
Faith Academy Charter School Board Book

January 2021

Monday, January 18, 2021

Link to Virtual Meeting:

<https://us02web.zoom.us/j/87006878294?pwd=RnRvQ2lpRi9oSmVaeDN1UkZZRUlCZz09>

Passcode: 964025

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 December 30 Minutes**
[December 30, 2020 Minutes](#)
3. **Public Comment**
4. **School Administrative Report**
[Dr. Hensley's January Report](#)
5. **Charter Success Partners' Report**
[CSP's January Report](#)
6. **Enrollment Options Regarding Essie Mae Foxx Charter**

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:

1. (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.

a. Faith Academy Charter School Facility Discussion

2. (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.

a. Personnel

Adjournment

Faith Academy Charter School Board Meeting
Virtual Meeting December 30, 2020
7:00 pm

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

Board Members Absent: Howard Torrence

Non-Board Members Present: Cory Draughon, Sarah Hensley

Recitation of 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."*

Approval of Minutes (December 21, 2020)

Motion to Approve: Gene Miller

Seconded: Liz Morrow

Approved: Unanimously

Public Comment: None

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

- a) Permitted Purposes- It is a 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:
 - 1. (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.

a. Faith Academy Charter School Facility Discussion

Motion to go into Closed Session (7:06pm): Janna Griggs

Seconded: Liz Morrow

Approved: Unanimously

Motion to Adjourn Closed Session: Chris Sease

Seconded: Janna Griggs

Approved: Unanimously

Open Session Continued at 7:48 pm

Chairman Wilhelm announced decisions made in Closed Session:

- 1) Letter to RSS drafted from FACS Board concerning the Purchase of Faith School Property
- 2) Letter of Intent to Purchase the Faith School Property was corrected to include a new purchase offer for the property.

The Board congratulated Head Administrator, Sarah Hensley for being chosen as one of the Top 10 to Watch in 2021 for the Salisbury Post. Chairman Wilhelm informed the Board that the State Board will make its final decision to grant Faith Academy Charter on January 6th and the RSS Board planning session will be Wednesday January 11th. RSS Board will have the letter and the new letter of intent at that meeting (mailed to each board member on Tuesday January 5th)

Motion to adjourn at 7: 55pm: Chris Sease

Seconded: Gene Miller

Approved: Unanimously

Faith Academy Charter School Board Book

February, 2021

Monday, February 15, 2021

Link to Virtual Meeting:

<https://us02web.zoom.us/j/87006878294?pwd=RnRvQ2lpRi9oSmVaeDN1UkZZRUICZz09>

Passcode: 964025

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 and Howard Torrence
Quorum Present: All Board Members Present

Time Called to Order: 6:55pm

Agenda

Open Session

- **Agenda for Current Meeting:**

Motion to Approve: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

- **Recitation of 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.*

- **Approval of January Minutes:** [January 15, 2021 Minutes](#)

- Motion to Approve: Chris Sease
Seconded: Gene Miller
Discussion: None
Motion Status: Approved Unanimously

- **Public Comment: None**

- **Academic Section:**

School Administrative Report

[Dr. Hensley's February Report](#)

- **Operations/Finance Section:**
Charter Success Partners' Report
[CSP's February Report](#)

- **Governance/Operations Section:**

RTO Update

[Bylaws](#)

Motion to Approve: Motion to Approve changes to Bylaws by Janna Griggs

Seconded: Howard Torrence

Discussion: None

Motion Status: Approved Unanimously

Policy Manual

- [Admissions, Weighted Lottery, and Enrollment Policy](#)
- [Board Meeting Calendar Policy](#)
- [Board Committee](#)
- [Background Check Policy](#)
- [Third Party Contracts](#)

Motion to Approve Changes to Policy Manual: Howard Torrence

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Student Accountability

- [10/20 Day Policy](#)
- [Testing Calendar Policy](#)
- [Testing Coordinator Job Description](#)

Motion to Approve Changes to Student Accountability: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

- **Enrollment Priorities Broadened**

Percentages of applications/Surname

Cory Draughon spoke to the Board about our Surname policy. He explained to the Board how parents could enter their children into the lottery. First of all, each child should apply for admission, then there are two ways to enter siblings into the lottery- 1) multiple siblings in a family can be entered as one surname. When that name is called all siblings are accepted into enrollment or 2) each sibling can be entered into the lottery separately. In which case, each sibling would have to be drawn in the lottery process. Cory further explained that the board may want to consider making public the percentages of students for each grade level or the numbers of applications for each grade level and the maximum numbers that FACS can enroll for that particular grade level. Liz Morrow suggested that at the close of the application process that we release percentages so that parents/guardians can make the best decision for their children where the lottery is concerned.

Sibling Priority

- **First Reading of School Calendar**

The Board reviewed the following calendars. Justin Smith led the discussion and suggested that the Board may want to digest these calendars and vote on them at the next meeting and perhaps poll those that are enrolled at the appropriate time following the lottery as to which calendar suits best for most families.

[Link to Rowan-Salisbury Calendar](#)

[Link to Calendar Draft 8/11 Start](#)

[Link to Calendar Draft 8/23 Start](#)

Motion to Table the adoption of the 2021-2022 School Calendar: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Chairman Wilhelm spoke briefly to the Board and those in attendance at this time. He informed everyone about Faith Community Endowment's meeting scheduled for March 1 at 7pm. The Endowment will be sponsoring a Boston Butt sale on April 3rd with proceeds going toward the

three organizations it serves; Scout, Cub Scouts and Faith Academy. Chairman Wilhelm also spoke about the history of Faith Academy up to this point and asked for a motion to go into closed session for personnel and property discussions.

Motion to go into Closed Session at 8:01pm by Chris Sease

Seconded: Howard Torrence

Discussion: None

Motion Status: Approved Unanimously

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...Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

- **Personnel**

- Approval of applicant

(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.

- **Discussion of property**

Meeting resumed at 9:02pm

Motion 1

Faith Academy Board of Directors on this day February 15, 2021, hereby resends our offer of two-hundred fifty thousand dollars to the Rowan Salisbury School Board dated January 4, 2021. The offer was time sensitive to February 15, 2021 as per letter dated January 5, 2021. A memorandum will be sent by email to RSS Board and Staff tonight February 15, 2021 and mailed tomorrow February 16, 2021.

Motion to Approve: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motion 2

Faith Academy Board of Directors hereby accepts Shiloh Reformed Church of Faith, NC offer to place modular school units on its property. We will begin contract negotiations with all parties involved beginning on February 16, 2021 and will notify Shiloh Reformed Church by Memo tomorrow of our intent. We will begin the 2021-2022 school year on our temporary campus in August of 2021.

Motion to Approve: Howard Torrence

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously
Adjournment Timestamp: 9:25pm

Faith Academy Charter School Board Book

March, 2021

Monday, March 3, 2021

Link to Virtual Meeting:

<https://us02web.zoom.us/j/88681072359?pwd=L3NRRaEdCc2R5SmwxNkV2akRmSSsxUT09>

Passcode: 416935

School Mission:

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Agenda

Open Session

1. Recitation of Mission
2. Approval of March 3 Agenda
3. Approval of February Minutes

[February 15, 2021 Minutes](#)

4. Public Comment
5. Bylaw Revisions

[FACS Bylaws](#)

- a. Article II: Purpose
- b. Article IV; Section A. Powers
- c. Article IV; Section C.3 Interested Persons
- d. Article V; Section G Emergency Meetings
- e. Article X: Conflict of Interest and Nepotism Policy
- f. Article XI: Other Provisions
- g. Article XII: Agent Address

6. Enrollment Numbers

Discuss lowering the number of middle school seats offered

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...Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

a. Personnel

- i. Approval of Applicant A
- ii. Approval of Applicant B

(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.

b. Discussion of property

Adjournment

Faith Academy Charter School Board Book

February, 2021

Monday, February 15, 2021

Link to Virtual Meeting:

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School Mission:

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

Quorum Present: All Board Members Present

Time Called to Order: 6:55pm

Agenda

Open Session

1. Agenda for Current Meeting:

Motion to Approve: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

2. Recitation of 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.*

3. Approval of January Minutes: [January 15, 2021 Minutes](#)

4. Motion to Approve: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

5. Public Comment: None

6. Academic Section:

School Administrative Report

[Dr. Hensley's February Report](#)

7. Operations/Finance Section:

Charter Success Partners' Report

[CSP's February Report](#)

8. Governance/Operations Section:

RTO Update

[Bylaws](#)

Motion to Approve: Motion to Approve changes to Bylaws by Janna Griggs

Seconded: Howard Torrence

Discussion: None

Motion Status: Approved Unanimously

Policy Manual

i. [Admissions, Weighted Lottery, and Enrollment Policy](#)

ii. [Board Meeting Calendar Policy](#)

iii. [Board Committee](#)

iv. [Background Check Policy](#)

v. [Third Party Contracts](#)

Motion to Approve Changes to Policy Manual: Howard Torrence

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Student Accountability

vi. [10/20 Day Policy](#)

vii. [Testing Calendar Policy](#)

viii. [Testing Coordinator Job Description](#)

Motion to Approve Changes to Student Accountability: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

9. Enrollment Priorities Broadened

Percentages of applications/Surname

Cory Draughon spoke to the Board about our Surname policy. He explained to the Board how parents could enter their children into the lottery. First of all, each child should apply for admission, then there are two ways to enter siblings into the lottery- 1) multiple siblings in a family can be entered as one surname. When that name is called all siblings are accepted into enrollment or 2) each sibling can be entered into the lottery separately. In which case, each sibling would have to be drawn in the lottery process. Cory further explained that the board may want to consider making public the percentages of students for each grade level or the numbers of applications for each grade level and the maximum numbers that FACS can enroll for that particular grade level. Liz Morrow suggested that at the close of the application process that we release percentages so that parents/guardians can make the best decision for their children where the lottery is concerned.

Sibling Priority

10. First Reading of School Calendar

The Board reviewed the following calendars. Justin Smith led the discussion and suggested that the Board may want to digest these calendars and vote on them at the next meeting and perhaps poll those that are enrolled at the appropriate time following the lottery as to which calendar suits best for most families.

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[Link to Calendar Draft 8/11 Start](#)

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Motion to Table the adoption of the 2021-2022 School Calendar: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Chairman Wilhelm spoke briefly to the Board and those in attendance at this time. He informed everyone about Faith Community Endowment's meeting scheduled for March 1 at 7pm. The Endowment will be sponsoring a Boston Butt sale on April 3rd with proceeds going toward the three organizations it serves; Scout, Cub Scouts and Faith Academy. Chairman Wilhelm also spoke about the history of Faith Academy up to this point and asked for a motion to go into closed session for personnel and property discussions.

Motion to go into Closed Session at 8:01pm by Chris Sease

Seconded: Howard Torrence

Discussion: None

Motion Status: Approved Unanimously

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a. Personnel

i. Approval of applicant

(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.

b. Discussion of property

Meeting resumed at 9:02pm

Motion 1

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Motion to Approve: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motion 2

Faith Academy Board of Directors hereby accepts Shiloh Reformed Church of Faith, NC offer to place modular school units on its property. We will begin contract negotiations with all parties involved beginning on February 16, 2021 and will notify Shiloh Reformed Church by Memo tomorrow of our intent. We will begin the 2021-2022 school year on our temporary campus in August of 2021.

Motion to Approve: Howard Torrence

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Adjournment Timestamp: 9:25pm

FAITH ACADEMY CHARTER SCHOOL

Bylaws

ARTICLE I: NAME

The name of the Corporation is Faith Academy Charter School, Inc. (hereinafter the "Corporation" or the "School").

ARTICLE II: PURPOSE

The Corporation is a nonprofit corporation whose purpose is to provide a charter school for the Faith, North Carolina area in accordance with the laws, rules and regulations governing charter schools in North Carolina (the "Education Laws"). The Corporation, which is organized under the Non-Profit Corporation Act of North Carolina, shall operate exclusively for charitable and educational purposes and in a manner consistent with Chapter 55A of the General Statutes of North Carolina and Section 501 (c)(3) or successor provisions of the Internal Revenue Code. It shall be the policy of the Board of Directors and the school not to discriminate in admissions and hiring practices in violation of the law.

The corporation is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Prohibited Activities.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation.

ARTICLE III: MEMBERSHIP

The Corporation has no members. The rights which would otherwise vest in the members vest in the Directors of the Corporation (hereinafter the “~~Trustees~~ **Officers**” or the “Directors”) of the School. Actions which would otherwise require approval by a majority of all members or approval by the members require only approval of a majority of all ~~Trustees~~ **Officers** or approval by the Board of ~~Trustees~~ **Directors** (hereinafter the “Board”).

ARTICLE IV: BOARD OF ~~TRUSTEES~~ **Directors**

A. **Powers.** ~~The Public Charter School shall at all times be operated by the Board of Directors of the non-profit corporation in accordance with G.S. 115C-218-et seq. and all other applicable laws and regulations.~~ The Board will be responsible for setting policy, overseeing operation matters including budgeting, operating procedures and community relations. The Board shall conduct or direct the affairs of the Corporation and exercise its powers, subject to the Education Laws, nonprofit corporation law, the Corporation’s Charter and these Bylaws. The Board may delegate the management of the activities of the Corporation to others, so long as the affairs of the Corporation are managed, and its powers are exercised, under the Board’s ultimate jurisdiction.

Without limiting the generality of the powers hereby granted to the Board, but subject to the same limitations, the Board shall have all the powers enumerated in these Bylaws, and the following specific powers:

1. To elect and remove ~~Trustees~~ **Officers**;
2. To select and remove Officers, agents and employees of the Corporation; to prescribe powers and duties for them; and to fix their compensation;
3. To conduct, manage and control the affairs and activities of the Corporation, and to make rules and regulations;
4. To enter into contracts, leases and other agreements which are, in the Board’s judgment, necessary or desirable in obtaining the purposes of promoting the interests of the Corporation;
5. To carry on the business of operating the Charter School and apply any surplus that results from the business activity to any activity in which the Corporation may engage;
6. To act as ~~trustee~~ **Officer** under any trust incidental to the Corporation’s purposes, and to receive, hold, administer, exchange and expend funds and property subject to such a trust;

7. To acquire real or personal property, by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey or otherwise dispose of such property;

8. To borrow money, incur debt, and to execute and deliver promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations and other evidences of debt and securities;

9. To lend money received only from private sources and to accept conditional or unconditional promissory notes therefore, whether interest or non-interest bearing, or secured or unsecured; and

10. To indemnify and maintain insurance on behalf of any of its ~~Trustees~~ Officers, employees or agents for liability asserted against or incurred by such person in such capacity or arising out of such person's status as such, subject to the provisions of the North Carolina Not-for-Profit Corporation Law and the limitations noted in these Bylaws.

B. Number of ~~Trustees~~ Officers. The number of ~~Trustees~~ Officers of the Corporation shall be not fewer than five (5) and shall not exceed nine (9). The Board shall fix the exact number of ~~Trustees~~ Officers, within these limits, by Board resolution or amendment of the Bylaws.

C. Election of ~~Trustees~~ Officers.

1. Election. The Board shall elect the ~~Trustees~~ Officers by the vote of a majority of the ~~Trustees~~ Officers then in office, whether or not the number of ~~Trustees~~ Directors in office is sufficient to constitute a quorum, or by the sole remaining Trustee.

2. Eligibility. The Board may elect any person who in its discretion it believes will serve the interests of the Corporation faithfully and effectively. The Corporation will seek to have ~~Trustees~~ Officers who represent a cross-section of backgrounds, professions and experiences. Officers will undergo a reference check, interview with the Board, and will be subject to a criminal background check.

3. Interested Persons. The members of the governing board of the nonprofit shall receive no compensation other than reimbursement of reasonable expenses incurred while fulfilling duties as a member of the board. Not more than 49% of the persons serving on the Board may be interested persons. An "interested person" is: (1) any person currently being compensated by the Corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor or otherwise; or (2) any sister, brother, ancestor, descendant, spouse, sister-in-law, brother-in-law, daughter-in-law, son-in-law, mother-in-law or father-in-law of any such person.

4. Term of Office.

a. The Founding ~~Trustees~~ Officers elected shall be divided into three classes for the purpose of staggering their terms of office. All classes shall be as nearly equal in number as possible.

b. The terms of office of the Founding ~~Trustees~~ **Officers** initially classified shall be as follows: that of the first class shall expire at the next annual meeting of the ~~Trustees~~ **Directors**, the second class at the second succeeding annual meeting and the third class at the third succeeding annual meeting. Following the expiration of these designated terms, the term of each Founding ~~Trustee~~ **Officer** shall continue for three (3) additional years.

c. The term of office of ~~a Trustee~~ **an Officer** elected to fill a vacancy in these Bylaws begins on the date of the **Officer's** ~~Trustee's~~ election, and continues: (1) for the balance of the unexpired term in the case of a vacancy created because of the resignation, removal, or death of ~~an Officer~~ **Trustee**, or (2) for the term specified by the Board in the case of a vacancy resulting from the increase of the number of ~~Trustees~~ **Officers** authorized.

d. ~~A Trustee's~~ **An Officer's** term of office shall not be shortened by any reduction in the number of ~~Trustees~~ **Officers** resulting from amendment to the Charter, the Bylaws, or other Board action.

e. ~~A Trustee's~~ **An Officer's** term of office shall not be extended beyond that for which the ~~Trustee~~ **Officer** was elected by amendment of the school's charter or the Bylaws or other Board action.

f. ~~A Trustee~~ **An Officer** who has served a three-year term shall not be eligible for election or appointment to a new term until one year after the expiration of the three-year term.

5. Time of Elections. The Board shall elect ~~Trustees~~ **Officers** whose terms begin on July 1st of a given year at the Annual Meeting for that year, or at a Regular Meeting designated for that purpose, or at a Special Meeting called for that purpose.

D. Removal of ~~Trustees~~ **Officers**. The Board may remove ~~an Officer~~ **Trustee** at any time by a vote of at least 75% of the other ~~Trustees~~ **Officers**.

E. Resignation by ~~Trustee~~ **Officer**. ~~A Trustee~~ **An Officer** may resign by giving written notice to the Board Chairman or Secretary. The resignation is effective upon receipt of such notice, or at any later date specified in the notice. The acceptance of a resignation by the Board President or Secretary shall not be necessary to make it effective, but no resignation shall discharge any accrued obligation or duty of ~~a Trustee~~ **an Officer**.

F. Vacancies. A vacancy is deemed to occur on the effective date of the resignation of ~~a Trustee~~ **an Officer**, upon the removal of ~~a Trustee~~ **an Officer**, upon declaration of vacancy pursuant to these Bylaws, or upon ~~a Trustee's~~ **an Officer's** death. A vacancy is also deemed to exist upon the increase by the Board of the authorized number of ~~Trustees~~ **Officers**. ~~Trustees~~ **Officers** may be elected to fill vacancies by a majority vote of the ~~Trustees~~ **Officers** then in office.

G. Compensation of ~~Trustees~~ **Officers**. ~~Trustees~~ **Officers** shall serve without compensation. However, the Board may approve reimbursement of ~~a Trustee's~~ **an Officer's** actual and necessary expenses while conducting Corporation business.

ARTICLE V: MEETINGS OF THE BOARD

A. Place of Meetings. Board Meetings shall be held at the Corporation's principal office or at any other reasonably convenient place as the Board may designate.

B. Annual Meetings. An Annual Meeting shall be held in the month of March of each year for the purpose of electing Trustees **Officers**, making and receiving reports on corporate affairs, and transacting such other business as comes before the meeting.

C. Regular Meetings. The Board will meet monthly during the school year at an agreed upon time and place. **The Board shall meet, at minimum, eight (8) times annually.**

D. Special Meetings. A Special Meeting shall be held at any time called by the Chairman or by any ~~Trustee~~ **Officer** upon written demand of not less than one-half of the entire Board. **Each special meeting must be advertised to the public, and, at a minimum, include the posting of a written notice for at least 48 hours at the place of regular meetings and by giving oral or written notice at least 48 hours in advance at the front door of the administration buildings.**

F. Adjournment. A majority of the ~~Trustees~~ **Officers** present at a meeting, whether or not a quorum, may adjourn the meeting to another time and place.

G. Notices. Notices to ~~Trustees~~ **Officers** of Board Meetings shall be given as follows:

1. Annual Meetings and Regular Meetings may be held without notice if the Bylaws or the Board fix the time and place of such meetings.

2. Special Meetings shall be held upon four days' notice by first-class mail or 48 hours' notice delivered personally or by telephone, facsimile or e-mail. Notices will be deemed given when deposited in the United States mail, addressed to the recipient at the address shown for the recipient in the Corporation's records, first-class postage prepaid; when personally delivered in writing to the recipient; or when faxed, e-mailed, or communicated orally, in person or by telephone, to the ~~Trustee~~ **Officer** or to a person whom it is reasonably believed will communicate it promptly to the ~~Trustee~~ **Officer**.

3. For an emergency meeting, the public body shall cause notice of the meeting to be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request, which includes the newspaper's, wire service's, or station's telephone number, for emergency notice with the clerk or secretary of the public body or with some other person designated by the public body. This notice shall be given either by e-mail, by telephone, or by the same method used to notify the members of the public body and shall be given immediately after notice has been given to those members. This notice shall be given at the expense of the party

notified. Only business connected with the emergency may be considered at a meeting to which notice is given pursuant to this paragraph.

G. Waiver of Notice. Notice of a meeting need not be given to a ~~Trustee~~ **Officer** who signs a waiver of notice or written consent to holding the meeting or an approval of the minutes of the meeting, whether before or after the meeting, or attends the meeting without protest prior to the meeting or at its commencement, of the lack of notice. The Secretary shall incorporate all such waivers, consents and approvals into the minutes of the meeting.

H. Open Meetings. The Board will observe the Open Meetings Law (Article 33C of Chapter 143 of the North Carolina General Statutes), including without limitation by giving or providing notice of all "official meetings" (as defined in the Open Meetings Law) in the manner required by law and by providing access to records of Board meetings to the public in the manner required by law.

ARTICLE VI: ACTION BY THE BOARD

A. Quorum. Unless a greater proportion is required by law, a majority of the entire Board of ~~Trustees~~ **Directors** shall constitute a quorum for the transaction of any business or of any specified item of business.

B. Action by the Board.

1. Actions Taken at Board Meetings. Except as otherwise provided by statute or by these Bylaws, the vote of a majority of the Board present at the time of the vote, if a quorum is present at such time, shall be the act of the Board. If at any meeting of the Board there shall be less than a quorum present, the ~~Trustees~~ **Officers** present may adjourn the meeting until a quorum is obtained.

2. Board Participation by Other Means. In all events, a quorum of ~~Trustees~~ **Officers** must be present to lawfully conduct a Board Meeting of the School. To the extent that, pursuant to Section 143-318.13(a) of the Open Meetings Law, the board provides a location and means whereby members of the public may listen to the meeting, ~~Trustees~~ **Officers** may participate in the meeting by use of conference telephone or other electronic means, provided that all ~~Trustees~~ **Officers** participating in such meeting can hear one another. **If Board members cannot hear one another, quorum may be affected.**

C. Committees.

1. Appointment of Committees. The Board may create committees for any purpose, and the Chairman of the Board shall appoint members to and designate the chairs of such committees. A Board Committee will consist of not fewer than three ~~Trustees~~ **Officers**, who shall serve at the pleasure of the President of the Board, except that any executive committee of the Board shall comprise not fewer than five ~~trustees~~ **Officers**.

2. Standing Committee. The Board shall have a standing Finance Committee, chaired by the Treasurer. Additional members of the Finance Committee will be appointed by the President of the Board. **The Board shall have a Personnel Committee chaired by the President of the Board who will also appoint additional members. The Board shall have a Facility Committee chaired by the Vice Chair of the Board with additional members of the committee appointed by the President of the Board.**

3. Authority of Board Committees. The Chairman of the Board may delegate to a Board committee any of the authority of the Board, except with respect to:

- a. The election of ~~Trustees~~ **Officers**;
- b. Filling vacancies on the Board or any committee which has the authority of the Board;
- c. The amendment or repeal of Bylaws or the adoption of new Bylaws; and
- d. The appointment of other committees of the Board, or the members of the committees.

4. Procedures of Committees. The Board may prescribe the manner in which the proceedings of any Board Committee are to be conducted. In the absence of such prescription, a Board Committee may prescribe the manner of conducting its proceedings, except that the regular and special meetings of the Committee are governed by the provisions of these Bylaws and the Open Meetings Law with respect to the calling of meetings.

D. Standard of Care.

1. Performance of Duties. Each ~~Trustee~~ **Officer** shall perform all duties of a Trustee, including duties on any Board Committee, in good faith and with that degree of diligence, care and skill, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.

2. Reliance on Others. In performing the duties of ~~a Trustee~~ **an Officer**, a ~~Trustee~~ **an Officer** shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, presented or prepared by:

- a. One or more Officers or employees of the Corporation whom the ~~Trustee~~ **Officers** believes to be reliable and competent in the matters presented;
- b. Legal counsel, public accountants or other persons as to matters that the Trustee believes are within that person's professional or expert competence; or
- c. A Board Committee on which the ~~Trustee~~ **Officer** does not serve, duly designated in accordance with a provision of the Corporation's Charter or Bylaws,

as to matters within its designated authority, provided the ~~Trustee~~ **Officer** believes the Committee merits confidence and the ~~Trustee~~ **Officer** acts in good faith, and with that degree of care specified in Paragraph D.1. and after reasonable inquiry when the need is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

3. Investments. In investing and dealing with all assets held by the Corporation for investment, the Board shall exercise the standard of care described above in Paragraph D.1. and shall consider among other relevant considerations the long and short term needs of the Corporation in carrying out its purposes, including its present and anticipated financial requirements. The Board may delegate its investment powers to others, provided that those powers are exercised within the ultimate direction of the Board.

E. Rights of Inspection. Every ~~Trustee~~ **Officer** has the right to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation, provided that such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the obligation to maintain the confidentiality of the reviewed information, in addition to any obligations imposed by any applicable federal, state or local law.

F. Participation in Discussions and Voting. Every ~~Trustee~~ **Officer** has the right to participate in the discussion and vote on all issues before the Board or any Board Committee, except that any ~~Trustee~~ **Officer** shall be excused from the discussion (other than to present factual information or to respond to questions prior to the discussion) and vote on any matter involving such ~~Trustee~~ **Officer** relating to: (a) a self-dealing transaction; (b) a conflict of interest; (c) indemnification of that ~~Trustee~~ **Officer** uniquely; or (d) any other matter at the discretion of a majority of the ~~Trustees~~ **Officers** then present.

G. Duty to Maintain Board Confidences. Every ~~Trustee~~ **Officer** has a duty to maintain the confidentiality of all Board actions which are not required by law to be open to the public, including discussions and votes which take place at any closed session of the Board. Any ~~Trustee~~ **Officer** violating this confidence may be removed from the Board.

ARTICLE VII: OFFICERS

A. Officers. The Officers of the Corporation consist of a Chairman (hereinafter "Chairman"), Vice Chairman (hereinafter "Vice Chairman"), a Secretary and a Chief Financial Officer (hereinafter "Treasurer"). The Corporation also may have such other officers as the Board deems advisable.

1. Chairman . Subject to Board control, the Chairman has general supervision, direction and control of the affairs of the Corporation, and such other powers and duties as the Board may prescribe. If present, the Chairman shall preside at Board meetings. The Chairman will be an authorized joint signer of all checks.
2. Vice Chairman . If the Chairman is absent or disabled, the Vice Chairman shall perform all the Chairman's duties and, when so acting, shall have all the Chairman's powers and be subject to the same restrictions. The Vice Chairman shall have other such powers and perform such other duties as the Board may prescribe.
3. Secretary. The Secretary shall: (a) keep or cause to be kept, at the Corporation's principal office, or such other place as the Board may direct, a book of minutes of all meetings of the Board and Board Committees, noting the time and place of the meeting, whether it was regular or special (and if special, how authorized), the notice given, the names of those present, and the proceedings; (b) keep or cause to be kept a copy of the Corporation's Charter and Bylaws, with amendments; (c) give or cause to be given notice of the Board and Committee meetings as required by the Bylaws; and (d) have such other powers and perform such other duties as the Board may prescribe.
4. Treasurer. The Treasurer shall: (a) keep or cause to be kept adequate and correct accounts of the Corporation's properties, receipts and disbursements; (b) make the books of account available at all times for inspection by any ~~Trustee~~ **Officer**; (c) deposit or cause to be deposited the Corporation's monies and other valuables in the Corporation's name and to its credit, with the depositories the Board designates; (d) disburse or cause to be disbursed the Corporation's funds as the Board directs; (e) render or cause to be rendered to the Chairman and the Board, as requested but no less frequently than once every fiscal year, an account of the Corporation's financial transactions and financial condition; (f) prepare or cause to be prepared any reports on financial issues required by an agreement on loans; (g) serve as Chairperson of the Finance Committee; and (h) have such other powers and perform such other duties as the Board may prescribe. The Treasurer will be authorized to sign checks.

B. Election, Eligibility and Term of Office.

1. Election. The Board shall elect the Officers annually at the Annual Meeting or a Regular Meeting designated for that purpose or at a Special Meeting called for that purpose, except that Officers appointed to fill vacancies shall be elected as vacancies occur.
2. Eligibility. A ~~Trustee~~ **An Officer** may hold any number of offices, except that neither the Secretary nor Treasurer may serve concurrently as the Chairman.
3. Term of Office. Each Officer serves at the pleasure of the Board, holding office until resignation, removal or disqualification from service, or until his or her successor is elected.

C. Removal and Resignation. The Board may remove any Officer, either with or without cause, at any time. Such removal shall not prejudice the Officer's rights, if any, under an employment contract. Any Officer may resign at any time by giving

written notice to the Corporation, the resignation taking effect upon receipt of the notice or at a later date specified in the notice.

ARTICLE VIII: NON-LIABILITY OF TRUSTEES OFFICERS

~~The Trustees shall not be personally liable for the Corporation's debts, liabilities or other obligations.~~

Liability of Directors and Officers.

1. A member of the Board and any Officer shall be subject to the liabilities imposed by law upon them.

2. All Board members who vote for or assent to any distribution of assets of the Corporation contrary to any restrictions imposed by the Nonprofit Corporation Act of North Carolina, the articles of incorporation, or bylaws, shall be jointly and severely liable to the Corporation for the amount of such distribution.

3. All Officers shall stand in a fiduciary relationship to the Corporation and shall discharge the duties of their respective positions in good faith, and with the diligence and care which a reasonably prudent person would exercise in similar circumstances and like positions.

ARTICLE IX: INDEMNIFICATION OF CORPORATE AGENTS

The Corporation shall, to the fullest extent now or hereafter permitted by and in accordance with standards and procedures provided by the North Carolina Nonprofit Corporation Act and any amendments thereto, indemnify any person made, or threatened to be made, a party to any action or proceeding by reason of the fact that he, his testate or intestate was a Director, Officer, employee or agent of the Corporation, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees.

ARTICLE X: CONFLICT OF INTEREST AND NEPOTISM POLICY

Any ~~Trustee~~, **Officer**, or Committee member having an interest in a contract, other transaction or program presented to or discussed by the Board or Board Committee for authorization, approval, or ratification shall make a prompt, full and frank disclosure of his or her interest to the Board or Committee prior to its acting on such contract or transaction. Such disclosure shall include all relevant and material facts known to such person about the contract or transaction that may reasonably be construed to be averse to the Corporation's interest. The body to which such disclosure

is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor be present during the discussion or deliberations with respect to, such contract or transaction (other than to present factual information or to respond to questions prior to the discussion). The minutes of the meeting shall reflect proceedings, including the disclosure made, the vote thereon and, where applicable, the abstention from voting and participation. The Board may adopt formal policies requiring:

1. Regular annual statements from ~~Trustees~~, **Officers** and key employees to disclose existing and potential conflicts of interest; and
2. Corrective and disciplinary actions with respect to transgressions of such policies. For the purpose of this section, a person shall be deemed to have an "interest" in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with the Corporation, or is a Director, ~~Trustee~~ or **Officer** of, or has a significant financial or influential interest in the entity contracting or dealing with the Corporation.

Prior to employing any immediate family, as defined in G.S. 115C-12.2, of any member of the board of directors or a charter school employee with supervisory authority shall by employed or engaged as an employee, independent contractor, or otherwise by the board of directors, such proposed employment or engagement shall be:

1. disclosed to the board of directors and
2. 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. If the requirements of this subsection are complied with, the charter school may employ immediate family of any member of the board of directors or a charter school employee with supervisory authority.

ARTICLE XI: OTHER PROVISIONS

A. Fiscal Year. The fiscal year of the Corporation begins on July 1 of each year and ends June 30.

B. Execution of Instruments. Except as otherwise provided in these Bylaws, the Board may adopt a resolution authorizing any Officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized, no Officer, agent or employee shall have any power to bind the Corporation by any contract or engagement, to pledge the Corporation's credit, or to render it liable monetarily for any purpose or any amount.

C. Checks and Notes. Except as otherwise specifically provided by Board resolution, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the Corporation may be signed by the Chairman of the Board, the Principal/Managing Director, Treasurer, or other ~~Trustee~~ **Officer**. Such items for amounts of \$2,000.00 or greater must be signed by two of these individuals.

D. Construction and Definitions. Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the North Carolina Nonprofit Corporation Act and the Education Law shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, words in these Bylaws shall be read as the masculine or feminine gender, and as the singular or plural, as the context requires, and the word "person" includes both a corporation and a natural person. The captions and headings in these Bylaws are for reference and convenience only and are not intended to limit or define the scope or effect of any provisions.

E. Interpretation of Charter. Whenever any provision of the Bylaws is in conflict with the provisions of the Charter, the provisions of the Charter shall control.

F. Dissolution. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the assets of the Corporation as required by North Carolina law. Specifically, and only as long as required by state law pursuant to the Charter Act or its successor provisions, all net assets of the Corporation purchased with public funds shall be deemed the property of the local school administrative unit in which the charter school is located. To the extent otherwise allowed by law, all assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII: AMENDMENT

A majority of the ~~Trustees~~ **Officers** may adopt, amend or repeal these Bylaws. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements. **Any amendment must be submitted to the Office of Charter Schools through the amendment process.**

ARTICLE XIII: AGENT ADDRESS

The street address and county of the initial registered office of the Corporation is as follows: 5760 Mt Hope Church Road, Salisbury, NC 28146-2339

The mailing address of the initial registered office is
P.O. Box 182 Faith, North Carolina 28041

Faith Academy Charter School Board Book

April 19, 2021

Monday, April 19, 2021

Link to Virtual Meeting:

<https://us02web.zoom.us/j/87006878294?pwd=RnRvQ2lpRi9oSmVaeDN1UkZZRUICZz09>

Passcode: 964025

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 April 19 Agenda**
3. **Approval of March 15 Minutes**
March 15, 2021 Minutes
4. **Public Comment**
5. **School Administrative Report**
[Dr. Hensley's April Report](#)
6. **Charter Success Partners' Report**
[CSP's April Report](#)
7. **Action on State Health Plan**
[2021 Premium Rates and Employer Contributions](#)
[2021 State Health Plan Comparison](#)
[2021 New Employee Enrollment Guide](#)
8. **RTO Update**
 - a. Policy Manual

- i. [Staff Evaluation Policy](#)
- ii. [Promotion and Retention Policy](#)
- iii. [Student Attendance Policy](#)
- iv. [Dress Code Policy](#)

9. Capital Campaign 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...Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

a. Personnel

(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.

b. Discussion of Facilities

Adjournment



Administrative Report

Director: Sarah Hensley

shensley@faithacademync.org

19 April 2021

19 April 2021	1
General:	2
Lead Administrator Month in Review: Please provide a brief narrative or bullet points describing your previous month's objectives for the opening of FACS and what you've accomplished.	2
ES Month in Review: 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: Please provide a brief narrative describing your previous month's objectives for the middle school and what you've accomplished.	3
Community Upcoming Events:	3
Personnel: Please provide a brief narrative describing your previous month's objectives for the middle school and what you've accomplished.	3
Outreach:	4
Mission and Vision:	4
Student Leadership and Community Service	4
PBL	5
Life Skills	5
Student Achievement:	7
School Culture and Climate:	7

Partnership with Charter Success Partners:

8

Pictures and Links:

8

General:

Lead Administrator Month in Review: Please provide a brief narrative or bullet points describing your previous month's objectives for the opening of FACS and what you've accomplished.

1. Interview - Certified (Teachers) and Classified (Instructional Assistants, Licensed Nurse, Meal Coordinator, Focused Intervention Specialist, Custodian, and Substitutes).
2. Food Vendors
3. Marketing -Salisbury Post, Smart Start
4. Parent Questions and Assistance
5. Spreadsheet (Employee, Degree, NC License, Experience, Salary, Funding, Insurance, Retirement, Notes).
6. Complete hiring documentation

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
April 3, 2021	Fundraiser Faith Academy - Boston Butts Very Successful with volunteers from FACS.
April 6, 2021	Patriot Sign - In-kind Donations- POSITIVE RESPONSES
	Vision, Mission and Slogan Signs Created and Posted Enlarged Calendar at Entrance

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

Type	Number of Applicants Screened/Hired	Status
Administration		
Office		
Teachers (Full Time)	20	
Teachers (Part Time)		
Maintenance/Transportation	4	

Outreach:

Place	Type	Result
Harwood Signs	In-Kind Donation	<ul style="list-style-type: none"> • GREAT
New Portable Stage	In-Kind Donation	<ul style="list-style-type: none"> • Great Condition
40 Carts	In-Kind Donation	<ul style="list-style-type: none"> • NEW
	ELDERLY PERSON DONATION FOR SCHOOL	APPRECIATIVE OF ALL THANK YOU NOTES SENT
	PEOPLE ARE SO EXCITED	

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	•
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	<p>LIFE SKILLS CLASS CREATED AND POSITION FILLED</p> <p>The purpose of this Life Skills class is to build students' character and enable them to think more critically in decision-making and problem-solving. Accountability is an important function in every day life. Each one of us has fundamental responsibilities to ourselves. We all must make decisions, problem solve, adapt to circumstances, and be accountable for our words and actions. After a life skills course, students will be more prepared for life beyond the classroom. Life skills are skills that should be taught at a young age and built upon throughout a lifetime.</p> <p>This class is designed to prepare students for their future as productive adults and members within their community. Topics that will be discussed include, but are not limited to: respect, strengths and weaknesses, values, components of communication, stress management, creativity, self care, self-esteem, peer pressure, time management, goal setting, and resolving conflicts. It is vital that students learn how these components connect and intertwine within their daily lives. Students should be able to take these varying topics into consideration when making decisions, adapting to changes, and problem solving. SEMESTER CLASS FOR GRADE 6 AND 7 FOR 2021-2022</p>

7th	

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.)*

Elementary School

Middle School

•

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*

- FACS ENROLLMENT - CLAIRE PORTER DPI
- LISTING OF STUDENTS -CLAIRE PORTER DPI
- HELPING WITH APPLICATIONS AND ENROLLING
- PHONE CALLS

Pictures and Links:



Board of Directors Support

Board Members

Board Member	Position	Term Beginning	Term Ending
George Wilhelm	Board Chair	7/1/2021	6/30/26
Gene Miller	Vice Chair	7/1/2021	June 30, 2025
Tim Williams	Secretary	7/1/2021	6/30/24
Liz Morrow	Treasurer	7/1/2021	June 30, 2024
Janna Griggs	Board Member	7/1/2021	
Chris Sease	Board Member	7/1/2021	
Howard Torrence	Board Member	7/1/2021	6/30/24

Board of Director Recruitment

Date of Next Opening	Board Vacancy (Name/Title)	Search Start Date	# of Applicants	Interview Dates
June 30, 2024	Treasurer / Board Member	February 2024		

Board of Director Training

Training	Scheduled	Completed	Attendees
New Board Member Training		X	Full Board
CSAB Interview Preparation		X	Full Board
Charter Finance Training		X	
NC Charter Agreement Duties and Obligations			
Board Policies Review - Board Functions Required by Policy			
Board Mechanics - Authority, Rules of Order, Committee Work			

Board of Directors' Meetings and Other

Board Meeting Dates	Time	% Attendance	Minutes Posted	Board Book Complete
November 16, 2020	6:45 PM	100%	Yes	N/A
December 21, 2020	6:45 PM	100%	Yes	Yes
January 18, 2021	6:45 PM	100%	Yes	Yes
February 15, 2021	6:45 PM	100%	Yes	Yes
March 3, 2021	6:45 PM	100%	Yes	N/A
March 15, 2021	6:45 PM	100%	Pending Board Approval	Yes

Board Policies for Review in this Meeting

Policy	Link	Status
Staff Evaluation Policy	https://docs.google.com/document/d/1Nj...	
Promotion and Retention Policy	https://drive.google.com/file/d/1Nu...	
Student Attendance Policy	https://drive.google.com/file/d/1vo...	
Dress Code Policy	https://docs.google.com/document/d/1...	

Board of Directors' Policies

LINK TO BOARD POLICIES	
https://drive.google.com/drive/folders/1FU5AiLKztEptwkpVv01H7wlf...	

Student Information Services

SchoolMint				
Grade Level	Submitted	Accepted	Waitlisted	Goals for 2021-22
K	125	80	45	80
1st	76	60	16	60
2nd	87	60	27	60
3rd	91	60	31	60
4th	87	60	27	60
5th	74	60	14	60
6th	68	68	0	80

7th		39	39	0	40				
TOTAL	647	487	160	500					
Lottery Information	Date	Location							
Lottery	March 13th @12:00pm	FACS Office/Virtual							
PowerSchool									
Grade Level	Average Daily Attendance	Average Daily Membership	Admissions	Withdrawals	ADM Goal				
Principal Monthly Report	Date Due	Date Approved	Date Submitted						
Technology									
End User Support									
Type of Device	# of Active Student Devices	# of Active Staff Devices	Help Tickets Resolved						
Network/Infrastructure									
Type of Infrastructure	Number or Percentage	Status							
Up-Time	n/a								
Security Threats	n/a								
Connectivity Speed	n/a								
Access Points	n/a								
Upload Speed	n/a								
Download Speed	n/a								
E-Rate		Evan working with Sarah H to ensure services are scheduled							
Computer Systems and Programs									
Type of Systems and Programs	# of Students	# of Staff	Status						
Microsoft 365 Licenses	n/a								
Google Accounts	n/a								
Canvas Accounts	n/a								
IXL Accounts	n/a								
Reading Program	n/a								
Math Program	n/a								
Adobe Accounts	n/a								
Operations									
Grants									
Grant Name & PRC	Status	Total Funds	Total Expensed	Purpose					
NC ACCESS GRANT	Submitted application	Applied for \$745,000		Increase number of seats offered to Educationally Disadvantaged Students					
Digital Learning Grant	In Process								
Testing									
Required Test	Administration Date	Staff Training Date	Performance Goal	Actual Performance					
Transportation									
Bus Route	Students Served	Fuel Cost	Miles						
Will identify routes with accepted students data									
Justin S monitoring NC bus surplus availability									
Car Line Software									
	Drop Off Time	Total Dismissal Time							
Will import student data in July									
Train staff in August									
Before and After Care									
	# of Students	Per Student Fee	Provider						

Before Care									
After Care									
Athletic Program Management									
Sport	# of Participating Athletes	Avg Team GPA	Avg Team Attendance	Wins	Loses				
	Season Begin Date	Season End Date							
Facilities									
	Vendor	Monthly Rate	Projects/Needs	Contract Beginning	Contract Ending	Satisfaction Level			
Custodial									
Landscaping									
Plumbing									
Electrical									
HVAC									
Utilities - Electricity									
Utilities - Water/Sewer									
Utilities - Phone									
Utilities - Internet									
Building	SchoolDev/Hubrich		Review LOI from SchoolDev						
Marketing									
Social Media Platforms	Followers/Subscribers	Likes							
Facebook	1,221	1,163							
Posts across all social media platforms	Date	Viewership	Interactions (clicks, shares, comments)						
Application Status Post	3/19	1114	150						
Virtual Career Fair Alert	3/23	512	46						
School Calendar Post	3/24	3245	875						
FACS Appreciation Post	3/26	635	218						
Easter Post	4/4	425	53						
Hiring Post	4/13	2316	385						
Sale Approved Announcement	4/14	1483	278						
Social Media Advertisements	Date	Viewership	Interactions (clicks, shares, comments)	Geographical Reach					
Offline Advertisements	Date	Location	Subject						
Events	Date	Attendance	Purpose						
Newsletter	Date	Subject	Subscribed	Unsubscribed	Open Rate				
Staff Support									
Lead Admin Observation									
Date of Observation	Evaluator	Lead Admin	Instructional Leadership	Strategic Leadership	HR Leadership	Cultural Leader	Managerial Lead	External Development	Micro-Political Leadership
Lead Admin Recruitment									
Licensure									
	Teachers Licensed	Applying for Licensure	No License						
Send Teacher Application Data to CSP for Licensure Review									
Human Resources Information Systems									
Provider	Benefit Type	# of Employees participating							
United Healthcare	Health								
One America	Retirement								
	Dental								
	Vision								
	STD								

	LTD								
	Life Insurance								
Colonial Life	Other Supplemental Benefits								
Parent/Student Handbook									
Faculty/Staff Handbook									
Finance									
Budget		\$4,383,345.36							
Budget Category	Total	% of Revenue							
Salaries & Bonuses	\$1,816,000.00	41.43%							
Benefits	\$539,044.00	12.30%							
Facilities	\$522,400.00	11.92%							
Surplus	\$590,096.54	13.46%							
Financial Indicators									
Indicator									
Days Cash on Hand	NA								
Excess Margin	13.46%								
Average Daily Expenses	\$10,392.46								
Total Cash on Hand	NA								
Financial Considerations									
Financial Notes									
Finance Committee Meetings 3rd Thursdays									
Payroll issued, start up funds are accessible									
Monitoring Start Up Funds Use									
Updating Budget as Hiring Decision Made									

2021 STATE HEALTH PLAN COMPARISON

WHAT YOU PAY				
PLAN DESIGN FEATURES	80/20 PLAN		70/30 PLAN	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
Annual Deductible	\$1,250 Individual \$3,750 Family	\$2,500 Individual \$7,500 Family	\$1,500 Individual \$4,500 Family	\$3,000 Individual \$9,000 Family
Coinsurance	20% of eligible expenses after deductible is met	40% of eligible expenses after deductible is met and the difference between the allowed amount and the charge	30% of eligible expenses after deductible is met	50% of eligible expenses after deductible is met and the difference between the allowed amount and the charge
Out-of-Pocket Maximum (Combined Medical and Pharmacy)	\$4,890 Individual \$14,670 Family	\$9,780 Individual \$29,340 Family	\$5,900 Individual \$16,300 Family	\$11,800 Individual \$32,600 Family
Preventive Services	\$0 (covered by the Plan at 100%)	N/A	\$0 (covered by the Plan at 100%)	N/A
Office Visits	CPP PCP on ID card \$0 Non-CPP PCP on ID card \$10 Other PCP \$25	40% after deductible is met	CPP PCP on ID card \$0 Non-CPP PCP on ID card \$30 Other PCP \$45	50% after deductible is met
Specialist Visits	CPP Specialist \$40 Other Specialists \$80	40% after deductible is met	CPP Specialist \$47 Other Specialists \$94	50% after deductible is met
Speech, Occupational, Chiro & Phys. Therapy	CPP Provider \$26 Other Provider \$52	40% after deductible is met	CPP Provider \$36 Other Provider \$72	50% after deductible is met
Urgent Care	\$70		\$100	
Emergency Room (Copay waived w/ admission or observation stay)	\$300 copay, then 20% after deductible is met		\$337 copay, then 30% after deductible is met	
Inpatient Hospital	\$300 copay, then 20% after deductible is met. Out-of-Network \$300 copay, then 40% after deductible is met.		\$337 copay, then 30% after deductible is met. Out-of-Network \$337 copay, then 50% after deductible is met.	
Tier 1 (Generic)	\$5 copay per 30-day supply		\$16 copay per 30-day supply	
Tier 2 (Preferred Brand & High-Cost Generic)	\$30 copay per 30-day supply		\$47 copay per 30-day supply	
Tier 3 (Non-preferred Brand)	Deductible/coinsurance		Deductible/coinsurance	
Tier 4 (Low-Cost Generic Specialty)	\$100 copay per 30-day supply		\$200 copay per 30-day supply	
Tier 5 (Preferred Specialty)	\$250 copay per 30-day supply		\$350 copay per 30-day supply	
Tier 6 (Non-preferred Specialty)	Deductible/coinsurance		Deductible/coinsurance	
Preferred Diabetic Testing Supplies*	\$5 copay per 30-day supply		\$10 copay per 30-day supply	
Preferred and Non-Preferred Insulin	\$0 copay per 30-day supply		\$0 copay per 30-day supply	
Preventive Medications	\$0 (covered by the Plan at 100%)		\$0 (covered by the Plan at 100%)	


PCP: Primary Care Provider

*Preferred Brand is the One Touch Test Strips.

2021

NEW EMPLOYEE ENROLLMENT GUIDE

January 1, 2021 - December 31, 2021



*"Welcome to the State Health Plan!
Let us help you evaluate your options
to select the best health plan for
you and your family. See inside for
an introduction to the Plan and
important information about benefits,
plan comparisons and how to enroll.
We wish you the best of health
throughout 2021."*

Dale R. Folwell, CPA - State Treasurer

Our mission is to improve the health and health care of North Carolina teachers, state employees, retirees, and their dependents, in a financially sustainable manner, thereby serving as a model to the people of North Carolina for improving their health and well-being.

Understanding the Value of Your State Health Plan Coverage

You are now a valued state employee. In return, the taxpayers of North Carolina invest in you and your health by offering eligible employees full medical and pharmacy benefits through the State Health Plan. It's important to remember that the state pays for the majority of your benefit, with you subsidizing the coverage for any dependents you choose to add on to the Plan. Please read this guide carefully before enrolling.

The State Health Plan offers two health plan options: The 80/20 Plan and the 70/30 Plan.

Both the 80/20 Plan and the 70/30 Plan are administered by Blue Cross and Blue Shield of North Carolina (Blue Cross NC) but benefits are paid by the state, not Blue Cross NC. You can seek care from providers in the NC State Health Plan Network or go out-of-network. However, if you stay in-network, your deductibles, copays and coinsurance will be lower. Both plans cover the same medical and pharmacy services. However, the member cost share varies by each plan.

CVS Caremark is the Plan's pharmacy manager, but your pharmacy benefits are paid by the state. Members should note that this does NOT mean members will have to go to a CVS pharmacy location for their prescriptions.

The State Health Plan utilizes a custom, closed formulary or drug list. Under a custom, closed formulary, certain drugs are not covered. If you find that your prescription is not covered, speak to your provider about possible alternatives. There is an exception process available to providers who believe that, based on medical necessity, it is in the member's best interest to remain on a non-covered drug.

Please note:

- Permanent employees working a minimum of 30 hours per week may enroll in the State Health Plan. Some part-time employees are also eligible but on a fully contributory basis.
- For you and other permanent employees, your employing agency contributes **nearly \$500** to your health benefit each month.
- For employee-only coverage each month, you pay \$25 on the 70/30 Plan, or \$50 on the 80/20 Plan, if you complete a tobacco attestation, plus any dependent premiums, if you choose to cover dependents.
- Non-permanent employees working a minimum of 30 hours per week can also enroll in State Health Plan benefits. However, they are different benefits and these employees should work with their HR department regarding that option.

80/20 Plan

This plan has higher premiums than the 70/30 Plan in exchange for lower copays and lower coinsurance. In addition, the deductible is lower on this plan than the 70/30 Plan. With this plan, Affordable Care Act preventive services and medications are covered at 100%, which means there is no charge to you. An example of such a service includes an annual physical.

70/30 Plan

This plan has lower premiums in exchange for higher copays and coinsurance. Affordable Care Act preventive services and medications are also covered at 100%, which means there is no charge to you. An example of such a service includes an annual physical.



LOWER YOUR MONTHLY PREMIUMS

By completing the tobacco attestation, you can earn a wellness premium credit that will reduce your monthly premium in both plan options. The wellness premium credit only applies to the employee-only premium. In order to receive the premium credit, you must complete the tobacco attestation within 30 days of your hire date. The tobacco attestation can be completed online through eBenefits, the Plan's enrollment system.

2021 PREMIUM CREDIT SAVINGS	80/20 PLAN	70/30 PLAN
Employee-only Monthly Premium	\$110	\$85
Attest that you are tobacco-free or agree to visit a CVS MinuteClinic or a Primary Care Provider that offers counseling for at least one tobacco cessation counseling session.*	-\$60	-\$60
Total Monthly Employee-Only Premium: (With Credit)	\$50	\$25

**Tobacco attestation must be completed each year. For tobacco users that agree to visit a CVS MinuteClinic or a Primary Care Provider for a tobacco cessation counseling session, only one visit is required to receive your premium credit. One session must be completed within 90 days of your enrollment.*

NC STATE HEALTH PLAN NETWORK

As a State Health Plan member, you will have access to the North Carolina State Health Plan Network, which is made up of providers who signed up for the Plan's Clear Pricing Project (CPP), and Blue Cross NC's Blue Options network. CPP providers have agreed to get rid of secret contracts, making health care more affordable and transparent. In an effort to lower health care costs for members and to support CPP providers, the Plan will be offering significant copay reductions for members who visit a CPP provider in 2021.

**To locate a CPP provider, visit the Plan's website and click "Find a Doctor."
Then look for "Clear Pricing Project Provider" next to a provider's name.
Compare the difference and check out the savings!**

CLEAR PRICING PROJECT PROVIDER COPAY COMPARISON CHART

PROVIDER	80/20 PLAN	70/30 PLAN
Primary Care Provider (PCP)	CPP PCP on ID card \$0 Non-CPP PCP on ID card \$10 Other PCP \$25	CPP PCP on ID card \$0 Non-CPP PCP on ID card \$30 Other PCP \$45
Specialist	CPP Specialists \$40 Non-CPP Specialists \$80	CPP Specialists \$47 Non-CPP Specialists \$94
Speech, Occupational, Chiropractor and Physical Therapy	CPP Providers \$26 Non-CPP Providers \$52	CPP Providers \$36 Non-CPP Providers \$72

As noted above, you can also save money under the 80/20 and 70/30 plans when you visit your selected Primary Care Provider, even if that provider is not a CPP provider.



HEALTH & WELLNESS RESOURCES

The State Health Plan offers telephonic coaching for disease and case management for members with the following conditions:

- chronic obstructive pulmonary disease (COPD)
- congestive heart failure
- coronary artery disease
- diabetes
- asthma
- cerebrovascular disease
- peripheral artery disease

Case management will also be provided for members with complex health care needs and with conditions such as chronic and end stage renal disease. Eligible members will receive more information about these services.

Blue365: A Wellness Resource and Discount Program for Healthy Living

As State Health Plan members, you can save money, live healthier and find great member discounts on fitness and health tools through Blue365®. Staying healthy and active is easy and affordable. It's the best investment you can make in your future. Blue365, offered through Blue Cross NC, is a simple way to access trusted wellness resources, and valuable offers like these:

- **Fitness:** Gym memberships and fitness gear
- **Personal Care:** Vision and hearing care
- **Healthy Eating:** Weight loss and nutrition programs
- **Lifestyle:** Travel and family activities
- **Wellness:** Mind/body wellness tools and resources
- **Financial Health:** Financial tools and programs

To access more information on these saving opportunities, please visit Blue Connect. To access Blue Connect, visit the State Health Plan's website at www.shpnc.org and click eBenefits to log into eBenefits, the Plan's enrollment system. Once you're logged into eBenefits, you will see a Blue Connect Quick Link. Once you are in Blue Connect, look for the Blue365 tab. Members must register to use Blue365 services. You can also find more information in your benefit booklet and by calling 855-511-2583, 8 a.m. - 6 p.m., Monday-Friday.

► New Member Enrollment

You can enroll yourself as well as eligible family members in health plan coverage. Eligible family members include:

- Your spouse.
- Your or your spouse's biological, legally adopted or foster child up to age 26 (including a child for whom you are the court-appointed guardian and a stepchild if you are married to the child's biological parent).
- A dependent child over the age of 26 if he or she is physically or mentally incapacitated to the extent that he or she is incapable of earning a living. The handicap must have either developed or begun to develop before the dependent's 19th birthday, or the handicap must have developed or begun to develop before the dependent's 26th birthday if the dependent was covered by the State Health Plan.

Dependent verification documentation is required for all dependents. You can upload these documents in eBenefits, the Plan's enrollment system. A list of required documents is available on the website. New members may find it helpful to gather these documents before beginning their enrollment.

► Decision Support Tools

WHAT ARE THE PREMIUM RATES?

Premium rate charts are available on the State Health Plan's website at www.shpnc.org. If you are a less than 12-month employee or the employee of a Local Government Employer, please ask your Health Benefits Representative for your applicable rates.

SELECTING THE PLAN THAT IS BEST FOR YOU

Only you can decide which plan option is best for you and your family. However, the State Health Plan provides a number of resources to help you make an informed decision.

Visit www.shpnc.org for details about the 2021 Health Plan options, including:

- Links to the CVS Caremark drug lookup tool to assist you with determining your out-of-pocket costs for medications
- Benefit Booklets
- Plan Comparison
- Informational Videos

► Special Enrollment

If you decline coverage for yourself or your eligible dependents and you later experience a qualifying event, you and/or your dependents may be eligible to enroll. You must enroll within 30 days of the qualifying event outside of the annual Open Enrollment period.

► Effective Date

The coverage effective date for new employees is the first day of the month following the date of employment, or the first day of the second month. You and any eligible dependents must enroll in the State Health Plan with the same effective date unless you experience a qualifying life event. Enrollment must occur within 30 days of your date of hire.

► How Do I Enroll?

To enroll, visit the State Health Plan's website at www.shpnc.org and click "eBenefits" at the top of the website to access the Plan's enrollment system. If you need assistance call **855-859-0966**.

► Stay Informed

Subscribe to the State Health Plan's Member Focus free e-newsletter to keep up to date on your pharmacy and health benefits. You'll receive monthly tips on how to stay healthy and save money—plus recipes and more. Sign up today at www.shpnc.org. Just click on the "Newsletter" link on the bottom of the page.

► Have Questions?

For additional information regarding benefit coverage, visit the State Health Plan website at www.shpnc.org. You may also call Customer Service at **888-234-2416**, or ask your Health Benefits Representative. Questions regarding Enrollment and Eligibility should be directed to the Eligibility and Enrollment Support Center at **855-859-0966**. For a complete description of the health plans offered, please refer to the Benefit Booklets available online at www.shpnc.org.

Effective January 1, 2021, members first hired on and after this date will not be eligible for retiree medical benefits.

Once you choose your benefit plan, you may not elect to switch plans until the next Open Enrollment period.

The coverage type you select (for example, employee-only or employee-spouse) will remain in effect until the next Open Enrollment period. You will not be able to add or drop a spouse or dependents until the next benefit plan year unless you experience a qualifying event. These events include changes such as marriage, birth and retirement. For a complete list of qualifying events, refer to the Benefit Booklet located on the Plan's website at www.shpnc.org, or ask your Health Benefits Representative. Open Enrollment is typically held in the fall.

2021 STATE HEALTH PLAN COMPARISON

WHAT YOU PAY				
PLAN DESIGN FEATURES	80/20 PLAN		70/30 PLAN	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
Annual Deductible	\$1,250 Individual \$3,750 Family	\$2,500 Individual \$7,500 Family	\$1,500 Individual \$4,500 Family	\$3,000 Individual \$9,000 Family
Coinsurance	20% of eligible expenses after deductible is met	40% of eligible expenses after deductible is met and the difference between the allowed amount and the charge	30% of eligible expenses after deductible is met	50% of eligible expenses after deductible is met and the difference between the allowed amount and the charge
Out-of-Pocket Maximum (Combined Medical and Pharmacy)	\$4,890 Individual \$14,670 Family	\$9,780 Individual \$29,340 Family	\$5,900 Individual \$16,300 Family	\$11,800 Individual \$32,600 Family
Preventive Services	\$0 (covered by the Plan at 100%)	N/A	\$0 (covered by the Plan at 100%)	N/A
Office Visits	CPP PCP on ID card \$0 Non-CPP PCP on ID card \$10 Other PCP \$25	40% after deductible is met	CPP PCP on ID card \$0 Non-CPP PCP on ID card \$30 Other PCP \$45	50% after deductible is met
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Speech, Occupational, Chiro & Phys. Therapy	CPP Provider \$26 Other Provider \$52	40% after deductible is met	CPP Provider \$36 Other Provider \$72	50% after deductible is met
Urgent Care	\$70		\$100	
Emergency Room (Copay waived w/ admission or observation stay)	\$300 copay, then 20% after deductible is met		\$337 copay, then 30% after deductible is met	
Inpatient Hospital	\$300 copay, then 20% after deductible is met. Out-of-Network \$300 copay, then 40% after deductible is met.		\$337 copay, then 30% after deductible is met. Out-of-Network \$337 copay, then 50% after deductible is met.	
Tier 1 (Generic)	\$5 copay per 30-day supply		\$16 copay per 30-day supply	
Tier 2 (Preferred Brand & High-Cost Generic)	\$30 copay per 30-day supply		\$47 copay per 30-day supply	
Tier 3 (Non-preferred Brand)	Deductible/coinsurance		Deductible/coinsurance	
Tier 4 (Low-Cost Generic Specialty)	\$100 copay per 30-day supply		\$200 copay per 30-day supply	
Tier 5 (Preferred Specialty)	\$250 copay per 30-day supply		\$350 copay per 30-day supply	
Tier 6 (Non-preferred Specialty)	Deductible/coinsurance		Deductible/coinsurance	
Preferred Diabetic Testing Supplies*	\$5 copay per 30-day supply		\$10 copay per 30-day supply	
Preferred and Non-Preferred Insulin	\$0 copay per 30-day supply		\$0 copay per 30-day supply	
Preventive Medications	\$0 (covered by the Plan at 100%)		\$0 (covered by the Plan at 100%)	

PCP: Primary Care Provider

*Preferred Brand is the One Touch Test Strips.

Legal Notices

Notice of Privacy Practices for The State Health Plan for Teachers and State Employees

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Original Effective Date: April 14, 2003

Revised Effective Date: January 20, 2018

Introduction

A federal law, the Health Insurance Portability and Accountability Act (HIPAA), requires that we protect the privacy of identifiable health information that is created or received by or on behalf of the Plan. This notice describes the obligations of the Plan under HIPAA, how medical information about you may be used and disclosed, your rights under the privacy provisions of HIPAA, and how you can get access to this information. **Please review it carefully.**

Your Rights

You have the right to:

- Get a copy of your health and claims records
- Correct your health and claims records
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices

You have some choices in the way that we use and share information if we:

- Answer coverage questions from your family and friends
- Provide disaster relief
- Market our services or sell your information

Our Uses and Disclosures

We may use and share your information as we:

- Help manage the health care treatment you receive
- Run our organization
- Pay for your health services
- Administer your health plan
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests and work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get a copy of health and claims records

- You can ask to see or get a copy of your health and claims records and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health and claims records, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct health and claims records

- You can ask us to correct your health and claims records if you think they are incorrect or incomplete. Ask us how to do this.
- We may say "no" to your request, but we'll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will consider all reasonable requests, and must say "yes" if you tell us you would be in danger if we do not.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations.
- We are not required to agree to your request, and we may say "no" if it would affect your care.

Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your health information (including medical records, billing records, and any other records used to make decisions regarding your health care benefits) for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except: (1) disclosures for purposes of treatment, payment, or health care operations; (2) disclosures made to you; (3) disclosures made pursuant to your authorization; (4) disclosures made to friends or family in your presence or because of an emergency; (5) disclosures for national security purposes; and (6) disclosures incidental to otherwise permissible disclosures.
- To request an accounting, you must submit a written request to the Privacy Contact identified in this Notice. Your request must state a time period of no longer than six (6) years.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information provided in this document.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling **1-877-696-6775**, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in payment for your care
- Share information in a disaster relief situation

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information

Our Uses and Disclosures

How do we typically use or share your health information?

We typically use or share your health information in the following ways:

Help manage the health care treatment you receive

We can use your health information and share it with professionals who are treating you.

Example: The Plan may disclose your health information so that your doctors, pharmacies, hospitals, and other health care providers may provide you with medical treatment.

Run our organization

We can use and disclose your information to run our organization (healthcare operations), improve the quality of care we provide, reduce healthcare costs, and contact you when necessary.

Example: The Plan may use and disclose your information to determine the budget for the following year, or to set premiums.

We are not allowed to use genetic information to decide whether we will give you coverage and the price of that coverage. This does not apply to long-term care plans.

Example: We use health information about you to develop better services for you.

Pay for your health services

We can use and disclose your health information as we pay for your health services.

continued on the next page

Example: We share information about you with CVS Caremark to coordinate payment for your prescriptions.

Administer your plan

We may disclose your health information to your health plan sponsor for plan administration.

Example: Your employer's Health Benefit Representative is provided information to help you understand your health benefits, and help make sure you are enrolled.

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Do research

We can use or share your information for health research. Research done using Plan information must go through a special review process. We will not use or disclose your information unless we have your authorization, or we have determined that your privacy is protected.

Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Respond to organ and tissue donation requests and work with a medical examiner or funeral director

- We can share health information about you with organ procurement organizations.
- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Other Uses and Disclosures

Some uses and disclosures of your information will be made only with your written authorization. For example, your written authorization is required in the following instances: (i) any use or disclosure of psychotherapy notes, except as otherwise permitted in 45 C.F.R. 164.508(a)(2); (ii) any use or disclosure for "marketing," except as otherwise permitted in 45 C.F.R. 164.508(a)(3); (iii) any disclosure which constitutes a sale of protected health information (PHI). If you authorize the Plan to use or disclose your PHI, you may revoke the authorization at any time in writing. However, your revocation will only stop future uses and disclosures that are made after the Plan receive your revocation. It will not have any effect on the prior uses and disclosures of your PHI.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

The Plan has the right to change this notice at any time. The Plan also has the right to make the revised or changed notice effective for medical information the Plan already has about you as well, as any information received in the future. The Plan will post a copy of the current notice at www.shpnc.org. You may request a copy by calling **919-814-4400**.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with the Plan or with the Secretary of the Department of Health and Human Services. You will not be penalized or retaliated against for filing a complaint.

To file a complaint with the Plan, contact the Privacy Contact identified in this Notice.

To file a complaint with the Secretary of the Department of Health and Human Services Office for Civil Rights use this contact information:

U.S. Department of Health and Human Services

200 Independence Avenue SW. Room 509F, HHH Building Washington, DC 20201

1-800-368-1019, 800-537-7697 (TDD)

File complaint electronically at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

Privacy Contact

The Privacy Contact at the Plan is:

State Health Plan
Attention: HIPAA Privacy Officer
3200 Atlantic Avenue Raleigh, NC 27604
919-814-4400

Enrollment in the Flexible Benefit Plan (under IRS Section 125) for the State Health Plan

If you are an active employee, you are eligible for participation in the Flexible Benefit Plan to have your health benefit plan premium payments deducted on a pre-tax basis. Retirees and members with COBRA continuation coverage are not eligible for participation since they must have current earnings from which the premium payments can be deducted. The Flexible Benefit Plan allows any premiums you pay for health benefit coverage to be deducted from your paycheck before Federal, State, and FICA taxes are withheld. By participating, you will be able to lower your taxable income and lower your taxable liability, thereby in effect, lowering the net cost of your health plan coverage.

The Flexible Benefit Plan is designed so that your participation will be automatic unless you decline. If you wish to decline participation and have your contributions paid on an "after-tax" basis, you must do so in the eBenefits system or by completing the Flexible Benefit Plan (IRS Section 125) Rejection form available on the Plan's website at www.shpnc.org. You will have the opportunity to change your participation election during each Open Enrollment period. The Flexible Benefit Plan administered by the State Health Plan is for the payment of health benefit plan premiums on a before-tax basis only and is separate and distinct from NCFlex, which is administered by the Office of State Human Resources.

Your health benefit coverage can only be changed (dependents added or dropped) during the Open Enrollment period or following a qualifying life event. These events include, but are not limited to the following:

- Your marital status changes due to marriage, death of spouse, divorce, legal separation, or annulment.
- You increase or decrease the number of your eligible dependents due to birth, adoption, placement for adoption, or death of the dependent.
- You, your spouse, or your eligible dependent experiences an employment status change that results in the loss or gain of group health coverage.
- You, your spouse, or your dependents become entitled to Medicare, or Medicaid.
- Your dependent ceases to be an eligible dependent (e.g., the dependent child reaches age 26).
- You, your spouse, or your dependents commence or return from an unpaid leave of absence such as Family and Medical Leave or military leave.
- You receive a qualified medical child support order (as determined by the plan administrator) that requires the plan to provide coverage for your children.
- If you or your dependents change your country of permanent residence by moving to or from the United States, you or your dependents will have 30 days from the date of entering or exiting the United States to change your health benefit plan election.
- If you, your spouse or dependents experience a cost or coverage change under another group health plan for which an election change was permitted, you may make a corresponding election change under the Flex Plan (e.g., your spouse's

employer significantly increases the cost of coverage and as a result, allows the spouse to change his/her election).

- If you change employment status such that you are no longer expected to average 30 hours of service per week but you do not lose eligibility for coverage under the State Health Plan (e.g., you are in a stability period during which you qualify as full time), you may still revoke your election provided that you certify that you have or will enroll yourself (and any other covered family members) in other coverage providing minimum essential coverage (e.g., the marketplace) that is effective no later than the first day of the second month following the month that includes the date the original coverage is revoked.
- You may prospectively revoke your State Health Plan election if you certify your intent to enroll yourself and any covered dependents in the marketplace for coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is revoked.
- You or your children lose eligibility under Medicaid or a state Children's Health Insurance Program. In this case you must request enrollment within 60 days of losing eligibility.
- If you, your spouse or your dependent loses eligibility for coverage (as defined by HIPAA) under any group health plan or health insurance coverage (e.g., coverage in the individual market, including the marketplace), you may change your participation election.

In addition, even if you have one of these events, your election change must be "consistent" with the event, as defined by the IRS. Consequently, the election change that you desire may not be permitted if not consistent with the event as determined by IRS rules and regulations. When one of these events occurs, you must complete your request through your online enrollment system within 30 days of the event (except as described above). If you do not process the request within 30 days, you must wait until the next Open Enrollment to make the coverage change.

Whenever you report a change due to a qualifying event, your premium deduction will be on a pre-tax basis.

Notice of HIPAA Special Enrollment Rights

If you are declining enrollment for yourself or your dependents (including your spouse) because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents' other coverage). However, you must request enrollment within 30 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

If you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption, or placement for adoption. If you decline enrollment for yourself or for an eligible dependent (including your spouse) while Medicaid coverage or coverage under a state children's health insurance program is

in effect, you may be able to enroll yourself and your dependents in this plan if you or your dependents lose eligibility for that other coverage. However, you must request enrollment within 60 days after your or your dependents' coverage ends under Medicaid or a state children's health insurance program.

If you or your dependents (including your spouse) become eligible for a state premium assistance subsidy from Medicaid or through a state children's health insurance program with respect to coverage under this plan, you may be able to enroll yourself and your dependents in this plan. However, you must request enrollment within 60 days after your or your dependents' determination of eligibility for assistance.

To request special enrollment or obtain more information, contact the Eligibility and Enrollment Support Center at **855-859-0966**.

Notice Regarding Mastectomy - Related Services

If you have had or are going to have a mastectomy, you may be entitled to certain benefits under the Women's Health and Cancer Rights Act of 1998 (WHCRA). For individuals receiving mastectomy-related benefits, coverage will be provided in a manner determined in consultation with the attending physician and the patient, for:

- All stages of reconstruction of the breast on which the mastectomy was performed;
- Surgery and reconstruction of the other breast to produce a symmetrical appearance;
- Prostheses; and
- Treatment of physical complications of the mastectomy, including lymphedema.

These benefits will be provided subject to the same deductibles and coinsurance applicable to other medical and surgical benefits provided under your elected plan.

Notice of Patient Protections for Non-Grandfathered Plans

The following notice applies to plans offered by the North Carolina State Health Plan for Teachers and State Employees ("the Plan") that are not considered to be a "grandfathered health plan" under the Patient Protection and Affordable Care Act. The Plan generally allows the designation of a primary care provider. You have the right to designate any primary care provider who participates in our network and who is available to accept you or your family members. For children, you may designate a pediatrician as the primary care provider. For information on how to select a primary care provider, and for a list of the participating primary care providers, contact Customer Service.

You do not need prior authorization from the Plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in our network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, contact Customer Service.

Notice Regarding Availability of Health Insurance Marketplace Coverage Options (Employer Exchange Notice)

To assist you as you evaluate options for you and your family, this notice provides basic information about the Health Insurance Marketplace ("Marketplace"). The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium.

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you are eligible for depends on your household income. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit. An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60% of such costs.

It is important to note, if you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution to the employer-offered coverage. Also, this employer contribution, as well as your employee contribution to employer-offered coverage, is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

For more information about your coverage offered by your employer, please review the summary plan description or contact Customer Service. The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit **HealthCare.gov** for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to

continued on the next page

buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov. If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available. If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think

you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877- KIDS NOW** or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan. If you or your dependents are eligible for premium assistance under Medicaid or CHIP,

as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call **1-866-444-EBSA (3272)**.

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of July 31, 2020. Contact your State for more information on eligibility.

ALABAMA – Medicaid
Website: http://myalhipp.com/ Phone: 1-855-692-5447
ALASKA – Medicaid
The AK Health Insurance Premium Payment Program Website: http://myalhipp.com/ Phone: 1-866-251-4861 Email: CustomerService@MyAKHIPP.com Medicaid Eligibility: http://dhss.alaska.gov/dpa/Pages/medicaid/default.aspx
ARKANSAS – Medicaid
Website: http://myarhipp.com/ Phone: 1-855-MyARHIPP (855-692-7447)
CALIFORNIA – Medicaid
Website: https://www.dhcs.ca.gov/services/Pages/TPLRD_CAU_cont.aspx Phone: 916-440-5676
COLORADO – Health First Colorado (Colorado's Medicaid Program) & Child Health Plan Plus (CHP+)
Health First Colorado Website: https://www.healthfirstcolorado.com/ Health First Colorado Member Contact Center: 1-800-221-3943/ State Relay 711 CHP+: https://www.colorado.gov/pacific/hcpf/child-healthplan-plus CHP+ Customer Service: 1-800-359-1991/ State Relay 711 Health Insurance Buy-In Program (HIBI): https://www.colorado.gov/pacific/hcpf/health-insurance-buy-program HIBI Customer Service: 1-855-692-6442
FLORIDA – Medicaid
Website: https://www.flmedicaidtprecovery.com/flmedicaidtprecovery.com/hipp/index.html Phone: 1-877-357-3268
GEORGIA – Medicaid
Website: https://medicaid.georgia.gov/health-insurance-premium-payment-program-hipp Phone: 678-564-1162 ext 2131
INDIANA – Medicaid
Healthy Indiana Plan for low-income adults 19-64 Website: http://www.in.gov/fssa/hip/ Phone: 1-877-438-4479 All other Medicaid Website: https://www.in.gov/medicaid/ Phone: 1-800-457-4584

IOWA – Medicaid and CHIP (Hawki)
Medicaid Website: https://dhs.iowa.gov/ime/members Medicaid Phone: 1-800-338-8366 Hawki Website: http://dhs.iowa.gov/Hawki Hawki Phone: 1-800-257-8563
KANSAS – Medicaid
Website: http://www.kdheks.gov/hcf/default.htm Phone: 1-800-792-4884
KENTUCKY – Medicaid
Kentucky Integrated Health Insurance Premium Payment Program (KI-HIPP) Website: https://chfs.ky.gov/agencies/dms/member/Pages/kihipp.aspx Phone: 1-855-459-6328 Email: KIHIPPPROGRAM@ky.gov KCHIP Website: https://kidshealth.ky.gov/Pages/index.aspx Phone: 1-877-524-4718 Kentucky Medicaid Website: https://chfs.ky.gov
LOUISIANA – Medicaid
Website: www.medicaid.la.gov or www.ldh.la.gov/lahipp Phone: 1-888-342-6207 (Medicaid hotline) or 1-855-618-5488 (LaHIPP)
MAINE – Medicaid
Enrollment Website: https://www.maine.gov/dhhs/ofi/applications-forms Phone: 1-800-442-6003 TTY: Maine relay 711 Private Health Insurance Premium Webpage: https://www.maine.gov/dhhs/ofi/applications-forms Phone: 1-800-977-6740 TTY: Maine relay 711
MASSACHUSETTS – Medicaid and CHIP
Website: http://www.mass.gov/eohhs/gov/departments/masshealth/ Phone: 1-800-862-4840
MINNESOTA – Medicaid
Website: https://mn.gov/dhs/people-we-serve/children-and-families/health-care/health-care-programs/programs-and-services/other-insurance.jsp Phone: 1-800-657-3739
MISSOURI – Medicaid
Website: http://www.dss.mo.gov/mhd/participants/pages/hipp.htm Phone: 573-751-2005

MISSOURI – Medicaid
Website: http://www.dss.mo.gov/mhd/participants/pages/hipp.htm Phone: 573-751-2005
MONTANA – Medicaid
Website: http://dphhs.mt.gov/MontanaHealthcarePrograms/HIPP Phone: 1-800-694-3084
NEBRASKA – Medicaid
Website: http://www.ACCESSNebraska.ne.gov Phone: 1-855-632-7633 Lincoln: 402-473-7000 Omaha: 402-595-1178
NEVADA – Medicaid
Medicaid Website: https://dhcfp.nv.gov Medicaid Phone: 1-800-992-0900
NEW HAMPSHIRE – Medicaid
Website: https://www.dhhs.nh.gov/oii/hipp.htm Phone: 603-271-5218 Toll free number for the HIPP program: 1-800-852-3345, ext 5218
NEW JERSEY – Medicaid and CHIP
Medicaid Website: http://www.state.nj.us/humanservices/dmahs/clients/medicaid/ Medicaid Phone: 609-631-2392 CHIP Website: http://www.njfamilycare.org/index.html CHIP Phone: 1-800-701-0710
NEW YORK – Medicaid
Website: https://www.health.ny.gov/health_care/medicaid/ Phone: 1-800-541-2831
NORTH CAROLINA – Medicaid
Website: https://medicaid.ncdhhs.gov/ Phone: 919-855-4100
NORTH DAKOTA – Medicaid
Website: http://www.nd.gov/dhs/services/medicalserv/medicaid/ Phone: 1-844-854-4825
OKLAHOMA – Medicaid and CHIP
Website: http://www.insureoklahoma.org Phone: 1-888-365-3742
OREGON – Medicaid
Website: http://healthcare.oregon.gov/Pages/index.aspx http://www.oregonhealthcare.gov/index-es.html Phone: 1-800-699-9075

PENNSYLVANIA – Medicaid
Website: https://www.dhs.pa.gov/providers/Providers/Pages/Medical/HIPP-Program.aspx Phone: 1-800-692-7462
RHODE ISLAND – Medicaid and CHIP
Website: http://www.eohhs.ri.gov/ Phone: 1-855-697-4347 or 401-462-0311 (Direct Rlte Share Line)
SOUTH CAROLINA – Medicaid
Website: https://www.scdhhs.gov Phone: 1-888-549-0820
SOUTH DAKOTA - Medicaid
Website: http://dss.sd.gov Phone: 1-888-828-0059
TEXAS – Medicaid
Website: http://gethipptexas.com/ Phone: 1-800-440-0493
UTAH – Medicaid and CHIP
Medicaid Website: https://medicaid.utah.gov/ CHIP Website: http://health.utah.gov/chip Phone: 1-877-543-7669
VERMONT– Medicaid
Website: http://www.greenmountaincare.org/ Phone: 1-800-250-8427
VIRGINIA – Medicaid and CHIP
Medicaid Website: https://www.coverva.org/hipp/ Medicaid Phone: 1-800-432-5924 CHIP Phone: 1-855-242-8282
WASHINGTON – Medicaid
Website: https://www.hca.wa.gov/ Phone: 1-800-562-3022
WEST VIRGINIA – Medicaid
Website: http://mywvhipp.com/ Toll-free phone: 1-855-MyWVHIPP (1-855-699-8447)
WISCONSIN – Medicaid and CHIP
Website: https://www.dhs.wisconsin.gov/badger-careplus/p-10095.htm Phone: 1-800-362-3002
WYOMING – Medicaid
Website: https://health.wyo.gov/healthcarefin/medicaid/programs-and-eligibility/ Phone: 1-800-251-1269

To see if any other states have added a premium assistance program since July 31, 2020, or for more information on special enrollment rights, contact either:

U.S. Department of Labor
Employee Benefits Security Administration www.dol.gov/agencies/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

Nondiscrimination and Accessibility Notice

The State Health Plan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The State Health Plan does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The State Health Plan:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
- Qualified sign language interpreters
- Written information in other formats (large print, audio, accessible electronic formats, other formats)
- The State Health Plan website is Americans with Disabilities Act (ADA) compliant for the visually impaired.
- Provides free language services to people whose primary language is not English, such as:
- Qualified interpreters
- Information written in other languages

If you need these services, contact the Civil Rights Coordinator identified below (the "Coordinator"):

State Health Plan Compliance Officer 919-814-4400

If you believe that the State Health Plan has failed to provide these services or discriminated against you, you can file a grievance with the Coordinator. You can file a grievance in person or by mail, fax, or email. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, available at:

U.S. Department of Health and Human Services

200 Independence Avenue SW
Room 509F, HHH Building
Washington, DC 20201
1-800-368-1019, 800-537-7697 (TDD)

File complaint electronically at:
<https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>
Complaint forms are available at:
<http://www.hhs.gov/ocr/office/file/index.html>

continued on the next page

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al **919-814-4400**.

注意:如果您使用繁體中文,您可以免費獲得語言援助服務。請致電 **919-814-4400**。

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số **919-814-4400**.

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. **919-814-4400**.

ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le **919-814-4400**.

قدع اسمك لتامدخ ناف ركذا شحتت تنك اذا: تقوالم
مقرب لصتا ناملاب لكل رفاوتت قيوغللا
919-814-4400.

LUS CEEV: Yog tias koj hais lus Hmoob, cov kev pab txog lus, muaj kev pab dawb rau koj. Hu rau **919-814-4400**.

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните **919-814-4400**.

PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa **919-814-4400**.

સુચના: જો તમે ગુજરાતી બોલતા હો, તો નિઃશુલ્ક ભાષા સહાય સેવાઓ તમારા માટે ઉપલબ્ધ છે. ફોન કરો **919-814-4400**.

ប្រយ័ត្ន៖ ប៊ីសិនជាអ្នកនិយាយ ភាសាខ្មែរ, សូមព្រមទទួលបានសេវាភាសា ដោយមិនគិតថ្លៃឡើយ គឺអាចមានសំរាប់ប៊ីសិនក៏។ ចូរ ទូរស័ព្ទ **919-814-4400**.

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: **919-814-4400**.

ध्यान दें: यदि आप हंदी बोलते हैं तो आपके लिए मुफ्त में भाषा सहायता सेवाएं उपलब्ध हैं। **919-814-4400**.

ໄປດຊາຍ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັຽຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທ **919-814-4400**.

注意事項: 日本語を話される場合、無料の言語支援をご利用いただけます。 **919-814-4400**.

Contact Us

Eligibility and Enrollment Support Center
(eBenefits questions):
855-859-0966

Blue Cross and Blue Shield of NC
(benefits and claims):
888-234-2416

CVS Caremark
(pharmacy benefit questions):
888-321-3124

2021 STATE HEALTH PLAN COMPARISON

WHAT YOU PAY				
PLAN DESIGN FEATURES	80/20 PLAN		70/30 PLAN	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
Annual Deductible	\$1,250 Individual \$3,750 Family	\$2,500 Individual \$7,500 Family	\$1,500 Individual \$4,500 Family	\$3,000 Individual \$9,000 Family
Coinsurance	20% of eligible expenses after deductible is met	40% of eligible expenses after deductible is met and the difference between the allowed amount and the charge	30% of eligible expenses after deductible is met	50% of eligible expenses after deductible is met and the difference between the allowed amount and the charge
Out-of-Pocket Maximum (Combined Medical and Pharmacy)	\$4,890 Individual \$14,670 Family	\$9,780 Individual \$29,340 Family	\$5,900 Individual \$16,300 Family	\$11,800 Individual \$32,600 Family
Preventive Services	\$0 (covered by the Plan at 100%)	N/A	\$0 (covered by the Plan at 100%)	N/A
Office Visits	CPP PCP on ID card \$0 Non-CPP PCP on ID card \$10 Other PCP \$25	40% after deductible is met	CPP PCP on ID card \$0 Non-CPP PCP on ID card \$30 Other PCP \$45	50% after deductible is met
Specialist Visits	CPP Specialist \$40 Other Specialists \$80	40% after deductible is met	CPP Specialist \$47 Other Specialists \$94	50% after deductible is met
Speech, Occupational, Chiro & Phys. Therapy	CPP Provider \$26 Other Provider \$52	40% after deductible is met	CPP Provider \$36 Other Provider \$72	50% after deductible is met
Urgent Care	\$70		\$100	
Emergency Room (Copay waived w/ admission or observation stay)	\$300 copay, then 20% after deductible is met		\$337 copay, then 30% after deductible is met	
Inpatient Hospital	\$300 copay, then 20% after deductible is met. Out-of-Network \$300 copay, then 40% after deductible is met.		\$337 copay, then 30% after deductible is met. Out-of-Network \$337 copay, then 50% after deductible is met.	
Tier 1 (Generic)	\$5 copay per 30-day supply		\$16 copay per 30-day supply	
Tier 2 (Preferred Brand & High-Cost Generic)	\$30 copay per 30-day supply		\$47 copay per 30-day supply	
Tier 3 (Non-preferred Brand)	Deductible/coinsurance		Deductible/coinsurance	
Tier 4 (Low-Cost Generic Specialty)	\$100 copay per 30-day supply		\$200 copay per 30-day supply	
Tier 5 (Preferred Specialty)	\$250 copay per 30-day supply		\$350 copay per 30-day supply	
Tier 6 (Non-preferred Specialty)	Deductible/coinsurance		Deductible/coinsurance	
Preferred Diabetic Testing Supplies*	\$5 copay per 30-day supply		\$10 copay per 30-day supply	
Preferred and Non-Preferred Insulin	\$0 copay per 30-day supply		\$0 copay per 30-day supply	
Preventive Medications	\$0 (covered by the Plan at 100%)		\$0 (covered by the Plan at 100%)	

PCP: Primary Care Provider

*Preferred Brand is the One Touch Test Strips.

3.003 Staff Evaluations

Faith Academy Charter School's Board of Directors believes that it is a high priority to secure the most competent personnel available and, once they are employed, assist them in their professional growth and development through their careers. An effective evaluation program that clearly describes an employee's performance is a critical aspect of professional growth and assistance.

Faith Academy Charter School shall establish and maintain a comprehensive system of employee evaluation that must incorporate the following:

- Formal Administrative observations
- Informal Administrative walkthrough observation data
- Supervisor-Employee conferences
- Examination of employees' work
- Attendance records

The evaluation system may also include:

- Student Achievement data
- Review of lesson plans and grade books
- Interactions/Collaboration with colleagues
- Interactions/Collaboration with all stakeholders
- Participation in Staff Development activities
- Other documents and records deemed pertinent by evaluating supervisors

Evaluation System

The Board may or may not, at its discretion, authorize the use of whatever standard evaluation system is in use by the public schools of North Carolina during any given year or period of time. In order to give FACS staff and administrators a chance to become familiar and/or receive necessary training, if the NC system is not going to be adopted for use in any given school year, another system shall be adopted for use during the following school year not later than April 15th of the previous year. If another system is not adopted by April 15th in any given year, the NC system shall be considered to be the system in use for the following school year.

As part of the standard evaluation process, all employees shall undergo a year-end evaluation review which shall include evaluators' suggestions and directives for improving instruction or overall work performance or employee effectiveness.

Improvement Plans

Evaluating supervisors shall construct clear plans for work performance and/or effectiveness for individual employees when, in their opinion, an employee's work performance warrants improvement. All such plans must include specific goals, the attainment (or lack thereof) of which will be assigned specific deadlines, at which times conferences will be held between employee and evaluating supervisor to examine and determine the extent to which these goals have or have not been reached.

Assigned Supervising Evaluators

Board Approved:

All Support, professional, and instructional personnel shall be evaluated by the Lead Administrator. Administrators under the supervision of the lead administrator shall be evaluated by the Lead Administrator.

FACS's Lead Administrator shall be evaluated by the full Board under the direction of the Board chair.

Board Approved:

Student Promotion and Retention

Faith Academy Charter School's Lead Administrator has the authority to promote and to retain students based upon the standards set by the Board of Directors and by the State Board of Education. Students are required to meet promotion standards that include demonstrated grade level proficiency on local assessments, standardized tests, report cards, and student work. In order to be promoted to the next grade levels, students in all grades should be proficient in reading and mathematics, which may be demonstrated through North Carolina End-of-Grade tests, school assessments, student portfolio of work, and report card grades. A promotion decision should not be made solely on the basis of a state assessment.

The Lead Administrator shall consider the following criteria when making decisions regarding student promotions:

1. Satisfactory performance on all relevant state End-of-Grade (EOG) assessments
2. Passing final grades in core academic classes
3. Satisfactory performance on PBL project content and presentations
4. Satisfactory classroom performance on all teacher-initiated standards and criteria for advancement and promotion in core academic classes
5. Daily Attendance records

Students With Disabilities

To the extent possible, students with disabilities shall be held to the same promotion standards as all other students. However, for students with IEPs who take alternative assessments in lieu of the EOG or the EOC tests in their respective grades and/or high school courses, promotion decisions shall be based on criteria as recommended by the IEP team. Such decisions may or may not be tied to passing or failing course grades and/or other promotion requirements.

All intervention strategies and other opportunities, benefits, and resources that are made available to students without disabilities shall be made available to students with disabilities who are subject to these promotion standards. Such opportunities must be in addition to the special education services provided to students with disabilities.

Each IEP team, with the student's parent(s) or guardian(s) as members (and the student himself/herself as member, also, where appropriate) shall work together to determine the appropriate course of study for that student.

Retention

If a student appears likely to be retained, then the parent/guardian of the student shall receive at least two (2) notices. The first notice may be a conference; the second notice must be in writing and must be provided by the end of the third quarter. The Lead Administrator's office must provide in writing an official notice of retention to the parent/guardian by the last day of school.

Pursuant to state law, third graders who fail to achieve reading proficiency may not be promoted unless a statutory exception applies. Parents of impacted students will be informed of the law's

Board Approved:

application. Any parent who wishes to learn more about this law and its application should contact their child's third grade teacher, the Curriculum Director, or the Lead Administrator.

Board Approved:

2.013 Student Attendance

Attendance

All students must be fully enrolled and should attend school regularly. Faith Academy Charter School does not accept partial enrollment. Regular attendance is the best way to ensure that students master the curriculum. FACS will make every effort to protect instructional time from interruption and we ask that, whenever possible, parents/guardians schedule appointments (doctor, dentist) after school hours. For record keeping purposes, a child is marked absent when he or she misses half of the school day.

Excused Absences (All absences not listed below are unexcused)

Illness or injury. When the absence results from illness or injury, which prevents the student from being physically able to attend school. The Lead Administrator or designee may require an official note from a physician.

Quarantine. When isolation of the student is ordered by the local health officer or by the State Board of Health.

Death in the immediate family. When the absence results from the death of a member of the immediate family of the student. The immediate family of a student includes, but is not necessarily limited to, grandparents, parents and siblings.

Medical or dental appointments. When the absence results from a medical or dental appointment of a student. A written excuse should be presented with a doctor's signature or stamp.

Court or administrative proceedings. When the student is a party to or is under subpoena as a witness in the proceedings of a court or administrative tribunal.

Religious observances. When the student or the student's parent/guardian or custodian adheres to a religion whose tenets require, or suggest the observance of a religious event. The parent/guardian or custodian must seek prior approval of the Lead Administrator for such absences [and the approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the student].

Educational opportunity. When the student obtains the Lead Administrator's prior approval of a valid education opportunity, such as travel.

Procedures for Notifying FACS about Absences

Absences must be documented and lawful in order to be considered excused. On the day of the absence(s), parents/guardians should provide written documentation to a member of FACS's staff (Teacher or Administrator) stating the reason for the absence. This can include an email, doctor's note, or written note from the parent. If you do not notify FACS, when the student returns to class, he or she must bring an explanatory note within three days. If FACS does not receive the explanatory note within three days, the absence will be marked unexcused.

Make-Up Work for Absences

Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up unless the teacher or an administrator determines that extenuating circumstances would support an extension of time. At the elementary level, the teacher will work with the student and the parent for making up missed assignments, quizzes and tests and completing them within a specified time period. Generally, no homework assignments will be given out prior to a student's pre-planned absence (i.e. trips). Students who are absent due to a suspension from school will be provided an opportunity to complete work and take any tests that were missed.

At the middle school level, the student is responsible for finding out which assignments, quizzes and tests were missed and completing them within the specified time period. Also, any student with 20 or more absences in one or more classes during a school year is subject to failure of the grade. For high school level coursework, any student with 10 or more absences in any class in a school year is subject to failure of that class. If the Lead Administrator determines that retention or failure of a high school course is necessary based on attendance, the parent/guardian and student will be notified in writing. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the Lead Administrator's decision pursuant to the School/Parent Grievance Procedure.

Truancy (Recurrent unexcused absences)

If a student is truant, the first step will be a conference with the parents/guardians. Should this prove unsatisfactory, next steps include possible notification of appropriate legal authorities and/or possible recommendation for long-term suspension or expulsion. Students absent more than 20 days may not be promoted and must meet with the Lead Administrator to determine next steps, which could result in expulsion.

Tardiness & Late Pick-up

Tardiness interrupts instruction for the entire class. Students who are tardy must go to the office to sign in. The only excused tardies are student illness, medical or dental appointments, and death/illness in the immediate family. All other tardies are unexcused.

Students must be supervised at all times while on campus. Parents who arrive after carline has ended infringe on the time of the classroom teacher or FACS staff who must change their afternoon schedule to accommodate. Though emergency late pick-ups are understandable, routinely picking up students late will receive the same consequences as tardies.

The table below outlines the consequences for cumulative absences, tardies or late pick-ups.

Number of Occurrence(s)	Action to be Taken
0-4	No Action
5-9	Letter home to parent/guardian and student. Late pick-up may need to have a conference with an administrator.
10-19	Required conference with the Attendance Committee that includes an Administrator and the School Counselor

20+	Parent/guardian and student required to conference with the Lead Administrator. The Lead Administrator will determine next steps which could result in expulsion.
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Releasing Students from School

Parents/guardians are the only people allowed to take a student from school. Prior arrangements with the Lead Administrator, however, may allow for others to do so. If a parent or guardian would like their child to be released to another adult, the request must come to FACS's administration in writing prior to school dismissal. FACS staff will not release a child to anyone other than the student's parent or guardian without written documentation from the student's parent/guardian.

Discipline for Attendance

Rewards and penalties in the form of grades shall not be used as attendance incentives. FACS can develop attendance incentives that do not involve grades to encourage attendance. FACS's administration does reserve the right to apply discipline consequences for students who knowingly "skip" classes or leave campus without permission. This shall be considered a behavioral issue and disciplinary action shall be appropriate if the behavior is excessive.

Minimum Attendance Requirement

A student is absent from school for the purposes of this section when the student is not present for at least half of the school day, whether the absence is excused or unexcused. A student is absent from a class for the purposes of this section if the student misses more than half the class period, whether the absence is excused or unexcused. Absences resulting from participation in school-sponsored activities will not count against the minimum attendance requirement. This policy does not limit a teacher or Lead Administrator from imposing disciplinary sanctions for students who miss portions of the school day or a class without excuse.

Partial Attendance for Extracurricular and Special Event Participation

Students must be present at school for at least half of the school day in order to participate in any extracurricular activities. The same applies for special events. Students must be considered present the day of the special event or evening student activity to participate in the event.

Providing Support to Students with Excessive Absences

The Lead Administrator and school staff shall take appropriate action to help prevent excessive absences and provide counseling for students with a history of excessive absences. A student's parent/guardian must be notified of excessive absences, and the teacher and counselor then shall work with the student and family to analyze the causes and determine steps to eliminate the problem. The Lead Administrator shall designate a school employee to assist parents or other caretakers, Lead Administrators and counselors with chronic cases of absenteeism.

Unexcused/Unlawful Absences and Tardies

An absence/tardiness with or without parental permission which does not come under one of the lawful absence/tardiness categories. Examples: Hair appointment, oversleeping, car trouble, shopping, traffic, DMV etc. (reasons not limited to those listed above)

Dress Code

The purpose of the Faith Academy Charter School dress attire policy is twofold. As an aspect of a student's personal education, it helps develop positive self-image and promotes a sense of personal responsibility. As an organizational benefit, this policy keeps our focus on the academic process, minimizes disciplinary disruption and assures the safety of our students. In this context, student dress should demonstrate modesty, be appropriate to an academic setting, and contribute to a sense of school pride.

Student dress should demonstrate modesty, be appropriate to an academic setting, and contribute to a sense of school pride. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to:

- exposed undergarments or cleavage
- excessively short or tight garments
- bare midriff shirts
- strapless shirts
- attire with messages or illustrations that are lewd, indecent or vulgar, or that advertise any product or service not permitted by law to minors
- see-through clothing
- any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school, including but not limited to items that are reasonably expected to intimidate other students on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religious affiliation or other protected category.

The school administrators shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations to these rules for religious, cultural, or medical reasons.

If a student's dress or appearance violates the dress attire policy, it will result in a class 1 infraction (see student discipline policy) and students may be required to change. Dress up days are encouraged for project celebrations, athletic events, and other occasions as noted on the calendar and directed by school administrators, school leaders, or coaches.

Board Approved:

Faith Academy Charter School Board Book

June 2021

Monday, June 21, 2021

Link to Virtual Meeting:

<https://us02web.zoom.us/j/87006878294?pwd=RnRvQ2lpRi9oSmVaeDN1UkZZRUICZz09>

Passcode: 964025

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 and Howard Torrence

Quorum Present: All present

CSP Representatives Present: Cory Draughon, Justin Smith and Tara Beaver

Faith Academy Charter School Head Administrator: Dr. Sarah Hensley

Time Called to Order: 7:52pm

Agenda

Open Session

1. **Recitation of Mission** - George Wilhelm
2. **Approval of June 21 Agenda**

Motion to Amend Agenda to include discussion on Mowing and use of the Ballfield: Gene Miller

Seconded: Chris Sease

Discussion: None

Motion Status: Approved unanimously

Motion to Approve June 21 Agenda with additions: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved unanimously

3. Approval of June 7 Minutes

[June 7 Minutes](#)

Motion to Approve: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved unanimously

4. Public Comment

Notes: Jonathan Thrasher with R. C. Swarm addressed the Board pertaining to the use of the baseball field for his ladies softball teams. Mr. Thrasher informed the Board that they had played on the field under RSS since 2017 and would like to continue with Faith Academy Charter School. He stated that they would continue to maintain the fields, mow, do repairs to the grandstand, dugouts and concession. Also, they had plans to repair the netting. Swarm consists of 10u, 12u, 2-14u, 1 high school team. Mr. Thrasher stated that each team is fully insured and is a 503-1C.

Mr. Thrasher left the meeting and the Board discussed the possibility of R. C. Swarm continuing in a contract with FACS. It was suggested that a contract for a 90 day automatic renewal lease be granted in the absence of a written objection from either party. Liz Morrow and Chris Sease will put a written contract together for approval.

The use of the baseball field was tabled until the contract is drafted.

Tentatively, the Board approved mowing of the school property to be mowed by Richard Collins until bids could be taken. The property needs to be maintained for the upcoming July 4th Celebration.

5. Lead Administrator Report

[Dr. Hensley's June Report](#)

Notes: Dr. Hensley reviewed her report with the Board. Her report is made a part of the minutes.

6. Charter Success Partners' Report

[CSP June Report](#)

Notes: Cory Draughon presented CSP's report and is made a part of the minutes. Justin Smith reviewed the transportation plan for FACS. There was discussion pertaining to the number of students that would need transportation. Justin stated that buses will use designated parking lots for pickup and dropoff of students. Owner of parking lots will be notified. Chairman Wilhelm stated that Sifford's would be willing to provide gas for our buses and some repairs. Bruce, associated with CSP will provide 30 day inspections (best practice) and will make sure that we are compliant with federal inspections.

7. RTO Update

June 23rd CSAB Meeting

[FACS Facility Plans 6.10.21](#) *This document is continually being updated to include more information as it comes in.

[Enrollment](#)

Notes: Cory Draughon updated the Board concerning the meeting to be held with CSAB on June 23rd. Chairman Wilhelm and Dr. Hensley will attend the Zoom meeting at 9 am. Cory listed things that had been done to assure CSAB that FACS was on track to open August 23rd. Cory stated that their main concern was the fact that we still did not have the school building and property. We have not been able to close due to RSS in ability to meet with us. Also, concerning to CSAB was the fact that modulares were not in place as of yet. The modulares are due to be delivered on July 6th. Cory stated that we have secured all necessary documents for the purchase of the school and the placement and lease for the modulares. We have obtained a fire inspection and health inspection and the property sale contract/lease has been signed. It was noted that RSS was not available for closing on Friday June 18th. We are hopeful that closing will happen on June 22nd. Both George and Gene will be available for the closing if it happens.

8. Action Items

[Beginning Teacher Support Plan](#)

[Licensure Plan](#)

[Lunch Services Policy](#) and [Plan](#)

[Transportation Plan](#)

[Professional Development Calendar](#)

Before and After School Plan

Motion to Approve all plans: Tim Williams

Seconded: Janna Griggs

Discussion: It was noted that these plans can be amended if need be.

Motion Status: Approved unanimously

9. Committee Reports

Sports: Liz Morrow reported that her committee had met (Liz Morrow, Chris Sease and Howard Torrence). Liz spoke of the need of an athletic director and could possibly be the Physical Education teacher. The committee will meet again on July 2nd and report back about contacting 15 different schools concerning what they are offering. She reported that the East Rowan YMCA was on board with helping us with sports. The following sports are tentatively being considered for FACS: FALL: Boy's Soccer and Girl's Volleyball, Winter: Swim Club and Girl's and Boy's Basketball, Spring: Boy's Baseball, Girl's Softball, Soccer and Cheerleading.

Capital Campaign: Tim reported that the committee was almost complete and there were still a few individuals to contact. The first meeting with everyone will be held on July 15th at 7 pm.

10. July 4th Celebration

Tim reported that FACS will have a float in the parade. Students and parents will be invited to participate through a Google Docs spreadsheet provided by Justin Smith. Tim stated that he had acquired a red truck for Board members to ride in. We will use the banner that Dr. Hensley had made for the 4th booth. Tim is looking for someone to wear our mascot uniform. Chris Sease may be the one. All parade entrance fees have been paid.

Motion to go into Closed Session: Liz Morrow

Seconded: Gene Miller

Discussion: None

Motion Status: Approved unanimously

Closed Session Began at: 8:45pm

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.

a. Discussion of Facilities

(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...Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

a. Personnel

Open Session Resumed at: 9:07pm

Motion to approve three personnel presented by Dr. Sarah Hensley during closed session: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved unanimously

Adjournment

Motion to Adjourn at 9:10pm: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved unanimously

Next meeting: July 19th 6:45pm

Faith Academy Charter School Board Book

July 2021

Monday, July 19, 2021

Link to Virtual Meeting:

<https://us02web.zoom.us/j/87006878294?pwd=RnRvQ2lpRi9oSmVaeDN1UkZZRUICZz09>

Passcode: 964025

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Agenda

Open Session

1. Recitation of Mission
2. Approval of July 19 Agenda
3. Approval of June 21 Minutes
[June 21 Minutes](#)
4. Public Comment
5. Lead Administrator Report
[Dr. Hensley's July Report](#)
6. Charter Success Partners' Report
[CSP July Report](#)
7. Committee Reports
8. Capital Campaign Report

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Adjournment

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Seconded: Janna Griggs

Discussion: None

Motion Status: Approved unanimously

Next meeting: July 19th 6:45pm



Administrative Report

Director: Sarah Hensley

shensley@faithacademync.org

19 July 2021

19 July 2021	1
General:	2
Lead Administrator Month in Review: Please provide a brief narrative or bullet points describing your previous month's objectives for the opening of FACS and what you've accomplished.	2
ES Month in Review: 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: Please provide a brief narrative describing your previous month's objectives for the middle school and what you've accomplished.	3
Community Upcoming Events:	3
Personnel: Please provide a brief narrative describing your previous month's objectives for the middle school and what you've accomplished.	3
Outreach:	4
Mission and Vision:	5
Student Leadership and Community Service	5
PBL	5
Life Skills	6
Student Achievement:	6
School Culture and Climate:	7

General:

Lead Administrator Month in Review: Please provide a brief narrative or bullet points describing your previous month's objectives for the opening of FACS and what you've accomplished.

Hired and met with Receptionist and Administrative Assistant

Interviewed bus drivers

Sport meeting with board and Justin Smith

Board Meeting

Kindergarten Team meeting

Grade One Team Meeting

CSAB Called Meeting

Google Training Meeting

Grade Two Meeting

Weekly Zoom Meeting

Kicked off Spirit Week

Participated in the Faith Week Activities nightly

Specialist Team meeting

Grade Five Team meeting

Teacher Interview

Police Chief for Traffic Flow Report

Grade 7 Team Meeting

Grade 6 Team Meeting

Building Walk through

News Release Salisbury Post**Set up up dumpster new contract****Gloria Wilhelm set up meals for FACS****Evan came to Faith and finalized technology request****Set up email accounts with Evan**

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
June 30 - July 5	Faith Fourth of July Celebration
	Sold Spirit Wear Volunteers manned food and drink stand - Received \$500.00 Parade participation with float and truck ...Won First Place - \$100.00

	50/50 Raffle - Money raised for Instructional Supplies

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

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	•
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	
7th	

Student Achievement:

<p>FACS Student Achievement: <i>Please provide bullet points related to student academic achievement in the previous month (i.e student assessment scores, growth, academic awards, etc.)</i></p>
<p><u>Elementary School</u></p> <p><u>Middle School</u></p>

-

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*

Continue to work with Charter Success Partners



Board of Directors Support

Board Members

Board Member	Position	Term Beginning	Term Ending
George Wilhelm	Board Chair	7/1/2021	6/30/26
Gene Miller	Vice Chair	7/1/2021	June 30, 2025
Tim Williams	Secretary	7/1/2021	6/30/24
Liz Morrow	Treasurer	7/1/2021	June 30, 2024
Janna Griggs	Board Member	7/1/2021	
Chris Sease	Board Member	7/1/2021	
Howard Torrence	Board Member	7/1/2021	6/30/24

Board of Director Recruitment

Date of Next Opening	Board Vacancy (Name/Title)	Search Start Date	# of Applicants	Interview Dates
June 30, 2024	Treasurer / Board Member	February 2024		

Board of Director Training

Training	Scheduled	Completed	Attendees
New Board Member Training		X	Full Board
CSAB Interview Preparation		X	Full Board
Charter Finance Training		X	
NC Charter Agreement Duties and Obligations		X	
Board Policies Review - Board Functions Required by Policy			
Board Mechanics - Authority, Rules of Order, Committee Work			

Board of Directors' Meetings and Other

Board Meeting Dates	Time	% Attendance	Minutes Posted	Board Book Complete
November 16, 2020	6:45 PM	100%	Yes	N/A
December 21, 2020	6:45 PM	100%	Yes	Yes
January 18, 2021	6:45 PM	100%	Yes	Yes
February 15, 2021	6:45 PM	100%	Yes	Yes
March 3, 2021	6:45 PM	100%	Yes	N/A
March 15, 2021	6:45 PM	100%	Yes	Yes
April 19, 2021	6:45 PM	100%	Yes	Yes
May 10, 2021	6:45 PM	88%	Yes	Yes
May 17, 2021	6:45 PM	88%	Yes	Yes
June 7, 2021	6:45 PM	88%	Yes	Yes
June 21, 2021	6:45 PM		Pending Board Approval	Yes
July 19, 2021	6:45 PM			

Board Policies for Review in this Meeting

Policy	Link	Status
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Board of Directors' Policies

LINK TO BOARD POLICIES

<https://drive.google.com/drive/folders/1FU5AiLKztEptwkpVv01H7wfi>

Student Information Services

SchoolMint

Grade Level	Total Submitted	Accepted	Waitlisted	Goals for 2021-22
K	178	84	40	80
1st	104	64	8	60
2nd	123	62	25	60
3rd	115	63	22	60

Train staff in August									
Before and After Care									
	# of Students	Per Student Fee	Provider						
Before Care									
After Care									
Athletic Program Management									
Sport	# of Participating Athletes	Avg Team GPA	Avg Team Attendance	Wins	Loses				
	Season Begin Date	Season End Date							
Facilities									
	Vendor	Monthly Rate	Projects/Needs	Contract Beginning	Contract Ending	Satisfaction Level			
Custodial									
Landscaping									
Plumbing									
Electrical									
HVAC									
Utilities - Electricity									
Utilities - Water/Sewer									
Utilities - Phone									
Utilities - Internet									
Building	SchoolDev/Hubrich		Review LOI from SchoolDev						
Marketing									
Social Media Platforms	Followers/Subscribers	Likes							
Facebook	1,354	1,286							
Posts across all social media platforms	Date	Viewership	Interactions (clicks, shares, comments)						
Hiring Post	6/18	4478	480						
Happy 4th Post	7/4	1402	183						
Parade Post	7/6	6372	2333						
Middle School Spots Open	7/8	3934	442						
Social Media Advertisements	Date	Viewership	Interactions (clicks, shares, comments)	Geographical Reach					
Offline Advertisements	Date	Location	Subject						
Events	Date	Attendance	Purpose						
Newsletter	Date	Subject	Subscribed	Unsubscribed	Open Rate				
Staff Support									
Lead Admin Observation									
Date of Observation	Evaluator	Lead Admin	Instructional Leadership	Strategic Leadership	HR Leadership	Cultural Leader	Managerial Lead	External Development	Micro-Political Leader
Lead Admin Recruitment									
Licensure									
	Teachers Licensed	Applying for Licensure	No License						
Send Teacher Application Data to CSP for Licensure Review									
Human Resources Information Systems									
Provider	Benefit Type	# of Employees participating							
United Healthcare	Health								
One America	Retirement								
	Dental								
	Vision								

Faith Academy Charter School Board Book

August 2021

Monday, August 16, 2021

Link to Virtual Meeting:

<https://us02web.zoom.us/j/87006878294?pwd=RnRvQ2lpRi9oSmVaeDN1UkZZRUICZz09>

Passcode: 964025

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 August 16 Agenda**
3. **Approval of August 9 Minutes**
August 9 Minutes
4. **Public Comment**
5. **Lead Administrator Report**
[Dr. Hensley's August Report](#)
6. **CSP Operations Report**
[CSP Operations August Report](#)
7. **Financial Report**
[August Financial Report](#)
8. **Committee Reports**
 - a. Facility Committee
 - b. Sports Committee

- c. Finance Committee
- d. Capital Campaign Committee

9. Covid-19 Protocol Discussion

- a. Mask Policy - Requires Board Action
- b. [Draft of Staff Vaccination Policy](#) - Requires Board 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...Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

a. Personnel

Adjournment



Board Members

Board of Director RecruitmentBoard of Director TrainingBoard of Directors' Meetings and Other

Board Policies for Review in this Meeting

Board of Directors' Policies

Student Information Services

SchoolMint									
Grade Level	Total Submitted	Accepted	Waitlisted	Goals for 2021-22					
K	184	86	40	80					
1st	110	66	8	60					
2nd	129	62	17	60					
3rd	120	67	19	60					

Train staff in August									
Before and After Care									
	# of Students	Per Student Fee	Provider						
Before Care									
After Care									
Athletic Program Management									
Sport	# of Participating Athletes	Avg Team GPA	Avg Team Attendance	Wins	Loses				
	Season Begin Date	Season End Date							
Facilities									
	Vendor	Monthly Rate	Projects/Needs	Contract Beginning	Contract Ending	Satisfaction Level			
Custodial									
Landscaping									
Plumbing									
Electrical									
HVAC									
Utilities - Electricity									
Utilities - Water/Sewer									
Utilities - Phone									
Utilities - Internet									
Building	SchoolDev/Hubrich								
Marketing									
Social Media Platforms	Followers/Subscribers	Likes							
Facebook	1,354	1,286							
Posts across all social media platforms	Date	Viewership	Interactions (clicks, shares, comments)						
Before and After Care	7/23	2531	38						
Book Donations	7/25	4112	107						
Supply Lists	7/29	1643	102						
No Uniform Policy Post	7/29	1934	47						
Hiring Post	7/30	4417	68						
Open House	8/1	3504	113						
News Article	8/4	804	117						
Social Media Advertisements	Date	Viewership	Interactions (clicks, shares, comments)	Geographical Reach					
Offline Advertisements	Date	Location	Subject						
Events	Date	Attendance	Purpose						
Newsletter	Date	Subject	Subscribed	Unsubscribed	Open Rate				
Staff Support									
Lead Admin Observation									
Date of Observation	Evaluator	Lead Admin	Instructional Leadership	Strategic Leadership	HR Leadership	Cultural Leader	Managerial Lead	External Development	Micro-Political Leader
Licensure									
	Teachers Licensed	Applying for Licensure	No License						
Teachers	24	4	1						
Human Resources Information Systems									
Provider	Benefit Type	# of Employees participating							
United Healthcare	Health								

[illegible]

DRAFT

FACS Covid-19 Employee Vaccination Policy

Purpose: The purpose of this policy is to describe how and why vaccination records of FACS staff will be kept on file and the procedures for the treatment of vaccinated and unvaccinated employees, including quarantine.

At Faith Academy Charter School (FACS/School), in person, on campus teaching is essential to our mission and the students and families we serve. As a school, we believe in the efficacy of COVID vaccines and encourage all faculty and staff to be vaccinated in order to best serve and protect our students and families.

Receiving a COVID vaccine is a confidential medical decision involving many factors. ALL members of the School community will respect the privacy of others and refrain from questions or discussions about vaccines. Casual conversations on this topic, inquiries as to whether or not someone has been vaccinated, etc. are strongly discouraged.

In keeping with best practices and current recommendations from NCDHHS, the CDC, and our COVID Task Force, the School policies, procedures and mitigation strategies will remain in place until further notice for all members of the School community, regardless of their vaccination status. However, the School reserves the right to change, modify or eliminate such procedures or mitigation measures at any time. This means that the School may treat vaccinated and unvaccinated employees differently:

Employees who have received the COVID vaccination will provide the Managing Director with a copy of their vaccination record. All vaccine records will be kept confidential and will not be disclosed except to those with a need to know. The vaccine record should only include a copy of the vaccine information and no other personal or medical information. The purpose of this record is to assist the School in its decision-making should there be potential exposure or outbreaks on campus or in our community.

Based on current guidance, vaccinated employees will not be required to quarantine after exposure.

Non-vaccinated employees that are exposed to COVID will be required to follow the most current CDC, NCDHHS and COVID Task Force guidance and policies. This means that unvaccinated faculty and staff may need to quarantine if exposure to COVID occurs as defined by the CDC and NCDHHS.

Those staff and faculty required to quarantine will not be permitted to telecommute and will be required to use any available paid time off. Once paid time off is exhausted, any days missed will be unpaid. Should an employee be subject to repeated quarantines, it may result in disciplinary action up to and including termination of employment at the School.

Board Approved:

Faith Academy Charter School Board Book

September 2021

Monday, September 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, Janna Griggs and Tim Williams, Secretary

Board Members Present via Zoom: Liz Morrow, Treasurer and Howard Torrence

Board Members Absent: Chris Sease

Quorum Present: 6 members present-Quorum Established

CSP Representatives Present: Zac Donahue, CPA

Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley

Time Called to Order: 7:04 pm

Agenda

Open Session

1. **Recitation of Mission:** George Wilhelm, Chairman

2. **Approval of September 20 Agenda**

Motion to Approve: Tim Williams

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

3. **Approval of August Minutes**

a. [August 9 Minutes](#) Approved at August 16th meeting

b. [August 16 Minutes](#) Approved at August 30th meeting

c. [August 30 Minutes](#)

Motion to Approve August Minutes: Janna Griggs

Seconded: Howard Torrence

Discussion: None

Motion Status: Approved Unanimously

4. Public Comment: None

5. Lead Administrator Report

[Dr. Hensley's September Report](#)

Dr. Hensley presented her report and is made a part of these minutes. She reported on assessment of kindergarten students, third grade testing and other state testing that is required. She reported on the modular move. All students in 5, 6 and 7 grades are now in the modular to the delight of the Board. She thanked F&M Bank for another gift of furniture and for those that helped to move it into the school. It was reported that at the close of school we had 495 students enrolled at FACS. Zac Donahue explained that the actual number of students that the state will use for our funding determination per student will actually be an average of students present from the beginning of school. Dr. Hensley reported that progress reports for students will go out on September 21th. Teachers will call parents for their conference due to no in person meeting due to Covid.

6. CSP Operations Report

CSP Operations September Report

Zac Donahue reported for CSP, revenues and expenses and showed the Board the extended version of the budget for breakdowns of all of the line items. He commented that we should end the year with a surplus.

7. Financial Report

[August Financial Report](#)

The August Financial Report was reviewed and is made a part of these minutes. Dr. Hensley reported that we have received checks for students in Davie County and Mooresville City Schools. Rowan Salisbury Schools has not sent our check to us as of yet. Board members had questions about state, federal and local funding and when we would see some of these funds coming in. Mr. Donahue reported that in some cases it could be 6 months. Dr. Hensley reported that we could have approximately 25 speech children and that she is working on IEPs and those that need OT and PT.

8. Committee Reports

- a. **Facility Committee:** George Wilhelm, Chairman, reported that he had spoken with Steve Hubrick about needed repairs to our facilities i.e. roofing,

water/sewer leaks, window replacements, leaking AC under the main building etc. Chairman Wilhelm reported that we now have internet in all buildings and that the TVs still need to be installed in the modular. There will be a meeting with Wilscott about remuneration that may be afforded to FACS due to all the delays and problems that the school has encountered during the process of getting the modular completed for our certificate of occupancy.

- b. **Sports Committee:** Liz Morrow reported for the Sports Committee. She presented a stipend schedule for teacher/coach, coaches, assistant coaches, athletic director and summer athletic coaches:

1. **Teacher/Coach: \$1000**
2. **Assistant Coach: \$500**
3. **Athletic Director: \$2100**
4. **Summer Coach: \$500**

All approved by the Board by consensus as a recommendation from the Sports Committee. All Stipend amounts will be paid at the end of the season. Funds for these stipends have been made a part of the budget.

There was discussion about the need for fundraising. Tim Williams presented Randall Barger's name for consideration for Booster Club Chairman. It was decided that we needed to hold off for now with so much going on. There was discussion about the masking policy during athletic play. Liz suggested that we need a policy concerning parent, student and spectator behavior at our games. The policy needs to include acceptable behavior, bad language, etc. It was suggested that parents not be able to speak to coaches for 24 hours to allow a "cooling off period". Dr. Hensley suggested that the policy should be a part of the handbook. Lastly, Liz made the Board aware that we still need a boys basketball coach. Dr. Hensley reported that we have a volunteer that will provide all of our athletes with a "patriot mask".

- c. **Finance Committee:** Nothing new to report
- d. **Capital Campaign Committee:** Tim Williams reported that there will be a meeting with Mike Miller of Miller Davis to begin our preliminary campaign copy for mailings and distribution and visits to individuals and corporations. The meeting will be Monday September 27th at 1:30 pm. George Wilhelm, Liz/Danny Morrow, Cory Draughon and Tim Williams will attend. We will report back to the Board at the next meeting.

9. Covid-19 Protocol Discussion

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

Motion to Approve monthly review of Mask Policy and to amend the policy to include: “the school will provide students and staff with mask breaks. In addition, temporary removal of the mask is permitted where necessary for the following purposes:

Actively engaging in an approved athletic program

Consuming food and/or drink

For any emergency or medical purpose: Janna Griggs

Seconded: Gene Miller

Discussion: none

Motion Status: Approved Unanimously

- b. [Draft of Staff Vaccination Policy](#) - Requires Board Action

Tabled for further review

Motion to _____:

Seconded:

Discussion:

Motion Status:

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

10. Board Meeting Calendar

By consensus the Board decided to resume monthly meetings beginning with October 18,

Meeting in December will remain as scheduled for 12/20

11. Allergy Policy

[Draft of Allergy Policy](#) - Requires Board Discussion; Action if Desired

Motion to Approve the Allergen Avoidance and Anaphylaxis Policy: Tim

Seconded: Janna Griggs

Discussion: Dr. Hensley stated the the Policy had been reviewed by the School nurse.

Motion Status: Approved Unanimously

12. Charter Agreement Training

[Faith Academy Charter School Charter Agreement](#) - for reference only

[FACS Charter Agreement Training](#) do to the late hour, this item was tabled for Board review

Motion to Go Into Closed Session: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Closed Sessions Began at: 9:00 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...Final action making an appointment or discharge or removal by a public body having final authority for the appointment discharge or removal shall be taken in an open meeting.

Personnel

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the or 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.

Modular Lease

Open Session Resumed at 9:09 pm

Motion to hire the recommended personnel as presented by Dr. Sarah Hensley in Closed Session: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Next Meeting: 10/10/2021

Respectfully Submitted, Tim Williams Secretary

Faith Academy Charter School Board Book

October 2021

Monday, October 18, 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.

Agenda

Open Session

1. **Recitation of Mission**
2. **Approval of October 18 Agenda**
3. **Approval of September 20 Minutes**

[September 20 Minutes](#)

4. **Public Comment**
5. **Lead Administrator Report**

Dr. Hensley's Quarterly Review

6. **CSP Operations Report**

[CSP Operations October Report](#)

7. **Financial Report**

[August Financial Report](#) - reviewed at September meeting. September report will be reviewed on October 19th with the Finance Committee and presented at the November Board of Directors meeting.

8. **Committee Reports**

- a. Facility Committee
- b. Sports Committee
- c. Finance Committee

- d. Capital Campaign Committee

9. Covid-19 Protocol Discussion

- a. [Mask Policy](#) - Requires Monthly Board Action; Decision to take action monthly or remain bi-weekly needed
- b. [Draft of Staff Vaccination Policy](#) - Requires Board Action
- c. [NC Department of Health and Human Services School Toolkit](#) - For reference

10. Prohibition Against Bullying, Harrassment, and Discrimination Policy Review

[Prohibition Against Bullying, Harrassment, and Discrimination](#) - For Approval

11. FACS Student Code of Conduct Discussion

- a. [FACS Student Code of Conduct](#) - For Approval
- b. [State Law Article 27: Discipline](#) - For Reference Only. See 115C-390.11. Expulsion
- c. [Charter School Law Regarding State Law Article 27](#) - For Reference Only
- d. [Student Discipline Law: An Overview of NC Law and Constitutional Law and Constitutional Due Process Rights](#) - For Reference Only

12. Security 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:

(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.

Faith Road and 8th Grade Pod

Adjournment

Faith Academy Charter School Board Book

September 2021

Monday, September 20, 2021

Location: Faith Academy Charter School

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Board Members Absent: Chris Sease

Quorum Present: 6 members present-Quorum Established

CSP Representatives Present: Zac Donahue, CPA

Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley

Time Called to Order: 7:04 pm

Agenda

Open Session

1. **Recitation of Mission:** George Wilhelm, Chairman

2. **Approval of September 20 Agenda**

Motion to Approve: Tim Williams

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

3. **Approval of August Minutes**

a. [August 9 Minutes](#) Approved at August 16th meeting

b. [August 16 Minutes](#) Approved at August 30th meeting

c. [August 30 Minutes](#)

Motion to Approve August Minutes: Janna Griggs

Seconded: Howard Torrence

Discussion: None

Motion Status: Approved Unanimously

4. Public Comment: None

5. Lead Administrator Report

[Dr. Hensley's September Report](#)

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9. Covid-19 Protocol Discussion

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Motion to Approve monthly review of Mask Policy and to amend the policy to include: “the school will provide students and staff with mask breaks. In addition, temporary removal of the mask is permitted where necessary for the following purposes:

Actively engaging in an approved athletic program

Consuming food and/or drink

For any emergency or medical purpose: Janna Griggs

Seconded: Gene Miller

Discussion: none

Motion Status: Approved Unanimously

- b. [Draft of Staff Vaccination Policy](#) - Requires Board Action

Tabled for further review

Motion to _____:

Seconded:

Discussion:

Motion Status:

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

10. Board Meeting Calendar

By consensus the Board decided to resume monthly meetings beginning with October 18,

Meeting in December will remain as scheduled for 12/20

11. Allergy Policy

[Draft of Allergy Policy](#) - Requires Board Discussion; Action if Desired

Motion to Approve the Allergen Avoidance and Anaphylaxis Policy: Tim

Seconded: Janna Griggs

Discussion: Dr. Hensley stated the the Policy had been reviewed by the School nurse.

Motion Status: Approved Unanimously

12. Charter Agreement Training

[Faith Academy Charter School Charter Agreement](#) - for reference only

[FACS Charter Agreement Training](#) do to the late hour, this item was tabled for Board review

Motion to Go Into Closed Session: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Closed Sessions Began at: 9:00 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...Final action making an appointment or discharge or removal by a public body having final authority for the appointment discharge or removal shall be taken in an open meeting.

Personnel

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the or 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.

Modular Lease

Open Session Resumed at 9:09 pm

Motion to hire the recommended personnel as presented by Dr. Sarah Hensley in Closed Session: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Next Meeting: 10/10/2021

Respectfully Submitted, Tim Williams Secretary

4th									
5th									
6th									
7th									
TOTAL									
Lottery Information	Date	Location							
Will hold 22-23 lottery in March 2022									
PowerSchool									
Grade Level	Average Daily Attendance	Average Daily Membership	Admissions	Withdrawals					
Total	463	496	491	5					
Principal Monthly Report	Date Due	Date Approved	Date Submitted						
PMR1	9/30	9/30	9/30						
PMR2	11/1	n/a	n/a						
Technology	Updated for October	<input checked="" type="checkbox"/>							
End User Support									
Type of Device	# of Active Student Devices	# of Active Staff Devices	Help Tickets Resolved						
	0	30	0						
Network/Infrastructure									
Type of Infrastructure	Number or Percentage								
Up-Time	100								
Security Threats	0								
Connectivity Speed	20								
Access Points	25								
Upload Speed	10								
Download Speed	10								
E-Rate	Evan working with Sarah H to ensure services are scheduled								
Computer Systems and Programs									
Type of Systems and Programs	# of Students	# of Staff	Status						
Microsoft 365 Licenses	n/a	0							
Google Accounts	n/a	30	Operating Normally						
Canvas Accounts	n/a	0							
IXL Accounts	n/a	0							
Reading Program	n/a	0							
Math Program	n/a	0							
Adobe Accounts	n/a	0							
Operations									
Grants	Updated for October	<input checked="" type="checkbox"/>							
Grant Name & PRC	Status	Total Funds	Total Expensed	Purpose					
NC ACCESS GRANT	State Approved; Revised budget submitted; compliance documents submitted; Reimbursements for July and August due 9/20	\$600,000	\$182,145.10	Increase number of seats offered to Educationally Disadvantaged Students					
K12 Covid Testing Grant	Survey completed; awaiting budget from NCDHHS			Provide funds or state services for on-site testing and/or healthcare professional					
Testing	Updated for October	<input checked="" type="checkbox"/>							
Required Test	Administration Date	Staff Training Date	Performance Goal	Actual Performance					
Beginning-of-Grade 3 Reading Test	9/6-9/10	8/30/2021	N/A	N/A					
ACCESS for ELLs	January 24th- March 11, 2022	12/1/2021							
End-of-Grade (EOG) Reading and Mathematics Grades 3-8, and Science Grades 5 and 8	Last 10 days of school	4/1/2022							
End-of-Course (EOC) Tests for Biology, NC Math 1, and NC Math 3	Last 10 days of school	4/2/2022							
NCEXTEND1 Alternate Assessment for Reading and Mathematics Grades 3-8, and Science Grades 5 and 8	Last 10 days of school	4/3/2022							

[illegible]



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.**

Board Approved: 8/16/21

Board Approved: 9/20/21

Board Approved:

DRAFT

FACS Covid-19 Employee Vaccination Policy

Purpose: The purpose of this policy is to describe how and why vaccination records of FACS staff will be kept on file and the procedures for the treatment of vaccinated and unvaccinated employees, including quarantine.

At Faith Academy Charter School (FACS/School), in person, on campus teaching is essential to our mission and the students and families we serve. As a school, we believe in the efficacy of COVID vaccines and encourage all faculty and staff to be vaccinated in order to best serve and protect our students and families.

Receiving a COVID vaccine is a confidential medical decision involving many factors. ALL members of the School community will respect the privacy of others and refrain from questions or discussions about vaccines. Casual conversations on this topic, inquiries as to whether or not someone has been vaccinated, etc. are strongly discouraged.

In keeping with best practices and current recommendations from NCDHHS, the CDC, and our COVID Task Force, the School policies, procedures and mitigation strategies will remain in place until further notice for all members of the School community, regardless of their vaccination status. However, the School reserves the right to change, modify or eliminate such procedures or mitigation measures at any time. This means that the School may treat vaccinated and unvaccinated employees differently:

Employees who have received the COVID vaccination will provide the Lead Administrator with a copy of their vaccination record. All vaccine records will be kept confidential and will not be disclosed except to those with a need to know. The vaccine record should only include a copy of the vaccine information and no other personal or medical information. The purpose of this record is to assist the School in its decision-making should there be potential exposure or outbreaks on campus or in our community.

Based on current guidance, vaccinated employees will not be required to quarantine after exposure.

Non-vaccinated employees that are exposed to COVID will be required to follow the most current CDC, NCDHHS and COVID Task Force guidance and policies. This means that unvaccinated faculty and staff may need to quarantine if exposure to COVID occurs as defined by the CDC and NCDHHS.

Those staff and faculty required to quarantine will not be permitted to telecommute and will be required to use any available paid time off. Once paid time off is exhausted, any days missed will be unpaid. Should an employee be subject to repeated quarantines, it may result in disciplinary action up to and including termination of employment at the School.

Board Approved:

Student Code of Conduct

Student Expectations

FACS requires good manners, respect for self and others, appreciation for property, honesty, punctuality, reliability and responsibility from all students, staff, parents and community participants. Vital to creating this climate is our social/emotional curriculum delivered during Morning Meetings, Closing Circles, and throughout the school day utilizing Responsive Classroom and Capturing Kids Hearts practices and techniques. It is FACS's intention to use positive reinforcement and to promote ethical responsibility.

FACS's expectation for student behavior are based upon the following governing principles:

1. Students will act with courtesy, consideration, tolerance, and patience in all interactions with others both at school and during school-sponsored activities.
2. Students shall treat school property and facilities with care and respect.
3. Students shall treat the property of others with care and respect.
4. Students will follow FACS's Honor Code and be honest in all academic and social situations.
5. Student behavior will reflect positively upon FACS.

Good discipline is imperative to the success of the school: it is helping a student adjust to the requirements of his/her environment rather than punishment for his/her not having adjusted, it is turning unacceptable conduct into acceptable conduct, and it is not humiliating or embarrassing. The ultimate, unique achievement of good discipline is self-discipline on the part of the student. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies regarding student behavior. Teachers are encouraged to seek positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Consequences for violating the policies in this handbook, teacher/team standards, or rules may include, but are not limited to the following:

- Parental involvement
- Loss of privileges
- Behavior improvement agreements (contracts)
- Individual or small group sessions with an administrator
- Detention during lunch or before/after school
- Exclusion from extracurricular activities
- Suspension or exclusion from FACS

FACS is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate suspension and/or recommendation for longer-term consequences.

This Student Code of Conduct is not to be seen as all-inclusive. The administration reserves the right to amend or add to these lists as unique situations arise. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

Failure to follow the instruction of a teacher, administrator or other school official and any conduct in violation of any written rule, policy or procedure or code of FACS will result in appropriate disciplinary measures.

DEFINITIONS

- **Short-Term Suspension:** suspension from school, school activities and school grounds for a period of up to ten (10) school days.
- **Long-Term Suspension:** suspension from school, school activities and school grounds for more than ten (10) school days, but less than exclusion.
- **Exclusion:** Permanent removal of the student from school, school activities and school grounds. A charter school student who has been excluded may return to his local educational agency pursuant to North Carolina law.
- **Expulsion:** Permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff.

CLASS I OFFENSES

Result: Determined by the Lead Administrator/Principal

- Tardies
- Dress Code violations
- Littering on school property
- Repeatedly refusing to complete school assignments
- Violation of the Technology Use Agreement
- Repeatedly neglecting to bring computer, notebook, pencil and/or other learning materials to class

CLASS II OFFENSES

Result: In School Suspension or Short/Long-term Suspension or as determined by the Building Principal

- Repeatedly committing Class I offenses
- Failure to comply with other assigned consequences
- Deliberately disrupting the normal educational process in the classroom
- Failure to attend an assigned class without a valid excuse, skipping school or cutting classes
- Use of profanity and/or an obscene gesture
- Lying to or deliberately deceiving a teacher or a staff member
- Willfully leaving the classroom or school grounds without permission
- Inappropriate public displays of affection
- Failure to follow instructions of school staff
- Unauthorized or inappropriate use of any electronic device while on school property not associated with the educational process during normal school hours.
- Throwing objects in the classroom or on school grounds
- Repeated tardiness
- Use of inappropriate language
- Insubordination
- Violations of the Honor Code such as cheating and/or plagiarism
- Possession and/or distribution of pornography

- Taking unauthorized or inappropriate photos or videos of another individual
- Bullying/harassment
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class II offense and (b) has a reasonable relationship to school operations

CLASS III OFFENSES

Result: Suspension or possible disciplinary hearing for repeated and/or severe behavior, which could include but would not be limited to a Long-Term Suspension or Permanent Exclusion from attending School.

- Committing a combination of or repeated Class I and/or Class II offenses
- Trafficking, possessing and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of electronic cigarettes or paraphernalia.
- Stealing or possessing stolen property
- Threatening to physically harm or attack another student, staff member or adult on school property or at a school-sponsored event
- Physically striking or attacking a student, staff member or adult whether as an individual act or with the assistance of others
- Possessing, handling, transferring or bringing a weapon or ammunition (including a toy weapon; example – toy gun, toy knife) on school property or at a school-sponsored event
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations
- Possessing, selling, exchanging, distributing, attempting to purchase, using or being under the influence of alcohol, illegal drugs, drug paraphernalia, or any substance purported to be an illegal drug, prescription medicine or alcohol on school property or at a school-sponsored event. This includes distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication
- Touching or conduct perceived as sexual or inappropriate in nature
- Damage/destruction/vandalism/arson of or trespassing on school property
- Hazing
- Bomb threat/hoax, false alarms
- Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school-sponsored event
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations

Note: Any student who inadvertently possesses or finds a weapon or illegal substance or stolen property, which may subject the student to exclusion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon, substance or stolen property.

Any student who has been given out-of-school suspension three or more times in the same academic year may be recommended for exclusion.

FACS and its employees shall follow applicable rules concerning the discipline of students who qualify under relevant special education laws.

The Principal/Lead Administrator shall have the authority to suspend a student for up to ten (10) school days at a time (*i.e.*, a Short-Term Suspension). There are no appeals for short-term suspensions of 10 days or less.

For Class III offenses, the Lead Administrator/Principal may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract. Decisions as to Long-Term Suspensions and/or Exclusion shall be made by the Lead Administrator after appropriate written notice to the involved parties and a hearing, if one is requested. In the absence of the Lead Administrator, the Board Chair shall appoint a hearing officer. Student appeals from the decision of the Lead Administrator or hearing officer shall be heard by a panel of three Board members who shall be appointed by the Board Chair. Appeals must be made in writing to the Board Chair within ten (10) days of the decision of the Lead Administrator or hearing officer. The hearing of the panel will occur at the next regularly scheduled Board meeting date, unless the family is otherwise notified. Decisions of the Board panel shall be final, and there will be no further appeal to the full Board of Directors.

FACS's disciplinary procedures will be exercised in a manner consistent with state and federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973. The disciplinary procedures applicable to students with disabilities and those who have Section 504 accommodation plans are available on the school's website.

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;

Board Approved:

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;

Board Approved:

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.

Board Approved:

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.

Board Approved:

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.

Board Approved:

Faith Academy Charter School Board Book

November 2021

Monday, November 15, 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.

Agenda

Open Session

1. **Recitation of Mission**
2. **Approval of November 15 Agenda**
3. **Approval of October 18 Minutes**

[October 18 Minutes](#)

November 8 Minutes

4. **Public Comment**
5. **Lead Administrator Report**
[Lead Administrator Report - November 2021](#)
6. **CSP Operations Report**

7. **Financial Report**
[September Financial Report](#)

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

9. Admissions, Weighted Lottery, and Enrollment

- a. [Review of Admissions Policy](#) - Per DPI Guidelines
- b. Presentation of Lottery Procedures - Sara Boileau, CSP

10. Covid-19 Protocol Discussion

- a. [Mask Policy](#) - Requires Monthly Board Action; Decision to take action monthly or remain bi-weekly needed
- b. [NC Department of Health and Human Services School Toolkit](#) - For reference

11. Outside, Private Services for Exceptional Children Services Discussion

- a. Draft of POTENTIAL [Outside, Private Services Policy](#) - For 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. General personnel policy issues may not be considered in a closed session.

Personnel

(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

Adjournment

Faith Academy Charter School Board Book

October 2021

Monday, October 18, 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, Chris Sease, Janna Griggs(via Phone),

Board Members Present via Zoom: None

Board Members Absent: Howard Torrence

Quorum Present: 6 or 7 members present. Quorum established

CSP Representatives Present: Justin Smith and Tara Beaver

Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley

Time Called to Order: 6:53 pm

Agenda

Open Session

1. **Recitation of Mission-** Chairman Wilhelm leader

2. **Approval of October 18 Agenda**

Motion to Approve with additions of Personnel in closed session and Volunteer Supper provided by Faith Lutheran: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

3. **Approval of September 20 Minutes**

[September 20 Minutes](#)

Motion to Approve: Liz Morrow

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

4. Public Comment - None

5. Lead Administrator Report

Dr. Hensley's Quarterly Review

Dr. Hensley led the Board through her report. She presented the Board several documents that she has put together for the school.

- Standard Course of Study-there is a set for each staff member, for teachers and enhancement teachers
- Staff Instructional Schedule for each on grade level-sample for each grade level and posted each room
- Activities for professional development
- Working with new teachers and seasoned teachers
- Student Data notebook

Dr. Hensley reiterated that we continue to have some serious discipline problems at FACS. She also mentioned that American Education Week was coming up November 15-19th. Civic groups and the Board will have the opportunity to do things for our educators. She told the Board that she has started the yearbook. She also reported that PE teachers were helping with the literacy program. There will be no face to face conferences at this time. Teachers will instead do calls, zoom meetings etc. The car rider line is continuing to do well. School improvement is continuing. Tutoring will begin in October for 3rd grade classes for students that need extra help. It will be by invitation to parents, but optional. Tutoring will be held on Mondays for 1 to 3:20pm. Clubs will start in November and the Drama classes will have a production in February. Lastly, Dr. Hensley reported that she has OT, PT and Speech hired.

6. CSP Operations Report

[CSP Operations October Report](#)

Justin Smith, CSP led the Board through his report and is made a part of these minutes. Justin explained the process going forward for the way financial reports will be reported. They will be a month behind due to the way our meeting falls. The Board had already reviewed the August report at the last meeting

7. Financial Report

[August Financial Report](#) - reviewed at September meeting. September report will be reviewed on October 19th with the Finance Committee and presented at the November Board of Directors meeting.

8. Committee Reports

- a. Facility Committee- George reported that we still have not completed the land transaction with Darren Brown. There has been some back and forth with attorneys from both parties. George stated that a new modular could

be necessary for next year when we add the 8th grade. We need to start the building process in the near future

- b. Sports Committee- Liz and Chris reported that girl's Volleyball went great. Paul Bradshaw will be the boy's basketball coach and tryouts for both basketball and cheerleading kick-off will begin October 25th. All games will be away games. The committee decided to wait on the Booster Club formation for now. Randall Barger wants to head up the Club. The Board was made aware that the Girls Softball Team leaders that are currently using the ballfield would like to meet with the Board.
- c. Finance Committee- Meets Tuesday Oct 19th
- d. Capital Campaign Committee Tim Williams reported that he, Liz Morrow and Cory Draughon had met with Miller/Davis Studios representatives, Mike Miller and Donnie Moose. Tim provided examples for the board of the capital campaign work that the agency had done for Partners in Learning. Liz explained that they did not recommend group/category giving and warned that we may need to wait until after Christmas to kick off the event. December is not the best time to ask for money. Since we have already begun our 300 Club option for \$1000.00 gifts, this will continue and perhaps done through the churches of Faith and Alumni.

9. Covid-19 Protocol Discussion

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

Motion to continue as we have been-masking and temp check each morning: Tim Williams

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

- b. [Draft of Staff Vaccination Policy](#) - Requires Board Action- ***Tabled for now by consensus***

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

10. Prohibition Against Bullying, Harrassment, and Discrimination Policy Review

[Prohibition Against Bullying, Harrassment, and Discrimination](#) - For Approval

Motion to Approve: Chris Sease

Seconded: Janna Griggs

Discussion: Discussion around needing to provide a way to report problems. Dr. Hensley will make sure teachers fill out incident reports and call parents. She reported that students can report to her anonymously. Many put notes on her door.

Motion Status: Approved Unanimously

11. FACS Student Code of Conduct Discussion

- a. [FACS Student Code of Conduct](#) - For Approval

Motion to Approve: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

- b. [State Law Article 27: Discipline](#) - For Reference Only. See 115C-390.11. Expulsion
- c. [Charter School Law Regarding State Law Article 27](#) - For Reference Only
- d. [Student Discipline Law: An Overview of NC Law and Constitutional Law and Constitutional Due Process Rights](#) - For Reference Only

12. Security Discussion- Not taken up at the meeting

Motion to Go Into Closed Session: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Closed Sessions Began at: 8:33 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.

Faith Road and 8th Grade Pod

(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...Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

Personnel

Open Session Resumed at: 10:20 pm

Dr. Hensley and Tara Beaver returned to the Open Meeting

Motion to hire the recommended personnel as presented by Dr. Sarah Hensley in

Closed Session: Liz Morrow

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Next Meeting: Nov 15, 2021 at 6:45pm

Respectfully Submitted, Tim Williams Secretary



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 9/01/2021 - 9/30/2021

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	% of Total	CSP Client Avg.
Rev- State Revenue	3,181,509.00	247,726.62	596,313.46	2,585,195.54	18.74	3,157,876.88	74.80	66.7
Rev- Local Revenue	1,158,488.84	1,537.48	12,437.48	1,146,051.36	1.07	999,877.28	23.68	26.17
Rev- Student Activities	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	0.36	
Nutrition Revenue	0.00	12,975.17	20,475.74	(20,475.74)		20,475.74	0.49	
Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.07	
Rev- Federal Revenue	25,347.52	0.00	0.00	25,347.52	0.00	25,347.52	0.60	4.85
Revenues	4,383,345.36	262,239.27	629,226.68	3,754,118.68	14.35	4,221,577.42		
Expenses								
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	% of Total	CSP Client Avg.
Salaries and Bonuses	1,994,100.00	177,206.42	362,044.24	1,632,055.76	18.16	1,956,902.02	50.05	46.86
Benefits	615,535.65	33,711.21	57,776.18	557,759.47	9.39	530,757.72	13.57	12.08
Staff Development	23,500.00	1,234.14	3,876.04	19,623.96	16.49	23,500.00	0.60	
Technology	87,000.00	6,473.47	19,507.99	67,492.01	22.42	94,609.25	2.42	
School Activities	40,000.00	50.00	992.17	39,007.83	2.48	40,000.00	1.02	
Books and Supplies	100,500.00	4,872.99	32,213.64	68,286.36	32.05	101,597.19	2.60	1.68
Capital Purchases	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	0.38	
Contracted Student Services	160,000.00	15,805.61	18,432.01	141,567.99	11.52	160,000.00	4.09	
Administrative Services	462,098.82	39,452.15	111,273.65	350,825.17	24.08	462,384.94	11.83	3.32
Facilities	82,000.00	390.38	12,067.91	69,932.09	14.72	82,000.00	2.10	3.69
Utilities	79,500.00	1,448.55	23,364.93	56,135.07	29.39	79,500.00	2.03	1.11
Insurances	25,394.00	2,693.00	5,737.00	19,657.00	22.59	25,394.00	0.65	
Rents and Debt Service	338,406.50	0.00	1,950.00	336,456.50	0.58	338,406.50	8.65	10.56
Expenses	4,023,034.97	283,337.92	649,235.76	3,373,799.21	16.14	3,910,051.62		
SURPLUS/(DEFICIT)	360,310.39	(21,098.65)	(20,009.08)			311,525.80		



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.

Board Approved: 8/16/21

Board Approved: 9/20/21

Board Approved:

Accountability

Faith Academy Charter School's Board of Directors charges the administration to manage the core educational functions of the school in ways that guarantee equity, consistency, and ingenuity with the ultimate intent of maximizing achievement for all students.

Exceptional Children are part of, not separate from, the general education population. Special education accountability should strengthen, compliment, and align with other special education supports and initiatives.

When testing of children with disabilities, FACS shall:

1. provide broad accommodations and alternate methods of assessment that are consistent with a student's individualized education program and section 504 plans
2. prohibit the use of statewide tests as the sole determinant of decisions about a student's graduation or promotion
3. provide parents with information about the Statewide Testing Program and options for children with disabilities.

All students with disabilities enrolled at FACS, including those with Individualized Education Programs (IEPs) and those identified under Section 504 of the Rehabilitation Act of 1973, shall participate in the state assessment program using one of the following assessments as appropriate and as determined by the student's IEP or Section 504 Plan:

- a. The standard test administration with or without accommodations, or
- b. An alternate assessment with or without accommodations, if eligible.

Only students with significant cognitive disabilities may participate in a state-designated alternate assessment based on alternate academic achievement standards.

Least Restrictive Environment

At Faith Academy Charter School, children with disabilities shall be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Separate Setting

Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Board Approved: 05/10/2021

Board Updated:

Related Services

Related services are defined as transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education. Related services include, but are not limited to, speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, counseling services and recreation.

FACS will contract with a third-party service provider to deliver these services where required by each student's Individual Education Plan.

Outside, Private Services

The use of a student's time at school by non-school affiliated organizations not implemented as part of an IEP to promote, implement or execute projects with no relationship to instruction is prohibited. Diverting student time from instruction and other educational activities can be construed as violating his/her right to a free, appropriate public education in the least restrictive environment. The purpose of the school day is for instruction and other activities related to the education program.



Admissions, Weighted Lottery, and Enrollment Policy

Purpose: This policy is in place to address the process for handling admissions at Faith Academy Charter School. The goal of this policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted, required by North Carolina law.

Faith Academy Charter School is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, FACS will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

FACS will open enrollment on January 2 of each year. The open enrollment period will end on March 1 of each year. The lottery date, time and location will be published on the school's website by January 15th of each year.

No criteria for admission will be used except the completed application. The application will be available and completed via our website. A paper application will be available upon request.

If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next school year. After seats are filled, the drawing will continue to determine the order of a waiting list. Current year waiting lists dissolve when the next enrollment period begins.

Grade Level for the Lottery Application

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level; if admitted the student will be evaluated by the lead administrator and child's teacher before a retention decision is made. If an admitted student's retention decision was made after the child's name was drawn for enrollment in a specific grade level, the lead administrator reserves the right to withdraw or uphold acceptance.

Returning Students

Once enrolled, students are not required to enroll during subsequent enrollment periods. In late winter or early spring, parents will be asked to sign a letter of intent for the coming year to allow the school to plan appropriately for the lottery.

Enrollment Priority:

FACS will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law.



Faith Academy Charter School may give enrollment priority under the following circumstances as stated in G.S. 115C-238.29F(g). The priorities shall be executed in the following order as space permits in each grade:

1. Children of Faith Academy Charter School's current Board members and full time employees are admitted before the public lottery, regardless of impact on the enrollment cap for those grade levels in which they are admitted. Students given this priority must not exceed 15% of FACS's total school enrollment.
2. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For the purposes of this section, the term "siblings" includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home.
- ~~3. If siblings apply for admission to FACS and a lottery is needed, FACS will allow the family to enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.~~
3. A student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level.

Faith Academy Charter School Lottery Policies:

Weighted Lottery Policy :

Faith Academy (FACS) will use a **weighted lottery for economically disadvantaged students by weighting a student's individual chances in the general lottery**. Applicants can voluntarily identify as economically disadvantaged when applying for the weighted lottery. Only students who meet the criteria of being economically disadvantaged are eligible for the weighted lottery. The additional "weight" for economically disadvantaged students will be calculated each year to maximize the probability that 22% of the students enrolled at FACS will be economically disadvantaged. FACS will continue to use a weighted lottery and the 22% EDS target for students admitted through the lottery until 22% of the students enrolled at the school are identified as economically disadvantaged.

FACS will assess eligibility for the weighted lottery by using an optional form for economically disadvantaged status. The form will be clearly labeled as optional and will state that **"No specific information from your weighted lottery application will be obtained beyond eligibility status, and the information will not be retained"**, in addition to stating that **the family gives consent for the school to verify their economically disadvantaged status**. For economically disadvantaged students, FACS will verify the status by using household income and/or free and reduced lunch eligibility. The verification will not take place until a student has been enrolled through selection in the weighted lottery.

If a family is selected for enrollment through a weighted lottery, they must provide supporting documentation of eligibility during FACS's regular enrollment process. If a family is unable to

Board Approved: 5/17/20

Board Revised and Approved: 2/15/21



provide

the supporting documentation necessary to qualify for the weighted lottery, FACS will contact the family to offer assistance in the process. However, if the family is still unable to provide the documentation, the applicant will be returned to the general waiting list.

Multiple Birth Siblings

If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the wait list in the order they are listed on their application.

Other Siblings

If siblings apply for admission to FACS and a lottery is needed, FACS will allow the family to enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.

After year one, prior to the general enrollment lottery, the school will conduct a sibling lottery of the students admitted in the prior year if more siblings have applied than there are available spots. If there are more siblings that have applied than there are spots available, a grade level wait list will be started and students not receiving spots will be added to the wait list in the order in which they are pulled.

Once the sibling lottery has been completed (if needed) the general lottery will begin. FACS will place all applications received during the open enrollment period into one school wide lottery.

Lottery Results

FACS's Board of Directors will hire a third-party firm to administer the public lottery to ensure transparency in the lottery process.

The school will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

Enrollment

Applicants drawn during the application process must reply to accept or decline admission to Faith Academy Charter School within 5 business days and 10 days to complete registration. Should a parent decline the enrollment offer or not respond before the deadline, the school may offer

Board Approved: 5/17/20

Board Revised and Approved: 2/15/21



admission to the next name on that specific grade's waiting list. Applicants who are accepted off the waitlist have 48 hours from notification to accept or decline admission and 5 business days to complete registration. If enrollment is declined and then a parent later decides they would like to send their student after all, they will be asked to submit a new application and they will be placed on the waitlist in the next available spot.

As spots at the school become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email and has specified that on their application, the school will mail a letter of acceptance to the child's residence.

School's Right to Refuse Enrollment

FACS reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over.

FACS reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

If a student has accepted enrollment at the school, but does not appear at the school in the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 3rd day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the waitlist the spot.

Handling of Errors

School Errors

If the school or the 3rd Party contractor makes an error in the lottery, such as leaving a student out, the entire lottery for the affected grade level(s) will need to be redrawn.

If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

Parent Errors

If a student name is duplicated in the lottery and the school administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be

Board Approved: 5/17/20

Board Revised and Approved: 2/15/21



subject to the process followed for students applying after the enrollment period.

Board Approved: 5/17/20

Board Revised and Approved: 2/15/21

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.

Agenda

Open Session

1. **Recitation of Mission**
2. **Approval of December 20 Agenda**
3. **Approval of November 15 Minutes**
[November 15 Minutes](#)
4. **Public Comment**
5. **Lead Administrator Report**
[Lead Administrator Report - December 2021](#)
6. **Financial Report**
[October Financial Report](#)
7. **Committee Reports**
 - a. Facility Committee
 - b. Sports Committee
 - c. Finance Committee
 - d. Capital Campaign Committee
8. **Admissions, Weighted Lottery, and Enrollment**
 - a. Lottery Decisions:
 - i. Weekday or Weeknight

- ii. In-person or virtual

9. Covid-19 Protocol Discussion

- a. [Mask Policy](#) - Requires Monthly Board Action; Decision to take action monthly or remain bi-weekly needed
- b. [NC Department of Health and Human Services School Toolkit](#) - For reference

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

Adjournment

Faith Academy Charter School Board Book

November 2021

Monday, November 15, 2021 - 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, Tim Williams, Secretary, Janna Griggs

Board Members Absent: Liz Morrow, Chris Sease, Howard Torrence

Quorum Present: 4 of 7 present-Quorum established

CSP Representatives Present: Tara Beaver, Sarah B. and 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-** Recited by George Wilhelm
2. **Approval of November 15 Agenda** - George requested that the acceptance of a gift to the library and facilities discussion be added to the agenda

Motion to Approve Agenda with Additions: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

3. **Approval of October 18 Minutes**

[October 18 Minutes](#)

November 8 Minutes

Motion to Approve: Janna Griggs

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

4. Public Comment: Ms. Renee Shite

Ms. Shite spoke to the Board about masking children. She solicited the Board to consider changing our Covid Policy to “mask optional”

5. Lead Administrator Report

[Lead Administrator Report - November 2021](#)

Dr. Hensley presented a typewritten report and is made a part of these minutes. She lead discussion with the following

- 1) Discussion on masking and temperature check and our Covid numbers. Since 10/1/21 we have had 87 students quarantined. Of those there were 16 positive cases
- 2) Three groups have been quarantined- a kindergarten class, a first grade class and the girls basketball team
- 3) Dr. Hensley reported that we have served 45 students with a variety of disabilities. 7 OT, 26 Speech, 10 new EC referrals
- 4) There will be a recommendation of a new hire in closed session
- 5) Reported on a wonderful Veterans Day Program and offered thanks to Gloria Wilhelm for putting everything together
- 6) Reported that there will be a free eye screening provided by the Lions Club for any student, with parental permission
- 7) Also to be provided, a hearing test
- 8) FACS first yearbook has been negotiated and will be ready in the spring. Ms. Drury and Ms. Ritchie are supervising the yearbook
- 9) Contracted our Spirit Wear
- 10) Dr. Hensley commented on the high caliber of teaching that is going on at FACS

6. CSP Operations Report

Cory Draughon reported that things are going well. He thanked Dr. Hensley for setting up a meeting with RSS to sure up our funds funneled through our LEA. He reported that our state funds will be somewhat less than first reported. Changes to the budget reflect those deficits. He also reported on our finances and that report is made a part of these minutes. Cory reported that hopefully we will soon have a signed state budget and our revenue will be sured up. Also, reported that Covid relief funds would be available soon. He commented that Dr. Hensley had done a good job staying within budget and that our expenses look good.

7. Financial Report

[September Financial Report](#)

8. Committee Reports

- a. Facility Committee - no report (discussion during closed session)
- b. Sports Committee - no report
- c. Finance Committee - meeting on November 15th
- d. Capital Campaign Committee - Tim Williams reported: He asked that the Capital Campaign Committee members be added for the newsletter list. He reported that several members of the committee will be in early December to begin getting the word out about the 300 club. He has Gloria Wilhelm to help with this effort. We are waiting on Miller Davis to put together our campaign literature. We hope to begin in early 2022.

9. Admissions, Weighted Lottery, and Enrollment

- a. [Review of Admissions Policy](#) - Per DPI Guidelines
- b. Presentation of Lottery Procedures - Sara Boileau, CSP

Sara Boileau reviewed and presented our lottery procedures. Our lottery will take place between January 1 and February 28. Lottery time is yet to be determined and will be advertised on Facebook and social media.

10. Covid-19 Protocol Discussion

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

Motion to continue as we have been with required masking and temperature checks each morning in car-rider line: Tim Williams

Seconded: Gene Miller

Discussion: There was discussion pertaining to both sides of the issue. Tim Williams and Gene Miller spoke in favor of continuing our current policy. George Wilhelm and Janna Griggs expressed that they would like to allow a choice. Tim Williams expressed concern about the upcoming holiday and urged continuing as we are.

Motion Status: The motion failed due to a tie vote, two for and two against. The masking policy will remain the same until revisited at the next board meeting.

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

11. Outside, Private Services for Exceptional Children Services Discussion

- a. Draft of POTENTIAL [Outside, Private Services Policy](#) - For Discussion/Possible Action

Motion to change our policy to include the section in RED “Outside, Private Services” in the link above, to exclude outside services for EC Children: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Motion to go to closed session: Janna Griggs

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at 8:37 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

(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

Open Session Resumed at: 9:35 pm

Motion to accept the resignation of Howard Torrence for the FACS Board of Directors: Gene Miller

Seconded: Janna Griggs

Discussion: The Board expressed their thanks and appreciation to Howard and regret that he had to resign.

Motion Status: Approved Unanimously

Motion to hire the recommended personnel from the closed session for employment with FACS: Janna Griggs

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Motion to begin new plans for expansion using Steve Hubrich, Contractor, making arrangements for our new building and remodel of the present structures i.e. year 22-23 additional modular, year 23-24 new building and year 24-25 renovation: Janna Griggs

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Janna Griggs

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Next Meeting: December 20, 2021

Respectfully Submitted, Tim Williams Secretary



Faith Academy Charter School

Budget Analysis Report

Fiscal Year: 2022 | 10/01/2021 - 10/31/2021

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	% of Total	CSP Client Avg.
Revenues								
Rev- State Revenue	3,181,509.00	280,718.66	877,032.12	2,304,476.88	27.57	3,157,876.88	74.62	66.7
Rev- Local Revenue	1,158,488.84	109,704.52	122,142.00	1,036,346.84	10.54	1,001,377.28	23.66	26.17
Rev- Federal Revenue	25,347.52	0.00	0.00	25,347.52	0.00	25,347.52	0.60	4.85
Nutrition Revenue	0.00	8,991.04	29,466.78	(29,466.78)		29,466.78	0.70	
. Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.07	
. Rev- Student Activities	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	0.35	
Revenues	4,383,345.36	399,414.22	1,028,640.90	3,354,704.46	23.47	4,232,068.46		
Expenses								
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	% of Total	CSP Client Avg.
Salaries and Bonuses	1,994,100.00	181,106.81	543,151.05	1,450,948.95	27.24	1,992,005.53	50.16	46.86
Benefits	615,535.65	35,057.40	92,833.58	522,702.07	15.08	550,855.65	13.87	12.08
Books and Supplies	100,500.00	20,286.57	52,500.21	47,999.79	52.24	103,829.94	2.61	1.68
Technology	87,000.00	1,483.73	20,991.72	66,008.28	24.13	95,027.25	2.39	
Contracted Student Services	160,000.00	15,450.32	33,882.33	126,117.67	21.18	160,000.00	4.03	
Staff Development	23,500.00	0.00	3,876.04	19,623.96	16.49	23,500.00	0.59	
Administrative Services	462,098.82	39,759.07	151,032.72	311,066.10	32.68	464,249.60	11.69	3.32
Insurances	25,394.00	2,693.00	8,430.00	16,964.00	33.20	25,394.00	0.64	
Rents and Debt Service	338,406.50	0.00	1,950.00	336,456.50	0.58	338,406.50	8.52	10.56
Facilities	82,000.00	12,136.05	24,203.96	57,796.04	29.52	83,527.56	2.10	3.69
Utilities	79,500.00	6,235.12	29,600.05	49,899.95	37.23	79,500.00	2.00	1.11
School Activities	40,000.00	2,300.00	3,292.17	36,707.83	8.23	40,000.00	1.01	
Capital Purchases	15,000.00	204.70	204.70	14,795.30	1.36	15,000.00	0.38	
Expenses	4,023,034.97	316,712.77	965,948.53	3,057,086.44	24.01	3,971,296.03		
SURPLUS/(DEFICIT)	360,310.39	82,701.45	62,692.37			260,772.43		



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.

Board Approved: 8/16/21

Board Approved: 9/20/21

Board Approved: 11/15/21