
Faith Academy Charter School Board Book

July 2022

Monday, July 18, 2022

Location: Faith Academy Charter School

School Mission:

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

Agenda

Open Session

1. Recitation of Mission

2. Consent Agenda

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

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

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

Public comment is also a time for the Board of Directors to listen to the feedback of the community. Board members can not respond to public comments during the meeting. However, the Board recognizes that each stakeholder is a vital part of our community and will take

comments into consideration when making decisions, planning, providing feedback to administration, and completing committee work.

BOARD GUIDELINES DURING THE 30 MIN. PUBLIC COMMENT:

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

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

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

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

4. [May Financial Report](#)

5. Committee Reports

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

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

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

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

9. Closed Session

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

10. Employee Recommendations

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

11. Facilities Discussion

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

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

Adjournment

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

2.019 FAITH ACADEMY CHARTER SCHOOL COVID-19 MASK POLICY

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

The following policy reflects the latest CDC recommendations on masks:

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

Participation at Board Meetings

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

Requests to Address the Board – Public Comment Period

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

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

The procedure below will be followed:

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

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

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

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

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

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

The Board will not hear in open session:

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

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

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

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

Reports of Complaints

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

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



Faith Academy Charter School

Budget Analysis Report

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

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Revenues						
Rev- State Revenue	3,181,509.00	437,751.40	3,266,436.02	(84,927.02)	102.67	3,493,929.54
Rev- Local Revenue	1,158,488.84	125,030.97	917,103.39	241,385.45	79.16	1,051,015.71
Rev- Federal Revenue	25,347.52	58,667.67	325,573.52	(300,226.00)	1284.44	327,513.54
Nutrition Revenue	0.00	7,141.38	90,671.82	(90,671.82)		90,671.82
Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	0.00
Rev- Student Activities	15,000.00	0.00	2,073.00	12,927.00	13.82	2,073.00
Revenues	4,383,345.36	628,591.42	4,601,857.75	(218,512.39)	104.99	4,965,203.61
Expenses						
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Salaries and Bonuses	1,994,100.00	198,927.80	2,009,000.70	(14,900.70)	100.75	2,207,928.50
Benefits	615,535.70	40,021.70	346,513.92	269,021.78	56.29	386,535.62
Books and Supplies	100,500.00	11,515.38	142,093.40	(41,593.40)	141.39	142,420.23
Technology	87,000.00	1,570.68	187,927.05	(100,927.05)	216.01	195,660.82
Contracted Student Services	160,000.00	1,866.02	174,346.05	(14,346.05)	108.97	246,812.46
Staff Development	23,500.00	694.26	15,493.77	8,006.23	65.93	23,793.77
Administrative Services	462,098.82	62,171.28	461,441.46	657.36	99.86	502,907.05
Insurances	25,394.00	1,496.00	33,389.55	(7,995.55)	131.49	33,389.55
Rents and Debt Service	338,406.50	91,597.77	293,401.26	45,005.24	86.70	395,156.30
Facilities	82,000.00	43,675.49	113,801.55	(31,801.55)	138.78	157,806.77
Utilities	79,500.00	7,260.10	75,522.16	3,977.84	95.00	84,218.39
School Activities	40,000.00	1,809.45	18,611.78	21,388.22	46.53	40,151.25
Capital Purchases	15,000.00	264.00	45,099.38	(30,099.38)	300.66	45,099.38
Federal Grants	0.00	40,074.64	101,766.42	(101,766.42)		101,766.42
Expenses	4,023,035.02	494,685.69	4,010,149.57	12,885.45	99.68	4,563,646.51
SURPLUS/(DEFICIT)	360,310.34	133,905.73	591,708.18			401,557.10

Multi-Tiered Systems of Support Coordinator

Faith Academy Charter School

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

REPORTS:

This position reports to school leadership.

JOB RESPONSIBILITIES:

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

Requirements

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

1.0200 FAITH ACADEMY CHARTER SCHOOL POLICY IMPLEMENTATION and ADMINISTRATIVE PROCEDURES

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

Policy Adoption and Revision

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

Policy Implementation

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

Administrative Regulations and Procedures

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

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

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

Board Review of Administrative Procedures

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

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

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

2.021 FAITH ACADEMY CHARTER SCHOOL CONCUSSION POLICY - DRAFT

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

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

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

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

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

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

Some observable symptoms are:

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

Some danger signs of concussions are:

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

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

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

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

School Nursing Actions to Take.

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

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

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

Physical Ed teachers Actions to Take.

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

Coaches Actions to Take.

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

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

Limitations.

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

Clearance.

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

Guidance and training.

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

Post-Concussion Protocol/Plan Compliance

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

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