

# Faith Academy Charter School Board Book

May 2022

Monday, May 16, 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

### Consent Agenda

- Approval of May 16 Agenda
- [Approval of April 18 Minutes](#)
- [Lead Administrator May Report](#)
- [March Financial Report](#)
- [FACS Mask Policy](#) Review - Needs to be approved monthly

#### 2. 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 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.*

### **3. CSP Operational Data Report**

### **4. Committee Reports**

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

### **5. Public Comment Policy - For review and discussion**

### **6. Dean of Student Affairs Job Description - For review and 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...

### **Employee Recommendations**

## **Adjournment**

# Faith Academy Charter School Board Book

April 2022

Monday, April 18, 2022

Location: Faith Academy Charter School

## School Mission:

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## Agenda-

### Open Session

1. **Recitation of Mission** - Lead by George Wilhelm, Chairman

### Consent Agenda

- Approval of April 18 Agenda
- Approval of [March 21 Minutes](#)
- [Lead Administrator April Report](#)
- [February Financial Report](#) ***Pulled out, February Financials reviewed March meeting***
- [FACS Mask Policy](#) Review - ***Pulled out, handled at March Board meeting***
- [FACS Employee Grievance Policy](#) Review
- [FACS Parent Grievance Policy](#) Review
- [FACS Criminal History Policy](#) Review ***Pulled out for further discussion***
- [Beginning Teacher Support Plan Revision](#) Review

**Motion to Approve Consent Agenda with amendments listed above:** Chris Sease

**Seconded:** Janna Griggs

**Discussion:** None

**Motion Status:** Approved Unanimously

## 2. Public Comment

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*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.*

**Guest wishing to address the Board:** Ashleigh Houpe Zachary

## 3. Committee Reports

- a. Facility Committee - Discussion in Closed Session
- b. Sports Committee - Tasked with development of a FACS Facilities Policy
- c. Finance Committee - No Report. Finance Committee meets April 21,
- d. Capital Campaign Committee - Tim Williams reported that the Capital Campaign Team will meet **Apr 21, 2022** at 7 pm at the school. The silent phase of the capital campaign will begin that day. Tim led the board through a timeline for the different phases of the capital campaign.

**\*FACS Criminal History Policy:** Policy was pulled from Consent Agenda for further discussion: Chairman Wilhelm has questions concerning the last sentence in the policy - "The individual applicant may be subjected to pay for the cost of these checks at the discretion of the Lead Administrator." After discussion, the policy was left as is. Chairman Wilhelm has concerns that the statement was too subjective for proper administration by the Head Administrator.

**Motion to accept the FACS Criminal History Policy as presented:** Tim Williams

**Seconded:** Nick Lefko

**Discussion:** As Above

**Motion Status:** Voting in the affirmative: George Wilhelm, Gene Miller, Tim Williams, Chris Sease, Nick Lefko. Voting the the negative: Janna Griggs

**Motion to go into Closed Session:** Gene Miller

**Seconded:** Chris Sease

**Discussion:** None

**Motion Status:** Approved Unanimously

## **Closed Session Began at 7:30 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...

### **Employee Recommendations**

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) **Facilities**

**Motion to go back to Open Session:** Chris Sease

**Seconded:** Gene Miller

**Discussion:** None

**Motion Status:** Approved unanimously

## **Back to Open Session at 8:52 pm**

**Motion to approve panel of candidates for employment for FACS as presented by Dr. Sarah Hensley, Head Administrator:** Janna Griggs

**Seconded:** Chris Sease

**Discussion:** None

**Motion Status:** Approved unanimously

**Motion to approve the purchase of a 22 passenger bus from Faith Baptist Church for \$21,000 pending funding recommendation from CSP at the upcoming finance Committee meeting:** Chris Sease

**Seconded:** Gene Miller

**Discussion:** None

**Motion Status:** Approved unanimously

## **Adjournment**

**Motion to Adjourn:** Chris Sease

**Seconded:** Janna Griggs

**Discussion:** None

**Motion Status:** Approved unanimously

## **FACS Board Meeting Adjourned at 9:00 pm**

Respectfully submitted,

Tim Williams, Secretary



# Faith Academy Charter School

## Budget Analysis Report

Fiscal Year: 2022 | 3/01/2022 - 3/31/2022

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
<b>Revenues</b>						
Rev- State Revenue	3,181,509.00	306,000.00	2,588,684.66	592,824.34	81.37	3,382,764.54
Rev- Local Revenue	1,158,488.84	105,099.18	685,079.16	473,409.68	59.14	1,034,858.63
Rev- Federal Revenue	25,347.52	0.00	215,532.10	(190,184.58)	850.31	240,879.62
Nutrition Revenue	0.00	12,896.03	75,634.35	(75,634.35)		108,049.07
Rev- Athletic Revenue	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00
Rev- Student Activities	15,000.00	2,073.00	2,073.00	12,927.00	13.82	17,073.00
<b>Revenues</b>	<b>4,383,345.36</b>	<b>426,068.21</b>	<b>3,567,003.27</b>	<b>816,342.09</b>	<b>81.38</b>	<b>4,786,624.86</b>
<b>Expenses</b>						
Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection
Salaries and Bonuses	1,994,100.00	195,804.10	1,660,175.59	333,924.41	83.25	2,249,587.89
Benefits	615,535.65	37,886.46	281,749.23	333,786.42	45.77	395,408.61
Books and Supplies	100,500.00	6,557.89	116,961.84	(16,461.84)	116.38	117,484.30
Technology	87,000.00	467.29	184,340.02	(97,340.02)	211.89	203,735.49
Contracted Student Services	160,000.00	33,500.76	147,753.49	12,246.51	92.35	270,104.99
Staff Development	23,500.00	279.05	14,799.51	8,700.49	62.98	23,500.00
Administrative Services	462,098.82	38,726.79	357,429.33	104,669.49	77.35	535,778.23
Insurances	25,394.00	2,107.00	27,534.00	(2,140.00)	108.43	27,534.00
Rents and Debt Service	338,406.50	6,992.55	176,197.19	162,209.31	52.07	338,406.50
Facilities	82,000.00	9,573.02	67,577.20	14,422.80	82.41	112,767.10
Utilities	79,500.00	8,510.81	59,700.45	19,799.55	75.09	79,500.00
School Activities	40,000.00	452.97	16,732.34	23,267.66	41.83	42,100.00
Capital Purchases	15,000.00	0.00	44,835.38	(29,835.38)	298.90	44,835.38
<b>Expenses</b>	<b>4,023,034.97</b>	<b>340,858.69</b>	<b>3,155,785.57</b>	<b>867,249.40</b>	<b>78.44</b>	<b>4,440,742.49</b>
<b>SURPLUS/(DEFICIT)</b>	<b>360,310.39</b>	<b>85,209.52</b>	<b>411,217.70</b>			<b>345,882.38</b>



# Administrative Report

Director: Sarah Hensley

[shensley@faithacademync.org](mailto:shensley@faithacademync.org)

## May Report

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<b>16 May 2022</b>	<b>1</b>
<b>General:</b>	<b>2</b>
Lead Administrator Month in Review	2
ES Month in Review	3
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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## General:

### **Lead Administrator Month in Review**

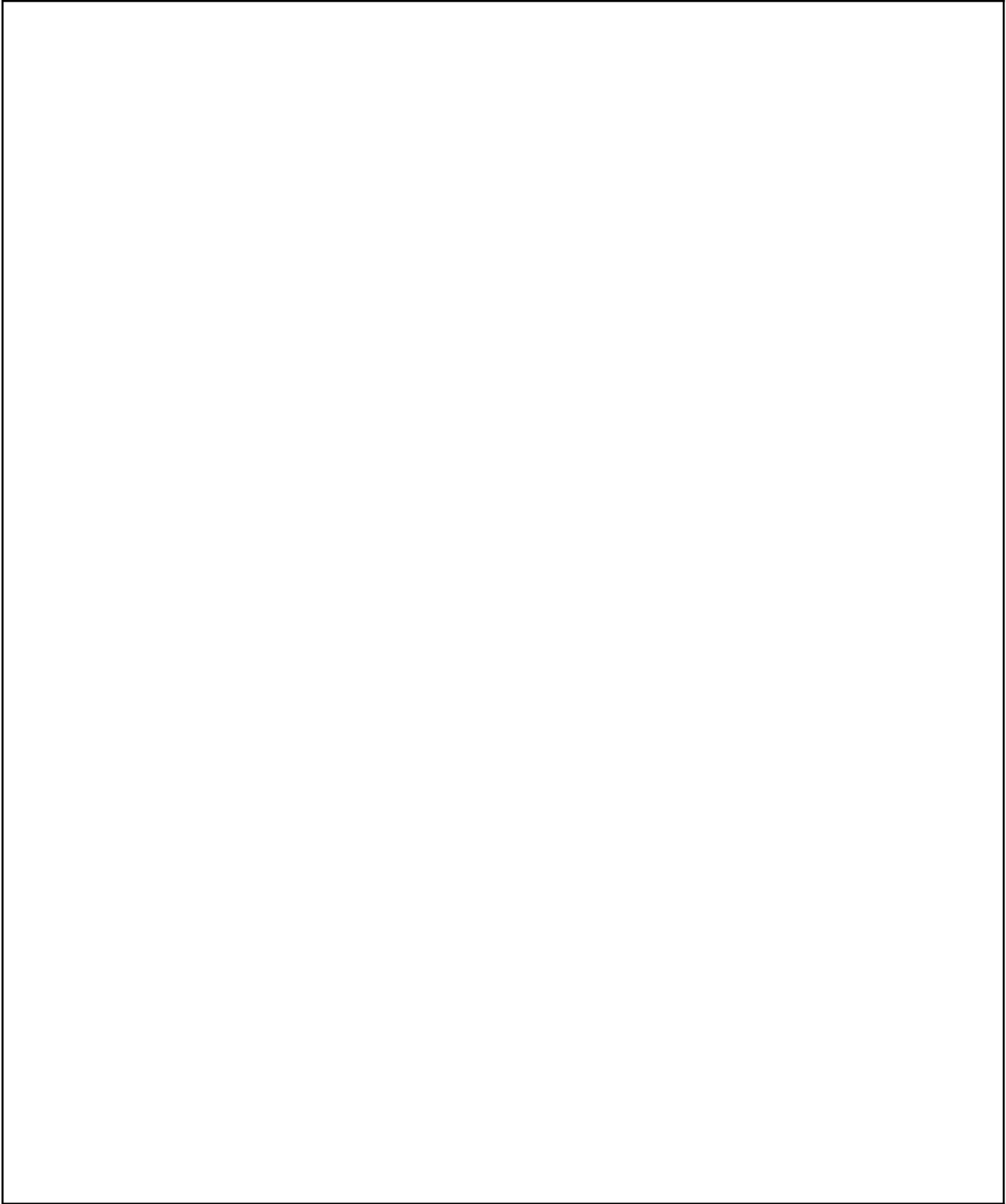
Please provide a brief narrative or bullet points describing your previous month's objectives for FACS and what you've accomplished.

- NC Check In 2 - Administered to grades 3 -7, Results Received and plan established for each grade level.
- Continuing Observations of staff
- Met with Aron Church - County Manager
- Completed and met all Fire Standards with the Fire Marshal
- Conducted monthly fire drill - lock down
- Added additional security cameras and updated key cards
- Completed Background checks for volunteers and trained all volunteers for Patriot Palooza and Proctoring
- Attended Access Grant Training
- Faith Baptist Strawberry Social
- Headcount continuing for Exceptional Children and submitted to NCDPI
- Received Year Book for FACS - 340
- Landscaping -Blaine Calloway
- All athletic Programs completed
- End of Year Check out

## ES Month in Review

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

- Staff Appreciation Lunch by administration
- Breakfast by Civitans
- Care items for VA Center
- Chicken project
- NC Flag - Grade 4 Celebration
- Flag Squad
- Reading Achievement Program
- Read Achieve Summer Program June
-



### **MS Month in Review**

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

- Crosby Scholars presentation to students
- Boy Scouts
- One students won third place for eight counties
- Water and Soil Conservation Poster Contest
- Preparing for true middle school
- Creating their own logo sign....
- Theater Arts Playwriting
- Worked with Carson High School
- Teaching

### **Community Upcoming Events:**

Date	Event
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	Patriot Palooza
	Faith 4th of July - Representatives attend
	United Day of Caring Mission Team Shiloh all day project VA Medical

**Personnel**

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

- Hiring for 2022-2023

Type	Number of Applicants Screened/Hired	Status

**Outreach:**

Place	Type	Result




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## 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**

<b>Grade</b>	<b>PBL Project:</b> <i>Please provide information about any PBL projects that were completed or are currently in progress.</i>
K	CONTINUING ON
1st	
2nd	
3rd	
4th	
5th	
6th	
7th	

**Life Skills**

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

4th	
5th	
6th	
7t	

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## 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.)*

EOG TESTING

- 
- 

## 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:**

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





## 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:~~

## **Dean of Student Affairs**

**Description:** The Dean of Student Affairs serves as the first point of contact for teachers, parents, and students with relation to specific day to day school activities including student discipline and FACS stakeholder engagement. This includes the development of positive school culture and ensuring that a structured environment exists that is conducive for learning. The Dean of Student Affairs also bridges the gap between all FACS stakeholders including teachers, parents, students, and the local community by overseeing the execution of school-wide community events and activities.

**Key Responsibilities include, but are not limited to...**

- Working closely with the Lead Administrator to establish a positive, joyful, and achievement-oriented school culture vision and plan.
- Facilitating teacher training and support around relationships, proactive positive culture, expectations, consistency, and classroom management.
- Coordinating and implementing a school-wide behavior management system with meaningful and logical incentives and consequences.
- Planning and overseeing the execution of schoolwide community events and culture building activities.
- Communicating with all stakeholders about upcoming activities and events.
- Intervening to resolve grievances between the various stakeholders within the FACS community.

**Main Point of Contact for:**

- Student Discipline K-12
- Student and Parent Grievances
- Community/Fundraising Events
- Parent Organizations (Community Involvement Alliance)
- Restorative Justice/Student Justice Council
- Clubs and Extracurricular Activities

**Qualifications:**

- Masters in Educational Leadership or related field of study
- 3+ years experience in school administration or related strong teacher leadership experience
- 5+ years teaching experience, preferably at the middle or high school level
- Experience with social-emotional learning curriculums and Restorative Justice preferred
- High level communication and interpersonal skills
- Positive, solution-oriented temperament
- Knowledge of the developmental needs of children through teenagers
- Desire and ability to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple competing tasks and demands



## **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.

*References: Charlotte-Mecklenburg Board of Education; Winston-Salem/Forsyth Board of Education; Union Academy Charter School Board of Directors*