Mandated Contract Provisions.* The Lead Administrator shall ensure that all legally mandated provisions are included in each procurement contract. The Lead Administrator shall ensure the school's compliance with all federal and state rules governing purchasing and procurement.

XII. State Fiscal Compliance

A. FACS shall ensure that it fully complies with generally accepted accounting principles, and all applicable federal and state standards for financial management systems.

B. *Financial Reporting.* FACS shall make an accurate, current, and complete disclosure of financially assisted activities in accordance with financial reporting requirements for all funds received.

C. *Accounting Records.* FACS shall maintain records that adequately identify the source and application of funds provided for activities assisted with state or federal funds.

D. *Internal Control.* FACS shall maintain effective control and accountability of all cash, real and personal property, and other assets obtained with public funds. FACS shall safeguard all such property and assure that it is used solely for authorized purposes.

E. *Grant Management Standards.* If FACS receives a grant directly from a state or federal agency, it shall ensure that FACS is in compliance with the grant requirements of that state or federal agency. If an FACS employee's compensation is funded by any grant, FACS 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. FACS shall ensure that the time sheets

will contain the signatures of the employee that completed the time sheet, a school official, and the FACS grant manager.

F. *Annual Audit of Financial Statements.* Annually, the FACS Board shall engage a qualified certified public accountant (“CPA”) to audit the financial and programmatic operations of FACS. FACS shall select and contract only with CPAs that are licensed and in compliance with all federal and North Carolina rules and regulations. The Lead Administrator and Board shall ensure that it files a copy of the annual audit report with the North Carolina regulatory body(s) responsible for school financial audits, on a timely basis. The Board or Lead Administrator shall ensure that all persons with a substantial interest in a management company are separately disclosed in the annual audit. All reported deficiencies will be communicated in writing to the Board with a timeline to cure all financial weaknesses and all reported findings will be included in the Board meeting minutes.

G. *Annual Financial Statement.* The Lead Administrator or designee shall prepare, or cause to be prepared, an annual financial statement for each fund subject to the authority of the Board during the fiscal year showing:

1. the total receipts of the fund, itemized by source of revenue, including taxes, assessments, service charges, grants of state money, gifts, or other general sources from which funds are derived;
2. the total disbursements of the fund, itemized by the nature of the expenditure; and
3. the balance in the fund at the close of the fiscal year.

H. *Annual Financial Management Report.* The Lead Administrator shall ensure that it complies with the reporting procedures required by the State of North Carolina for charter holders to prepare and distribute the school’s annual financial management report.

I. *Attendance Accounting.* The Lead Administrator shall ensure that it complies with all laws and rules concerning charter school student attending accounting, reporting, and record keeping. The Lead Administrator, chief campus leaders, and teachers of FACS will be responsible to the Board and to the state to maintain accurate, current student attendance records. Attendance at FACS will be determined by taking attendance by 10:00a.m. Eastern Time each regular school day. FACS will not change the established period in which absences are recorded during the school year.

USE OF FEDERAL FUNDS AND FEDERAL FISCAL COMPLIANCE

A. *Fiscal Requirements under Title 1.* FACS 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. FACS 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 FACS.
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. FACS shall ensure that it consults the appropriate OMB Circular, applicable to open-enrollment charter schools, to determine what costs are allowable. FACS shall ensure that all grant funds are expended in accordance with the circular.

C. Time and Effort. If a FACS employee's compensation is funded by any grant, FACS 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 FACS's grant manager.

D. Use of Federal Grant Funds for Procurement. When expending federal grant funds, FACS shall ensure compliance by FACS 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. FACS 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 FACS, 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 \$10,000) 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. *Open, Full, and Free Competition.* FACS shall ensure that all procurement transactions are conducted in a manner that provides open, full, and free competition. Awards must be made to the bidder/offeror whose bid/offer is responsive to the solicitation and is most advantageous to FACS considering price, quality, and other relevant factors deemed appropriate by the Board and Lead Administrator.

F. *Conflicts of Interest.* In accordance with FACS policy 7400.3 Interested Transactions/Conflicts of Interest set forth herein, FACS shall ensure that no employee, officer, or agent of FACS, who has a real or apparent conflict of interest, participates in the selection, award, or administration of a contract supported by federal funds. Employees, officers, and agents may also not solicit or accept favors, gratuities, or anything of monetary value from contractors or their agents.

G. *Record Documentation.* FACS shall ensure there is a cost or price analysis made and documented with every procurement action. The Lead Administrator and/or their designee must approve all purchases. All Purchase requisitions must be submitted electronically to the Financial Service provider. Purchase requisitions, authorizing the purchase of items greater than \$500 must be signed/approved by the Lead Administrator and submitted electronically to the Financial Service provider with the related invoice or purchase order. When approving purchases, the Lead Administrator and/or their designee must: 1. Determine if the expenditure is budgeted 2. Determine if funds are currently available for expenditures (i.e. cash flow) 3. Determine if the expenditure is allowable under the appropriate revenue source 4. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations 5. Determine if the price is competitive and prudent. Any individual making an authorized purchase on behalf of the school must provide the appropriate documentation of the purchase. Individuals other than those specified above are not authorized to make purchases without pre approval. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be reimbursed by an electronic check as soon as possible after receipt of appropriate documentation of the purchase.

FACS shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. Procurement records for purchases over the small purchase threshold (\$5000.00) shall also contain the following information:

1. The basis for contractor selection;
2. The justification for lack of competition when competitive bids or offers are not obtained; and
3. The basis for award cost or price.

H. *Board Approval.* For all procurement/contracts under this section that exceed \$5000, the Lead Administrator shall endeavor to obtain three bids. In the event that three bids are not obtained, the Lead Administrator must present the Record Documentation, set forth above, to the Board and the Board must approve such procurements/contracts. In such circumstances, the Lead Administrator does not have authority to bind the Board or FACS to any contract for goods and services valued above \$5,000. Any contract or purchase valued above this amount that is not approved by the Board is null and void.

I. **Mandated Contract Provisions.** FACS shall ensure that all legally mandated provisions are included in each procurement contract. FACS shall ensure the school's compliance with all federal and state rules governing administration of the program.

XIII PUBLIC WORKS CONTRACTS

A. **Applicable Law.** In awarding contracts that will involve the construction, repair, or renovation of a structure, road, highway, or other improvement or addition to real property, FACS will comply with all applicable rules and regulations. The Board and Lead Administrator shall ensure that all applicable advertisement notice bid requirements are satisfied.

B. **Bidding Threshold.** The Lead Administrator shall engage the applicable law when an expenditure of more than \$10,000 in public funds is required.

C. **Contract Award.** The Lead Administrator shall make a recommendation to the Board concerning the award of a public works projects bid pursuant to this policy.

D. In determining the contract award, the Board may take into account factors regarding the bidder and their bid or proposal including:

1. The safety record of the bidder;
2. Whether the bidder, its employees, and agents have relevant and mandatory licenses/registrations;
3. Complaints and/or accident reports to relevant local and/or state agencies;
4. The purchase price or cost of the product and/or service;
5. The reputation of the bidder and of the bidder's goods or services, and the bidder's financial and operating ability to deliver the requested goods and/or services;
6. The quality of the bidder's good or services;
7. The extent to which the goods or services meet FACS needs;
8. The bidder's past relationship with FACS;
9. The impact on the ability of FACS to comply with the laws and rules relating to historically underutilized businesses;
10. The total long-term cost to FACS to acquire the bidder's goods or services;
11. Any other relevant factor specifically listed in the request for bids or proposals.

E. **Definition of Safety Record.** The safety record includes a bidder's Occupational Safety and Health Administration inspection log for the last three years, a loss analysis from the bidder's insurance carrier, any known safety violations on previous projects, and a loss history covering all lines of insurance coverage by the bidder.

XIV PURCHASING AND SERVICE CONTRACTS NOT OTHERWISE COVERED

A. **Appropriate Value.** In procuring or awarding contracts for goods and services over \$10,000.00 that are not governed by any other FACS policy or are not sourced by State or Federal funds, the Lead Administrator shall ensure that the FACS receives appropriate value for the expenditure.

B. **Competitive Process Threshold.** If an expenditure of FACS funds for such a contract awarded will exceed \$10,000, then the Lead Administrator shall engage a competitive process before selecting a person or entity to, which to make the award.

C. **Record Documentation.** The Lead Administrator shall ensure there is a cost or price analysis made and documented with every procurement action or contract. He/she shall also ensure the evaluation of the contractor performance and document whether the contractor has met the terms, conditions, and specifications of the contract. Procurement records for purchases or contracts over \$10,000.00 shall also contain the following information:

1. The basis for contractor selection;
2. The justification for lack of competition when competitive bids or offers are not obtained;
3. The basis for award cost or price; and
4. Written assurance from the contractor that there are no conflicts of interest that they are reasonably aware of that could materially negatively affect FACS.
5. Written assurance from the contractor that it does not directly or indirectly do business with Iran as required by North Carolina law.

D. **Board Approval.** For all procurement/contracts under this provision, the Lead Administrator shall endeavor to obtain two bids. In the event that two bids are not obtained, the Lead Administrator must present the Record Documentation, set forth above, to the Board and the Board must approve such procurements/contracts. In such circumstances, the Lead Administrator does not have authority to bind the Board or FACS to any contract for goods and services valued above \$10,000.00. Any contract or purchase valued above this amount that is not approved by the Board is null and void.

XV CASH MANAGEMENT & CREDIT CARD PROCEDURES

School funds are public funds. Consequently, all expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. As a general rule, cash will not be used to make purchases except from petty cash, as described below. The Lead Administrator and the Administrative Assistant will manage the petty cash fund. The petty cash fund will be capped at \$500. All petty cash will be kept in a locked petty cash box in a locked drawer or file cabinet. Only the Lead Administrator and the Administrative Assistant will have keys to the petty cash box and drawer or file cabinet. All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the designated staff member within 48 hours of withdrawing the petty cash.

Any irregularities in the petty cash fund will be immediately reported in writing to the Lead Administrator, who will immediately inform members of the Finance Committee. Loans will not be made from the petty cash fund. School checks shall not be made payable to "Cash". FACS shall ensure that appropriate "separation of duties" are complied with in the handling of all money transactions, including reconciliation.

A. **Accounting for Cash Transaction.** All cash transactions shall be recorded in writing, such as by hand a written receipt, which shall be signed and dated by the individual who receives the cash. Staff members who receive or collect money from parents or teachers shall document from whom the money was received and in what amount. A copy of the receipt shall be kept with the cash received. Such money shall be submitted to the designated FACS administrator on the same school day as it is

received, or as soon as feasible, for deposit. FACS shall be responsible for ensuring that cash received is deposited in FACS's bank account. Deposits shall be made whenever cash receipts total \$250.00 or greater, or at a minimum once per week to the extent there is cash to deposit. A copy of the validated deposit slip shall be returned to the school on same day the deposit is made or the next day after the deposit is made.

B. Checks. Any authorized check drafted on FACS's bank account(s) shall have two authorized check signers. The following FACS officers are authorized to sign checks from FACS's bank account on behalf of FACS: Board Chairman, Board Treasurer, Board Vice-President, Board Secretary, or Lead Administrator. Each check must be completed in its entirety before it is signed by any party. Checks received shall be endorsed "for deposit only" and shall either be deposited when the total amount is at least \$500.00 or at least weekly, whichever is more frequent. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. A check request form must be completed by the requestor and approved with a signature by the Lead Administrator. The check request form shall contain the name of the payee, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. Checks made payable to "Cash" are prohibited. The check request shall then be submitted to the Business Manager for processing. All check request forms shall be maintained by the School Finance Officer or CFSP. Parents of students enrolled at FACS and employees of FACS must receive prior notice from FACS that in the event a check they have submitted to FACS is returned for insufficient funds, or any other reason, FACS shall collect from the check maker the amount originally due in addition to any fee assessed to FACS by the bank because of the returned check.

C. Paying Bills with State or Federal Grant Funds. Grant funds shall not be requested from any appropriate entity until FACS is prepared to pay any outstanding balances within three days from when the funds are deposited in FACS's bank account. FACS shall ensure that all bills, including payroll and related withholding taxes, shall be paid by FACS within three working days from when such funds are deposited in FACS's bank account.

D. Bank Reconciliations. The Lead Administrator or his/her designee is responsible for bank reconciliations a minimum of once a month. Each FACS bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger.

E. Credit and Debit Card Procedures. If FACS decides to utilize credit or debit cards, only the following are authorized to use a FACS credit or debit card: the Lead Administrator and the School Principals, subject to the expenditure limitations set forth in Policy 7407. All authorized users of the FACS credit or debit card assume the responsibilities pertaining to the use and reconciliation of the credit or debit card. The FACS credit or debit card shall only be used for school business expenditures. It may not be used for personal purchases and/or cash transactions and shall be maintained by the highest level of security. Employees issued a FACS credit or debit card must receive prior, documented approval from the FACS Board before the use of the credit or debit card. Each credit or debit card

transaction by any user must be accompanied by appropriate documentation such as original receipts documenting each transaction (digital receipts are acceptable).

F. Activity Funds. FACS shall develop procedures for parent and school volunteer groups to follow in the collection of funds. Such procedures should distinguish between what the school is collecting and what the parent group is collecting.

The Lead Administrator is authorized to approve activity expenditures.

XVI – PRINCIPALS USE OF FUNDS

Subject to the financial policies set forth above in Sections I-XV, School principals may enter into contracts for:

- A. School pictures;
- B. Yearbooks and school newspapers (all other contracts for printing of reports, forms, etc., should be handled through the finance Lead Administrator);
- C. Fund-raising activities undertaken in compliance with Board policies;
- D. Disc jockeys/bands and facilities for dances to be paid for with school funds;
- E. Athletic officials and other persons working at athletic events to be paid from athletic funds derived from gate receipts;

School principals may enter into other contracts for goods or services in amounts up to \$10,000 without prior approval, provided there are sufficient funds in the local school account to cover the contract and the contract is executed during the current fiscal year. Principals shall submit semi-annual reports to the school's Lead Administrator of all school contracts.

XVI - DEPOSITORIES

The Board shall designate as official depositories of the school one or more banks, savings and loan associations, or trust companies in North Carolina. No money belonging to the school or any individual school shall be deposited in any other place, bank, savings and loan association, or trust company other than an official depository.

XVII DAILY DEPOSITS

Except as otherwise provided by law, all monies collected or received by an officer, employee, or agent of the school or an individual school shall be deposited in accordance with this policy. Each officer, employee, and agent of the school or individual school whose duty it is to collect or receive any monies shall deposit his collections and receipts daily; provided, however, if the amount on hand is less than \$500 daily deposits are encouraged but not required by the Board. Regardless of the amount on hand, all funds shall be deposited at least weekly and on the last business day of each month.

A. All deposits shall be made with the School's Finance Officer, CFSP, or in an official depository. Deposits in an official depository shall be reported immediately to the school's finance officer, CFSP, or individual school treasurer by means of a duplicate deposit ticket.

B. The School Finance Officer or CFSP may at any time audit the accounts of any officer, employee, or agent collecting or receiving any taxes or other monies, and may prescribe the form and detail of these accounts. The accounts of such an officer, employee, or agent shall be audited at least annually.

XVIII - BOARD AUTHORITY TO OVERRIDE FINANCE OFFICER

A, The Board may approve a bill, invoice, or other claim against the school that has been disapproved by the school. It may not approve a claim for which no appropriation appears in the budget resolution, or for which the appropriation contains no encumbrance and the unencumbered balance is less than the amount to be paid.

B. The Board shall approve payment by formal resolution stating the Board's reasons for allowing the bill, invoice, or other claim. The resolution shall be entered in the minutes together with the names of those voting in the affirmative. The Chairman of the Board, or some other Board member designated for this purpose, shall sign the certificate on the check or draft given in payment of the bill, invoice, or other claim. If payment results in a violation of law, each member of the Board voting to allow payment is jointly and severally liable for the full amount of the check or draft given in payment.

XIX- PAYMENTS OF BILLS, INVOICES, OR OTHER CLAIMS

The school shall not pay a bill, invoice, salary, or other claim except by a check or draft on an official depository, or by a bank wire transfer from an official depository. Except as provided in this policy, each check or draft on an official depository shall bear on its face a certificate signed by the school finance officer or signed by the Chairman or some other member of the Board.

XX - TRAVEL REIMBURSEMENT

A. FACS Board members, officers, and employees engaged in travel on official business of FACS shall, to the best of their knowledge and to a reasonable degree of effort, utilize the least expensive reasonable travel alternative where it provides a better value for FACS.

B. Faith Academy Charter School employees shall be reimbursed for reasonable transportation, or registration expenses incurred while traveling on official business upon presentation of receipts for said expenses. The school will not reimburse employees for purchase of alcoholic beverages or unreasonable costs. The Lead Administrator or designee must authorize reimbursement in advance.

XXI - PAYROLL DEDUCTIONS

FACS will comply with all required salary deductions as set forth by state and federal law. School personnel must notify the payroll department in writing of any additions, deletions, or other changes to payroll deductions at least 30 days before the effective date of the change.

XXII - FUNDING REQUESTS FROM ORGANIZED CHARITIES

A. Fundraising activities shall take place outside of the normal working day for staff and outside of the normal instructional day for students. Such activity will be strictly voluntary for school employees and students.

B. In the event of a major catastrophe or during special food or clothing drives, with the principal's approval, receptacles for donations may be placed at appropriate places in school buildings. Any donation made under these conditions will also be voluntary on the part of the donor. The principal will ensure that efforts to promote these efforts shall not significantly interrupt the instructional program.

C. Students shall not be used to raise money for any school or non-school organization during school hours. Nor shall a non-school organization use the school name in raising funds for non-school programs at any time.

XXIII - GENERAL LIABILITY INSURANCE

The Board shall provide general liability insurance coverage for the Board, its members, collectively and individually, and for school employees.

XXIV. ACCOUNTING FOR CAPITAL ASSETS

A. Capital Asset. A capital asset for FACS is an asset that is:

- a. Tangible in nature;
- b. Has a life that exceeds one year;
- c. Has value of at least \$5,000 per unit; and
- d. Is reasonably identified and controlled through a physical inventory system.

B. *Documentation.* The Lead Administrator shall ensure that FACS maintains accurate records of capital assets in accordance with applicable rules.

C. *Inventory.* The Lead Administrator will ensure that a physical inventory of capital assets takes place once every two years in accordance with applicable rules.

D. *Financial and compliance reporting.* For purposes of the Financial and Compliance Report, the Lead Administrator shall ensure that the report includes:

- a. An exhibit in the financial and compliance report identifying all capital assets and the ownership interest of local, state, and federal parties; or
- b. A statement that all property acquired during the term of FACS, and all property presently held by FACS, may be considered public property.

Free and Reduced Price Lunches

Application forms for free and reduced-price meals, along with any explanatory materials, shall be sent to all students' homes by the administration during the first week of school. Additional copies shall be made available at the front office. The information provided on each application is confidential, and may be used only for the purpose of determining eligibility for free or reduced-price meals. Applications may be submitted at any time during the school year. In certain cases, foster children may also be eligible for these benefits. If a family has foster children living with the family and wishes to apply for meals, the family should contact the Lead Administrator or designee.

The meals coordinator shall review all applications for free or reduced-price meals and determine eligibility. Eligibility forms are to be signed by the Lead Administrator or designee.

Emergency Data

Every family must complete an Emergency Information form. Please communicate any changes to the information throughout the year by emailing the front desk administrator with changes.

The Emergency Information form includes the following information:

- Home address
- Home phone number
- Alternate phone numbers (work, cell)
- Names and phone numbers of people we are authorized to contact in case of an emergency
- Names and phone numbers of people who are authorized to pick the student(s) up from school

Instructional Time

Every minute of instructional time is valuable at FACS, so we do not allow class time to be interrupted. If you need to speak to your child's teacher, you must make an appointment ahead of time. No visitors will be given access to any classroom unless the visitor has made prior arrangements for their visit.

Fundraising

In order to foster an environment that is focused on learning and student growth, FACS will only allow fundraisers that are directly related to school improvement, school community development or learning enhancement.

Approval: All fundraisers must be approved by the school administration prior to implementation.

Frequency: There may be no more than two school-wide fundraisers conducted each semester of the school year.

Purposes of Fundraising: The following are acceptable fundraising purposes:

- Fundraisers where proceeds go directly towards enhancing FACS facilities or other budget needs.
- Fundraisers where proceeds reduce field trip costs or other student costs as they pertain to school-related opportunities.

Restrictions:

- Fundraisers for charities or causes will only be conducted if there is a direct tie to a school service project in which FACS students are involved.
- In the instance of approved school fundraisers, students and staff may not be required to participate in selling any type of product.

Donors Choose and Internet/Social Media/Crowdsourcing Policy

All fundraising, grants and monies intended to be raised for School, or any classroom, activity, athletics or club or project, through organizations such as Donors Choose or any like organizations or other internet/social

media/crowdsourcing must be pre-approved by FACS. Please contact the Lead Administrator for such approval. Only the Lead Administrator or his/her designee has the authority to approve such requests. If the project is for technology or equipment, the technology/equipment will remain with FACS if and when the teacher leaves.

Volunteers

The staff at FACS welcomes volunteers! Parent volunteers are very important to the success of our school. All volunteers must adhere to the volunteer requirements outlined below as per our Volunteer Policy. Volunteers must sign in at the front office and a volunteer visitor badge must be worn at all times if volunteering during school hours. All volunteers are expected to abide by all of the school policies set forth in this handbook.

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at FACS or FACS activities. FACS strongly encourages parent, grandparent, guardian, and community involvement in our school. The following policy assists our volunteers in being effective, satisfied, and successful school volunteers while maintaining the integrity of FACS and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all of the same requirements to serve.

1. All volunteers at FACS are required to:
 - a) Have a Sex Offender Registry Check on file dated within the last two calendar years.
 - b) Have a background check performed through FACS's third party vendor on file dated within the last two calendar years.
 - c) Comply with this policy.
2. The Lead Administrator or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the school. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at FACS.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. The Lead Administrator or his/her designee will review all criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at FACS. The Lead Administrator will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Lead Administrator shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The Lead Administrator shall document the decision.
5. All volunteers must report directly to the school office when they arrive and should sign in. The school office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of FACS administration and staff. Volunteers are expected to abide by all Board policies, procedures, and FACS rules when performing their assigned responsibilities. The Lead Administrator or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the school.
9. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at the school. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email

addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.

10. Volunteers are to serve as positive role models. FACS volunteers must always:
 - Use appropriate language
 - Dress appropriately
 - Discuss age-appropriate topics
 - Refrain from inappropriately touching students
11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of FACS personnel.
 - a. Volunteers are expected to be prompt and dependable. Volunteers should notify the school office if an illness or emergency prohibits them from attending a volunteer assignment.
 - b. Volunteers may not take students off school property without the written permission of parents and school personnel.
 - c. Volunteers must leave children not enrolled at FACS at home when volunteering.

FACS does not tolerate any kind of racial, ethnic, disability, or gender discrimination or sexual harassment by volunteers of the school and it is expected that all volunteers will comply with FACS's policies related to such matters.

Visitors Policy

All visitors at FACS must sign in at the front office. All visitors are required to wear a visitor badge while on campus. Once a visitor has checked in, they will then be escorted to their destination. All visitors must abide by the policies set forth in the FACS Parent-Student handbook at all times.

Smoking and Tobacco Use on Campus

FACS is a smoke and tobacco free campus. In keeping with FACS's intent to provide a safe and healthy work environment, smoking and other tobacco use is prohibited on FACS property at all times. This policy applies equally to all employees, parents, students, volunteers, contractors and visitors. This policy also includes the use of e-cigarettes and vape pens.

Weapons

Weapons of any kind are expressly prohibited on school grounds or during school events. Weapons are defined to include any firearm, knife, destructive device, and/or any item (regardless of its nature) used to threaten or cause actual harm. FACS's comprehensive Weapons Policy can be found in the FACS Operations and Board Policy Manual available on FACS's website.

Drug and Alcohol Use

FACS is dedicated to maintaining a safe educational environment. Thus, FACS has implemented a drug and alcohol free work environment policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school related event. Alcoholic beverages are never to be possessed or consumed on school grounds, at school events, or during field trips. Alcoholic beverages are never to be possessed or consumed in vehicles of transportation owned or operated on behalf of FACS, or by their drivers while they are responsible for the operation of such vehicles. The use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on school property, at FACS events or on field trips is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood altering substances while on FACS property, at an FACS event, on field trips or in circumstances the school believes will adversely affect FACS's operation or safety.

Facility Use Application

Date _____ SCHOOL NAME event Yes No

Organization _____

Contact person(s) _____

Billing address _____

City _____ State _____ Zip _____

Cell phone _____ Email _____

Purpose for use/description of event _____

Facilities requested High School Middle School Both gyms

Day(s) of week Mon-Sun	Beginning Date	End Date	Set up (start time)	Take down (end time)	Total hours

Equipment needed _____

Equipment being brought in _____

Number of participants _____ Adult _____ Children Number of spectators expected _____

Do you have liability insurance?

Yes (attach a certificate of insurance naming SCHOOL NAME as additional insured)

No. This event will be considered but may be denied

Will participants be charged a fee? No Yes Amount \$ _____

Will spectators be charged a fee? No Yes Amount \$ _____

Facility Use Regulations

1. The facility manager will determine whether an application is approved or denied based on availability.
2. Cancellations must be made at least 48 hours prior to the scheduled event. Applications may not be transferred from one group to another.
3. A school representative will be on duty when the facility is in use. The renting party will follow the representative's directions on appropriate use of facilities.
4. All activities must have appropriate adult supervision. The user will assume full responsibility for payment of damages to facilities and/or school owned equipment that occurs during use.
5. For events exceeding 200 spectators and participants SCHOOL NAME may require uniformed law enforcement officers from the Sherriff's Office or the Police Department. Law enforcement officers are to be paid by the group renting the facility.
6. The following are prohibited: Use or sale of alcoholic beverages and tobacco, carrying or use of firearms or weapons, gambling, open flames, excessive noise as determined by the school representative and/or law enforcement.
7. Concession rights are reserved for the school when facilities are used. This right may be waived to the applicant.
8. In any emergency the representative of the school will use discretion regarding the cancellation of events.
9. The applicant agrees to indemnify and hold harmless SCHOOL NAME and all their officers, employees, and agents from and all claims, demands, suits, causes of action, or judgments any person had, now has, or may have in the future against the event which is subject to this agreement. SCHOOL NAME assumes no liability for personal injury suffered by reason of the use of such school property pursuant to the facility use agreement.

I have read and agree to abide by the rules and regulations governing facility use at SCHOOL NAME.

I agree to be billed for any additional hours utilized but not listed on this contract.

Signature _____ Date _____

- Request APPROVED. No school function is currently or will be planned with will interfere with this request.
- Request DENIED. Explanation _____

SCHOOL NAME Designee _____ Date _____

Facility Fees

SCHOOL LOGO

	NOT FOR PROFIT		COMMERCIAL	
	Hourly	Daily	Hourly	Daily
High School Gym	\$60.00	\$400.00	\$90.00	\$700.00
Middle School Gym	\$50.00	\$350.00	\$75.00	\$550.00
Both Gyms	\$100.00	\$700.00	\$115.00	\$850.00
Playing Fields	\$20.00	\$150.00	\$25.00	\$175.00
Classroom	\$20.00	\$150.00	\$25.00	\$175.00

In addition, there is a \$20.00 per hour charge for the SCHOOL NAME representative on site.

HOW TO APPLY

Complete Facility Rental Application

Applicants are to submit to SCHOOL NAME a Certificate of Insurance evidencing liability insurance in an amount not less than \$500,000 per occurrence combined single limit at least 5 working days prior to use of the facility. The Certificate of Insurance must identify SCHOOL NAME as certificate holder and additional insured with respect to the event for which this application is being submitted. Failure to provide this Certificate may result in cancellation of the request.

No events will be scheduled prior to 7:00 p.m. on school days or teacher workdays.

Return Completed forms to SCHOOL NAME at least 15 working days before the event.

Approval must be secured prior to the use of the school facilities. Written authorization will be granted once an event has been approved.

All payments must be paid 5 days prior to event to avoid cancellation.

Other Procedures

There will be a preliminary walk through of the rented area with your building Facilitator to determine any damages 2 days prior to your event. At this time, any damages to floors, walls, equipment, etc. will be noted. This form will be signed and noted by both the **Renters** and **proprietor**. This form will then be signed and dated by both parties.

Any damages occurred will be paid for by the Renter in a timely manner.

Clean up of the Facility will be a part of the Take-Down process.