

Faith Academy Charter School Board Book

January 2022

Monday, January 17, 2022

Location: Faith Academy Charter School

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. Recitation of Mission
2. Approval of January 17 Agenda
3. Approval of December 20 Minutes

[December 20 Minutes](#)

4. Public Comment
5. Lead Administrator Report

[Lead Administrator Report - January 2021](#)

6. Financial Report

[November Financial Report](#)

7. Committee Reports

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

8. Conflict of Interest Policy

[Conflict of Interest Policy](#) - For review and board action

9. Covid-19 Protocol Discussion

- a. [Mask Policy](#) Board Action Required
- b. [NC Department of Health and Human Services School Toolkit](#) - For reference

10. FACS Volunteer Handbook

[Volunteer Handbook](#) Discussion of handbook and any revisions; policy within would require board action

Volunteers in Building - Discussion regarding whether to open the building to volunteers

11. Prohibition Against Discrimination, Harrassment, and Bullying Policy

[Prohibition Against Discrimination, Harrassment, and Bullying Policy](#)

12. Teacher Survey

13. Facility Lease Policy

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:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

Personnel Recommended for Hiring

Distribution of Personnel Bonuses

Adjournment

Faith Academy Charter School Board Book

December 2021

Monday, December 20, 2021

Location: Faith Academy Charter School

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.

Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Tim Williams, Secretary, Liz Morrow, Treasurer, Janna Griggs, Chris Sease

Board Members Absent: None

Quorum Present: Established

CSP Representatives Present: Cory Draughon

Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley

Time Called to Order: 7:00 pm

Agenda

Open Session

1. **Recitation of Mission:** Lead by Chairman Wilhelm

2. **Approval of December 20 Agenda**

Motion to: approve the presented agenda with the addition of
Volunteer Policy, Discipline Policy, Personnel and Construction items for closed session: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

3. **Approval of November 15 Minutes**

[November 15 Minutes](#)

Motion to: Approve the November 15 minutes with the correction of the spelling of Ms. Renee Scheidt under Public Comments: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

4. **Public Comment:** Nick Lefko, Faith Resident, was present to observe the actions of the Board

5. Lead Administrator Report

[Lead Administrator Report - December 2021](#)

Dr. Sarah Hensley presented her report and is made a part of these minutes

6. Financial Report

October Financial Report

Cory Draughon, CEO CSP presented the Financial Report FACS:

- State approved budget. Allocation increases for teachers 2.5%. Funded on a per pupil basis
- Bonuses will be given to staff. Separate funds have been allocated for Faith. We will vote on January 17th at our next regular meeting to disburse the funds when they drop from the state. (a formality).
- Revenues are on track. Received funds via RSS in November of \$100,000 plus
- Expenses on track, running 33% through the end of the year
- NC Access Grant- spent \$180,000 thus far
- Paid the first month's rent to Wilscott-approximately \$10,000/month
- Surplus is up
- Grant available for schools rehabilitation of older schools. Cory will check on this grant
- Federal funds should be distributed in Feb, but could be as late as April

7. Committee Reports

- a. **Facility Committee:** Chairman Wilhelm informed the Board that contracts with both property owners has been signed and that FACS now owns the properties, ie: the Quarry property and the right of way property on Gardner Street. Noted that the Facilities Committee needs to meet soon
- b. **Sports Committee:**
- Chairman Wilhelm reported that Eddie Hinson had contacted Chris Lankford about the Faith JC Ballpark. Mr. Wilhelm formally asked the JCs about donating the JC Ballpark parking lot and the picnic shelter to FACS.

- Dr. Hensley reported that she and Rick Vanhoy has been working on a Student Athletic Handbook
- Liz Morrow reported that Eddie Hinson wanted to add a “foul language” reference to the handbook- need clarification from Mr. Hinson

Motion to Approve FACS Student Athletic Handbook: Janna Griggs

Seconded: Liz Morrow

Discussion: It was noted that the handbook can be amended

Motion Status: Approved Unanimously

- Finance Committee:** Committee met Thursday and discussed the items Cory presented during the Financial Report for CSP
- Capital Campaign Committee:** Tim Williams presented the Board with a \$10,000.00 check from Eric and Ann Brady for our Capital Campaign. Eric is owner of Thrivent on Faith Road. The Board expressed its sincere thanks for the donation. Tim reported that we hope to have materials from Miller/Davis sometime at the beginning of the year to begin our Capital Campaign

8. Admissions, Weighted Lottery, and Enrollment

- Lottery Decisions:
 - Weekday or Weeknight: Cory will contact the Board with a time that will suit the Board and CSP
 - In-person or virtual: by consensus the Board decided that the lottery would be virtual

9. Covid-19 Protocol Discussion

- [Mask Policy](#) - Requires Monthly Board Action; Decision to take action monthly or remain bi-weekly needed

Motion to continue as we have been requiring masking and temperature checks each morning: Tim Williams

Seconded: Gene Miller

Discussion: None

Motion Status: Tim Williams, Liz Morrow and Gene Miller voting in the affirmative. George Wilhelm, Chris Sease and Janna Griggs voting in the negative. The motion failed due to a tie. The policy remains as is.

- [NC Department of Health and Human Services School Toolkit](#) - For reference

Motion to go to closed session: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at 8:02 pm

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:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

Personnel Bonuses

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Facilities Updates

Open Session Resumed at: 9:24 pm

Motion to task our Sports Committee with the addition of Board member Janna Griggs to adopt a Volunteers Policy Handbook for FACS to include 1) Boosters Committee and 2) Patriots/Parents Committee, to be presented to the full Board with their recommendation for adoption for the school:

Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Motion to approve staff recommendations for employment presented by Dr. Sarah Hensley during closed session: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motion to approve the appointment of Nick Lefko as our 7th Board member, taking the place of Howard Torrence: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Meeting ended at 9:34 pm

Next Meeting: January 17, 2022

Respectfully Submitted, Tim Williams Secretary



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 11/01/2021 - 11/30/2021

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
Rev- State Revenue	3,181,509.00	265,000.00	1,142,032.12	2,039,476.88	35.90	3,256,997.00
Rev- Local Revenue	1,158,488.84	117,751.09	239,893.09	918,595.75	20.71	1,010,907.28
Rev- Federal Revenue	25,347.52	182,145.10	182,145.10	(156,797.58)	718.59	207,492.62
Nutrition Revenue	0.00	10,596.25	40,063.03	(40,063.03)		40,063.03
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
. Rev- Student Activities	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00
Revenues	4,383,345.36	575,492.44	1,604,133.34	2,779,212.02	36.60	4,533,459.93
Expenses						
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Salaries and Bonuses	1,994,100.00	190,947.13	734,098.18	1,260,001.82	36.81	2,023,962.43
Benefits	615,535.65	33,955.96	126,789.54	488,746.11	20.60	615,535.65
Books and Supplies	100,500.00	506.61	53,006.82	47,493.18	52.74	105,451.90
Technology	87,000.00	145,340.37	166,332.09	(79,332.09)	191.19	198,707.23
Contracted Student Services	160,000.00	17,812.88	51,695.21	108,304.79	32.31	161,535.21
Staff Development	23,500.00	4,592.50	8,468.54	15,031.46	36.04	23,500.00
Administrative Services	462,098.82	36,909.78	187,942.50	274,156.32	40.67	464,267.35
Insurances	25,394.00	5,996.00	14,426.00	10,968.00	56.81	25,394.00
Rents and Debt Service	338,406.50	0.00	1,950.00	336,456.50	0.58	338,406.50
Facilities	82,000.00	13,438.99	37,642.95	44,357.05	45.91	85,772.86
Utilities	79,500.00	(379.71)	29,220.34	50,279.66	36.76	79,500.00
School Activities	40,000.00	1,694.08	4,986.25	35,013.75	12.47	40,000.00
Capital Purchases	15,000.00	0.00	204.70	14,795.30	1.36	15,000.00
Expenses	4,023,034.97	450,814.59	1,416,763.12	2,606,271.85	35.22	4,177,033.13
SURPLUS/(DEFICIT)	360,310.39	124,677.85	187,370.22			356,426.80

1.005 Conflict of Interest and Nepotism

Conflict of Interest Policy

Faith Academy Charter School recognizes that conflicts of interest that exist in any organization can contribute to potential disruptions in the work environment. In conjunction with GS 115C 218.15 no person shall be disqualified from serving as a member of a charter school's board of directors because of the existence of a conflict of interest, so long as the person's actions comply with the school's established conflict of interest policy.

I. Disclosure

Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Directors in all conflicts of interest, including but not limited to the following:

1. A director is related to another director.
2. A director is related to a staff member.
3. A director is also a staff member. (According to the bylaws, staff members who are also board members are not voting members of the Board of Directors.)
4. A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
5. A director or staff member receives payment from the school for any subcontract, goods, or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
6. A director or staff member is a member of the governing body of a contributor to the school or nonprofit running the school.
7. A director or staff member may have personal, financial, professional, or political gain at the expense of the school or its members.

II. Determination

Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Directors shall determine whether a conflict of interest exists and, if so, the Board shall vote to authorize or reject the transaction and/or condition. Both votes shall be by majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum, provided that at least one consenting director is disinterested.

III. Recusal

An interested director, officer, or staff member shall not participate in any discussion or debate of the Board of Directors, or any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest other than to present factual information or to respond to questions prior to the discussion.

IV. Financial Interest

No director, officer, or staff member shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where, to his/her knowledge, any of the following has a financial interest in that transaction:

- the staff member, officer, or director;
- any member of his/her immediate family;
- his/her partner;
- an organization in which any of the above is an officer, director, or employee;
- a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

In addition, a contract or transaction can be rendered voidable by the Board of Directors if entered without full disclosure of the personal interests of a director, officer or staff members, the existence of any of the above-listed conditions shall likewise render a contract or a transaction voidable unless full disclosure of personal interests is made in writing to the Board of Directors and such transaction was approved by the Board in full knowledge of such interest.

No voting board member of the Board of Directors shall be an employee of a for-profit company that provides substantial services to the charter school for a fee.

The disinterested directors are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a director, officer, or staff member for failure to disclose a conflict of interest as described in Section 1 or for any appearance of a conflict.

V. Appeal

Appeal from sanctions imposed pursuant to Sections 4 above shall be prescribed by law in those courts of the state NC with jurisdiction over both the parties and the subject matter of the appeal.

VI. Recover Fees

In the event that the Board of Directors have incurred costs or attorney fees as a result of legal action, litigation, or appeal brought by or on behalf of an interested director or staff member due to a conflict of interest and consequent sanctions and in the event that the Board of Directors

prevails in such legal action, litigation, or appeal, the Board shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.

VII. Confirmation

A copy of this policy shall be given to all directors, officers, and staff members upon commencement of such person's relationship with the School. Each Board member, officer, and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Nepotism Policy

When making recommendations for the selection and assignment of personnel, the Lead Administrator shall attempt to avoid situations in which one employee or Board member occupies a position in which he or she has influence over the employment status, including hiring, salary, and/or promotion, of another employee who is a member of the first employee or Board member's immediate family.

In compliance with GS 115C 12.2, "immediate family" means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term also includes the step, half, and in-law relationships and domestic partners. The Board recognizes, however, that Faith Academy Charter School operates in a small community, and such avoidance may not always be either practical or advisable when seeking the best possible employees for open positions. FACS may allow personal relationships to be maintained or employ individuals with personal relationships to current employees under the following circumstances in conjunction with GS 115C-218.15:

Before any immediate family member of the board of directors or a charter school employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the board of directors in any capacity, such proposed employment or engagement shall be

- a. disclosed to the board of directors and
- b. approved by the board of directors in a duly called open-session meeting.

The burden of disclosure of such a conflict of interest shall be on the applicable board member or employee with supervisory authority.

Therefore, when a member of a Board member's or FACS administrator's family is deemed the best possible applicant for an open position from among the pool of available applicants, the Lead Administrator shall

- a. make all documentation outlining his/her recommendation decision available to the Board and

- b. the Board member and/or administrator shall recuse himself/herself/themselves from the discussion(s) in which the Board considers the recommendation to hire that applicant.

No teacher or staff member that is the immediate family of the lead administrator shall be hired without the board of directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the Department, with evidence, that this process has occurred.

Prohibition Against Discrimination, Harassment and Bullying Policy

It is the policy of FACS that students should not be subjected to forms of unlawful discrimination, harassment, bullying, or hazing, while at school or school-sponsored activities. Furthermore the policy's intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at FACS regarding the identification, prevention, intervention, and reporting of such antisocial acts. FACS acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. FACS prohibits discrimination on the basis of age, race, color, national or ethnic origin, religion, disability, sexual orientation, gender/gender identity, family status, socioeconomic background, creed, or any other characteristic prohibited by law. FACS will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying Students

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. FACS expressly prohibits unlawful discrimination, harassment, bullying, and hazing. Students are expected to comply with the behavior standards established by board policy, the Code of Student Conduct and any applicable laws. Any violation of this policy is serious and FACS shall promptly take appropriate action. Students will be disciplined in accordance with the FACS student behavior management plan. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

When considering if a response beyond the individual level is appropriate FACS will consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Lead Administrator or designee to address the behavior.

2. Retaliation

FACS prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies and regulations, the Lead Administrator or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, contractors and visitors. This policy is intended to apply to students vis a vis other students, faculty, staff, volunteers/visitors or contractors. FACS's policies on unlawful discrimination and harassment as applied to employees, volunteers/visitors, and contractors can be found in the School's Employee Handbook. This policy applies to behavior that takes place:

1. In any school building or on any school premises before, during or after school hours;
2. On any bus or other vehicle as part of any school activity;

3. During car line;
4. During any school-sponsored activity or extracurricular activity;
5. At any time or place when the individual is subject to the authority of school personnel;
6. At any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. While using school or personal electronic communications.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category that is protected by law, such race, color, national origin, sex, disability, or age or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

2. Harassment

a. Harassment is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- 1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. "Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic that is protected by law or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic that is protected by law, such as race, color, religion, national origin, sex, disability or age. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity;

2) Submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
3) Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

3. Bullying

Bullying means unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying may also place a student in actual and reasonable fear of harm to his or her person or damage to his or her property. Bullying behavior is often repeated, or has the potential to be repeated, over time. Bullying includes intentional actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose or any action that involves a real or perceived power imbalance. Bullying can also include behavior that constitutes harassment or sexual harassment and can include cyberbullying. For Cyberbullying: See the Technology Use and Internet Use policy sections.

4. Hazing

North Carolina law makes it unlawful for any student in attendance at any school in the State to engage in hazing, or to aid and abet any other student in the commission of this offense. For the purpose of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."

5. Electronic Communications:

Electronic communications apply to employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. Snapchat or Instagram). Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The Lead Administrator or other designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

- (1) Provide examples of behavior that constitutes unlawful discrimination, harassment or bullying;
- (2) Teach employees to identify groups that may be the target of unlawful discrimination, harassment or bullying; and
- (3) Train school employees to be alert to locations where such behavior may occur, including locations within school buildings, campus wide locations, on cell phones and on the Internet.

F. NOTICE

The Lead Administrator or designated Title IX Coordinator is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of unlawful discrimination, harassment and bullying. This policy will be posted on the School's website, and copies of the policy are available at the front office. Notice of this policy will appear in all student and employee handbooks and in any School publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. COORDINATOR

The Lead Administrator or designee shall appoint one or more individuals to coordinate the School's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to FACS alleging noncompliance with Title VII or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The Lead Administrator or designee shall publish the name, and phone number of the compliance coordinator in a manner intended to ensure that students, employees, parents and other individuals who participate in the School's programs are aware of the coordinator.

H. RECORDS AND REPORTING

The Lead Administrator or designee shall maintain confidential records of complaints or reports of unlawful discrimination, harassment or bullying. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Lead Administrator also shall maintain records of training conducted and corrective action(s) or other steps taken by FACS to provide an environment free of unlawful discrimination, harassment and bullying. The Lead Administrator shall report to the Board all verified cases of unlawful discrimination, harassment or bullying under this policy.

I. EVALUATION

The Lead Administrator or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful discrimination, harassment and bullying and shall share these evaluations periodically with the Board.

J. REPORTING

1. For bullying, there are multiple ways to report incidents of bullying. Students and families may report directly to any teacher, principal, Lead Administrator or school counselor verbally, via email or in writing. It can also be reported using the [Bullying Report Form](#) that is linked on the School website.
2. For discrimination, harassment, and sexual harassment complaints, students or their parents should contact the grade-level Principal, Lead Administrator and/or Title IX coordinator immediately and file a complaint.

K. INVESTIGATION PROCESS

1. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.
2. Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for FACS to conduct a thorough investigation. There may also be instances where FACS has a legal obligation to report certain information it receives to state or local authorities.
3. While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision and hearing, within sixty (60) days of the filing of a complaint.
4. The Title IX coordinator shall designate an impartial investigator to conduct the investigation. The investigator shall have full authority to conduct an investigation, including the authority to interview witnesses and make a decision about the complaint. The investigator shall timely provide written notice of the outcome of the complaint to the relevant parties.
5. In the event a party is not satisfied with the investigator's decision, it may appeal that decision to an impartial hearing panel (explained below). Such appeal shall be made in writing and provided to the Title IX coordinator within five (5) days of the investigator's decision.
6. Upon appeal of the investigator's decision, the FACS Board of Directors will appoint a panel of three board members to serve as the impartial hearing panel. The hearing will be conducted in accordance with all applicable laws. All parties will have an opportunity to present witnesses and other evidence and to be represented by an attorney or third party of their choosing.
7. After the hearing, the three member hearing panel will make a decision and will provide written notice of the outcome of the appeal.

Faith Academy Charter School Board Book

February 2022

Monday, February 21, 2022

Location: Faith Academy Charter School

School Mission:

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Agenda

Open Session

1. Recitation of Mission
2. Approval of February 21 Agenda
3. Approval of January 24 Minutes

[January 24 Minutes](#)

4. Public Comment
5. Lead Administrator Report

[Lead Administrator Report -February 2021](#)

6. Financial Report

[December Financial Report](#)

Instructional Purchases - Dr. Hensley

7. Committee Reports

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

8. Board Background Check Policy

[FACS Board Background](#) - For review and board action

9. Covid-19 Protocol Discussion

- a. [Mask Policy](#) Board Action Required
- b. FACS Covid Report - Dr. Hensley
- c. [NC Department of Health and Human Services School Toolkit](#) - For reference

10. 2022-23 School Calendar

2022-23 FACS School Calendar Drafts - Board Discussion/Approval

Hard copies of the calendars will be distributed at the meeting.

11. Facility Lease Discussion

Charter School Facility Rental Price Comparison

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:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

Personnel Recommended for Hiring

Adjournment

Faith Academy Charter School Board Book

January 2022

Monday, January 24, 2022

Location: Faith Academy Charter School

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.

Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Liz Morrow, Treasurer, Tim Williams, Secretary, Janna Griggs, Nick Lefko and Chris Sease

Board Members Absent: None

Quorum Present: All members present

CSP Representatives Present: Tara Beaver

Faith Academy Charter School Lead Administrator: Dr. Sarah H

Time Called to Order: 7:00 pm

Agenda

Open Session

Recitation of Mission: Recited by Chairman Wilhelm

Approval of January 24 Agenda

Additions to the Agenda - Car rider line Discussion, Inclement Weather procedures and Employee holiday pay for certified and non-certified employees

Motion to Amend the Agenda to add these two items: Liz Morrow

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Motion to approve the Amended Agenda: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Approval of December 20 Minutes

[December 20 Minutes](#)

Motion to Approved December 20 minutes: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Public Comment: None

Lead Administrator Report

[Lead Administrator Report - January 2021](#)

Dr. Sarah Hensley presented her report and is made a part of these minutes. In addition Dr. Hensley presented "Faith Academy Charter School Hiring Process" and "Teacher Evaluation of Faith Academy Charter School" for the benefit of the Board.

Liz Morrow had a question about how our meetings were advertised. There was concern that Board meeting times were not printed or not easily found on our website. It was decided that meetings will be posted on the website and on our Facebook Page.

6. Financial Report

[November Financial Report](#)

Liz Morrow, Treasurer presented the November report. She reported that our balances looked very good and that our year end Fund Balance should be over \$400,000.00. She also reported that she and George would be meeting with Cory about the December Financials the following day, Jan 25, 2022.

7. Committee Reports

- a. **Facility Committee** - It was reported that Tim, Janna and Gene had met with Steve Hubrick, Contractor and Samuel Brockwell, Architect to put together "Specialty Areas" for the new school building. Following the preliminary meeting, Tim, Janna and Gene met with Dr. Hensley to get her input for these specialty areas. Tim presented the Board with the list of areas proposed. They are made a part of these minutes.

- b. **Sports Committee** - Liz Morrow and Chris Sease reported. Both Boys and Girls basketball has been successful. Students and Coaches were thanked for their efforts. "It has been an exciting first year", Liz Morrow. The committee agreed that we would try to have Baseball and Soccer coming up in the spring.
- c. **Finance Committee** - Meeting Jan 25, 2022
- d. **Capital Campaign Committee** - Tim Williams reported that we are still waiting to hear back from Miller/Davis Agency to get our literature for our Capital Campaign.
- e.

8. Conflict of Interest Policy

[Conflict of Interest Policy](#) - For review and board action

Motion to Approve the Existing Conflict of Interest Policy: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

9. Covid-19 Protocol Discussion

- f. [Mask Policy](#) Board Action Required

Dr. Hensley presented the Health Report for the School from Leslie Dyer, School Nurse.

Motion to Continue our current Masking procedures: Tim Williams

Seconded: Gene Miller

Discussion: Board members discussed what was best to do at this time with the surging Omicron variant. Chairman Wilhelm polled the teachers and reported that about twice as many wanted to continue the mask policy as it was.

Motion Status: Motion Passed - Voting to continue the policy - Wilhelm, Miller, Williams and Morrow. Voting No- Griggs, Lefko and Sease

There was discussion regarding the wearing of masks for the school drama class during the play on February 24th.

Motion to allow students to not wear masks during the play. Masks must be worn during practice: Chris Sease

Seconded: Nick Lefko

Motion Status: Approved Unanimously

- g. [NC Department of Health and Human Services School Toolkit](#) - For reference

10. FACS Volunteer Handbook

[Volunteer Policy:](#)

At the December meeting the Sports Committee was tasked with writing a FACS Volunteer Policy. The Volunteer Policy was presented with one correction. Number 9 was divided into two section, #9 and #10 - The first two sentences are included in #9 and #10 the rest of the paragraph - "If there is a safety concern.....to the end of the paragraph. This was to make the General Status easier to find in the policy. The following item numbers of the policy were increased by one, making 21 items instead of 20.

The Sports Committee's recommendation of FACS Volunteer Policy was approved by the Board unanimously.

Volunteers in Building - Discussion regarding whether to open the building to volunteers. With Dr. Hensley's recommendation and by Board consensus, three identified volunteers will be allowed into the library to begin the filing process of all the books. With this exception, the current policy will remain the same for now.

11. Prohibition Against Discrimination, Harrassment, and Bullying Policy

[Prohibition Against Discrimination, Harrassment, and Bullying Policy](#)

Motion to approve the existing Prohibition Against Discrimination, Harrassment, and Bullying Policy for 2022: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

12. Teacher Survey

The NC Teachers Survey will be administered to our teachers

13. Facility Lease Policy

Nick Lefko will check on leases from other schools and areas

14. Car rider line Discussion:

Tim Williams brought the dangerous car rider line to the Board's attention. He suggested that a letter from the Board be sent to the riders from the modular unit, grades 5, 6 and 7. Students from these grades are using Main Street as their entrance to school. They should be using Gardner St for their entrance to avoid congestion at the intersection of Gardner and Main. Williams had observed some very close calls. Dr. Hensley asked him to send her the letter and she would get it out to parents.

15. Inclement Weather:

Dr. Hensley presented a FACS Inclement Weather Policy. There was discussion about who needs to make the final decision as to whether school will be closed, delayed or closed after students arrive for school. The Board asked Dr. Hensley to include the places that parents could check for any closings or delays, etc. The Board chose to postpone the adoption of the policy until these corrections were made.

Motion to give Dr. Sarah Hensley the full/sole authority for the closing and delay of FACS due to inclement weather: Nick Lefko

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

***Note: Tabled Items** 1) Patriot Parent Teacher Assembly and 2) Vacation pay for Certified and Non-Certified employees 3) Inclement Weather Policy*

Motion to go to closed session: Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at: 9:09 pm

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:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

Personnel Recommended for Hiring

Open Session Resumed at: 9:46 pm

Motion to Continue Open Session: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

Motion to Approve the recommendation from Dr. Sarah Hensley for hiring three new employees for FACS: Janna Griggs

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Meeting ended at: 9:55pm

Next Meeting: February 21

**Respectfully Submitted,
Tim Williams, Secretary**



Administrative Report

Director: Sarah Hensley

shensley@faithacademync.org

21 February 2021

21 February 2021	1
General:	2
Lead Administrator Month in Review	2
ES Month in Review	2
Please provide a brief narrative describing your previous month's objectives for the elementary school and what you've accomplished.	3
MS Month in Review	3
Community Upcoming Events:	3
Personnel	3
Outreach:	4
Mission and Vision:	4
Student Leadership and Community Service	4
PBL	5
Life Skills	5
Student Achievement:	6
School Culture and Climate:	6
Partnership with Charter Success Partners:	7

General:

Lead Administrator Month in Review

Please provide a brief narrative or bullet points describing your previous month's objectives for FACS and what you've accomplished.

ES Month in Review

Please provide a brief narrative describing your previous month's objectives for the elementary school and what you've accomplished.

MS Month in Review

Please provide a brief narrative describing your previous month's objectives for the middle school and what you've accomplished.

Community Upcoming Events:

Date	Event

Personnel

Please provide a brief narrative describing your previous month's objectives for the school and what you've accomplished.

Type	Number of Applicants Screened/Hired	Status
Teacher		
Instructional Assistant		
School Counselor		
Share Information on process		

Outreach:

Place	Type	Result

Mission and Vision:

Student Leadership and Community Service

Please list and describe any student leadership activities that took place during the previous month.

Elementary School

Middle School

PBL

Grade	PBL Project: Please provide information about any PBL projects that were completed or are currently in progress.
K	•
1st	•
2nd	•
3rd	•
4th	
5th	
6th	
7th	

Life Skills

Grade	Life Skills Please provide information about the current curriculum in Life Skills Classes or projects.
K	•
1st	•
2nd	•
3rd	•

4th	Life Skills Class for all Students
5th	Life Skills Class for all Students
6th	Life Skill Class for all Students
7th	Life Skill Class for all Students

Student Achievement:

FACS Student Achievement: *Please provide bullet points related to student academic achievement in the previous month (i.e student assessment scores, growth, academic awards, etc.)*

School Culture and Climate:

FACS School Culture and Climate: *Please provide bullet points related to the school's community events, extracurricular activities, and other areas that contribute to positive school culture.*

Elementary School -

•

Middle School

Charter Success Partners <i>Please provide bullet points related to your work with Charter Success Partners</i>



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 12/01/2021 - 12/31/2021

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
Rev- State Revenue	3,181,509.00	386,000.00	1,528,032.00	1,653,477.00	48.03	3,213,503.00
Rev- Local Revenue	1,158,488.84	124,885.24	364,778.37	793,710.47	31.49	1,029,522.05
Rev- Federal Revenue	25,347.52	0.00	182,145.10	(156,797.58)	718.59	207,492.62
Nutrition Revenue	0.00	5,144.24	45,207.27	(45,207.27)		45,207.27
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
. Rev- Student Activities	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00
Revenues	4,383,345.36	516,029.48	2,120,162.74	2,263,182.62	48.37	4,513,724.94
Expenses						
Salaries and Bonuses	1,994,100.00	199,078.10	933,176.24	1,060,923.76	46.80	2,127,644.84
Benefits	615,535.70	34,265.79	161,055.33	454,480.37	26.17	366,650.07
Books and Supplies	100,500.00	11,453.97	64,460.79	36,039.21	64.14	105,451.90
Technology	87,000.00	0.00	166,332.12	(79,332.12)	191.19	198,707.26
Contracted Student Services	160,000.00	21,499.25	73,194.46	86,805.54	45.75	173,459.46
Staff Development	23,500.00	2,866.97	11,335.51	12,164.49	48.24	23,500.00
Administrative Services	462,098.82	44,473.89	232,416.44	229,682.38	50.30	473,426.87
Insurances	25,394.00	2,693.00	17,119.00	8,275.00	67.41	25,394.00
Rents and Debt Service	338,406.50	106,628.30	108,578.30	229,828.20	32.09	338,406.50
Facilities	82,000.00	2,836.72	40,479.67	41,520.33	49.37	87,680.66
Utilities	79,500.00	6,475.82	35,696.16	43,803.84	44.90	79,500.00
School Activities	40,000.00	84.00	5,070.25	34,929.75	12.68	40,000.00
Capital Purchases	15,000.00	0.00	204.70	14,795.30	1.36	15,000.00
Expenses	4,023,035.02	432,355.81	1,849,118.97	2,173,916.05	45.96	4,054,821.56
SURPLUS/(DEFICIT)	360,310.34	83,673.67	271,043.77			458,903.38

FACS Board of Directors Background Check Policy

Purpose: The purpose of this policy is to identify how FACS will conduct its background checks of Board Members to ensure the safety of all of our students and staff.

All members of the Board of Directors shall undergo a criminal background check, a Social Security Search, and a Sex Offender Search prior to officially joining the Board. Once a new board member has been identified and voted on, the checks will be performed. If a background check identifies issues the case will be referred to the Board Chair and the Vice Chair.

The Chair or Vice Chair will notify applicants if any adverse results are found and the applicant will be given a chance to respond with any relevant explanation. The following factors will be considered in making a determination of qualification:

1. the nature and gravity of the offense or conduct
2. the time that has passed since the offense or conduct and/or completion of the sentence

No members of the Board of Directors who have been convicted of or have pleaded nolo contendere to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds. No individual who is a registered sex offender will serve on the Board of Directors.

Once the new Board member's background check has been successfully completed and approved by the Chair and Vice Chair, the new member may attend meetings and become fully involved in School Board activities.

The School will initiate the background checks through an external company. Reasonable efforts will be made to ensure that the results of criminal background checks will be kept as confidential as possible with a limited number of persons authorized to review results (to include the Lead Administrator and the Board Chair).

Board Approved:



Faith Academy Charter School Covid-19 Mask Policy

Purpose: The purpose of this policy is to describe how, when, and where the staff, students, and visitors of the School will be required to wear a mask over their nose and mouth to reduce the spread of Covid-19 based on the most recent data-driven metrics.

When teachers, staff, and students consistently and correctly wear a mask, they protect others as well as themselves. They also reduce the amount of close contacts who must quarantine and length of quarantine. Consistent and correct mask use is especially important indoors and in crowded settings when physical distancing cannot be maintained. Masks should be worn over the nose and mouth and secured around the ears.

The following policy reflects the latest CDC recommendations on masks:

- ❖ Indoors: Proper mask use (covering nose and mouth) is required for all people including students, teachers, staff, and visitors. Children under 2 years of age should not wear a mask.
 - Gaiters are not accepted in place of masks.
 - Teachers and staff are encouraged to seek positive, innovative and constructive methods of correcting and managing all student behavior in an effort to avoid repeated misbehavior regarding students not wearing masks.
 - Following 504 and Americans with Disabilities Act (ADA), accommodations might be made for staff or students with a documented medical condition or disability that prevents them from wearing a traditional face mask.
 - Mask breaks will be provided to staff and students. In addition, temporary removal of the mask is permitted when necessary for the following reasons:
 - consuming food or drink
 - for any emergency or medical situation
- ❖ Outdoors: Masks are optional, but strongly encouraged during recess and other outdoor activities that do not involve sustained close contact with others.
- ❖ School Transportation: All passengers and drivers are required to wear a mask on school buses.
- ❖ Athletic Programs: Masks may be removed by students actively engaging in approved athletic programs.

Faith Academy Charter School Board Book

March 2022

Monday, March 21, 2022

Location: Faith Academy Charter School

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. **Recitation of Mission**
2. **Approval of March 21 Agenda**
3. **Approval of February 21 Minutes**

[February 21 Minutes](#)

4. **Public Comment**

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 2 minutes of comment, with a total time allotted to public comment of 10 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.

5. **Lead Administrator Report**

[Lead Administrator Report -March 2021](#)

Summer Programs

6. **Financial Report**

[January Financial Report](#)

7. Committee Reports

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

8. Consent Agenda

- a. [Consent Agenda Policy](#) - For discussion/possible board action
- b. [Information about a consent agenda](#) - For reference
- c. [Recommended consent agenda items](#) - For reference

9. Covid-19 Protocol Discussion

- a. [Mask Policy](#) Board Action Required
- b. [NC Department of Health and Human Services School Toolkit](#) - For reference

10. 2022-23 Staff Calendar

2022-23 Staff Calendar - Board Action Required

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:

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Facility Plans

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

Employee Recommendations

Adjournment

Faith Academy Charter School Board Book

February 2022

Monday, February 21, 2022

Location: Faith Academy Charter School

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.

Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Liz Morrow, Treasurer, Tim Williams, Secretary, Janna Griggs, Nick Lefko, and Chris Sease

Board Members Absent: None

Quorum Present: All Present

CSP Representatives Present: Zach Donahue and Tara Beaver

Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley

Time Called to Order: 7 pm

Agenda

Open Session

1. **Recitation of Mission:** George Wilhelm, Chairman
2. **Approval of February 21 Agenda**

Motion to approve the agenda with the addition of appointment of 4th of July representatives for Faith 4th Committee and move item item 11 to before item 4: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

3. **Approval of January 24 Minutes**

Motion to Approve: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

4. Covid-19 Protocol Discussion

Motion: Faith Academy Charter School, Inc. strongly suggests that everyone entering our facilities wear a protective mask. Masks however are option. Temperature checks will be administered each morning before children exit their vehicles. Those who have a fever will need to be returned home. Wearing a mask on buses will still be required due to federal law: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

5. Public Comment - The following individuals signed up to speak to the Board (each was given 2 minutes to speak): Nicole Gardner, Jon Schell, Jason Osborne, Kori Lefler, Jennifer Beasley, Allison Mitchell, Sam Wells and Andrea Woods

Topics included: *Nutrition, Playground equipment, Thanks for optional masks, Not enough time for lunch, AIG, Early release, recess/No PE, music in car rider line, Clubs, Fundraisers, Laminator needed, Floor machine, Opening to Volunteers, Student Council, Teacher turnover, snacks.*

6. Lead Administrator Report

Dr. Sarah Hensley presented the following documents for board review and adoption: Faith Academy Charter School - Purchasing Instructional Material, Lottery numbers as of February 21, 2022, Faith Academy Charter School 2022-2023 parent/student calendar, Inclement Weather and School Closing Procedures, Request to Revise the Current 2021-2022 School Calendar.

Motion to Approve School Calendar 2022-2023: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motion to not observe early release days on February 28 and April 11 allowing for two full days of instruction, making up 4 hours of lost hours due to inclement weather: Nick Lefko

Seconded: Liz Morrow

Discussion: Dr. Hensley informed the board that we may be forgiven the remainder of the time by the state.

Motion Status: Approved Unanimously

7. Financial Report

December Financial Report: Zach Donahue presented the financial report-12/01/2021 to 12/31/2021

Instructional Purchases - Dr. Hensley presented the procedure for purchasing instructional materials

8. Committee Reports

- a. **Facility Committee:** Closed session
- b. **Sports Committee:** Liz Morrow/Chris Sease reported: we will have girls soccer, and clinics for Boys baseball and Girls softball will be held. Eddie Hinson and Michael Hinsley will provide instruction
- c. **Finance Committee:** None
- d. **Capital Campaign Committee:** Tim Williams reported: Miller/Davis is working on our pitch booklet material. Hope to begin the silent phase around March 1st. Sub-committee working on addresses, phone numbers and email addresses for the campaign.

9. Board Conflict of Interest Policy

Board Conflict of Interest Policy - Requires Board Action

Slight revision to statute wording required by NCDPI

Motion to Approve Revision: Tim Williams

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

10. Board Background Check Policy

FACS Board Background - For review and board action

Motion to Approve: Nick Lefko

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

11. Parent Teacher Assembly and Booster Committee Policy

Parent/teacher and Booster Committees Policy - For review and board action

Board approved the recommendation of the Sports Committee and board member Janna Griggs to the creation of Proud Parents Teachers Assembly (Parents Teachers Association and Boosters Committees) and the rules and regulations the

Motion Status: Approved Unanimously

12. Inclement Weather Policy

Inclement Weather and School Closings Policy - For review and board action

Motion to Approve the Inclement Weather & School Closing Procedures:

Liz Morrow

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

13. Vacation Pay for Certified and Non-Certified Employees

Moved to closed Session

14. Facility Lease Discussion

Moved to closed Session

Motion to go to closed session: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at: 8:25 pm

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:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session.

Personnel Recommended for Hiring

Open Session Resumed at: 10:25 pm

Motion to Approve the recommendation from Dr. Sarah Hensley for hiring four new employees for FACS: Liz Morrow

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Motion to approve the leasing of a 10 classroom modular for use during the 2022-2023 school year: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Gene Miller

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

Meeting ended at: 10:30 pm

Next Meeting: March 21, 2022

**Respectfully Submitted,
Tim Williams, Secretary**



Administrative Report

Director: Sarah Hensley
shensley@faithacademync.org

21 March 2021

21 March 2021	1
General:	2
Lead Administrator Month in Review	2
ES Month in Review	2
Please provide a brief narrative describing your previous month's objectives for the elementary school and what you've accomplished.	3
MS Month in Review	3
Community Upcoming Events:	3
Personnel	3
Outreach:	4
Mission and Vision:	4
Student Leadership and Community Service	4
PBL	5
Life Skills	5
Student Achievement:	6
School Culture and Climate:	6
Partnership with Charter Success Partners:	7

General:

Lead Administrator Month in Review

Please provide a brief narrative or bullet points describing your previous month's objectives for FACS and what you've accomplished.

ES Month in Review

Please provide a brief narrative describing your previous month's objectives for the elementary school and what you've accomplished.

MS Month in Review

Please provide a brief narrative describing your previous month's objectives for the middle school and what you've accomplished.

Community Upcoming Events:

Date	Event

Personnel

Please provide a brief narrative describing your previous month's objectives for the school and what you've accomplished.

Type	Number of Applicants Screened/Hired	Status
Teacher		
Instructional Assistant		
School Counselor		
Share Information on process		

Outreach:

Place	Type	Result

Mission and Vision:

Student Leadership and Community Service

Please list and describe any student leadership activities that took place during the previous month.

Elementary School

Middle School

PBL

Grade	PBL Project: Please provide information about any PBL projects that were completed or are currently in progress.
K	•
1st	•
2nd	•
3rd	•
4th	
5th	
6th	
7th	

Life Skills

Grade	Life Skills Please provide information about the current curriculum in Life Skills Classes or projects.
K	•
1st	•
2nd	•
3rd	•

4th	Life Skills Class for all Students
5th	Life Skills Class for all Students
6th	Life Skill Class for all Students
7th	Life Skill Class for all Students

Student Achievement:

FACS Student Achievement: *Please provide bullet points related to student academic achievement in the previous month (i.e student assessment scores, growth, academic awards, etc.)*

School Culture and Climate:

FACS School Culture and Climate: *Please provide bullet points related to the school's community events, extracurricular activities, and other areas that contribute to positive school culture.*

Elementary School -

•

Middle School

Partnership with Charter Success Partners:

Charter Success Partners *Please provide bullet points related to your work with Charter Success Partners*

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Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 1/01/2022 - 1/31/2022

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
Rev- State Revenue	3,181,509.00	429,107.00	1,957,139.00	1,224,370.00	61.52	3,340,159.00
Rev- Local Revenue	1,158,488.84	105,620.50	470,398.87	688,089.97	40.60	1,030,722.05
Rev- Federal Revenue	25,347.52	33,387.00	215,532.10	(190,184.58)	850.31	240,879.62
Nutrition Revenue	0.00	9,078.92	54,286.19	(54,286.19)		54,286.19
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
. Rev- Student Activities	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00
Revenues	4,383,345.36	577,193.42	2,697,356.16	1,685,989.20	61.54	4,684,046.86
Expenses						
Salaries and Bonuses	1,994,100.00	334,180.31	1,267,356.55	726,743.45	63.56	2,257,695.40
Benefits	615,535.70	46,124.71	207,180.04	408,355.66	33.66	437,803.59
Books and Supplies	100,500.00	44,526.35	108,987.14	(8,487.14)	108.44	109,825.93
Technology	87,000.00	7,600.99	173,933.11	(86,933.11)	199.92	203,717.26
Contracted Student Services	160,000.00	14,297.19	87,491.65	72,508.35	54.68	180,382.65
Staff Development	23,500.00	54.20	11,389.71	12,110.29	48.47	23,500.00
Administrative Services	462,098.82	43,593.00	276,009.46	186,089.36	59.73	493,802.88
Insurances	25,394.00	5,615.00	22,734.00	2,660.00	89.53	25,394.00
Rents and Debt Service	338,406.50	6,972.55	115,550.80	222,855.70	34.15	338,406.50
Facilities	82,000.00	5,417.27	45,896.94	36,103.06	55.97	92,799.87
Utilities	79,500.00	8,572.23	44,268.39	35,231.61	55.68	79,500.00
School Activities	40,000.00	3,758.42	8,828.67	31,171.33	22.07	40,000.00
Capital Purchases	15,000.00	29,708.50	29,913.20	(14,913.20)	199.42	29,913.20
Expenses	4,023,035.02	550,420.72	2,399,539.66	1,623,495.36	59.65	4,312,741.28
SURPLUS/(DEFICIT)	360,310.34	26,772.70	297,816.50			371,305.58

CONSENT AGENDA POLICY

1. PURPOSE

This consent agenda policy:

- improves the efficiency and effectiveness of board meetings
- provides an efficient process to acknowledge receipt of reports or approve regular, non-controversial, routine issues that come before the board, or matters where no debate, discussion or explanation is expected or required
- helps to manage time, as the board addresses all items listed within or under the consent agenda as a single item with one vote

2. POLICY NAME – Consent Agenda Policy

A consent agenda groups routine business items and reports which require no discussion or debate into one agenda item called the consent agenda (Robert's Rules of Order calls it a “consent calendar”). This meeting management practice allows the board to approve or acknowledge receipt of all items listed under the consent agenda that are unanimously agreed to with one vote instead of filing multiple motions.

Requirements

A consent agenda process must be adopted as a “special rule” to suspend regular rules and would require Notice and 2/3 vote by the group to adopt this new policy.

Content of Consent Agenda

The agenda for board meetings will distinguish between the following types of matters: decision, discussion, or information.

Decision items require a motion, a second and a vote.

Items requiring a decision that are not expected to need any discussion or debate may, at the board chairperson's option, be placed on the agenda under the heading Consent Agenda.

All materials and items proposed in the consent agenda shall be clearly identified as such in the meeting packages. All board members must receive and review the consent agenda items prior to the meeting, with the expectation that no discussion will take place during the board meeting.

Consent agenda items may include: approval of previous minutes; executive reports and committee reports provided for information only; correspondence requiring no action; staff appointments requiring board confirmation; or routine matters such as appointments to committees, project status report, staff and facility updates, contract renewals, membership and program updates, etc... that require no discussion.

When items are placed under the heading Consent Agenda, the following must occur:

- i. A motion must be made to approve or reject the agenda.
- ii. The motion to approve the agenda must be worded “motion to approve the agenda and consent agenda.”

Approval of Agenda

The consent agenda will be approved by the board at the beginning of each meeting.

- Board members may request that matters be added, deleted or that the order of items be moved and the board chair shall make a decision on each request. Any decision may be subject to challenge and reversed by the board.
- Any item may be moved out of the consent agenda section at the request of any board member, before approval of the agenda. A member may request to move an item to further discuss it, inquire about it, or vote against it. No motion or vote of the board is required to a request to move an item out of the consent agenda.
- When a board member requests that an item be moved out of the consent agenda section, the board chair shall decide where to place that item on the agenda (example: immediately after the consent agenda or later on the agenda).
- When only one item on the consent agenda list does not qualify as a consent agenda item or is requested to be moved, that item shall be moved out of the consent agenda and the rest of the items shall remain on the consent agenda.
- Approval of the agenda by the board constitutes approval of each of the items listed under the consent agenda portion of the meeting. No separate vote to approve the consent agenda portion is required.

Motion to Approve Consent Agenda

When the requested changes have been made to the consent agenda:

- Chairperson reads items listed under the consent agenda.
 - Chairperson then states: “If there is no objection, these items will be adopted”.
 - Chairperson pauses for any objections, the chairperson then states, “As there are no objections, these items are adopted”. No show of hands / vote is necessary.
- OR
- The chairperson calls for a motion to accept the consent agenda and a vote is taken and recorded.

Minutes

Minutes of the meeting will include the full text copy of approved resolutions, recommendations or reports received under the consent agenda portion of the meeting to ensure a record is kept for future reference.

Amendments

This policy may be amended by the board.

3. REFERENCE DOCUMENTS

Consent Agenda Policy, Guelph General Hospital, Feb 26, 2019
 Consent Agenda Policy, College of Physicians and Surgeons of BC, March 2018
 Consent Agenda Tools, Accounting & Financial Women’s Alliance, May 11, 2014

THE CONSENT AGENDA

What is a consent agenda?

A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the board in a single motion for an up or down vote after allowing anyone to request that a specific item be moved to the full agenda for individual attention. Other items, particularly those requiring strategic thought, decision making or action, are handled as usual.

Why would an organization want to use a consent agenda?

Consent agendas are popular with many nonprofit organizations because they help streamline meetings and allow the focus to be on substantive issues.

What does it mean if we adopt a consent agenda?

- Documentation for consent items must be provided to the board prior to meetings so that directors feel confident that their vote reflects attention to their duty of care.
- Board members are encouraged to ask prior to the meeting all the questions that they want related to consent agenda items.
- If it is determined that an item on the consent portion of the agenda actually requires action or a decision that item should be removed from the consent portion of the agenda and raised later in the meeting.
- Any board member can request that an item be moved to the full agenda.
- A vote on the single motion applies to all the items on the consent portion of the agenda.

What does it *not* mean if we adopt a consent agenda?

- Consent agendas do not make it easier to ramrod through decisions since decision items are not placed on the consent portion of the agenda and all items on the consent portion of the agenda are still open to discussion and debate if someone requests they be moved.
- It is not always necessary to remove an item from the consent agenda if people have simple questions or wish to discuss the item further. Discussion is permitted after the motion for approval is made, but before the vote. However, everyone should remember that extensive conversation defeats the purpose of the consent agenda.

What normally is found on a consent agenda?

Routine, informational, procedural and self-explanatory non-controversial items are generally placed on the consent portion of the agenda. These typically are such things as:

- Approval of board and committee minutes
- Correspondence requiring no action
- Committee and staff reports
- Updates or background reports provided for informational purposes only
- Appointments requiring board confirmation
- Approval of contracts that fall within the organization's policy guidelines
- Final approval of proposals that have been thoroughly discussed previously, where the board is comfortable with the implications
- Confirmation of pro forma items or actions that need no discussion but are required by the bylaws
- Dates of future meetings

What is the process for using a consent agenda?

- The board must begin by approving a motion to adopt the consent agenda for its meetings.
- The board should then craft a policy about what may and may not be included in the consent portion of the agenda.
- The full agenda, including the consent items should be disseminated prior to the board meeting along with copies of reports and back up materials so that board members can do their due diligence prior to voting.
- As the first item of business the chairman should ask if anyone wishes to remove an item from the consent portion of the agenda.
- The chairman then asks for a motion to accept the consent agenda.
- Once the motion has been received, the chairman opens the floor for any questions or discussion on the items remaining on the consent agenda. The understanding, though, is that the directors have come prepared and, other than a quick point or question, they are comfortable voting for the items or they would have asked to have them removed.
- If any items were removed from the consent portion of the agenda the chairman may determine where on the agenda those items will be discussed, e.g., immediately after the consent agenda has been accepted or later on the agenda.
- Quickly reviewing the remaining items, the chairman asks for any objections to the adoption of those remaining items. If none are offered all items on the consent agenda are considered to be passed.

What does the rest of the agenda look like?

The answer to this is that it depends. If the organization is most comfortable with an “old business/new business” format, this can remain. However, the organization may find more benefit tackling one or two items that relate directly to the mission, vision and organizational values and that require special attention. Time spent in educating the board on mission-related, governance, or community issues is always valuable, as is dedicating some time to those problems or concerns that keep the executive director awake at night and the BTW Talk.*

* The “By the Way” Talk refers to giving board members the opportunity to share what they’ve heard or learned since the last board meeting that might have impact on the organization either in the short or long term. It could be considered a continuous environmental scan.



Charter Success Partners recommends the following items for inclusion in a Consent Agenda:

- Approval of board and committee minutes
- Committee updates and reports
- Staff reports such as the Lead Administrator Report
- Board and staff appointments - after review of employee hiring packet by personnel committee
- Approval of policies that have been thoroughly reviewed or previously approved and have no substantive changes
- Dates and locations of future meetings



Faith Academy Charter School Covid-19 Mask Policy

Purpose: The purpose of this policy is to describe how, when, and where the staff, students, and visitors of the School will be required to wear a mask over their nose and mouth to reduce the spread of Covid-19 based on the most recent data-driven metrics.

When teachers, staff, and students consistently and correctly wear a mask, they protect others as well as themselves. They also reduce the amount of close contacts who must quarantine and length of quarantine. Consistent and correct mask use is especially important indoors and in crowded settings when physical distancing cannot be maintained. Masks should be worn over the nose and mouth and secured around the ears.

The following policy reflects the latest CDC recommendations on masks:

- ❖ Indoors: Proper mask use (covering nose and mouth) ~~is required~~ is optional, but strongly suggested for all people including students, teachers, staff, and visitors. Children under 2 years of age should not wear a mask.
 - ~~Gaiters are not accepted in place of masks.~~
 - ~~Teachers and staff are encouraged to seek positive, innovative and constructive methods of correcting and managing all student behavior in an effort to avoid repeated misbehavior regarding students not wearing masks.~~
 - ~~Following 504 and Americans with Disabilities Act (ADA), accommodations might be made for staff or students with a documented medical condition or disability that prevents them from wearing a traditional face mask.~~
 - ~~Mask breaks will be provided to staff and students. In addition, temporary removal of the mask is permitted when necessary for the following reasons:~~
 - ~~consuming food or drink~~
 - ~~for any emergency or medical situation~~
- ❖ ~~Outdoors: Masks are optional, but strongly encouraged during recess and other outdoor activities that do not involve sustained close contact with others.~~
- ❖ School Transportation: All passengers and drivers are required to wear a mask on school buses in accordance with the federal mandate.
- ❖ ~~Athletic Programs: Masks may be removed by students actively engaging in approved athletic programs.~~

Faith Academy Charter School Board Book

April 2022

Monday, April 18, 2022

Location: Faith Academy Charter School

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. Recitation of Mission

Consent Agenda

- Approval of April 18 Agenda
- Approval of [March 21 Minutes](#)
- [Lead Administrator April Report](#)
- [February Financial Report](#)
- [FACS Mask Policy](#) Review
- [FACS Employee Grievance Policy](#) Review
- [FACS Parent Grievance Policy](#) Review
- [FACS Criminal History Policy](#) Review
- [Beginning Teacher Support Plan Revision](#) Review

2. Public Comment

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 2 minutes of comment, with a total time allotted to public comment of 10 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.

3. Committee Reports

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

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

Employee Recommendations

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

IDEA

Adjournment

Faith Academy Charter School Board Book

March 2022

Monday, March 21, 2022

Location: Faith Academy Charter School

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.

Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Liz Morrow, Treasurer, Tim Williams, Secretary, Janna Griggs, Nick Lefko, Chris Sease.

Board Members Absent: None

Quorum Present: Established

CSP Representatives Present: Cory Draughon, Tara Beaver

Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley - Colby Cockren presented on testing procedures.

Time Called to Order: 7:00 pm

Agenda

Open Session

1. **Recitation of Mission:** Led by Chairman Wilhelm

2. **Approval of March 21 Agenda**

Motion to approve the agenda with the addition of Modular discussion in closed session and year-end dinner for staff- Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

3. **Approval of February 21 Minutes**

Motion to Approve: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

4. Public Comment

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 2 minutes of comment, with a total time allotted to public comment of 10 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.

The following individuals wished to address the Board: Nicole Gardner, Allison and Jennifer Beasley. Each speaker was given a 2 minute allotment of time.

5. Lead Administrator Report - Dr. Hensley presented her report. The report is made a part of these minutes. The Board thanked Dr. Hensley for her report and for her work in so many areas. Dr. Hensley introduced Mr. Colby Cockern. Mr. Cockern led the Board through the procedure that was taken and required by the State concerning testing. He explained the process for progress reports and report cards and standardized student assessments.

Grades K-2 - Non academic standardized state testing

Grades 3 - First 10 days (BOG) Beginning of Grade - Assessed Reading

Grades 4,5,6,7 - No Testing - "Just Teach"

Second Semester: Grades 3-7 NC Check Ins - reading, math and science

NCC12 -----NCC13 Format - 25 questions - 90 minutes
Accommodations for eligible students. Testing last 10 days for
EOGs - May 12-15

There was discussion around a summer reading program. Dr. Hensley presented the State funded "Read to Achieve Program" for our summer program. The program is state funded at no charge to FACS. There is 72 hours of instruction. It targets 3 graders not proficient in reading based on BOG & EOGs. Second graders are also targeted if not proficient in reading and the Fontin Program is used with a computer based test at the end of the program.

Mr. Cochran gave the Board a handout - "Standardized Student Assessment" and "Read to Achieve Summer Program". The handout is made a part of these minutes.

Dr. Hensley recommended that we use the "Read to Achieve Program this Summer.

Motion to accept Dr. Hensley's recommendation to use "Read to Achieve for our summer reading program: Janna Griggs

Seconded: Liz Morrow

Discussion: None

Motion Status: Motion passed with 6 in affirmative and 1 dissenting vote

- 6. Financial Report** - Cory Draughon presented the February Financial Report. Cory reported that our finances are in good shape and that we should end the year with a good surplus.

7. Committee Reports

- a. Facility Committee - Discussion during Closed Session
- b. Sports Committee - No report
- c. Finance Committee- February report presented #6
- d. Capital Campaign Committee - Tim Williams reported. The Board was given a look at the new Capital Campaign pitch book, brochure, and every box mailer. The Board and Capital Campaign Team will need to decide the dates for the silent phase and the "Continuing the Faith Foundation" kickoff. Tim thanked Miller Davis Agency for their expertise in preparing the materials for FACS.

8. Consent Agenda

- a. [Consent Agenda Policy](#) - There was discussion around using a Consent Agenda for our meeting. The Board was allowed to review the materials explaining the procedure.

[Information about a consent agenda](#) - For reference

- b. [Recommended consent agenda items](#) - For reference

Motion to Approve Consent Agenda: Chris Sease

Seconded: Janna Griggs

Discussion: Tim Williams expressed concern about placing Dr. Hensley's report on the consent agenda. He expressed that her report was needed for monthly conversation between Board and Lead Administrator.

Motion Status: Approved Unanimously

9. Covid-19 Protocol Discussion

- a. [Mask Policy](#) Board Action Required

Motion to Approve Mask Policy - “The latest CDC recommendations on Masks: Indoors: Proper mask use (covering nose and mouth) is optional, but strongly suggested for all people including students, teachers, staff, and visitors. Children under 2 years of age should not wear a mask.” Further, no mask will be required on school busses, only optional and temperature checks will be discontinued as of Wednesday March 23, 2022: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

- b. [NC Department of Health and Human Services School Toolkit](#) - For reference

10. 2022-23 Staff Calendar

2022-23 Staff Calendar - Board Action Required

Motion to Approve Staff Calendar 2022-2023: Liz Morrow

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motion to go to closed session: Liz Morrow

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at: 8:15 pm

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:

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase,

option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Facility Plans

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

Employee Recommendations

Open Session Resumed at: 9:24 pm

Motion to Sponsor an End of the Year Dinner for All Staff: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Motion to Approve Bus Driver Bonuses: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Motion to Approve all Candidates for employment recommended by Dr. Hensley in closed session: Liz Morrow

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motion to Approve latest K-8 school drawing dated Mar 18, 2022 provided by Brockwell Associates, Inc. and Hubrick Contracting, Inc.: Janna Griggs

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Janna Griggs

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Meeting ended at: 9:30 pm

Next Meeting: 4/18/2022 at 7 pm

**Respectfully Submitted,
Tim Williams, Secretary**



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 2/01/2022 - 2/28/2022

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
Rev- State Revenue	3,181,509.00	325,545.54	2,282,684.66	898,824.34	71.75	3,377,963.54
Rev- Local Revenue	1,158,488.84	109,581.13	579,979.98	578,508.86	50.06	1,033,816.05
Rev- Federal Revenue	25,347.52	0.00	215,532.10	(190,184.58)	850.31	240,879.62
Nutrition Revenue	0.00	5,676.28	62,738.32	(62,738.32)		62,738.32
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
. Rev- Student Activities	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00
Revenues	4,383,345.36	440,802.95	3,140,935.06	1,242,410.30	71.66	4,733,397.53
Expenses						
Salaries and Bonuses	1,994,100.00	197,014.97	1,464,371.49	529,728.51	73.44	2,254,431.37
Benefits	615,535.65	36,682.73	243,862.77	371,672.88	39.62	390,593.69
Books and Supplies	100,500.00	1,416.81	110,403.95	(9,903.95)	109.85	111,100.41
Technology	87,000.00	9,939.65	183,872.73	(96,872.73)	211.35	203,717.23
Contracted Student Services	160,000.00	26,761.08	114,252.73	45,747.27	71.41	198,332.73
Staff Development	23,500.00	3,130.75	14,520.46	8,979.54	61.79	23,500.00
Administrative Services	462,098.82	42,693.10	318,702.54	143,396.28	68.97	517,282.67
Insurances	25,394.00	2,693.00	25,427.00	(33.00)	100.13	25,427.00
Rents and Debt Service	338,406.50	53,653.81	169,204.64	169,201.86	50.00	338,406.50
Facilities	82,000.00	12,107.24	58,004.18	23,995.82	70.74	104,502.31
Utilities	79,500.00	6,921.25	51,189.64	28,310.36	64.39	79,500.00
School Activities	40,000.00	7,450.70	16,279.37	23,720.63	40.70	42,100.00
Capital Purchases	15,000.00	14,922.18	44,835.38	(29,835.38)	298.90	44,835.38
Expenses	4,023,034.97	415,387.27	2,814,926.88	1,208,108.09	69.97	4,333,729.29
SURPLUS/(DEFICIT)	360,310.39	25,415.68	326,008.18			399,668.24



Faith Academy Charter School Covid-19 Mask Policy

Purpose: The purpose of this policy is to describe how, when, and where the staff, students, and visitors of the School will be required to wear a mask over their nose and mouth to reduce the spread of Covid-19 based on the most recent data-driven metrics.

When teachers, staff, and students consistently and correctly wear a mask, they protect others as well as themselves. They also reduce the amount of close contacts who must quarantine and length of quarantine. Consistent and correct mask use is especially important indoors and in crowded settings when physical distancing cannot be maintained. Masks should be worn over the nose and mouth and secured around the ears.

The following policy reflects the latest CDC recommendations on masks:

- ❖ Indoors: Proper mask use (covering nose and mouth) ~~is required~~ is optional, but strongly suggested for all people including students, teachers, staff, and visitors. Children under 2 years of age should not wear a mask.
 - ~~Gaiters are not accepted in place of masks.~~
 - ~~Teachers and staff are encouraged to seek positive, innovative and constructive methods of correcting and managing all student behavior in an effort to avoid repeated misbehavior regarding students not wearing masks.~~
 - ~~Following 504 and Americans with Disabilities Act (ADA), accommodations might be made for staff or students with a documented medical condition or disability that prevents them from wearing a traditional face mask.~~
 - ~~Mask breaks will be provided to staff and students. In addition, temporary removal of the mask is permitted when necessary for the following reasons:~~
 - ~~consuming food or drink~~
 - ~~for any emergency or medical situation~~
- ❖ ~~Outdoors: Masks are optional, but strongly encouraged during recess and other outdoor activities that do not involve sustained close contact with others.~~
- ❖ School Transportation: All passengers and drivers are required to wear a mask on school buses in accordance with the federal mandate.
- ❖ ~~Athletic Programs: Masks may be removed by students actively engaging in approved athletic programs.~~

1.007 Employee Grievances

Faith Academy Charter School encourages parents and staff members to communicate any grievances they have with the appropriate school leader. Faith Academy Charter School encourages employees to contact their supervisor and set up a meeting to discuss the grievance informally before following the procedure outlined in this policy. These grievance proceedings shall be kept as informal and confidential as possible at all levels of the procedure.

A grievance is defined as a formal, written claim by an employee or employee group alleging that a specific decision made by another employee has adversely affected the person making the complaint. A grievance may include, but is not limited to, allegations of the following:

- that there has been a violation, misapplication or misinterpretation of state or federal law or regulations, Board policy, or administrative procedure; or
- that an employee's employment status or the terms or conditions of his/her employment have been adversely affected; or
- that there exists a physical condition which jeopardizes an employee's health or safety or which interferes with his/her ability to discharge his/her responsibilities properly and effectively.

The purpose of this Grievance Procedure is to secure, at the lowest possible level, equitable solutions of the problems which arise to affect differences between employees.

If the grievance cannot be resolved by the parties directly through informal communication, Faith Academy will follow the procedures outlined below. Failure of an employee to comply with timelines listed below will result in denial of the grievance or appeal. Failure of the school administration to comply with these timelines will result in automatic right of appeal to the next level. The Board prohibits retaliation against an employee who files a grievance under this policy.

Step 1: The Employee shall communicate their grievance with the Lead Administrator in writing within five days of the incident. This could include an email or formal letter where the individual bringing the grievance describes the nature of the injustice. The Lead Administrator will return communication in writing with the person filing the grievance within 48 hours. This communication will include information about how the situation has been resolved or to set up a conference with the individual bringing the grievance. If the grievance involves the Lead Administrator, the written grievance shall be directed to the Board chairperson and continue through the same process outlined. (The Board Chairman will retain the duties of the Lead Administrator under this scenario). The Lead Administrator will conduct an investigation within 10 days of receiving the grievance in writing.

Step 2: If the grievance is not resolved through communication with the Lead Administrator, a separate conference will be scheduled with the person filing the grievance, the individual accused of wrongdoing, and administration. The administrator will serve as a mediator and allow both parties to share their perspective. Within five days of the conference, the Lead Administrator will provide both parties with a decision based on the information gathered in

writing. If either party disagrees with the Lead Administrator's decision they will have the opportunity to appeal directly to the Board of Directors.

Step 3: The party requesting an appeal will make a written appeal within 7 days of the Lead Administrator's decision to the Board of Directors describing the nature of the grievance. The Lead Administrator will provide objective data that was discovered during their investigation. The Board of Directors will schedule a hearing 14 days from receiving the written appeal request. The appeal hearing will require at least 3 board members and all parties involved will have the opportunity to state their case. After hearing the various testimonies, the panel members will discuss the matter in a closed session and come to a decision. The Board may confirm, overturn, or modify the Lead Administrator's decision. Within 30 days of the hearing, the board members will communicate their decision in writing with the party filing the appeal.

The decision of the Board will be final and is the last step for all grievances.

Parent/Student Grievances

Faith Academy Charter School encourages parents and staff members to communicate any grievances they have with the appropriate school leader. FACS encourages parents to contact the involved staff members and set up a meeting to discuss the grievance informally before following the procedure outlined in this policy.

A grievance is defined as a formal, written claim by a student and/or parent alleging that a specific decision made by a school employee has adversely affected the person making the complaint. A grievance may include, but is not limited to, allegations of the following:

- that there has been a violation, misapplication or misinterpretation of state or federal law or regulations, Board policy, or administrative procedure; or
- that a decision made and/or action taken by a Board employee is unfair, discriminatory, or otherwise not in a student's best interest.

The purpose of this Grievance Procedure is to secure, at the lowest possible level, equitable solutions of the problems which arise to affect differences between parents and/or students and employees.

If the grievance cannot be resolved by the parties directly through informal communication, Faith Academy Charter School will follow the procedures outlined below. Failure of a student or those making a grievance on behalf of the student to comply with timelines listed below will result in denial of the grievance or appeal. Failure of the school administration to comply with these timelines will result in automatic right of appeal to the next level.

Step 1: The parent or staff member shall communicate their grievance with the Lead Administrator in writing within five days of the incident. This could include an email or formal letter where the individual bringing the grievance describes the nature of the injustice. The Lead Administrator will return communication in writing with the person filing the grievance within 48 hours. This communication will include information about how the situation has been resolved or to set up a conference with the individual bringing the grievance. If the grievance involves the Lead Administrator, the written grievance shall be directed to the Board chairperson and continue through the same process outlined (The Board Chairman will retain the duties of the Lead Administrator under this scenario). The Lead Administrator will conduct an investigation within 10 days of receiving the grievance in writing.

Step 2: If the grievance is not resolved through communication with the Lead Administrator a conference will be scheduled with the person filing the grievance, the individual accused of wrongdoing, and administration. The administrator will serve as a mediator and allow both parties to share their perspective. Within five days of the conference, the Lead Administrator will provide both parties with a decision based on the information gathered in writing. If either party disagrees with the Lead Administrator's decision they will have the opportunity to appeal directly to the Board of Directors.

Step 3: The party requesting an appeal will make a written appeal within 7 days of the Lead Administrators decision to the Board of Directors describing the nature of the grievance. The

Lead Administrator will provide objective data that was discovered during their investigation. The Board of Directors will schedule a hearing 14 days from receiving the written appeal request. The appeal hearing will require at least 3 board members and all parties involved will have the opportunity to state their case. After hearing the various testimonies, the panel members will discuss the matter in a closed session and come to a decision. The Board may confirm, overturn, or modify the Lead Administrator's decision. Within 30 days of the hearing, the board members will communicate their decision in writing with the party filing the appeal.

The decision of the Board will be final and is the last step for all grievances.

3.002 Criminal History

I. Employees

Criminal History Background Check: A criminal history check and a check of sex offender registries must be conducted on all final candidates for licensed positions and classified positions that would place the candidates in a school building or other environments where they would interact regularly with students. Such positions include, but are not limited to, teachers, substitute teachers, driver training teachers, bus drivers, clerical staff, custodians, teacher assistants, assistant principals and principals. Criminal history checks must be conducted in accordance with state law and any procedures established by the lead administrator.

School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. The lead administrator or designee shall report to the State Board of Education any licensed individual who is found to have a criminal history, as required by State Board policy.

A final candidate for employment or for hiring as an independent contractor will be excluded from hiring on the basis of criminal conduct only when doing so is job-related and consistent with business necessity. The following factors will be considered in making this determination:

1. the nature and gravity of the offense or conduct
2. the time that has passed since the offense or conduct and/or completion of the sentence
3. the nature of the job sought.

Before the lead administrator may exclude a final candidate based on his or her past criminal convictions, the lead administrator must give the candidate the opportunity to demonstrate that the exclusion does not properly apply to him or her.

The Human Resources Department may conduct post-employment criminal history checks on current employees. Prior to conducting such criminal history checks, the Human Resources Department will obtain the required Background Check Authorization from the employees, if not already on file. To the extent allowed by law, failure to consent to a criminal history check will result in rejection of an applicant and may result in dismissal of an employee.

No individual who is a registered sex offender will be hired for any position with the school. In addition, each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries.

No person employed or otherwise associated with Faith Academy Charter School, including members of the Board of Directors, who has been convicted of or has pleaded nolo contendere to

Board Approved: 11/16/20

Revised and Approved: 2/15/21

a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds.

FACS is prohibited from hiring anyone on the NC SBE revoked license list.

Reporting of Criminal Offense: All FACS employees and active applicants for current vacant positions must notify the Principal and the Board immediately if they are arrested, charged with, or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) other than minor traffic violations (i.e., speeding, parking, or lesser violation). Such notice must be in writing, must include all pertinent facts, and must be delivered to the Principal as soon as possible and no later than the next scheduled business day following the arrest, charge, or conviction, unless the employee or applicant is hospitalized or incarcerated, in which case the employee or applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the employee or applicant must report the disposition and pertinent facts in writing to the Principal and to the Board no later than the next business day following settlement.

II. Volunteers and Support Staff

All persons applying to work directly with FACS students, including, but not limited to, substitute teachers, non-staff coaches, field trip chaperones, and classroom and/or extracurricular volunteers shall also be subject to criminal history background checks. The individual applicants may be subjected to pay for the cost of these checks at the discretion of the Lead Administrator.

FACS is prohibited from accepting volunteers from anyone on the NC SBE revoked license list.

Board Approved: 11/16/20

Revised and Approved: 2/15/21

Beginning Teacher Support Program Plan



Beginning Teacher Support Program Plan

Introduction: Overview and Goals

Overview

Faith Academy Charter School (FACS) implements a Beginning Teacher Support Program (BTSP), as outlined by the North Carolina State Board of Education (SBE) Policy Number TCED-016. The BTSP is a three-year induction program that provides a comprehensive support model for teachers in their first, second, and third year of teaching in North Carolina (NC). Along with observing policy, the BTSP Plan aligns with the NC BTSP Standards, NC Mentor Standards, and the NC Professional Teaching Standards. The NC Beginning Teacher Handbook is a reference for us to use during the implementation of our BTSP. Collectively, these resources are vital to inform and guide a successful support program for novice teachers.

Goals

One primary and direct goal of our BTSP is to help beginning teachers (BTs) improve their skills and build confidence to become successful educators. We believe BTs will reach their fullest potential with systemic, multi-tiers of support from the state, district, and school levels, including quality mentorship. Additional goals of the BTSP include helping BTs:

- Meet the NC Professional Teaching Standards;
- Positively impact the learning of all students;
- Choose to remain in the profession;
- Take on teacher leadership roles; and
- Become master educators.

Revisions to the FACS BTSP Plan are necessary to comply with state regulations governing the BTSP and, most importantly, to effectively respond to the current needs of BTs and mentors. At

FACS, BTs receive an assigned mentor per SBE policies. Thus, FACS designed a mentor support program that maximizes available resources and provides on-going, job-embedded support for BTs.

I. BT Identification, Verification, and Documentation Process

A coordinated effort to provide an effective and accurate process to identify, verify, and document BTs' licensure and BTSP participation exists at FACS. Primary coordination is executed by the BTSP Specialist to ensure alignment with the State Board of Education licensure and BTSP policies. As necessary, additional collaboration among the HR data entry specialist, Lead Administrator, and principals may occur.

The BTSP Specialist will utilize sound employment practices to identify, verify, and document teachers' licensure documentation. BTs are assigned in their area of licensure. Upon verification of and collaboration with the BTSP Specialist, BT information is documented in the state-approved Human Resource Management System (HRMS) and placement in the BTSP is documented accordingly. BTs are eligible to convert to a continuing license once all required coursework has been successfully completed, all NCSBE approved exams have been passed, and three years of teaching have been completed. Once a continuing license is earned in one area, additional teaching areas do not require a BTSP experience. Student services personnel, administrators, and curriculum-instructional specialists are not required to participate. FACS follows all NCSBE requirements for all required licensure tests. The HRMS data specialist follows the state regulations governing the completion and submission of the annual Teacher Turnover.

II. BTSP Induction Process

FACS implements a sound induction process for BTs with less than three years of teaching experience. We ensure every BT participates in a formal orientation within two weeks of their first day of work in any school year. Late hires will also have a BT Induction within two weeks of their first day of work. Per NC SBE policy, at a minimum, orientation includes the following topics:

- State Board of Education's Mission and Goals;
- FACS goals, policies, and procedures;
- FACS program services and professional development;
- BTSP Plan;
- Working conditions;
 - Mentor assigned early, and in close proximity
 - Limited preparations
 - Limited non-instructional duties
 - Limited number of exceptional or difficult students
 - No extracurricular assignments unless requested in writing by the BT
- Process for achieving a continuing license
- Licensure/conversion process;
- NC Professional Teaching Standards and NC Educator Evaluation System (NCEES);
- NC curriculum standards and FACS curriculum resources; and

- Safe and appropriate use of seclusion and restraint of students.

Additional formalized orientations continue as part of our comprehensive onboarding process for BTs prior to the start of the school year. Upon initial employment, BTs attend our Newly Hired Licensed Staff Orientation sponsored by the Human Resource Department. This one-day orientation provides a districtwide overview of key programs, services, and staff associated with their professional careers with FACS. BTs also participate in school-based orientations to help them become acquainted with key staff, procedures, and facilities. Finally, several program departments deliver orientations for their specialized BTs, such as Licensure, Guidance Counseling, Exceptional Children, English Learners, Testing and Accountability, Project Based Learning, and Responsive Classroom to provide a smooth and successful transition process.

Each BT will document their attendance at the orientation and other trainings by signing in to the provided FACS PD and Training “Sign-In” form/sheet.

Multi-Tiers of Support

Our three-year induction program includes opportunities for professional growth and development intended to further enhance BTs’ knowledge, skills, and dispositions. FACS strategically delivers wrap-around multi-tiers of support for BTs. The Lead Administrator, Curriculum Director, Counselor, EC Facilitator, Testing Coordinator, specialists, grade level experts/coaches, digital learning experts, etc. design and facilitate rich professional development aligned with our school’s priorities throughout the year. Supplementary support from outside experts in best practices, university and other school partnerships will augment our systemic support structures for BTs.

Grade Level Teams composed of veteran teachers and beginning teachers meet weekly to prepare high quality team lesson plans. Teams meet one time per week with the Curriculum Director and the Lead Administrator/Principal to discuss projects, curriculum needs and concerns, assessments, data, etc. Additionally, teams meet regularly with the FACS Counselor, Lead Administrator/Principal, and Curriculum Director for data dives and MTSS discussions and support.

Funding is maximized to provide BTs allocated time to observe master teachers. BTs participate in school-level Professional Learning Communities (PLCs). Collectively, this interconnected support network is a key component to strengthen our novice teachers’ professional growth practices and reach our BTSP program goals.

Required Working Conditions

Research indicates that BTs are often placed in difficult assignments that do not allow them the opportunity to learn and grow as professionals. Research also indicates that BTs are often assigned the most difficult students, multiple preparations, and multiple extra-curricular assignments. These working conditions prohibit on-the-job learning and negatively influence teacher job satisfaction.

FACS recognizes that novice teachers are applying new knowledge and skills during their first three years of teaching. FACS supports the following working conditions to ensure BTs have the opportunity to develop into highly effective educators:

- The job assignment of the BT will be in the area of licensure.

- A reasonable assignment that includes:
 - Limited preparations (i.e., when feasible, based upon the school's faculty or structure),
 - Limited number of exceptional or difficult students (no more than veteran teachers in the same setting);
 - Limited non-instructional duties;
 - No extra-curricular assignments unless requested in writing by the BT.

The Beginning Teacher (BT) will complete the recent graduate survey and the Lead Administrator will complete the employer survey of the school during the BT's first year of teaching. These are a part of the requirements to measure the performance of Educator Preparation Programs (EPPs) stated in GS 115C 269.35. Both surveys will be completed at the end of the BT's first year of teaching.

The term *non-instructional duties* refer to those that are not directly involved with the instructional program or the implementation of the standard course of study, but that all teachers are expected to do. Examples would be bus duty, lunch duty, and hall duty.

The term *extracurricular activities* refer to those activities performed by a teacher involving students that are outside the regular school day and not directly related to the instructional program.

Mentor Assignment

All beginning teachers are assigned a mentor according to State Board Policy TCED-016. BTs will be assigned excellent, experienced, and qualified teachers serving as mentors to provide ongoing support for novice teachers entering the profession. Eligible classroom teachers will serve in the official capacity as mentors throughout the BTs' participation in the BTSP.

The NC Mentor Standards provide a framework designed to focus on what knowledge, skills, and dispositions BTs need and clearly articulate how mentors can help teachers attain them. Mentors support BTs to:

- Demonstrate Leadership;
- Establish a Respectful Environment for a Diverse Population of Students;
- Know the Content they Teach;
- Facilitate Learning for their Students; and
- Reflect on their Practice.

Mentor Qualifications

- The mentor will be assigned early, and, when possible, in the licensure area of the BT and near.
- The mentor will be rated at least "proficient" level on NCEES (Ratings of proficient or higher on three of five standards on the most recent summative evaluation, or on Standards 1 and 4 on an abbreviated evaluation)
- Retired teachers are eligible to serve as mentors.
- The principal shall determine which mentor teacher best meets the needs of each new teacher and shall assign the most appropriate mentor teacher to the new teacher, with priority consideration for mentors rated as "distinguished" or "accomplished." (Distinguished means a teacher has received ratings of distinguished on three of the

five standards to include Standard 4 on the most recent summative evaluation or Standard 4 for teachers on an Abbreviated Evaluation. Accomplished means a teacher has received ratings of accomplished on three of the five standards to include Standard 4 on the most recent summative evaluation or Standard 4 on an Abbreviated Evaluation.

- If a principal determines that a teacher rated as “proficient” or a retired teacher is the most appropriate mentor for a new teacher, the principal shall maintain records of the reasons for that determination.
- PSUs may use the most recently available evaluation for teachers who lack an evaluation from the prior year. Teachers without evaluation data for two or more consecutive years shall not be eligible to serve as mentor teachers, unless the mentor is a retired teacher.
- Any teacher who is assigned to be a mentor to a BT must meet eligibility requirements in the year of the assignment. No mentor whose evaluation falls below the “proficient” level may continue to serve as a mentor to a BT, regardless of existing mentor-mentee relationships.
- A teacher may be a mentor at a different school building from which the mentor is assigned if the principals of each school and the mentor teacher approve the assignment, the mentor is rated at least “accomplished” (received ratings of accomplished or higher on three of five standards including Standard 4 on the most recent summative, or on Standard 4 on an abbreviated evaluation), and the BT’s principal maintains a record of the reasons for selecting the mentor from a different school building.
- Mentor selection criteria include input from a variety of stakeholder groups. • Mentor selection criteria are clearly articulated by program leadership. • Process for mentor application and selection is transparent and uniformly applied. • Mentors support beginning teacher orientation and provide logistical and emotional support.
- Mentors focus their primary support on improving instruction and learning. • Mentors receive ongoing training to advance their knowledge and skills. • Mentors have opportunities to participate in professional learning communities of mentoring practice.
- Support is provided for mentors.

Mentor Training

FACS recognizes that mentors need the knowledge, skills, and attitudes to be effective instructional coaches, emotional supports, and organizational guides for new teachers entering the profession. Mentors are trained in accordance with the NC Department of Public Instruction program based on the NC Mentor Standards.

Professional Development Plan

A central part of the NC Educator Evaluation System (NCEES) is the Professional Development Plan (PDP), as indicated in Section III, “Formal Observation and Evaluation.” BTs will develop their PDP in collaboration with his/her principal (or the principal's designee) and mentor.

- The PDP is based on the NC Professional Teaching Standards, and includes goals, strategies, and assessment of the BT’s progress in improving professional skills.

- At the beginning, middle, and end of each year, formative assessment conferences including the BT, mentor and principal are held to reflect on the BT's progress in meeting the goals established for professional growth. Signatures of the BT, mentor, and principal are required for each formative assessment conference.

Professional Development

Each year, BTs complete professional development required or prescribed by FACS, which may include school-wide, program-specific, or subject-based professional development. In addition, the Curriculum Director is the conduit of ongoing professional development support designed for administrators, mentors, and BTs. Faith Academy Charter School will utilize a 2 hour Monday Early Release every Monday for professional development, planning, vertical alignment, etc. We believe in life-long learning, not only for our students, but also for the FACS staff. The Monday Early Release Days are critical for ongoing Professional Development and planning for all staff to effectively implement the FACS curriculum.

BTSP Program Feedback

Continuous improvement data are important to ensure our BTSP provides the necessary supports to meet current BT needs. Therefore, we utilize a needs assessment survey to gather perception data from BTs, mentors, and administrators to determine areas of strength and limitations that may warrant modifications.

III. Formal Observation and Evaluation Process

FACS implements the NCEES as a formal process for conducting observations and a summative evaluation on all BTs and recognizes that a comprehensive evaluation cycle is critical to providing meaningful feedback on a BT's performance related to the NC Professional Teaching Standards. The NCEES components include:

Component 1: Training & Orientation

- BTs participate in the evaluation training within two weeks of their first day in any school year.
- Administrators, teachers, and peer evaluators participate in the evaluation training within two weeks of their first day in any school year.
 - Within the first two weeks of a teacher's first day of work every school year, the teacher will receive a rubric for evaluating NC teachers, the evaluation policy, and the schedule for completing all components of the evaluation process.
- Copies may be electronic. While a formal meeting is not required, supervisors may choose to hold this orientation as a group meeting at the beginning of each school year and/or individually as staff are hired throughout the year.

Component 2: Teacher Self-Assessment

- BTs rate and reflect on their performance using the Rubric for Evaluating North Carolina Teachers.

Component 3: Pre-Observation Conference

- The purpose/goal of a pre-observation conference is to prepare the principal for the observation. Pre-observations are not required for subsequent observations.
- Before the first formal observation, the principal meets with the BT to discuss his/her Self-Assessment, Professional Growth Plan (PDP), and written description of the lesson(s) to be observed.

Component 4: Observations

- The observation process is a significant part of the professional growth for a beginning teacher; consequently, it is essential that professionals with different perspectives are involved in the observation process. The Lead Administrator (or his/her designee) and a fellow career teacher (peer) will observe teachers who are participating in the Beginning Teacher Program. The observation requirements are as follows:
 - ✓ The administrator must complete a minimum of three 45-minute formal observations and optional informal observations during each year of participation in the Beginning Teacher Program.
 - ✓ The designated observer (peer) teacher must complete a minimum of one 45-minute formal observation during each year of participation in the Beginning Teacher Program.
 - ✓ The BT's mentor may provide informal observations during each year of participation in the Beginning Teacher Program to provide instructional feedback and support; however, the mentor's observations will not be included in the Beginning Teachers' evaluation.
 - ✓ The Lead Administrator (or his/her designee) will complete all observations and one annual summative evaluation (no later than early June) using the state approved electronic NC Educator Evaluation System model to assure appropriate spacing of observations throughout the year.
 - ✓ For BT1s and BT2s, at least two observations must be conducted in the first semester of the school year, and if practicable, at least one of those observations shall be within the first grading period.
 - ✓ For BT1s and BT2s, the principal must conduct at least one of the three annual administrative observations.

Component 5: Post Conference

- The principal shall conduct a post-conference no later than 10 days after each formal observation to discuss the teacher's performance. The conference will be based on the information from the pre-observation conference and the observation should be a vehicle for identifying areas of strength and areas in need of improvement.
- Monitored Growth Plans/Directed Growth Plans will be implemented when necessitated by evaluation ratings.

Component 6: Summative Evaluation Conference

- The principal conducts a summary evaluation conference with the BT. This conference is to provide the teacher with specific performance feedback based on the NC Professional Teaching Standards, observations, and artifacts/evidence submitted as part of the evaluation process. Based on the collection of information gathered in the process, principals rate each element in the Rubric for Evaluating NC Teachers and review the completed Teacher SummaryRating Form with the teacher.

Component 7: Professional Development Plan (PDP)

- Each BT must submit an on-going Professional Development Plan (PDP) to the Lead Administrator/Principal for review and/or modification each school year.
- The Lead Administrator may review the PDP after any formal observation and will evaluate completion of the PDP in the summative conference.
- With the BT's mentor, it is the responsibility of the BT to develop, execute, and maintain the personal Professional Development Plan.
- The PDP must show evidence of specific strengths, weaknesses, reflection on management and instructional skills, strategies, and assessment. Alamance Community School's Education goals and the NC Professional Teaching Standards must be addressed in the PDP and be observed throughout the year.
- The BT's mentor may be invited to review the PDP with the Lead Administrator/Principal at the request of the beginning teacher.
- The PDP conferences are held at the initial/beginning, middle, and end of each year which will include the BT, the mentor, and the Lead Administrator/Principal, to reflect on the development and the progress of the BT in meeting their goals.
- All three, the BT, the mentor, and the Lead Administrator/Principal, will sign the BT's PDP at the initial/beginning conference, the mid-year, and the end of the

year conference.

IV. Additional Resources

As a charter school in North Carolina, availability of services and technical assistance may be limited; therefore, the Faith Academy Charter School administration may seek services and technical assistance from these entities:

- a. North Carolina Department of Public Instruction
- b. North Carolina Charter Schools Office
- c. Other Charter Schools
- d. Other resources and individuals in the field, including community and parent volunteers.

V. Beginning Teacher Cumulative File

The cumulative professional file of the BT is maintained by the school administration. This file includes the following items:

- ✓ A file that documents signatures verifying that 3 electronic formal observations from the principal, 1 electronic formal observation from an observing teacher (peer), and an electronic summative evaluation for each year of participation in the program
- ✓ A minimum of one PDP for each year of participation in the BT program
- ✓ The cumulative professional file of the BT is located in the Lead Administrator's office or the office of the Director of Teacher Services, and considered confidential
- ✓ The BT is notified of all materials placed in the BT's professional file

VI. BT Program Evaluation

The Beginning Teacher Support Program will be evaluated several times during the duration of BT participation. Program evaluation will be part of the summative evaluation process each year that the teacher participates in the program. Information will be gathered by individual interviews and surveys from the BT participants. The Leadership team at FACS will review data collected concerning the effectiveness of the program. Working cooperatively with other professional staff, the Beginning Teacher Program will be revised to facilitate success for all BTs at FACS.

The Lead Administrator will appoint a distinguished career educator holding at least a Master's degree as the Beginning Teacher Support Program Coordinator. This individual will be responsible for working with the FACS Licensure Coordinator and the license conversion once the Beginning Teacher has reached the end of their third year. The BTSP Coordinator will also coordinate meetings and trainings specific to the needs of Beginning Teachers.

VII. Departure of a Beginning Teacher

If the BT leaves Faith Academy Charter School before completing the BT Support Program and teaches at another charter school or LEA, FACS will forward the professional record in a timely manner upon the receipt of written request and signing of a release statement by the BT.

VIII. FACS Board Approval & Peer Review

The Beginning Teacher Support Program Plan will be reviewed and approved by the FACS Board of Directors. To ensure that FACS is progressing along in the Beginning Teacher Support Program continuum and providing the highest quality support to beginning teachers. FACS will participate in an annual peer review. The Peer Review Process is on a 5-year cycle that is conducted annually, concluding with a formal review after the 5th year. This will include a Monitoring visit from an NCDPI Regional representative with the goal of being proficient in all of the BTSP standards.



BTSP PLAN

Lead Administrator

BOARD APPROVED

SUBMITTED TO NCDPI

APPROVED BY NCDPI

Faith Academy Charter School Board Book

May 2022

Monday, May 16, 2022

Location: Faith Academy Charter School

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. Recitation of Mission

Consent Agenda

- Approval of May 16 Agenda
- [Approval of April 18 Minutes](#)
- [Lead Administrator May Report](#)
- [March Financial Report](#)
- [FACS Mask Policy](#) Review - Needs to be approved monthly

2. Public Comment

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.

3. CSP Operational Data Report

4. Committee Reports

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

5. Public Comment Policy - For review and discussion

6. Dean of Student Affairs Job Description - For review and discussion

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:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

Employee Recommendations

Adjournment

Faith Academy Charter School Board Book

April 2022

Monday, April 18, 2022

Location: Faith Academy Charter School

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. **Recitation of Mission** - Lead by George Wilhelm , Chairman

Consent Agenda

- Approval of April 18 Agenda
- Approval of [March 21 Minutes](#)
- [Lead Administrator April Report](#)
- [February Financial Report](#) ***Pulled out, February Financials reviewed March meeting***
- [FACS Mask Policy](#) Review - ***Pulled out, handled at March Board meeting***
- [FACS Employee Grievance Policy](#) Review
- [FACS Parent Grievance Policy](#) Review
- [FACS Criminal History Policy](#) Review ***Pulled out for further discussion***
- [Beginning Teacher Support Plan Revision](#) Review

Motion to Approve Consent Agenda with amendments listed above: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

2. Public Comment

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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.

Guest wishing to address the Board: Ashleigh Houpe Zachary

3. Committee Reports

- a. Facility Committee - Discussion in Closed Session
- b. Sports Committee - Tasked with development of a FACS Facilities Policy
- c. Finance Committee - No Report. Finance Committee meets April 21,
- d. Capital Campaign Committee - Tim Williams reported that the Capital Campaign Team will meet **Apr 21, 2022** at 7 pm at the school. The silent phase of the capital campaign will begin that day. Tim led the board through a timeline for the different phases of the capital campaign.

***FACS Criminal History Policy:** Policy was pulled from Consent Agenda for further discussion: Chairman Wilhelm has questions concerning the last sentence in the policy - "The individual applicant may be subjected to pay for the cost of these checks at the discretion of the Lead Administrator." After discussion, the policy was left as is. Chairman Wilhelm has concerns that the statement was too subjective for proper administration by the Head Administrator.

Motion to accept the FACS Criminal History Policy as presented: Tim Williams

Seconded: Nick Lefko

Discussion: As Above

Motion Status: Voting in the affirmative: George Wilhelm, Gene Miller, Tim Williams, Chris Sease, Nick Lefko. Voting the the negative: Janna Griggs

Motion to go into Closed Session: Gene Miller

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at 7:30 pm

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:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

Employee Recommendations

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) **Facilities**

Motion to go back to Open Session: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved unanimously

Back to Open Session at 8:52 pm

Motion to approve panel of candidates for employment for FACS as presented by Dr.

Sarah Hensley, Head Administrator: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved unanimously

Motion to approve the purchase of a 22 passenger bus from Faith Baptist Church for \$21,000 pending funding recommendation from CSP at the upcoming finance

Committee meeting: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved unanimously

Adjournment

Motion to Adjourn: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved unanimously

FACS Board Meeting Adjourned at 9:00 pm

Respectfully submitted,

Tim Williams, Secretary



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 3/01/2022 - 3/31/2022

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
Rev- State Revenue	3,181,509.00	306,000.00	2,588,684.66	592,824.34	81.37	3,382,764.54
Rev- Local Revenue	1,158,488.84	105,099.18	685,079.16	473,409.68	59.14	1,034,858.63
Rev- Federal Revenue	25,347.52	0.00	215,532.10	(190,184.58)	850.31	240,879.62
Nutrition Revenue	0.00	12,896.03	75,634.35	(75,634.35)		108,049.07
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
. Rev- Student Activities	15,000.00	2,073.00	2,073.00	12,927.00	13.82	17,073.00
Revenues	4,383,345.36	426,068.21	3,567,003.27	816,342.09	81.38	4,786,624.86
Expenses						
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Salaries and Bonuses	1,994,100.00	195,804.10	1,660,175.59	333,924.41	83.25	2,249,587.89
Benefits	615,535.65	37,886.46	281,749.23	333,786.42	45.77	395,408.61
Books and Supplies	100,500.00	6,557.89	116,961.84	(16,461.84)	116.38	117,484.30
Technology	87,000.00	467.29	184,340.02	(97,340.02)	211.89	203,735.49
Contracted Student Services	160,000.00	33,500.76	147,753.49	12,246.51	92.35	270,104.99
Staff Development	23,500.00	279.05	14,799.51	8,700.49	62.98	23,500.00
Administrative Services	462,098.82	38,726.79	357,429.33	104,669.49	77.35	535,778.23
Insurances	25,394.00	2,107.00	27,534.00	(2,140.00)	108.43	27,534.00
Rents and Debt Service	338,406.50	6,992.55	176,197.19	162,209.31	52.07	338,406.50
Facilities	82,000.00	9,573.02	67,577.20	14,422.80	82.41	112,767.10
Utilities	79,500.00	8,510.81	59,700.45	19,799.55	75.09	79,500.00
School Activities	40,000.00	452.97	16,732.34	23,267.66	41.83	42,100.00
Capital Purchases	15,000.00	0.00	44,835.38	(29,835.38)	298.90	44,835.38
Expenses	4,023,034.97	340,858.69	3,155,785.57	867,249.40	78.44	4,440,742.49
SURPLUS/(DEFICIT)	360,310.39	85,209.52	411,217.70			345,882.38



Administrative Report

Director: Sarah Hensley

shensley@faithacademync.org

May Report

16 May 2022	1
General:	2
Lead Administrator Month in Review	2
ES Month in Review	3
Please provide a brief narrative describing your previous month's objectives for the elementary school and what you've accomplished.	3
MS Month in Review	5
Community Upcoming Events:	5
Personnel	5
Outreach:	6
Mission and Vision:	7
Student Leadership and Community Service	7
PBL	8
Life Skills	8
Student Achievement:	9
School Culture and Climate:	9
Partnership with Charter Success Partners:	10

General:

Lead Administrator Month in Review

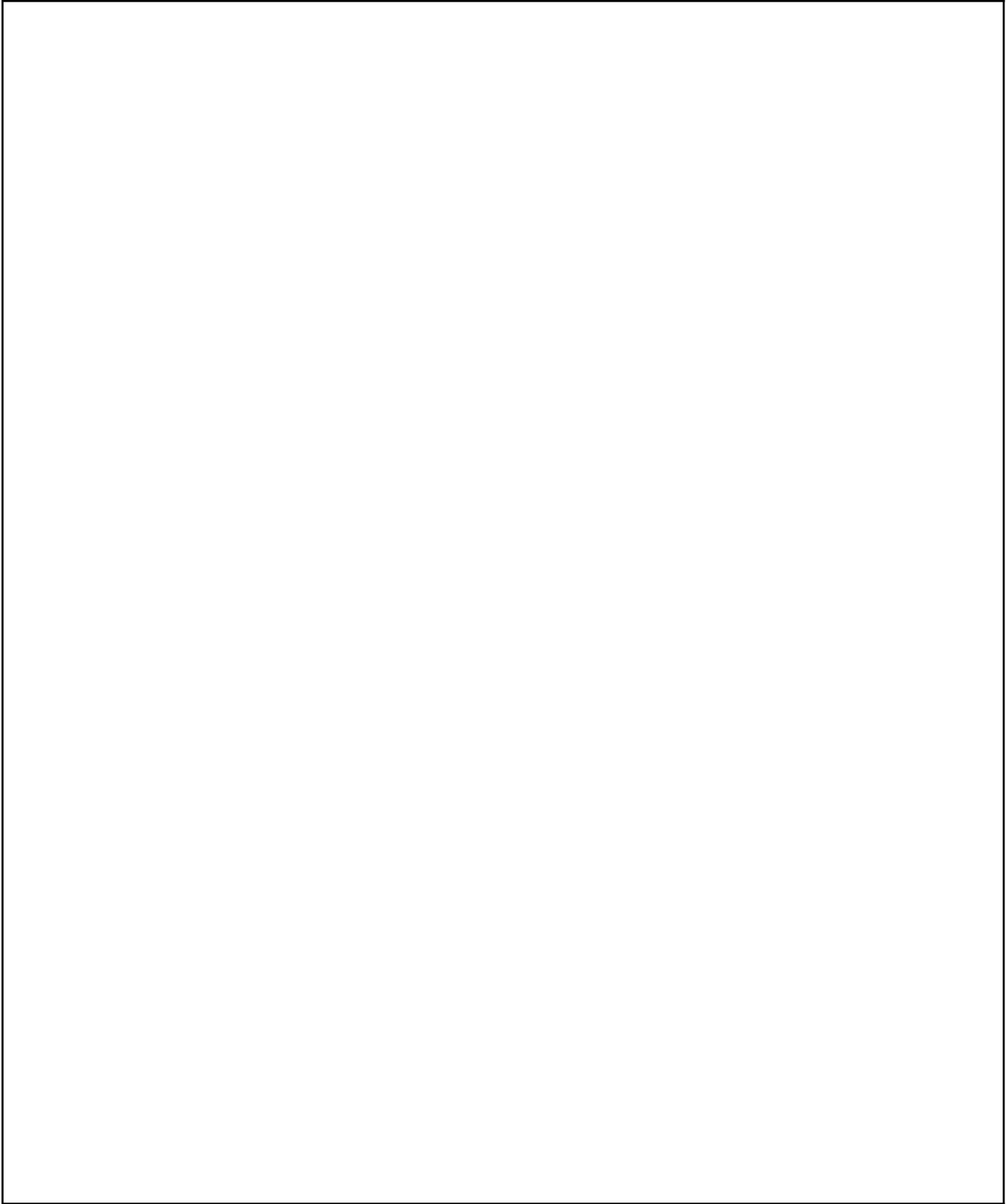
Please provide a brief narrative or bullet points describing your previous month's objectives for FACS and what you've accomplished.

- NC Check In 2 - Administered to grades 3 -7, Results Received and plan established for each grade level.
- Continuing Observations of staff
- Met with Aron Church - County Manager
- Completed and met all Fire Standards with the Fire Marshal
- Conducted monthly fire drill - lock down
- Added additional security cameras and updated key cards
- Completed Background checks for volunteers and trained all volunteers for Patriot Palooza and Proctoring
- Attended Access Grant Training
- Faith Baptist Strawberry Social
- Headcount continuing for Exceptional Children and submitted to NCDPI
- Received Year Book for FACS - 340
- Landscaping -Blaine Calloway
- All athletic Programs completed
- End of Year Check out

ES Month in Review

Please provide a brief narrative describing your previous month’s objectives for the elementary school and what you’ve accomplished.

- Staff Appreciation Lunch by administration
- Breakfast by Civitans
- Care items for VA Center
- Chicken project
- NC Flag - Grade 4 Celebration
- Flag Squad
- Reading Achievement Program
- Read Achieve Summer Program June
-



MS Month in Review

Please provide a brief narrative describing your previous month's objectives for the middle school and what you've accomplished.

- Crosby Scholars presentation to students
- Boy Scouts
- One students won third place for eight counties
- Water and Soil Conservation Poster Contest
- Preparing for true middle school
- Creating their own logo sign....
- Theater Arts Playwriting
- Worked with Carson High School
- Teaching

Community Upcoming Events:

Date	Event
------	-------

	Patriot Palooza
	Faith 4th of July - Representatives attend
	United Day of Caring Mission Team Shiloh all day project VA Medical

Personnel

Please provide a brief narrative describing your previous month's objectives for the school and what you've accomplished.

- Hiring for 2022-2023

Type	Number of Applicants Screened/Hired	Status

Outreach:

Place	Type	Result

Mission and Vision:

Student Leadership and Community Service

Please list and describe any student leadership activities that took place during the previous month.

Elementary School

Middle School

PBL

Grade	PBL Project: <i>Please provide information about any PBL projects that were completed or are currently in progress.</i>
K	CONTINUING ON
1st	
2nd	
3rd	
4th	
5th	
6th	
7th	

Life Skills

Grade	Life Skills <i>Please provide information about the current curriculum in Life Skills Classes or projects.</i>
K	
1st	
2nd	•
3rd	•

4th	
5th	
6th	
7t	

Student Achievement:

FACS Student Achievement: *Please provide bullet points related to student academic achievement in the previous month (i.e student assessment scores, growth, academic awards, etc.)*

EOG TESTING

-

School Culture and Climate:

FACS School Culture and Climate: *Please provide bullet points related to the school's community events, extracurricular activities, and other areas that contribute to positive school culture.*

Elementary School -

-

Middle School

Partnership with Charter Success Partners:

Charter Success Partners <i>Please provide bullet points related to your work with Charter Success Partners</i>



Faith Academy Charter School Covid-19 Mask Policy

Purpose: The purpose of this policy is to describe how, when, and where the staff, students, and visitors of the School will be required to wear a mask over their nose and mouth to reduce the spread of Covid-19 based on the most recent data-driven metrics.

When teachers, staff, and students consistently and correctly wear a mask, they protect others as well as themselves. They also reduce the amount of close contacts who must quarantine and length of quarantine. Consistent and correct mask use is especially important indoors and in crowded settings when physical distancing cannot be maintained. Masks should be worn over the nose and mouth and secured around the ears.

The following policy reflects the latest CDC recommendations on masks:

- ❖ Indoors: Proper mask use (covering nose and mouth) ~~is required~~ is optional, but strongly suggested for all people including students, teachers, staff, and visitors. Children under 2 years of age should not wear a mask.
 - ~~Gaiters are not accepted in place of masks.~~
 - ~~Teachers and staff are encouraged to seek positive, innovative and constructive methods of correcting and managing all student behavior in an effort to avoid repeated misbehavior regarding students not wearing masks.~~
 - ~~Following 504 and Americans with Disabilities Act (ADA), accommodations might be made for staff or students with a documented medical condition or disability that prevents them from wearing a traditional face mask.~~
 - ~~Mask breaks will be provided to staff and students. In addition, temporary removal of the mask is permitted when necessary for the following reasons:~~
 - ~~consuming food or drink~~
 - ~~for any emergency or medical situation~~
- ❖ ~~Outdoors: Masks are optional, but strongly encouraged during recess and other outdoor activities that do not involve sustained close contact with others.~~
- ❖ School Transportation: All passengers and drivers are required to wear a mask on school buses in accordance with the federal mandate.
- ❖ ~~Athletic Programs: Masks may be removed by students actively engaging in approved athletic programs.~~

Dean of Student Affairs

Description: The Dean of Student Affairs serves as the first point of contact for teachers, parents, and students with relation to specific day to day school activities including student discipline and FACS stakeholder engagement. This includes the development of positive school culture and ensuring that a structured environment exists that is conducive for learning. The Dean of Student Affairs also bridges the gap between all FACS stakeholders including teachers, parents, students, and the local community by overseeing the execution of school-wide community events and activities.

Key Responsibilities include, but are not limited to...

- Working closely with the Lead Administrator to establish a positive, joyful, and achievement-oriented school culture vision and plan.
- Facilitating teacher training and support around relationships, proactive positive culture, expectations, consistency, and classroom management.
- Coordinating and implementing a school-wide behavior management system with meaningful and logical incentives and consequences.
- Planning and overseeing the execution of schoolwide community events and culture building activities.
- Communicating with all stakeholders about upcoming activities and events.
- Intervening to resolve grievances between the various stakeholders within the FACS community.

Main Point of Contact for:

- Student Discipline K-12
- Student and Parent Grievances
- Community/Fundraising Events
- Parent Organizations (Community Involvement Alliance)
- Restorative Justice/Student Justice Council
- Clubs and Extracurricular Activities

Qualifications:

- Masters in Educational Leadership or related field of study
- 3+ years experience in school administration or related strong teacher leadership experience
- 5+ years teaching experience, preferably at the middle or high school level
- Experience with social-emotional learning curriculums and Restorative Justice preferred
- High level communication and interpersonal skills
- Positive, solution-oriented temperament
- Knowledge of the developmental needs of children through teenagers
- Desire and ability to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple competing tasks and demands

Participation at Board Meetings

Board meetings are conducted for the purpose of carrying on the official business of the Faith Academy Charter School. The public is cordially invited to attend board meetings to observe the board as it conducts its official business. The Board of Directors, as a representative body of the school, also wishes to provide a forum for citizens to express interests and concerns related to the school.

Requests to Address the Board – Public Comment Period

During each month in which the Board of Directors holds a regular meeting, at least one (1) period for public comment will be provided.

Individuals may address the Board for a maximum of three (3) minutes, unless otherwise specified by the Chairperson prior to the beginning of the public comment period. Speakers may not donate or waive their time to allow another speaker to exceed the allotted time. If many people have signed-up to speak, the Chairperson, at his or her discretion, may reduce the time for individual speakers and/or limit the public comment period to 30 minutes. These time limits shall be strictly enforced.

The procedure below will be followed:

- 1 – Individuals wishing to be placed on a list of speakers for a Board meeting must sign up prior to the call to order of the meeting.
- 2 – Speakers must sign up for themselves and provide their first and last name, physical address, email address, and phone number.
- 3 – The Chairperson will read the following statement to open the Public Comment period:

“At the beginning of each Board meeting any citizen is invited to address the Board of Directors about matters related to Faith Academy Charter School. Please be aware that disrespectful comments or comments of a personal nature directed at an individual either by name or inference, will not be allowed. If you have a personnel concern, it should be directed first to the Lead Administrator, then to the Board Chairperson and finally in writing to the Board. As Chairperson I will stop you if your comments are inappropriate or when your time has expired. The Board is here to listen and will not respond to any remarks at this meeting. If further clarification or a response is necessary, you may be contacted later. Each speaker is asked to begin by stating your first and last name. You will have three (3) minutes to address the Board [unless the time is revised and stated by the Chairperson]. Your time begins after you state your name. Our first speaker tonight is...”

- 4 – Individuals will be invited to address the Board in the order listed on the sign-up sheet. If an individual is not present when his/her name is called the individual will lose the opportunity to address the Board at that meeting and the Chairperson will go to the next name on the list.
- 5 – Speakers are not permitted to read statements from other individuals; however, speakers may leave a printed copy of their remarks with the Chairperson and the Lead Administrator.
- 6 – Speakers may address any topic of their choice, provided that the topic is not prohibited as outlined below.

The Board will not hear in open session:

- complaints about the performance of school personnel
 - personnel issues
 - confidential student issues
 - personal or individual matters
 - other matters of a confidential nature
- 7 – Board members will not respond to individuals who address the Board; however, Board members may address the Chairperson to request further clarification. In response, the Chairperson may direct the Lead Administrator to investigate concerns or secure requested information and respond to the presenter later.
 - 8 – Visitors may not take part in Board discussions by asking questions or making comments, except upon invitation to do so by the Chairperson.
 - 9 – Obscene, abusive, defamatory language, personal attacks on any individual, and/or other disruptive conduct will not be tolerated. Disruptions by any person or persons of a public meeting will be subject to action in accordance with G.S. 143-318.17.

Reports of Complaints

Complaints about the performance of school personnel, implementation of Board policy, the quality of the educational program or the adequacy of school facilities should be submitted initially for a response from the Lead Administrator. The Lead Administrator or designee will make available this Board policy and other relevant grievance procedures to any individual or group submitting a complaint.

In the event the Board and Lead Administrator need to hear confidential items protected by law, a closed session meeting of the Board may be scheduled at the discretion of the Chairperson. The same procedures used for hearing public comments at Board meetings will apply in such meetings.

References: Charlotte-Mecklenburg Board of Education; Winston-Salem/Forsyth Board of Education; Union Academy Charter School Board of Directors

Faith Academy Charter School Board Book

June 2022

Monday, June 20, 2022

Location: Faith Academy Charter School

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. Recitation of Mission

2. Consent Agenda

- Approval of June 20 Agenda
- Approval of [May 16 Minutes](#)
- [FACS Mask Policy](#) Review - *Needs to be approved monthly*
- Approval of Emergency Action Plan and forms for Concussions
 - [Clearance Form](#)
 - [General Procedures for Concussions](#)
 - [Concussion Checklist](#)

3. Public Comment

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.

4. Lead Administrator June Report

5. April Financial Report

6. Committee Reports

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

Please see [Capital Campaign Committee Report](#) for Jun 20, 2022

7. Public Comment Policy - For 2nd reading and action

8. Dean of Student Affairs Job Description - For 2nd reading and action

9. FACS Policy Implementation and Administrative Procedures Policy - For 1st reading and discussion

10. Concussion Policy - For 1st reading and discussion

11. 4th of July Discussion

- a. Blaine Calloway has offered his 30 ft gooseneck trailer for our float for students, parents and staff to ride on during the parade.
- b. Tim needs to know if the Board and Dr. Hensley wants the red truck to ride in for the parade.
- c. Are we throwing out candy?
- d. Who will wear the Patriot Mascot costume? 3
- e. Tim will need to get the word out to students and parents who want to participate and we will need to decorate the trailer.
- f. Also, we will need to get our parade entry fees taken care of.

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:

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

Employee Recommendations

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Facilities Discussion

Adjournment

Faith Academy Charter School Board Book

July 2022

Monday, July 18, 2022

Location: Faith Academy Charter School

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. Recitation of Mission

2. Consent Agenda

- Approval of July 18 Agenda
- No Action***Waiting on June 20 Minutes
- [FACS Mask Policy](#) Review - Needs to be approved monthly

3. Public Comment - [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.

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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.*

4. [May Financial Report](#)

5. Committee Reports

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

6. [MTSS Coordinator Job Description](#) - For 2nd reading and action

7. [FACS Policy Implementation and Administrative Procedures Policy](#) - For 2nd reading and action

8. [Concussion Policy](#) - For 2nd reading and action

9. Closed Session

Closed Session: Purpose of Closed Session Discussion Item #3: 143-318.11. Closed sessions.(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

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(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

11. Facilities Discussion

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

12. If needed, Action in open session on any Closed Session topics.

Adjournment

Board Adopted: 08-16-21
Revised: 09-20-21
Revised: 11-15-21
Revised: 12-20-21
Revised: 01-24-21
Revised: 02-21-22
Revised: 03-21-22

2.019 FAITH ACADEMY CHARTER SCHOOL COVID-19 MASK POLICY

When teachers, staff, and students consistently and correctly wear a mask, they protect others as well as themselves. They also reduce the amount of close contacts who must quarantine and length of quarantine.

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Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 5/01/2022 - 5/31/2022

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Rev- Federal Revenue	25,347.52	58,667.67	325,573.52	(300,226.00)	1284.44	327,513.54
Nutrition Revenue	0.00	7,141.38	90,671.82	(90,671.82)		90,671.82
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	0.00
. Rev- Student Activities	15,000.00	0.00	2,073.00	12,927.00	13.82	2,073.00
Revenues	4,383,345.36	628,591.42	4,601,857.75	(218,512.39)	104.99	4,965,203.61
Expenses						
Salaries and Bonuses	1,994,100.00	198,927.80	2,009,000.70	(14,900.70)	100.75	2,207,928.50
Benefits	615,535.70	40,021.70	346,513.92	269,021.78	56.29	386,535.62
Books and Supplies	100,500.00	11,515.38	142,093.40	(41,593.40)	141.39	142,420.23
Technology	87,000.00	1,570.68	187,927.05	(100,927.05)	216.01	195,660.82
Contracted Student Services	160,000.00	1,866.02	174,346.05	(14,346.05)	108.97	246,812.46
Staff Development	23,500.00	694.26	15,493.77	8,006.23	65.93	23,793.77
Administrative Services	462,098.82	62,171.28	461,441.46	657.36	99.86	502,907.05
Insurances	25,394.00	1,496.00	33,389.55	(7,995.55)	131.49	33,389.55
Rents and Debt Service	338,406.50	91,597.77	293,401.26	45,005.24	86.70	395,156.30
Facilities	82,000.00	43,675.49	113,801.55	(31,801.55)	138.78	157,806.77
Utilities	79,500.00	7,260.10	75,522.16	3,977.84	95.00	84,218.39
School Activities	40,000.00	1,809.45	18,611.78	21,388.22	46.53	40,151.25
Capital Purchases	15,000.00	264.00	45,099.38	(30,099.38)	300.66	45,099.38
Federal Grants	0.00	40,074.64	101,766.42	(101,766.42)		101,766.42
Expenses	4,023,035.02	494,685.69	4,010,149.57	12,885.45	99.68	4,563,646.51
SURPLUS/(DEFICIT)	360,310.34	133,905.73	591,708.18			401,557.10

Multi-Tiered Systems of Support Coordinator

Faith Academy Charter School

PURPOSE: The Coordinator, Multi-Tiered Systems of Support (MTSS) position provides a multi-tier system of instruction, assessment, and intervention designed to meet the achievement, behavioral, and social-emotional learning needs of all students. Support is provided to students with early identification to ensure success through integrated behavioral, social-emotional learning/academic research-based interventions.

REPORTS:

This position reports to school leadership.

JOB RESPONSIBILITIES:

- Coordinates and facilitates the successful implementation of academic and social-emotional interventions for students at risk of not meeting grade level standards or End of Grade Testing Standards using a tiered system of support in k-8.
- Deploys research-based strategies, materials, and techniques to support students in small groups who are experiencing learning difficulties.
- Assists and supports classroom teachers in addressing student learning gaps using the Multi-Tiered system framework by: developing, documenting, and maintaining ongoing academic plans and/or behavioral intervention plans.
- Provides interventions to students that are progress-monitored through on-going assessments.
- Utilizes multiple service delivery methods and research-based interventions.
- Maintains progress monitoring data.
- Identifies students to receive MTSS support and the results of the interventions provided.
- Assists the principals or designee with the intervention support team process for identifying students who need tier 3 intensive supports.
- Works with building teams to support the implementation of Positive Behavior Intervention Support (PBIS).
- Communicates to parents regarding the students' progress as well as strategies parents can use in the home.
- Meets regularly with school teams when appropriate about the MTSS practices and expectations.
- Performs related duties as assigned.

Requirements

- Knowledge of current research on academic, behavioral, and social-emotional interventions.
- Knowledge of content areas.
- Knowledge of the Strategic Plan, the Framework for Teaching and Learning, and Ability to analyze data and modify approaches accordingly.
- Ability to develop programs to meet the diverse needs of children.

1.0200 FAITH ACADEMY CHARTER SCHOOL POLICY IMPLEMENTATION and ADMINISTRATIVE PROCEDURES

Legal References: G.S. 115C-276; 115C-47

Policy Adoption and Revision

Adoption of new policies or revisions of existing policies is solely the responsibility of the Board of Directors. Except in the case of an emergency, policy recommendations shall appear twice before the Board; once for information followed by a second reading for adoption consideration. New policy adoption and revisions to existing policies require a quorum approval from the Board of Directors. The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements adopted and recorded in the minutes will be regarded as official policy of the Board. Policies will be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt.

Policy Implementation

The Lead Administrator of Faith Academy Charter School is responsible for implementing Board policies and for interpreting them to staff, students, and the public. All other administrators share in this responsibility.

Administrative Regulations and Procedures

Many of the Board's policies require implementing administrative procedures. The FACS Lead Administrator shall develop these procedures, in consultation with staff members and other persons and groups as appropriate to the topic, and shall submit these procedures to the Board for review and adoption if Board action is necessary or advisable.

Administrative procedures officially approved and/or adopted by the Board shall be included in the Board's Policies and Administrative Procedures Manual. Staff, student, and parent handbooks shall also be used for disseminating Board policies and regulations to those directly affected by them.

Within the parameters and intent of adopted Board policies and approved administrative procedures, the FACS Lead Administrator is authorized to establish further rules and procedures for the staff and students of the school, subject to review and approval of the Board.

Board Review of Administrative Procedures

The Board reserves the right to review all administrative procedures but shall revise them only when, in the Board's judgment, they are inconsistent with policies and regulations set by the Board.

Administration in the Absence of Adopted Policy and/or Approved Administrative Procedure

The FACS Lead Administrator is authorized to take action and make such emergency decisions on matters not addressed by Board policy as they may find necessary. All such decisions that rise above the level of routine administrative action or decision shall be reported to the Chair or Vice-chair of the Board as soon as practical and to the full Board at its next meeting. Such actions and decisions will be valid until the Board either takes action or declines to take action, in which case the Lead Administrator's action or decision shall establish precedent for further action or decisions, unless and until the Board re-visits the issue.

2.021 FAITH ACADEMY CHARTER SCHOOL CONCUSSION POLICY - DRAFT

Faith Academy Charter School will follow NCHSAA and CDC guidance for head injury/concussion.

Their guidance defines a concussion as a type of traumatic brain injury (TBI) that results from a bump, blow, or jolt to the head that causes the head and brain to move rapidly back, and forth. This sudden movement can cause the brain to bounce around or twist in the skull. This stretches and damages the brain cells, creating chemical changes in the brain. Most children and teens recover quickly and fully, but some may have symptoms that persist for weeks or even months. Concussions may or may not be accompanied by other injuries, and some students may not experience or report symptoms until hours or days after the injury.

- (1) All concussions are serious.
- (2) Most concussions occur without loss of consciousness.
- (3) Recognition and proper response to concussions when they first occur can help recovery and prevent further injury, or death.

To assist in recognizing a concussion, FACS employees or athletic volunteers, will ask the injured student or witnesses of the incident about the following:

- (1) Any kind of forceful blow to the head or to the body that resulted in rapid movement of the head.
- (2) Any change in the student's behavior, thinking, or physical functioning.

They will also check for signs and symptoms of a concussion.

Some observable symptoms are:

- (1) Appears dazed or stunned.
- (2) Is confused about events.
- (3) Answers questions slowly.
- (4) Repeats questions.
- (5) Cannot recall events prior to hit, bump, or fall.
- (6) Cannot recall events after the hit, bump, or fall.
- (7) Loses consciousness, even briefly.
- (8) Shows behavior or personality changes.

Some danger signs of concussions are:

- (1) One pupil larger than the other, pupil not reactive to light.
- (2) Drowsy or cannot be awakened.
- (3) A headache that gets worse and does not go away.
- (4) Weakness, numbness, or decreased coordination.

- (5) Repeated vomiting or nausea.
- (6) Slurred speech.
- (7) Seizures.
- (8) Cannot recognize people or places.
- (9) Becomes increasingly confused, restless, or agitated.
- (10) Loses consciousness.

Self-Reporting Symptoms or symptoms that may be reported by an injured student are:

- (1) Thinking/Remembering:
 - (a) Difficulty thinking clearly.
 - (b) Difficulty concentrating or remembering.
 - (c) Feeling more slowed down.
 - (d) Feeling sluggish, hazy, foggy, or groggy.
- (2) Emotional.
 - (a) Irritable.
 - (b) Sad.
 - (c) More emotional than usual.
 - (d) Nervous.
- (3) Physical.
 - (a) Headache or "pressure" in head.
 - (b) Nausea or vomiting.
 - (c) Balance problems or dizziness.
 - (d) Fatigue or feeling tired.
 - (e) Blurry or double vision,
 - (f) Sensitivity to light or noise.
 - (g) Numbness or tingling.
 - (h) Does not "feel right."
- (4) Sleep. Only ask about sleep symptoms if the injury occurred on a prior day.
 - (a) Drowsy.
 - (b) Sleeps less than usual.
 - (c) Sleeps more than usual.
 - (d) Has trouble falling asleep.

School Nursing Actions to Take.

When a student presents after a bump or blow to the head or jolt to the body, do the following:

- (1) Take a complete history of the incident (incident report form). Verify with corroborating witness reports, if possible.
- (2) Assess vital signs and perform neuro check (nurse).

- (3) Assess for any lacerations, which will be gently cleansed with soap and water. Apply a cover bandage, if necessary.
 - (4) Apply a cool compress or ice pack to the injured site.
 - (5) Notify the parent guardian, or emergency contact employer by phone that a head injury has occurred.
 - (6) Observe the student for signs and symptoms of concussion for a minimum of thirty (30) minutes (complete concussion checklist).
 - (7) Document all findings in office visits form.
 - (8) Should any of the assessments indicate warning signs that would necessitate urgent medical care, encourage the parent to seek immediate medical attention.
 - (9) If danger signs of concussion are observed, notify the local EMS and parent immediately. A copy of the completed concussion signs and symptoms [checklist](#) and student's health information shall be given to the EMS, to accompany the student to the hospital.
 - (11) If signs and symptoms are not observed or self-reported, the student may return to the classroom, but not allowed to return to sports or recreational activities on the same day of the injury. The student will be instructed to return to the School Clinic for warning signs.
 - (12) The classroom teachers will be notified if, and when, a student returns to class and alerted to return student to School Clinic or call for immediate assistance from the school nurse if the student exhibits signs and symptoms that warrant further assessment.
- 13 Send a copy of the completed concussion signs and symptoms checklist home with the student for parents to review. Ask parents to continue observing the student for any changes. Let parents know that if concussion signs or symptoms appear, the student should be seen right away by a healthcare provider.

Physical Ed teachers Actions to Take.

1. The PE teacher will remove the athlete from play.
2. Ensure that the athlete is evaluated by the school nurse for concussion.
3. Complete the incident report and give it to the school nurse.
4. The school nurse will inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
5. The student athlete will be kept out of play the day of the injury.
6. The student athlete should only return to play with permission from a healthcare professional, who is experienced in evaluating for concussion.

Coaches Actions to Take.

1. Remove the athlete from play.
2. Observe the student athlete for signs and symptoms of concussion using the concussion checklist.

3. Notify the parent or emergency contact by phone that a possible concussion has occurred.
4. Ensure the parent has the athlete evaluated by a healthcare professional. Give the parent a copy of the concussion checklist and fact sheet on concussion.
5. For any red flag signs or symptoms. Notify EMS and parents immediately.
6. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a healthcare professional.
7. Complete an incident report.

Limitations.

A concussion can affect multiple aspects of a student's ability to participate, learn, and perform well in school. Ensuring student safety and success, students returning to school after a concussion require a collaborative approach among school staff, health care providers, parents and the student. Accommodations may be needed if symptoms persist; an individualized health plan may be developed and implemented for the student with (temporary or permanent) disability that impacts their performance in any manner. Periodic monitoring of the student's symptoms by the school nurse shall continue as long as symptoms are present.

Clearance.

Students who have been diagnosed with a concussion must have a written [return to learn clearance form](#) completed by their primary care provider (PCP) before resuming academic activities. Likewise, student athletes must have a [return to play clearance form](#) completed by their Primary Care Provider (PCP). Monitoring of students' with a history of a concussion will be done by the school nurse/first responder. First Responder will use the [NCHSAA concussion return to play](#) form to monitor the student athlete and collaborate with PCP overseeing his/her care. A copy of the medical clearance must be given to the Athletic Director/school nurse and kept with the student's health records. The school nurse may provide a copy of the medical clearance to the student's physical education teacher and/or the student's extracurricular sports team coach.

Guidance and training.

School nurses need to develop an IHP and to assist in the development of an accommodations plan, if necessary, following head injuries. The school nurse can provide support to the student by helping students, parents, and teachers understand what a concussion is and recovery phase. All teachers should complete [the CDC's "Heads Up"](#) online training, while PE and athletic coaches complete the [NFHS training](#) online annually. A copy of certification will be given to the athletic director and school nurse. This provides excellent information and tools for the management of concussions.

Post-Concussion Protocol/Plan Compliance

A Post Concussion Plan in place that at a minimum includes:

- a. ☐ No same day return-to-learn/play for any student/student athlete exhibiting signs and symptoms consistent with concussion.
- b. ☐ Student/student athlete exhibiting signs and symptoms consistent with concussion must complete a return to learn/play Protocol
- c. ☐ Return to learn/play clearance form completed by a medical professional prior to return-to play/practice for any student/student athlete exhibiting signs and symptoms consistent with concussion.
- d. ☐ Delineation form must be completed and kept on file for any parent/guardian refusing to follow the return to learn/play protocol.

Faith Academy Charter School Board Book

August 2022

Monday, August 22, 2022

Location: Faith Academy Charter School

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. Recitation of Mission

2. Consent Agenda

- Approval of August 22 Agenda
- Approval of 6/20/22 Open & Closed Session Minutes
- Approval of 7/18/22 Open & Closed Session Minutes
- Approval of 8/15/22 Specially Called Session Minutes
- [FACS Mask Policy](#) Review - Needs to be approved monthly

3. Public Comment - [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.*

4. Financial Report

- a. ['13th' Month Financial Report](#)
- b. [July 2022 Financial Report](#)

5. Lead Administrator Report

6. Committee Reports

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

7. Facility Update

- a. Inspection scheduled for Wednesday, if passes, Duke Power hookup by Friday. Ideally students in by Monday.
- b. Pre Construction meeting scheduled with county, after which grading company will move equipment and should commence in ~2 weeks

8. Closed Session if needed

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:

9. If needed, Action in open session on any Closed Session topics.

Adjournment



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2023 | 7/01/2022 - 7/31/2022

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
Rev- State Revenue	3,953,520.00	0.00	0.00	3,953,520.00	0.00	4,158,674.84
Rev- Local Revenue	1,326,686.00	32,271.17	32,271.17	1,294,414.83	2.43	1,347,172.75
Rev- Federal Revenue	154,764.00	(12,938.10)	(12,938.10)	167,702.10	-8.36	242,764.00
Nutrition Revenue	120,000.00	0.00	0.00	120,000.00	0.00	120,000.00
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
. Rev- Student Activities	15,000.00	200.00	200.00	14,800.00	1.33	15,200.00
Revenues	5,572,970.00	19,533.07	19,533.07	5,553,436.93	0.35	5,886,811.59
Expenses						
Salaries and Bonuses	2,642,323.48	162,928.98	162,928.98	2,479,394.50	6.17	2,662,473.30
Benefits	801,665.83	35,028.94	35,028.94	766,636.89	4.37	801,665.83
Books and Supplies	139,500.00	1,774.28	1,774.28	137,725.72	1.27	139,500.00
Technology	109,500.00	6,129.32	6,129.32	103,370.68	5.60	109,500.00
Contracted Student Services	265,000.00	0.00	0.00	265,000.00	0.00	265,000.00
Staff Development	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00
Administrative Services	561,000.00	45,536.68	45,536.68	515,463.32	8.12	561,000.00
Insurances	35,000.00	1,047.00	1,047.00	33,953.00	2.99	35,000.00
Rents and Debt Service	485,644.00	8,897.55	8,897.55	476,746.45	1.83	485,644.00
Facilities	116,000.00	6,943.55	6,943.55	109,056.45	5.99	116,000.00
Utilities	91,425.00	1,796.78	1,796.78	89,628.22	1.97	91,425.00
School Activities	50,000.00	1,185.51	1,185.51	48,814.49	2.37	51,165.12
Capital Purchases	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00
Federal Grants	0.00	97,830.39	97,830.39	(97,830.39)		97,830.39
Expenses	5,372,058.31	369,098.98	369,098.98	5,002,959.33	6.87	5,491,203.64
SURPLUS/(DEFICIT)	200,911.69	(349,565.91)	(349,565.91)			395,607.95



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 13 Month

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used
Revenues					
Rev- State Revenue	3,181,509.00	3,405,139.78	3,405,139.78	(223,630.78)	107.03
Rev- Local Revenue	1,158,488.84	1,042,253.60	1,042,253.60	116,235.24	89.97
Rev- Federal Revenue	25,347.52	411,572.97	411,572.97	(386,225.45)	1623.72
Nutrition Revenue	0.00	86,271.82	86,271.82	(86,271.82)	
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00
. Rev- Student Activities	15,000.00	7,618.00	7,618.00	7,382.00	50.79
Revenues	4,383,345.36	4,952,856.17	4,952,856.17	(569,510.81)	112.99

Expenses					
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used
Salaries and Bonuses	1,994,100.00	2,213,355.81	2,213,355.81	(219,255.81)	111.00
Benefits	615,535.70	390,024.77	390,024.77	225,510.93	63.36
Books and Supplies	100,500.00	143,735.19	143,735.19	(43,235.19)	143.02
Technology	87,000.00	255,372.06	255,372.06	(168,372.06)	293.53
Contracted Student Services	160,000.00	185,452.95	185,452.95	(25,452.95)	115.91
Staff Development	23,500.00	15,493.77	15,493.77	8,006.23	65.93
Administrative Services	462,098.82	517,152.93	517,152.93	(55,054.11)	111.91
Insurances	25,394.00	36,424.55	36,424.55	(11,030.55)	143.44
Rents and Debt Service	338,406.50	324,601.93	324,601.93	13,804.57	95.92
Facilities	82,000.00	119,048.59	119,048.59	(37,048.59)	145.18
Utilities	79,500.00	80,140.80	80,140.80	(640.80)	100.81
School Activities	40,000.00	18,423.53	18,423.53	21,576.47	46.06
Capital Purchases	15,000.00	45,099.38	45,099.38	(30,099.38)	300.66
Federal Grants	0.00	112,151.87	112,151.87	(112,151.87)	
Expenses	4,023,035.02	4,456,478.13	4,456,478.13	(433,443.11)	110.77
SURPLUS/(DEFICIT)	360,310.34	496,378.04	496,378.04		

Faith Academy Charter School Board Book

July 2022

Monday, July 18, 2022

Location: Faith Academy Charter School

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 Began at 7:03 pm

Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Liz Morrow, Treasurer, Tim Williams, Secretary and Chris Sease.

Board Members Absent: Janna Griggs and Nick Lefko

Charter Success Partners Present: Tara Beaver

Lead Administrator: Dr. Sarah Hensley

1. Recitation of Mission - Led by George Wilhelm, Chairman

2. Consent Agenda

• Approval of July 18 Agenda

Motion to Approve Consent Agenda: Gene Miller

Seconded: Tim Williams

Discussion: None

Motion Status: Approved Unanimously

• No Action***Waiting on June 20 Minutes

Minutes for Jun 20, 2022 will be approved at the August meeting. Everyone had not received a copy.

• FACS Mask Policy Review - *Needs to be approved monthly*

Chairman Wilhelm called attention to FACS Mask Policy. Policy was approved by consensus.

3. Public Comment -

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Those signed up to address the Board: Allison Mitchell, Sam Wells, Amanda Earnhardt and Ashley Houpe Zachary

4. May Financial Report

Liz Morrow reported that the finance committee had met and that our finances in are order and that we should finish the year with a good surplus.

5. Committee Reports

a. Facility Committee: Chairman Wilhelm reported that the new pod for the 5th grade is under construction. There will be an increase in monthly rent due to Rowan County inspectors requiring switchback ramps at both exits. The new driveway and parking lot is under construction. Hubrich has assured us that footings for the new school will be in my Oct 1, 2022. All town water and sewer maps will need approval. Rowan County inspectors will be on site on Monday, Jul 19, 2022to inspect the pod.

b. Sports Committee: Liz Morrow reported that there will be 3 sports activities this Fall: girl's volleyball, cross country and boy's soccer. All sports will need uniforms. It was reported that Gloria Wilhelm and Anna Bradshaw will be the coaches for cross country and Howard Torrence will coach boy's Soccer. Physical forms and handbooks have been

prepared. Boy's and girl's basketball and cheerleading will be offered in the winter. Gene Miller asked if we have proper insurance for all sports activities. Dr. Hensley will check with CSP.

c. Finance Committee: Liz Morrow reported earlier in the meeting.

d. Capital Campaign Committee: Tim Williams reported that since our last report we are now approaching \$60,000.00. We are expecting checks from various individuals and corporations by the end of July. Tim asked for Dr. Hensley's help with a grade level "Patriot's Pennys" campaign to get parents and students involved.

6. MTSS Coordinator Job Description - For 2nd reading and action

Motion to approve MTSS Coordinator Job Description: Chris Sease

Seconded: Liz Morrow

Discussion: Dr. Hensley explained that the MTSS Coordinator will work to identify students that need help early in the year. This Job will be grant funded. The Coordinator will work closely with EC students and with teachers.

Motion Status: Approved Unanimously

7. FACS Policy Implementation and Administrative Procedures Policy - For 2nd reading and action

Motion to approve FACS Policy Implementation and Administration Procedures Policy:
Tim Williams

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

8. Concussion Policy- For 2nd reading and action

Motion to approve FACS Concussion Policy: Gene Miller

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

9. Closed Session

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:

Motion to go the Closed Session: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Time of Closed Session: 7:45pm

10. Employee Recommendations

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

11. Facilities Discussion

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

12. If needed, Action in open session on any Closed Session topics.

Motion to go back to Open Session at 9:36 pm: Liz Morrow

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Motion to approve the list of Candidates for employment at FACS presented by Dr. Hensley in

Closed Session: Liz Morrow

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Motion to accept offer from individual to provide lumber for the grandstand: Gene Miller

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

'Board Adopted: 08-16-21
Revised: 09-20-21
Revised: 11-15-21
Revised: 12-20-21
Revised: 01-24-21
Revised: 02-21-22
Revised: 03-21-22

2.019 FAITH ACADEMY CHARTER SCHOOL COVID-19 MASK POLICY

When teachers, staff, and students consistently and correctly wear a mask, they protect others as well as themselves. They also reduce the amount of close contacts who must quarantine and length of quarantine.

The following policy reflects the latest CDC recommendations on masks:

- Indoors: Proper mask use (covering nose and mouth) is optional, but strongly suggested for all people including students, teachers, staff, and visitors. Children under 2 years of age should not wear a mask.

2.019 FACS Covid-19 Mask Policy

Adopted: 06-20-2022

Participation at Board Meetings

Board meetings are conducted for the purpose of carrying on the official business of the Faith Academy Charter School. The public is cordially invited to attend board meetings to observe the board as it conducts its official business. The Board of Directors, as a representative body of the school, also wishes to provide a forum for citizens to express interests and concerns related to the school.

Requests to Address the Board – Public Comment Period

During each month in which the Board of Directors holds a regular meeting, at least one (1) period for public comment will be provided.

Individuals may address the Board for a maximum of three (3) minutes, unless otherwise specified by the Chairperson prior to the beginning of the public comment period. Speakers may not donate or waive their time to allow another speaker to exceed the allotted time. If many people have signed-up to speak, the Chairperson, at his or her discretion, may reduce the time for individual speakers and/or limit the public comment period to 30 minutes. These time limits shall be strictly enforced.

The procedure below will be followed:

- 1 – Individuals wishing to be placed on a list of speakers for a Board meeting must sign up prior to the call to order of the meeting.
- 2 – Speakers must sign up for themselves and provide their first and last name, physical address, email address, and phone number.
- 3 – The Chairperson will read the following statement to open the Public Comment period:

“At the beginning of each Board meeting any citizen is invited to address the Board of Directors about matters related to Faith Academy Charter School. Please be aware that disrespectful comments or comments of a personal nature directed at an individual either by name or inference, will not be allowed. If you have a personnel concern, it should be directed first to the Lead Administrator, then to the Board Chairperson and finally in writing to the Board. As Chairperson I will stop you if your

1.021 FACS Addressing the Board 1

Adopted: 06-20-2022

comments are inappropriate or when your time has expired. The Board is here to listen and will not respond to any remarks at this meeting. If further clarification or a response is necessary, you may be contacted later. Each speaker is asked to begin by stating your first and last name. You will have three (3) minutes to address the Board [unless the time is revised and stated by the Chairperson]. Your time begins after you state your name. Our first speaker tonight is...”

4 – Individuals will be invited to address the Board in the order listed on the sign-up sheet. If an individual is not present when his/her name is called the individual will lose the opportunity to address the Board at that meeting and the Chairperson will go to the next name on the list.

5 – Speakers are not permitted to read statements from other individuals; however, speakers may leave a printed copy of their remarks with the Chairperson and the Lead Administrator.

6 – Speakers may address any topic of their choice, provided that the topic is not prohibited as outlined below.

The Board will not hear in open session:

- complaints about the performance of school personnel
- personnel issues
- confidential student issues
- personal or individual matters
- other matters of a confidential nature

7 – Board members will not respond to individuals who address the Board; however, Board members may address the Chairperson to request further clarification. In response, the Chairperson may direct the Lead Administrator to investigate concerns or secure requested information and respond to the presenter later.

8 – Visitors may not take part in Board discussions by asking questions or making comments, except upon invitation to do so by the Chairperson.

9 – Obscene, abusive, defamatory language, personal attacks on any individual, and/or other disruptive conduct will not be tolerated. Disruptions by any person or persons of a public meeting will be subject to action in accordance with G.S. 143-318.17.

1.021 FACS Addressing the Board 2

Adopted: 06-20-2022

Reports of Complaints

Complaints about the performance of school personnel, implementation of Board policy, the quality of the educational program or the adequacy of school facilities should be submitted initially for a response from the Lead Administrator. The Lead Administrator or designee will make available this Board policy and other relevant grievance procedures to any individual or group submitting a complaint.

In the event the Board and Lead Administrator need to hear confidential items protected by law, a closed session meeting of the Board may be scheduled at the discretion of the Chairperson. The same procedures used for hearing public comments at Board meetings will apply in such meetings.

1.021 FACS Addressing the Board 3



FY22 FACS Financial Reports Board Report 2022.05

Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 5/01/2022 - 5/31/2022

%	Account	Budget	Period	Activity	YTD	Activity	Remaining	Budget
Used	EOY	Projection						
Rev- State Revenue	3,181,509.00	437,751.40	3,266,436.02	(84,927.02)	102.67	3,493,929.54	Rev- Local Revenue	1,158,488.84 125,030.97
917,103.39	241,385.45	79.16	1,051,015.71	Rev- Federal Revenue	25,347.52	58,667.67	325,573.52	(300,226.00) 1284.44 327,513.54
Revenue	0.00	7,141.38	90,671.82	(90,671.82)	90,671.82	Rev- Athletic Revenue	3,000.00	0.00 0.00 3,000.00 0.00 0.00
15,000.00	0.00	2,073.00	12,927.00	13.82	2,073.00	Rev- Student Activities		

Revenues 4,383,345.36 628,591.42 4,601,857.75 (218,512.39) 104.99 4,965,203.61

	Account	Budget	Period	Activity	YTD	Activity	Remaining		Used	EOY	Projection	
	Salaries and Bonuses	1,994,100.00	198,927.80	2,009,000.70	(14,900.70)	100.75	2,207,928.50	Benefits	615,535.70	40,021.70	346,513.92	269,021.78
56.29	386,535.62	Books and Supplies	100,500.00	11,515.38	142,093.40	(41,593.40)	141.39	142,420.23	Technology	87,000.00	1,570.68	187,927.05
(100,927.05)	216.01	195,660.82	Contracted Student Services	160,000.00	1,866.02	174,346.05	(14,346.05)	108.97	246,812.46	Staff Development		
23,500.00	694.26	15,493.77	8,006.23	65.93	23,793.77	Administrative Services	462,098.82	62,171.28	461,441.46	657.36	99.86	502,907.05
Insurances	25,394.00	1,496.00	33,389.55	(7,995.55)	131.49	33,389.55	Rents and Debt Service	338,406.50	91,597.77	293,401.26	45,005.24	86.70

395,156.30	Facilities	82,000.00	43,675.49	113,801.55	(31,801.55)	138.78	157,806.77	Utilities	79,500.00	7,260.10	75,522.16	3,977.84	95.00	84,218.39
School Activities	40,000.00	1,809.45	18,611.78	21,388.22	46.53	40,151.25	Capital Purchases	15,000.00	264.00	45,099.38	(30,099.38)	300.66		
45,099.38	Federal Grants	0.00	40,074.64	101,766.42	(101,766.42)	101,766.42								

Expenses 4,023,035.02 494,685.69 4,010,149.57 12,885.45 99.68 4,563,646.51

SURPLUS/(DEFICIT) 360,310.34 133,905.73 591,708.18 401,557.10

Multi-Tiered Systems of Support Coordinator Faith Academy Charter School

PURPOSE: The Coordinator, Multi-Tiered Systems of Support (MTSS) position provides a multi-tier system of instruction, assessment, and intervention designed to meet the achievement, behavioral, and social-emotional learning needs of all students. Support is provided to students with early identification to ensure success through integrated behavioral, social-emotional learning/academic research-based interventions.

REPORTS:

This position reports to school leadership.

JOB RESPONSIBILITIES:

- Coordinates and facilitates the successful implementation of academic and social emotional interventions for students at risk of not meeting grade level standards or End of Grade Testing Standards using a tiered system of support in k-8.
- Deploys research-based strategies, materials, and techniques to support students in small groups who are experiencing learning difficulties.
- Assists and supports classroom teachers in addressing student learning gaps using the Multi-Tiered system framework by: developing, documenting, and maintaining ongoing academic plans and/or behavioral intervention plans.
- Provides interventions to students that are progress-monitored through on-going assessments.
- Utilizes multiple service delivery methods and research-based interventions.
- Maintains progress monitoring data.
- Identifies students to receive MTSS support and the results of the interventions provided.
- Assists the principals or designee with the intervention support team process for identifying students who need tier 3 intensive supports.
- Works with building teams to support the implementation of Positive Behavior

Intervention Support (PBIS).

- Communicates to parents regarding the students' progress as well as strategies parents can use in the home.
- Meets regularly with school teams when appropriate about the MTSS practices and expectations.
- Performs related duties as assigned.

Requirements

- Knowledge of current research on academic, behavioral, and social-emotional interventions.
- Knowledge of content areas.
- Knowledge of the Strategic Plan, the Framework for Teaching and Learning, and Ability to analyze data and modify approaches accordingly.
- Ability to develop programs to meet the diverse needs of children.

1.0200 FAITH ACADEMY CHARTER SCHOOL POLICY IMPLEMENTATION and ADMINISTRATIVE PROCEDURES

Legal References: G.S. 115C-276; 115C-47

Policy Adoption and Revision

Adoption of new policies or revisions of existing policies is solely the responsibility of the Board of Directors. Except in the case of an emergency, policy recommendations shall appear twice before the Board; once for information followed by a second reading for adoption consideration. New policy adoption and revisions to existing policies require a quorum approval from the Board of Directors. The formal adoption of policies will be recorded in the minutes of the Board meeting. Only those written statements adopted and recorded in the minutes will be regarded as official policy of the Board. Policies will be effective immediately upon adoption unless a specific effective date is provided in the motion to adopt.

Policy Implementation

The Lead Administrator of Faith Academy Charter School is responsible for implementing Board policies and for interpreting them to staff, students, and the public. All other administrators share in this responsibility.

Administrative Regulations and Procedures

Many of the Board's policies require implementing administrative procedures. The FACS Lead Administrator shall develop these procedures, in consultation with staff members and other persons and groups as appropriate to the topic, and shall submit these procedures to the Board for review and adoption if Board action is necessary or advisable.

Administrative procedures officially approved and/or adopted by the Board shall be included in the Board's Policies and Administrative Procedures Manual. Staff, student, and parent handbooks shall also be used for disseminating Board policies and regulations to those directly affected by them.

Within the parameters and intent of adopted Board policies and approved administrative procedures, the FACS Lead Administrator is authorized to establish further rules and procedures for the staff and students of the school, subject to review and approval of the Board.

Board Review of Administrative Procedures

The Board reserves the right to review all administrative procedures but shall revise them only when, in the Board's judgment, they are inconsistent with policies and regulations set by the Board.

Administration in the Absence of Adopted Policy and/or Approved Administrative Procedure The FACS Lead Administrator is authorized to take action and make such emergency decisions on matters not addressed by Board policy as they may find necessary. All such decisions that rise above the level of routine administrative action or decision shall be reported to the Chair or Vice-chair of the Board as soon as practical and to the full Board at its next meeting. Such actions and decisions will be valid until the Board either takes action or declines to take action, in which case the Lead Administrator's action or decision shall establish precedent for further action or decisions, unless and until the Board re-visits the issue.

2.021 FAITH ACADEMY CHARTER SCHOOL CONCUSSION POLICY - DRAFT

Faith Academy Charter School will follow NCHSAA and CDC guidance for head injury/concussion.

Their guidance defines a concussion as a type of traumatic brain injury (TBI) that results from a bump, blow, or jolt to the head that causes the head and brain to move rapidly back, and forth. This sudden movement can cause the brain to bounce around or twist in the skull. This stretches and damages the brain cells, creating chemical changes in the brain. Most children and teens recover quickly and fully, but some may have symptoms that persist for weeks or even months. Concussions may or may not be accompanied by other injuries, and some students may not experience or report symptoms until hours or days after the injury.

- (1) All concussions are serious.
- (2) Most concussions occur without loss of consciousness.
- (3) Recognition and proper response to concussions when they first occur can help recovery and prevent further injury, or death.

To assist in recognizing a concussion, FACS employees or athletic volunteers, will ask the injured student or witnesses of the incident about the following:

- (1) Any kind of forceful blow to the head or to the body that resulted in rapid movement of the head.
- (2) Any change in the student's behavior, thinking, or physical functioning.

They will also check for signs and symptoms of a concussion.

Some observable symptoms are:

- (1) Appears dazed or stunned.
- (2) Is confused about events.
- (3) Answers questions slowly.
- (4) Repeats questions.
- (5) Cannot recall events prior to hit, bump, or fall.

- (6) Cannot recall events after the hit, bump, or fall.
- (7) Loses consciousness, even briefly.
- (8) Shows behavior or personality changes.

Some danger signs of concussions are:

- (1) One pupil larger than the other, pupil not reactive to light.
- (2) Drowsy or cannot be awakened.
- (3) A headache that gets worse and does not go away.
- (4) Weakness, numbness, or decreased coordination.
- (5) Repeated vomiting or nausea.
- (6) Slurred speech.
- (7) Seizures.
- (8) Cannot recognize people or places.
- (9) Becomes increasingly confused, restless, or agitated.
- (10) Loses consciousness.

Self-Reporting Symptoms or symptoms that may be reported by an injured student are:

(1) Thinking/Remembering:

- (a) Difficulty thinking clearly.
- (b) Difficulty concentrating or remembering.
- (c) Feeling more slowed down.
- (d) Feeling sluggish, hazy, foggy, or groggy.

(2) Emotional.

- (a) Irritable.
- (b) Sad.
- (c) More emotional than usual.
- (d) Nervous.

(3) Physical.

- (a) Headache or "pressure" in head.
- (b) Nausea or vomiting.
- (c) Balance problems or dizziness.
- (d) Fatigue or feeling tired.
- (e) Blurry or double vision.
- (f) Sensitivity to light or noise.
- (g) Numbness or tingling.
- (h) Does not "feel right."

(4) Sleep. Only ask about sleep symptoms if the injury occurred on a prior day.

- (a) Drowsy.
- (b) Sleeps less than usual.
- (c) Sleeps more than usual.

(d) Has trouble falling asleep.

School Nursing Actions to Take.

When a student presents after a bump or blow to the head or jolt to the body, do the following:

- (1) Take a complete history of the incident (incident report form). Verify with corroborating witness reports, if possible.
- (2) Assess vital signs and perform neuro check (nurse).
- (3) Assess for any lacerations, which will be gently cleansed with soap and water. Apply a cover bandage, if necessary.
- (4) Apply a cool compress or ice pack to the injured site.
- (5) Notify the parent guardian, or emergency contact employer by phone that a head injury has occurred.
- (6) Observe the student for signs and symptoms of concussion for a minimum of thirty (30) minutes (complete concussion checklist).
- (7) Document all findings in office visits form.
- (8) Should any of the assessments indicate warning signs that would necessitate urgent medical care, encourage the parent to seek immediate medical attention.
- (9) If danger signs of concussion are observed, notify the local EMS and parent immediately. A copy of the completed concussion signs and symptoms [checklist](#) and student's health information shall be given to the EMS, to accompany the student to the hospital.
- (11) If signs and symptoms are not observed or self-reported, the student may return to the classroom, but not allowed to return to sports or recreational activities on the same day of the injury. The student will be instructed to return to the School Clinic for warning signs. (12) The classroom teachers will be notified if, and when, a student returns to class and alerted to return student to School Clinic or call for immediate assistance from the school nurse if the student exhibits signs and symptoms that warrant further assessment.
- 13 Send a copy of the completed concussion signs and symptoms checklist home with the student for parents to review. Ask parents to continue observing the student for any changes. Let parents know that if concussion signs or symptoms appear, the student should be seen right away by a healthcare provider.

Physical Ed teachers Actions to Take.

1. The PE teacher will remove the athlete from play.
2. Ensure that the athlete is evaluated by the school nurse for concussion.
3. Complete the incident report and give it to the school nurse.
4. The school nurse will inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
5. The student athlete will be kept out of play the day of the injury.
6. The student athlete should only return to play with permission from a healthcare

professional, who is experienced in evaluating for concussion.

Coaches Actions to Take.

1. Remove the athlete from play.
2. Observe the student athlete for signs and symptoms of concussion using the concussion checklist.
3. Notify the parent or emergency contact by phone that a possible concussion has occurred.
4. Ensure the parent has the athlete evaluated by a healthcare professional. Give the parent a copy of the concussion checklist and fact sheet on concussion.
5. For any red flag signs or symptoms. Notify EMS and parents immediately.
6. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a healthcare professional.
7. Complete an incident report.

Limitations.

A concussion can affect multiple aspects of a student's ability to participate, learn, and perform well in school. Ensuring student safety and success, students returning to school after a concussion require a collaborative approach among school staff, health care providers, parents and the student. Accommodations may be needed if symptoms persist; an individualized health plan may be developed and implemented for the student with (temporary or permanent) disability that impacts their performance in any manner. Periodic monitoring of the student's symptoms by the school nurse shall continue as long as symptoms are present.

Clearance.

Students who have been diagnosed with a concussion must have a written [return to learn clearance form](#) completed by their primary care provider (PCP) before resuming academic activities. Likewise, student athletes must have a [return to play clearance form](#) completed by their Primary Care Provider (PCP). Monitoring of students' with a history of a concussion will be done by the school nurse/first responder. First Responder will use the [NCHSAA concussion return to play](#) form to monitor the student athlete and collaborate with PCP overseeing his/her care. A copy of the medical clearance must be given to the Athletic Director/school nurse and kept with the student's health records. The school nurse may provide a copy of the medical clearance to the student's physical education teacher and/or the student's extracurricular sports team coach.

Guidance and training.

School nurses need to develop an IHP and to assist in the development of an accommodations plan, if necessary, following head injuries. The school nurse can provide support to the student

by helping students, parents, and teachers understand what a concussion is and recovery phase. All teachers should complete [the CDC's "Heads Up"](#) online training, while PE and athletic coaches complete the [NFHS training](#) online annually. A copy of certification will be given to the athletic director and school nurse. This provides excellent information and tools for the management of concussions.

Post-Concussion Protocol/Plan Compliance

A Post Concussion Plan in place that at a minimum includes:

- a. ☐ No same day return-to-learn/play for any student/student athlete exhibiting signs and symptoms consistent with concussion.
- b. ☐ Student/student athlete exhibiting signs and symptoms consistent with concussion must complete a return to learn/play Protocol
- c. ☐ Return to learn/play clearance form completed by a medical professional prior to return-to play/practice for any student/student athlete exhibiting signs and symptoms consistent with concussion.
- d. ☐ Delineation form must be completed and kept on file for any parent/guardian refusing to follow the return to learn/play protocol.

Adjournment

Motion to Adjourn: Gene Miller

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Meeting adjourned at 9:40 pm

Respectively submitted,

Tim Williams, Secretary

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.

Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Janna Griggs, Nick Lefko.

Board Members Absent: Liz Morrow, Chris Cease, and Tim Williams

Quorum Present: Established

CSP Representatives Present: Cory Draughon, Tara Beaver

Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley presented on current happening and preparations for summer and upcoming year.

Time Called to Order: 7:00 pm

Agenda

Open Session

1. Recitation of Mission: Led by Chairman Wilheom
2. Approval of June 20 Agenda

Motion to approve the agenda -Gene Miller

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Approval of May 16 Minutes

Motion to Approve: Gene Miller

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

3. Public Comment

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 2 minutes of comment, with a total time allotted to public comment of 10 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.

The following individuals wished to address the Board - Allison Mitchell. Each speaker was given a 2 minute allotment of time.

4. Lead Administrator Report - Dr. Hensley presented her report on summer programs and the added officers coming to walk the school from the NC Department of Public Safety, a new thing they are starting for all public schools.

The Board thanked Dr. Hensley for her report .

There was discussion around a summer reading program.

No votes were needed at this time.

5. Financial Report - Cory Draughon presented the April Financial Report. Cory

reported that financials are headed in the right direction for the upcoming year. There will be an audit the week following this meeting that is due August 31. The 22-23 fiscal year budget is in process with a total revenue of 5.5 million. That is with an expected increase in benefits, assumes a step increase for one or more years. We need to decide what type of surplus we want opposed to supplement in salaries which could mean a \$150,000 difference in the surplus for the year.

Gene suggested approving half the staff supplement so the surplus would be \$200,000. Move forward with the projected 5.5 million in revenue and 5.3 million in expenses, paying 50% of the supplement,

part in December and part in June, with the option to adjust the supplement to the full 100% in June if the budget allows.

Motion to Approve: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

6. Committee Reports:

a. Facility Committee – George reported that the new modular will be delivered July 7 and they will complete setup within a week.

b. Sports Committee - Nick reported funds will need to be approved for uniforms soon. The census will go out after the lottery closes for desired sports. They plan to add golf and cross country this year. He also brought up some ideas about the facility rental contract and will update us once changes are made.

c. Finance Committee- February report presented #5

d. Capital Campaign Committee – George read notes provided by Tim Williams. Over \$40,000 has been raised so far. They plan to put up a booth at the fair to raise awareness and encourage giving.

7. Public Comment Policy 2nd Reading

Motion to Approve: Nick Lefko

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

8. Dean of Students Job Description tabled until July meeting. Everyone needs to review.

9. FACS Policy Implementation and Administrative Procedures Policy 1st reading.

Discussion was had that we should post the agenda and draft minutes for the public so they may prepare to speak and to ensure transparency prior to the meetings. Cory said he will take care of that.

10. Concussion Policy 1st reading tabled to July

11. 4th of July Discussion

Determined we need more info and will allow Tim and others to move forward with plans.

Motion to go to closed session: Nick Lefko

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at: 9:10 pm

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:

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase,

option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

Facility Plans

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee...

Employee Recommendations

Open Session Resumed at: 9:28 pm

Motion to Approve the panel of candidates recommended by Dr. Hensley for hire: Gene Miller

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Motion to Approve settlement document as presented in closed session, and advised by our attorney, pertaining to a private settlement with the school: Janna Griggs

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Motion to Approve Phase I & II of the building plans for the new school building. Phase I will be primary classrooms minus the gym, cafeteria, and possibly extracurricular rooms downstairs. Phase II will add those rooms in order to allocate budget to use available funds based on our ability to borrow: Nick Lefko

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Nick Lefko

Seconded: George Wilhelm

Discussion: None

Motion Status: Approved Unanimously

Meeting ended at: 9:38 pm

Next Meeting: 7/18/22 at 7 pm

Respectfully Submitted,

Janna Griggs, Board Member

Faith Academy Charter School

August 2022

Monday, August 15, 2022 Minutes

Location: Faith Academy Charter School

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.

Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice Chairman, Liz Morrow, Treasurer, Tim Williams, Secretary, Nick Lefko, Janna Griggs and Chris Sease

Board Members Absent: None

Quorum Present: All Board Members Present

Faith Academy Charter School Head Administrator: Dr. Sarah Hensley

Agenda - Specially Called Meeting - Topic: Safety and Security

Open Session

Meeting was called to order at 7:00 pm

1. Recitation of Mission: George Wilhelm, Chairman

2. Consent Agenda

- Will be included on regularly schedule Board Meeting

3. Public Comment - [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.*

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4. First Day of School

Presented for Board's information:

Exceptional job tracking E1s by the entire staff. Count and calls complete by 9:30am.

- 535 E1
- 59 Kindergarten Staggered Start
- 594 Expected E1
- 9 Missing Students
 - 1 Withdrawing
 - 4 Sick and Confirmed Attending
 - 4 Waiting on Response
- 598 Expected Total Enrollment Once All Students Attend (Potential for 602 if 4 we

are awaiting response attend)

Tim Williams spoke to congratulate Dr. Hensley for a job well done for a wonderful, flawless opening of FACS's second year - 2022. He thanked her for all of her hard work and recognized her for her expertise. It was a great day for everyone. The Board offered thanks to Dr. Hensley.

5. Security Discussion

Chairman Wilhelm opened the discussion around key cards, keys and entry to the building around FACS campus. The Granite Quarry/Faith department has ask for 14 cards for their department entrance.

Chairman Wilhelm informed the board that we did not get an SRO grant and would have to decide which avenue we wanted to take for security. There was discussion about Volunteer Resourse Officers Programs, Private Police Departments and Security Guard Agencies.

Motion by Chris Sease: Motion to use FACS Schematic diagram with lock Boxes and door locations designated on the drawing, with the establishment of 7 lock boxes for skeleton keys to the buildings for emergency use only. Police/SRO/Security departments of use would have one key for the department for emergency use only. Further, two (2) key cards will be available for officers working day to day at the school.

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

6. Closed Session - None

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:

7. Facilities Discussion

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

8. If needed, Action in open session on any Closed Session topics. - None

Adjournment

Motion to Adjourn: Janna Griggs

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Meeting adjourned at 8:30 pm

Respectfully Submitted,

Tim Williams, Secretary

Faith Academy Charter School Board Book

September 2022

Monday, September 19, 2022

Location: Faith Academy Charter School

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. Recitation of Mission

2. Consent Agenda

- Approval of September 19 Agenda
- Approval of [8/22/2022 Meeting Minutes](#)
- Approval of FY23 Board Meeting Calendar

3. Public Comment - [LINK TO FULL POLICY](#)

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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:

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**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.*

4. Financial Report

- a. [July 2022 Financial Report](#)
- b. August 2022 report - Pending Finance Committee Reviewing 9.20.22; revised Finance Committee Schedule moving forward

5. Lead Administrator Report

6. End of Grade Testing Report

- a. Testing Accountability Director - Colby Cochran

7. Committee Reports

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

8. Facility Update

9. Transportation

- a. Review points of consideration for adding bus in the future

10. Closed Session

a. Employment Recommendations

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:

11. If needed, Action in open session on any Closed Session topics.

Adjournment

Faith Academy Charter School

August 2022

Monday, August 22, 2022 Minutes

Location: Faith Academy Charter School

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 for Regular Meeting Aug 22, 2022

Meeting Called to Order at 7:00 pm

Open Session

Board Members Present: Gene Miller, Vice-Chairman, Liz Morrow, Treasurer, Tim Williams, Secretary, Janna Griggs, Nick Lefko, Chris Sease, Attorney.

Board Members Absent: George Wilhelm, Chairman

Charter Success Partners: Tara Beaver and Zach Donahue

Faith Academy Charter School Head Administrator: Dr. Sarah Hensley

1. Recitation of Mission - Recited by Gene Miller, Vice-Chairman

2. Consent Agenda

- Approval of August 22 Agenda
- Approval of 6/20/22 Open & Closed Session Minutes
- Approval of 7/18/22 Open & Closed Session Minutes
- Approval of 8/15/22 Specially Called Session Minutes
- [FACS Mask Policy](#) Review - *Needs to be approved monthly*

Motion to Approve Consent Agenda & Minutes for 6/20/22, 7/18/22 and 8/15/22: Liz Morrow

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

3. Public Comment - [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.*

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Claudia Mauldin signed up to speak to the Board. She spoke to the Board about the swing set on the playground. Her question was around why the swings were removed. Vice-Chairman Miller responded that someone would get back to her.

4. Financial Report

a. [‘13th’Month Financial Report](#)

b. [July 2022 Financial Report](#)

Zach Donahue, Charter Success Partners, spoke about both reports. He commended the board for the projected \$496,378.04 budget surplus. Dr. Hensley reported that she had been in contact with Aaron Church, Rowan County Finance Officer, about teacher supply surplus funds due to Faith Academy. The funds were short by \$4044.00. Mr.Church will rectify the shortage problem. The total due is 12,300.00. Funds will be divided equally for the teachers of FACS.

There was discussion around how Federal Grants should be presented on Financial Reports and our Budget. CSP will investigate Federal Grants line item to make sure the funds are presented correctly.

The Financial Committee will make recommendations as to how Federal Grants will be presented and included in the budget at their next meeting.

5. Lead Administrator Report

Dr. Hensley will present Personnel recommendations in closed session. She presented the board with a packet of information for review.

6. Committee Reports

a. Facility Committee: slated for groundbreaking for new school construction. Pod will be ready next week.

b. Sports Committee: Liz Morrow reported that Uniforms have been ordered by the Cross Country team. Eleven are participating. Nick Lefko reported that others were interested in paying to use the baseball field. The committee will look at the proposed rules for rental at their next meeting.

c. Finance Committee: Discussed during CSP's Financial Report

d. Capital Campaign Committee: Tim Williams reported that to date we have collected \$65,442.00. He reported that visits will be made in October to agencies that were capable of giving larger sums to the campaign. Tim will get with Dr. Hensley to schedule time with the faculty and staff concerning the capital campaign. Also, Miller/Davis will be visited again to begin another mailing and Facebook presentation. Still waiting on several larger gifts.

7. Facility Update

a. Inspection scheduled for Wednesday, if passes, Duke Power hookup by Friday. Ideally students in by Monday.

b. Pre Construction meeting scheduled with county, after which grading company will move equipment and should commence in ~2 weeks

7a. FACS Mask Policy

Vice-Chairman Gene Miller reported that we are no longer required to have a monthly vote on our Mask Policy.

Motion to remove monthly vote from our agenda and address as needed based on the school's situation concerning masking: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

8. Closed Session if needed

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:

Motion to go the Closed Session: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Time of Closed Session: 7:51 pm

9. If needed, Action in open session on any Closed Session topics.

Motion to go back to Open Session at 8:34 pm: Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Motions from Closed Session

Motion to Adjust FACS staff salaries based on increases provided by the State of NC published salary schedule for year 22-23. Salaries retroactive to July 1, 2022: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Meeting adjourned at 8:39 pm

\ Respectfully submitted,

Tim Williams, Secretary



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2023 | 7/01/2022 - 7/31/2022

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
Rev- State Revenue	3,953,520.00	0.00	0.00	3,953,520.00	0.00	4,158,674.84
Rev- Local Revenue	1,326,686.00	32,271.17	32,271.17	1,294,414.83	2.43	1,347,172.75
Rev- Federal Revenue	154,764.00	(12,938.10)	(12,938.10)	167,702.10	-8.36	242,764.00
Nutrition Revenue	120,000.00	0.00	0.00	120,000.00	0.00	120,000.00
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
. Rev- Student Activities	15,000.00	200.00	200.00	14,800.00	1.33	15,200.00
Revenues	5,572,970.00	19,533.07	19,533.07	5,553,436.93	0.35	5,886,811.59
Expenses						
Salaries and Bonuses	2,642,323.48	162,928.98	162,928.98	2,479,394.50	6.17	2,662,473.30
Benefits	801,665.83	35,028.94	35,028.94	766,636.89	4.37	801,665.83
Books and Supplies	139,500.00	1,774.28	1,774.28	137,725.72	1.27	139,500.00
Technology	109,500.00	6,129.32	6,129.32	103,370.68	5.60	109,500.00
Contracted Student Services	265,000.00	0.00	0.00	265,000.00	0.00	265,000.00
Staff Development	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00
Administrative Services	561,000.00	45,536.68	45,536.68	515,463.32	8.12	561,000.00
Insurances	35,000.00	1,047.00	1,047.00	33,953.00	2.99	35,000.00
Rents and Debt Service	485,644.00	8,897.55	8,897.55	476,746.45	1.83	485,644.00
Facilities	116,000.00	6,943.55	6,943.55	109,056.45	5.99	116,000.00
Utilities	91,425.00	1,796.78	1,796.78	89,628.22	1.97	91,425.00
School Activities	50,000.00	1,185.51	1,185.51	48,814.49	2.37	51,165.12
Capital Purchases	50,000.00	0.00	0.00	50,000.00	0.00	50,000.00
Federal Grants	0.00	97,830.39	97,830.39	(97,830.39)		97,830.39
Expenses	5,372,058.31	369,098.98	369,098.98	5,002,959.33	6.87	5,491,203.64
SURPLUS/(DEFICIT)	200,911.69	(349,565.91)	(349,565.91)			395,607.95

Faith Academy Charter School Board Book

October 2022

Monday, October 17, 2022

Location: Faith Academy Charter School

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. Recitation of Mission

2. Consent Agenda

- Approval of October 17 Agenda
- Approval of 9/19/22 Meeting Minutes ([Open Session](#), Closed Session)

3. Public Comment - [LINK TO FULL POLICY](#)

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4. Financial Report

- a. [September 2022 Financial Report](#)

5. Lead Administrator Report

6. High School Plans

- a. **Dr. Hensley Update**

7. ACCESS Grant Update

- a. **Revised Goals**
- b. [Federal Funds Policy \(1st Reading\)](#)

8. Committee Reports

- a. Facility Committee
 - i. Facility Plans Update
 - ii. Schedule
- b. Sports Committee
- c. Finance Committee
- d. Capital Campaign Committee

9. Transportation

- a. Review points of consideration for adding bus

10. Closed Session - Not Expected

11. If needed, Action in open session on any Closed Session topics.

Adjournment

Faith Academy Charter School

September 2022

Monday, September 19, 2022 Minutes

Location: Faith Academy Charter School

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.

Meeting Called to Order at 7:00 pm

Open Session

Board Members Present: George Wilhelm, Chairman, Gene Miller, Vice-Chairman, Liz Morrow, Treasurer, Tim Williams, Secretary, Janna Griggs, Nick Lefko..

Board Members Absent: Chris Sease, Attorney

Charter Success Partners: Tara Beaver and Zach Donahue

Faith Academy Charter School Head Administrator: Dr. Sarah Hensley

FACS Testing Accountability Specialist: Colby Cochran

1. Recitation of Mission - Recited by Chairman George Wilhelm

2. Consent Agenda

- Approval of September 19 Agenda
- Approval of 8/22/2022 Meeting Minutes
- Approval of FY23 Board Meeting Calendar

Motion to Approve Consent Agenda: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motion to Amend Agenda to include Pod Issues: Gene Miller

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Motion to Approve the FY23 Board Meeting Calendar excluding the December 19th meeting: Tim Williams

Seconded: Gene Miller

Discussion: It was decided that we would not meet during the month of December unless a called meeting was necessary.

Motion Status: Approved Unanimously

3. Public Comment - [LINK TO FULL POLICY](#)

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Speaker:

Miss Amelia Gardner, FACS Student, spoke to the Board about the possibility of naming one of the streets "Patriot Path". She mentioned changing the name of what is called Stadium Drive or using her suggestion for one of the new roads that will be constructed at the new school property. Miss Gardner collected the names of 225 students that agreed with her

idea. She presented her petition to the Board. She received a round of applause for her work on her petition. The Board accepted her petition and suggestions for consideration.

Allison Mitchell spoke and suggested to the Board that the girls of FACS be offered a softball clinic if a team was not possible this year. The boys were offered a baseball clinic last year. Mrs. Mitchell has a female student interested in playing for FACS.

Ms. Samantha Rule spoke to the Board about concerns about the future High School. She has an 8th grader and wants information pertaining to the curriculum, social activities etc that FACS High School would offer. She stated that she would like for her child to stay at FACS for high school so she would like to have some questions answered. She mentioned that February is a deadline to make decisions about where students could be enrolled.

Note: Charter Success Partners will help with this issue. Dr. Hensley stated that administration has already started on the high school process.

4. Financial Report

a. July 2022 Financial Report

Zach Donahue reported that the August Financials were not available yet and that going forward, the finance committee would be meeting on the Thursday before the scheduled board meeting on Monday. This will facilitate that the Financial Report would be ready for presentation at each Board meeting. The Finance Committee is to meet on September 20th.

Gene Miller asked if we needed a Budget Amendment due to the \$75,000 increase in State Allocations pertaining to teacher's salaries. Zach Donahue recommended that we not amend the budget. The Finance Committee will discuss this at the meeting on September 20th.

5. Lead Administrator Report

Dr. Hensley will present Personnel recommendations in closed session. She presented the board with a packet of information for review. Included in the packet and made a part of these minutes are: **1)** 2022-2023 Day 20 Enrollment Report for FACS-Target 600 - Enrollment 602, wait list 205, 30 classed and a ratio of teacher to student 1 to 20.1 **2)** Background Summary of FACS, **3)** SRO Letter **4)** Substitute Teacher Letter **5)** *The Patriot Press* newsletter **6)** Sporting Events Schedule **7)** Parent/Guardian Letter concerning BOGs **8)** Student Agenda have been purchased and distributed to Students

6. End of Grade Testing Report

Dr. Hensley introduced Colby Cochran, Director of Testing Accountability for FACS. He presented a PowerPoint presentation concerning FACS's EOG testing scores. The Board also received handouts to go along with the Powerpoint presentation. Mr. Cochran presented 2021-2022 Test Score Results. Mr. Cochran's presentation in the form of handouts is made a part of these minutes. The Board and audience offered applause for Mr. Cochran's remarks and thanked him for leading the teachers and students through the process of EOGs and especially for helping our school to achieve such a wonderful score for our first year of existence.

7. Committee Reports

- a. Facility Committee: Mr. Wilhelm will give report in #8 Facility Update
- b. Sports Committee: Liz Morrow reported that everything was going great! She and Dr. Hensley commended the Girls Volleyball team for their two wins. They stated that it was a plus to be able to play other charter schools. Liz also reported that Cross Country was also going well with Anna Bradshaw and Gloria Wilhelm as coaches. Liz reported that we do need a Boy's Basketball Coach.
- c. Finance Committee: Zach Donahue, CSP, presented the report above. The Finance Committee meets on Tuesday September 20th.
- d. Capital Campaign Committee: Tim Williams Presented the following report:
To Date: The Campaign has collected \$84,492.00

The Roberston Foundation is not distributing funds until further notice due to Julian's death. Our October meeting with the foundation has been canceled.

This month the following individuals and groups have been revisited:

- Hubert Ritchie Foundation - Tim Ervin - Foundation will be meeting before the end of the year.
- Cheerwine (Ritchie Family)
- Naomi Brown - phone call - Lowe's Corporation
- McCombs Family donation is underway. February is their goal.
- Joe Stirewalt Family has been contacted once again
- Sharon and Bobby Miller. - \$50,000.00 should happen this week (playground equipment)
- Linda Ketner sent another letter
- Tom Abramowski, Rockwell Farms - Michael is their liaison (Child at FACS)
- Blaine and Vanna Calloway - meeting with financial advisor to determine gift amount.

Plans going forward:

- Meeting with Miller/Davis (Board permission to pursue?) Facebook messages and 1500 mailer.
- Rowan County Chamber of Commerce businesses to be contacted for funds
- Meet with Fisher Family and Stanback Foundation.
- Planning Open House Discussion with Dr. Hensley and Volunteer Coordinator, Gloria Wilhelm
- BBQ in the Legion Park - PPTA - include Faith Alumni and parents/children of FACS
- Use Auditorium for Capital Campaign presentation
- Thermometer located along Main ST. (More Substantial one needed)

Suggestion?

8. Facility Update

Mr. Wilhelm reported that we have had issues in both pods. Willscot showed up today to take care of a long list of things that need to be corrected. He reported that Steve Hubrich has spoken with him and informed him that the land clearing was going well and that blasting of rock would begin soon for utility placement where needed. This should occur

within the next two week. Tim Williams stated that residents need to be informed before this begins. Footings for the new building will be poured in October. There was discussion about using keys for the teachers in the 5th grade pod. The estimate for keycard units for this pod would be approximately \$5000 as opposed to \$250 for individuals. George informed the board that the pods would (could) be gone next year.

9. Transportation

a. Review points of consideration for adding bus in the future

There was discussion as to whether additional buses would be needed going forward. There was a need to separate children of different ages on buses. There was discussion about whether we actually needed buses? It was determined that since we have received grant money for this purpose, that we would need to continue to provide transportation for access to and from school for children without a way. A committee composed of Gene Miller, Janna Griggs and Nick Lefko was appointed by the Chariman for further investigation.

10. Closed Session

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:

Motion to go the Closed Session: Gene Miller

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Time of Closed Session: 8:55 pm

9. If needed, Action in open session on any Closed Session topics.

Motion to go back to Open Session at 9:05 pm: Liz Morrow

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motions from Closed Session

Motion to accept the panel of candidates for employment with FACS by Dr. Sarah Hensley:

Janna Griggs

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Meeting adjourned at 9:06 pm

Respectfully submitted,

Tim Williams, Secretary

Next Meeting: October 17, 2022



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2023 | 9/01/2022 - 9/30/2022

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	% of Total
Revenues							
Rev- State Revenue	3,953,520.00	460,000.50	1,158,330.74	2,795,189.26	29.30	4,236,230.58	69.87
Rev- Local Revenue	1,326,686.00	34,559.60	94,124.12	1,232,561.88	7.09	1,409,858.10	23.25
Rev- Federal Revenue	154,764.00	132,768.43	123,114.46	31,649.54	79.55	276,526.02	4.56
Nutrition Revenue	120,000.00	14,220.96	26,599.34	93,400.66	22.17	120,000.00	1.98
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.05
. Rev- Student Activities	15,000.00	0.00	2,184.84	12,815.16	14.57	17,184.84	0.28
Benefits	0.00	(327.73)	(327.73)	327.73		0.00	0.00
Revenues	5,572,970.00	641,221.76	1,404,025.77	4,168,944.23	25.19	6,062,799.54	
Expenses							
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	% of Total
Salaries and Bonuses	2,642,323.48	249,149.75	644,711.69	1,997,611.79	24.40	2,819,207.81	48.90
Benefits	801,665.83	43,545.43	118,322.86	683,342.97	14.76	801,665.83	13.91
Books and Supplies	139,500.00	18,817.72	59,190.96	80,309.04	42.43	140,267.03	2.43
Technology	109,500.00	1,672.86	165,942.15	(56,442.15)	151.55	240,160.65	4.17
Contracted Student Services	265,000.00	41,565.80	45,562.23	219,437.77	17.19	265,000.00	4.60
Staff Development	25,000.00	2,164.50	4,551.78	20,448.22	18.21	25,000.00	0.43
Administrative Services	561,000.00	46,638.28	143,785.63	417,214.37	25.63	563,904.32	9.78
Insurances	35,000.00	2,663.00	6,816.00	28,184.00	19.47	35,000.00	0.61
Rents and Debt Service	485,644.00	25,586.29	64,406.85	421,237.15	13.26	485,644.00	8.42
Facilities	116,000.00	6,998.73	30,127.62	85,872.38	25.97	116,000.00	2.01
Utilities	91,425.00	1,258.92	14,919.92	76,505.08	16.32	91,425.00	1.59
School Activities	50,000.00	2,131.36	10,463.86	39,536.14	20.93	52,820.06	0.92
Capital Purchases	50,000.00	129,072.00	129,072.00	(79,072.00)	258.14	129,072.00	2.24
Expenses	5,372,058.31	571,264.64	1,437,873.55	3,934,184.76	26.77	5,765,166.70	
SURPLUS/(DEFICIT)	200,911.69	69,957.12	(33,847.78)			297,632.84	

Financial Controls Policies

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 licensures/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.