

**November 16, 2020**

**Faith Academy Charter School Board Meeting**

**Virtual on Zoom and Face to Face at the new office on Main Street, Faith NC**

**6:45pm**

**Board Members Present via Zoom:** Liz Morrow, Treasurer, Howard Torrence

**Physically at Main Street Office:** George Wilhelm, Chairman, Gene Miller, Vice Chairman, Tim Williams, Secretary, Jenna Griggs and Chris Sease

**Non-Board Members Present:** Sarah Hensley, Head Administrator, Jen Adler, CSP, Cory Draughon, CSP, Sara Boileau, CSP, Justin Smith, CSP

Call to Order: 6:52pm Chairman Wilhelm

**Approval of Minutes:** October 12, 2020 meeting

**Motion to Approve: Gene Miller**

**Seconded: Chris Sease**

**Approved: Unanimously**

**Public Comment:** None

**School Administrator Report:** Sarah Hensley spoke of progress made with developing school policy. Jen, Justin and Sarah met previously to discuss.

**CSP Marketing Presentation:** Sara Boileau led the Board through a presentation concerning what CSP would be doing for Faith Academy Charter School during our RTO process.

- Media blitz January 5 through February 28<sup>th</sup>
- Lottery begins Saturday March 13<sup>th</sup> and runs through March 20<sup>th</sup>
- November- Social Media
- December-Event 1 – Information Event, Yard Signs
- January- Event 2 – Application process begins, videos live on Facebook
- February- Event 3 – Reminder letter, Newsletter, countdown to application deadline
- March- Lottery begins

**CSP Marketing will provide:**

**Video Package-** 3 videos total

- Overview of application process
- Uniqueness of Faith Academy
- Highlight Sarah Hensley, Head Administrator
- Promo Video

**Graphic Design Package**

- English and Spanish
- Informational Brochure Design
- 2 flyers/handouts
- 2 large signs
- 1 banner sign

**Social Media Package**

- Weekly posts
- Weekly reminders
- Daily countdown beginning 7 days out from lottery beginning

**Event Package**

- Videos in December, January, February and March
- 3 community events for recruitment
- 3 community events for outside areas

**Branded Item Package**

- All items pertaining to FACS are branded with our approved logo
- How can the Board/Advisory help? Be available to answer questions (Board asked for talking points). Help to distribute materials (2500 flyers, 50 yard-signs, 1000 brochures, 2 large signs). Help with social media engagement posts, application reminders, attend events, provide additional posts/shares.

**Justin Smith led discussion of School Centered Policy for FACS**

Sarah Hensley asked if the website could be update. Some information there in needs to be addressed. She suggested that we all need to be “on the same page” when answering questions about our school. She suggested having talking points. Chairman Wilhelm suggested that board members will need to take turns being in the office for several hours per day to answer questions. Also, we should refer questions to the website and remind every to register.

Items to follow concerning School policy needed to be approved by the Board for upcoming RTO December 1<sup>st</sup> deadline.

School Calendar: Discussion around mirroring RSS, local LEA’s calendar. It was noted that at this time it is difficult to set the calendar in stone due to COVID. Board members discussed early release day and the required number of instruction hours needed for the school year. FACS will be based on a seven-hour day. Justin assured the Board that the calendar could be revised closed the opening day and after we see RSS’s calendar.

**Motion to approve School Calendar as presented: Chris Sease**

**Seconded: Janna Griggs**

**Approved: Unanimously**

**Justin Smith led discussion concerning Employee Agreements:**

Contracts for Professional Services (instructional, Support and Part-time)

**Motion to approve Employee Agreement Contracts: Chris Sease**

**Seconded: Liz Morrow**

**Approved: Unanimously**

**The FACS Board discussed the following policies and are made a part of these minutes:**

- School Safety Policy**
- Report Card Policy**
- School Calendar and School Day Policy**
- Grading Policy**
- Student Promotion and Retention Policy**
- Criminal Background Check Policy**
- Admissions and Enrollment Policy**
- Records Retention Policy**
- Family and School Communication Policy**
- Student Records Policy**
- Campus Visitors Policy**
- Grievance Policy for Employees**
- Grievance Policy for Parents/Students**
- Employee Agreement Policy**
- 10 Day 20 Day Policy**

**Justin Smith led discussion concerning FACS Board of Director's Evaluation Tool Form. Standards 1-5**

Each area was discussed:

- Standard 1: Vision Leadership**
- Standard 2: Governance and Policy**
- Standard 3: Community Relations**
- Standard 4: Fiscal Management**
- Standard 5: Ethical Leadership**

**Motion to Approve All Standards as presented: Janna**

**Seconded: Chris Sease**

**Approved: Unanimously**

**Principal Evaluation Process:**

It was noted that the Lead Administrator would fill this roll during the first year.

**Motion to Approve the Principal/Head Administrator Evaluation Process: Chris Sease**

**Seconded by: Gene Miller**

**Approved: Unanimously**

**Jennifer Adler led discussion concerning Board Policies.** She noted that the order is by DPI advice

The Board discussed the following policies:

**Conflict of Interest and Nepotism Policy**

There was discussion around the terms of office for the opening Board

The Policy will be changed to reflect a three-year term for all subsequent

Board members rotating off in staggered terms.

**Board Committees Policy  
Board Members Residency Policy  
Board Meeting Calendar Policy  
Budget Approval Policy  
Third-Party Contracts Policy  
Access to Funding Policy  
Financial Audit Policy  
Purchasing Policy  
Federal Funds/Grants Policy**

**Motion to approve the about policies with corrections: Liz Morrow**

**Seconded by: Janna Griggs**

**Approved: Unanimously**

**Operation of School Discussion**

**Employee Grievances  
Employee Grievances Contacts  
Hiring Process  
Background Checks  
Employee Pay and Background Checks  
Criminal History  
Staff Evaluations  
Evaluation Systems  
10/20-day Attendance Rule (mostly applies to High School)  
Grading Scale  
Report Cards  
Family/School Communication Policy  
Parental Permission  
School Calendar  
Inclement Weather  
Student Records  
Visitor to School  
Parent/Student Grievances**

**Motion to Approve all of these Policies: Howard Torrence**

**Seconded by: Chris Sease**

**Approved: Unanimously**

**CLOSED SESSION – NCGS 143-238.11**

**Motion to Close Meeting and Open Closed Session to Discuss Property: Chris Sease**

**Seconded by: Gene Miller**

**Approved: Unanimously**

**Meeting resumed at 8:25pm**

**Announced that a Letter of Intent to purchase Faith Elementary School from Rowan Salisbury School has been drawn. Chairman Wilhelm and Vice-Chairman Miller will meet with Dr. Lynn Moody and Mr. Anthony Vann, Facilities.**

**Next Board Meeting - December 21<sup>st</sup> at 6:45pm**

**Motion to Adjourn: Chris Sease**

**Seconded by: Janna Griggs**

**Approved: Unanimously**