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# 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

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# 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 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

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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

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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**

FACIS 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.

FACIS 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 3<sup>rd</sup> 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

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

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