
Faith Academy Charter School Board Book

February 2022

Monday, February 21, 2022

Location: Faith Academy Charter School

School Mission:

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

Agenda

Open Session

1. **Recitation of Mission**
2. **Approval of February 21 Agenda**
3. **Approval of January 24 Minutes**
[January 24 Minutes](#)
4. **Public Comment**
5. **Lead Administrator Report**
[Lead Administrator Report -February 2021](#)
6. **Financial Report**
[December Financial Report](#)
Instructional Purchases - Dr. Hensley
7. **Committee Reports**
 - a. Facility Committee
 - b. Sports Committee
 - c. Finance Committee
 - d. Capital Campaign Committee
8. **Board Background Check Policy**
[FACS Board Background](#) - For review and board action

9. Covid-19 Protocol Discussion

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

10. 2022-23 School Calendar

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

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

11. Facility Lease Discussion

Charter School Facility Rental Price Comparison

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

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

Personnel Recommended for Hiring

Adjournment

Faith Academy Charter School Board Book

January 2022

Monday, January 24, 2022

Location: Faith Academy Charter School

School Mission:

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

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

Board Members Absent: None

Quorum Present: All members present

CSP Representatives Present: Tara Beaver

Faith Academy Charter School Lead Administrator: Dr. Sarah H

Time Called to Order: 7:00 pm

Agenda

Open Session

Recitation of Mission: Recited by Chairman Wilhelm

Approval of January 24 Agenda

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

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

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Motion to approve the Amended Agenda: Chris Sease

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

Approval of December 20 Minutes

[December 20 Minutes](#)

Motion to Approved December 20 minutes: Chris Sease

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

Public Comment: None

Lead Administrator Report

[Lead Administrator Report - January 2021](#)

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

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

6. Financial Report

[November Financial Report](#)

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

7. Committee Reports

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

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

8. Conflict of Interest Policy

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

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

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

9. Covid-19 Protocol Discussion

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

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

Motion to Continue our current Masking procedures: Tim Williams

Seconded: Gene Miller

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

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

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

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

Seconded: Nick Lefko

Motion Status: Approved Unanimously

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

10. FACS Volunteer Handbook

[Volunteer Policy:](#)

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

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

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

11. Prohibition Against Discrimination, Harrassment, and Bullying Policy

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

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

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

12. Teacher Survey

The NC Teachers Survey will be administered to our teachers

13. Facility Lease Policy

Nick Lefko will check on leases from other schools and areas

14. Car rider line Discussion:

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

15. Inclement Weather:

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

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

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

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

Motion to go to closed session: Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at: 9:09 pm

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

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

Personnel Recommended for Hiring

Open Session Resumed at: 9:46 pm

Motion to Continue Open Session: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

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

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Chris Sease

Seconded: Nick Lefko

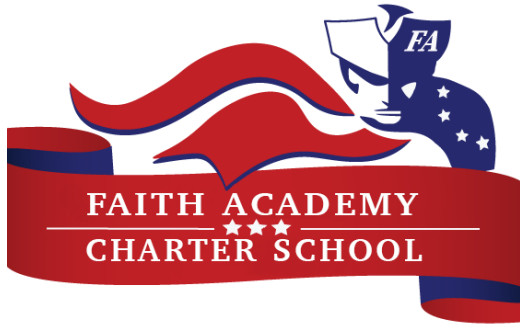
Discussion: None

Motion Status: Approved Unanimously

Meeting ended at: 9:55pm

Next Meeting: February 21

**Respectfully Submitted,
Tim Williams, Secretary**



Administrative Report

Director: Sarah Hensley

shensley@faithacademync.org

21 February 2021

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Please provide a brief narrative describing your previous month's objectives for the elementary school and what you've accomplished.	3
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Outreach:	4
Mission and Vision:	4
Student Leadership and Community Service	4
PBL	5
Life Skills	5
Student Achievement:	6
School Culture and Climate:	6
Partnership with Charter Success Partners:	7

General:

Lead Administrator Month in Review

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

ES Month in Review



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

MS Month in Review

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

Community Upcoming Events:

Date	Event

Personnel

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

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

Outreach:

Place	Type	Result

Mission and Vision:

Student Leadership and Community Service

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



Elementary School

Middle School

PBL

Grade	PBL Project: <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	Life Skills Class for all Students
5th	Life Skills Class for all Students
6th	Life Skill Class for all Students
7th	Life Skill Class for all Students

Student Achievement:

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

-

School Culture and Climate:

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

Elementary School -

-

Middle School



Partnership with Charter Success Partners:

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





Faith Academy Charter School

Budget Analysis Report

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

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

FACS Board of Directors Background Check Policy

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

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

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

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

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

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

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

Board Approved:



Faith Academy Charter School Covid-19 Mask Policy

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

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

The following policy reflects the latest CDC recommendations on masks:

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