
Faith Academy Charter School Board Book

March 2022

Monday, March 21, 2022

Location: Faith Academy Charter School

School Mission:

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

Agenda

Open Session

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

[February 21 Minutes](#)

4. **Public Comment**

Public comment is a time for the community to provide feedback to the Board of Directors. For in-person meetings attendees must sign up at the start of the meeting in order to give public comment. Each community member is limited to 2 minutes of comment, with a total time allotted to public comment of 10 minutes. During remote meetings attendees may add their public comments to the chat feature which will be sent directly to the Board of Directors. Board members will then share the comments with the meeting attendees for up to 10 minutes.

Public comment is also a time for the Board of Directors to listen to the feedback of the community. Board members can not respond to public comments during the meeting. However, the Board recognizes that each stakeholder is a vital part of our community and will take comments into consideration when making decisions, planning, providing feedback to administration, and completing committee work.

5. **Lead Administrator Report**

[Lead Administrator Report -March 2021](#)

Summer Programs

6. **Financial Report**

[January Financial Report](#)

7. Committee Reports

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

8. Consent Agenda

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

9. Covid-19 Protocol Discussion

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

10. 2022-23 Staff Calendar

2022-23 Staff Calendar - Board Action Required

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

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

Facility Plans

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

Employee Recommendations

Adjournment

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February 2022

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

Board Members Absent: None

Quorum Present: All Present

CSP Representatives Present: Zach Donahue and Tara Beaver

Faith Academy Charter School Lead Administrator: Dr. Sarah Hensley

Time Called to Order: 7 pm

Agenda

Open Session

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

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

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

3. **Approval of January 24 Minutes**

Motion to Approve: Janna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

4. Covid-19 Protocal Discussion

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

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

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

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

6. Lead Administrator Report

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

Motion to Approve School Calendar 2022-2023: Gene Miller

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

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

Seconded: Liz Morrow

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

Motion Status: Approved Unanimously

7. Financial Report

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

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

8. Committee Reports

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

9. Board Conflict of Interest Policy

Board Conflict of Interest Policy - Requires Board Action

Slight revision to statute wording required by NCDPI

Motion to Approve Revision: Tim Williams

Seconded: Liz Morrow

Discussion: None

Motion Status: Approved Unanimously

10. Board Background Check Policy

FACS Board Background - For review and board action

Motion to Approve: Nick Lefko

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

11. Parent Teacher Assembly and Booster Committee Policy

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

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

Motion Status: Approved Unanimously

12. Inclement Weather Policy

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

Motion to Approve the Inclement Weather & School Closing Procedures:

Liz Morrow

Seconded: Janna Griggs

Discussion: None

Motion Status: Approved Unanimously

13. Vacation Pay for Certified and Non-Certified Employees

Moved to closed Session

14. Facility Lease Discussion

Moved to closed Session

Motion to go to closed session: Chris Sease

Seconded: Gene Miller

Discussion: None

Motion Status: Approved Unanimously

Closed Session Began at: 8:25 pm

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

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

Personnel Recommended for Hiring

Open Session Resumed at: 10:25 pm

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

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

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

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn: Gene Miller

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

Meeting ended at: 10:30 pm

Next Meeting: March 21, 2022

**Respectfully Submitted,
Tim Williams, Secretary**



Administrative Report

Director: Sarah Hensley

shensley@faithacademync.org

21 March 2021

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



General:

Lead Administrator Month in Review

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

ES Month in Review



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

MS Month in Review

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

Community Upcoming Events:

Date	Event

Personnel

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

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

Outreach:

Place	Type	Result

Mission and Vision:

Student Leadership and Community Service

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



Elementary School

Middle School

PBL

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

Life Skills

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

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

Student Achievement:

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

-

School Culture and Climate:

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

Elementary School -

-

Middle School



Partnership with Charter Success Partners:

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





Faith Academy Charter School

Budget Analysis Report

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

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

CONSENT AGENDA POLICY

1. **PURPOSE**

This consent agenda policy:

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

2. **POLICY NAME – Consent Agenda Policy**

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

Requirements

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

Content of Consent Agenda

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

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

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

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

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

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

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

Approval of Agenda

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

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

Motion to Approve Consent Agenda

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

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

Minutes

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

Amendments

This policy may be amended by the board.

3. REFERENCE DOCUMENTS

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

THE CONSENT AGENDA

What is a consent agenda?

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

Why would an organization want to use a consent agenda?

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

What does it mean if we adopt a consent agenda?

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

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

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

What normally is found on a consent agenda?

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

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

What is the process for using a consent agenda?

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

What does the rest of the agenda look like?

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

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



CHARTER SUCCESS PARTNERS.COM

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

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



Faith Academy Charter School Covid-19 Mask Policy

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

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

The following policy reflects the latest CDC recommendations on masks:

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