
Faith Academy Charter School Board Agenda

June 2024

Monday, June 17, 2024

Location: Old School Library

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

1. Meeting called to order & Welcome guests

Introduction of New Board Members

Thanks & Acknowledgements to the outgoing Board Members

2. Recitation of Mission

3. Pledge of Allegiance

4. Consent Agenda

- Approval of June 17, 2024 Agenda
 - Approval of May 20, 2024 Minutes (Open Session)-
📄 FACS Board Minutes 5.20.2024.pdf ,
(Closed Session) - Closed Session Minutes in Drive Folder
 - Volunteer Report - 📄 May 2024 volunteer Report.pdf
-

5. 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.

Reports



6. Lead Administrator Report

- a. Admin Report

 FACS Administrator Report -June 24.docx

- b. Handbooks will be provided at board meeting; broad overview of draft process; Board Members will review over the course of June/July and approve at July board meeting.

7. Financial Report

- a. Month Financial Report:  03. Board Report 2024.05 - FACS.pdf
- b. Updated copy of approved FACS Parent/Teacher Org Policy -
 2.001 FACS Parent_Teacher Organizations Policy 05-16-24.pdf

8. Committee Reports

- a. Facilities Committee
 - I. Report on repair progress
 - II. Update on USDA Status
- b. Sports Committee
 - I. Update on Summer Athletic Activities
- c. Finance Committee
- d. Capital Campaign Committee
- e. Personnel Committee

9. Facility rental agreement (Nick)

10. If needed, Closed Session - Personnel, Contract Negotiations, Student Record Information -

Pursuant to NC GS 143.318.11

a. Personnel

13. Final Board items - If needed, Action in open session on any Closed Session topics.

Adjournment

Faith Academy Charter School Board Minutes

Monday, May 20, 2024

Location: Upper School Library - 1000 School Street

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

Members Absent: None

Administration Present: Alison Moore, Lead Administrator/Principal K-6, Chad Mitchell, High School Principal 7-9, Alexandra Shadrouti, Assistant Principal.

CSP: Tara Beaver, FACS Project Manager

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.

Minutes

1. Meeting called to order & Welcome guests

2. Recitation of Mission

3. Pledge of Allegiance

4. C● Approval of May 20, 2024 Agenda

- Approval of May 16, 2024 Retreat Minutes (Open Session)-
- Volunteer Report - April 2024 Volunteer Report (1).pdf

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

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Reports

6. Recognitions:

The following individuals were recognized for their contributions to FACS and to the community at large. The Board expressed their appreciation to each for their contributions.

- a. Ryan Walker, FACS SRO Award
- b. Alexandra Shadroui, Assistant Principal Week,
Alison Moore, Lead Administrator/K-6 Principal
Chad Mitchell, High School Principal 7-9
- c. Harrison Chandler, Eagle Scout Candidate for Buddy Bench project at FACS. 7.

Lead Administrator Report

FACS Administrator Report -May 20.docx

Mrs. Moore and Mr. Mitchell reviewed the Administrative Report. Their report is made a part of these minutes. Mrs. Moore made the Board aware that the water filling station filters need to be replaced. She will see if we are able to change the filters ourselves or if that may void the warranty.

The April 2024 Volunteer Coordinator's Report was also reviewed and accepted as information.

8. Financial Report

- a. Month Financial Report: 03. Board Financial Report 2024.04 FACS.pdf

The Financial Report for FY 2024 April was presented as well as the corrected FY25 Budget Draft for Board review. Both are made a part of these minutes.

9. Committee Reports

- a. Facilities Committee

Signage Purchase - Tim Williams reported. He presented the designs from Drew Harwood, from Harwood Signs. The total cost for the creation of new signage and relocation of other signs for the Upper to the Lower School is \$5,547.95 including tax.

Motion to accept the sign proposal as presented by Harwood Signs with the cost of \$5,547.95: Liz Morrow

Seconded: Janna Griggs

Discussion: It was noted that the Upper School will need signage as well
Mr. Mitchell will help with this.

Motion Status: Approved Unanimously

Sammy Steed, Contractor presented a proposal for repairs to the Upper School facility. The bid included repairs to the existing bathroom, replacement of commodes and sinks, the replacement of the auditorium roof and repairs to others, replacement and repair of various plumbing throughout the school and replacement of guttering. The total for the entire proposal was \$88,000.00

b. Sports Committee

Nick Lefko presented the following Booster Club renovation proposals presented by the Club:

Soft Ball Renovation Project:

Grandstand, Masonry Work, Netting, Painting, Fence Repair, Scoreboard, Irrigation, Concession Stand Upgrade

Budget: \$10,000

The Club had the following questions:

May we use sign sales for this project?

May Boosters put a float in the Faith 4th Parade?

May Boosters have a booth at the Fair?

May Boosters do a Half and Half raffle at the Fair or Fun in Faith Events or possibly sell T-shirts?

Nick Lefko will get back with the Boosters Club to explain the need for a budget and to help to answer the questions above and to get clarification on some of the questions.

c. Finance Committee

Liz Morrow reported that work was progressing with the USDA loan application. She also presented:

FACS New Facility Purchase

Cost of Facility Acquisition

Project Cost	\$19,199,527.47
Purchase Premium	3,839,905.49
Total Cost of Facility Acquisition	\$23,039,432.96

Estimated Closing Costs

Closing and Legal	\$100,000.00
Feasibility Study	65,000.00
Phase 1 Environmental	5,000.00
Commercial Appraisal	10,000.00
Preliminary Architectural Report	10,000.00
Contingency for Closing	60,000.00
Total Estimated Closing Costs	\$250,000.00
Financing Total	\$23,289,432.96
School Contribution	\$300,000.00
USDA Financed Amount	\$22,989,432.96

d. Capital Campaign Committee

Tim Williams reported that the Year End Challenge was still accepting contributions. He thanked Mrs. Moore for being such a great sport, allowing herself to be slimed by FACS Students. The students and staff all had a great time. At the time of this meeting the amount of funds collected was just over \$14,000.00. The total was expected to top \$20,000.00.

e. Personnel Committee

Closed Session

10. Facility rental agreement (Nick)

Nick Lefko reported. He presented a revised Facility Use Application for Board review and for adoption. There was discussion and changes to the Hourly and Daily Rates for Commercial: Hourly Playing Field Rate changed from \$25 to \$70, HS Gym Daily Rate changed from \$700 to 850, MS Gym Daily Rate changed from \$550 to 700, Both Gyms Daily Rate changed from \$850 to 1000 and Playing Fields changed from \$175 to 500. The Facility Use Application is made a part of these minutes.

Motion to accept the Facility Use Application with changes presented: Liz Morrow

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

11. Transportation Maintenance Agreement

a. Parsons Contract

George Wilhelm presented the contract between Parsons Transportation Management LLC and FACS beginning July 1, 2024 and running through June 30, 2025. The contract had 2 options. Following discussion the Board elected to accept option 2.

Motion to accept Option 2 contract with Parsons Transportation Management LLC. Annually \$10,725 or Monthly \$925.00 (Payment is Net 14). Materials are not included (oil, coolant, etc): Gene Miller

Seconded: Chris Sease

Discussion: None further

Motion Status: Approved Unanimously

12. If needed, Closed Session - Personnel, Contract Negotiations, Student Record Information - Pursuant to NC GS 143.318.11

a. Personnel

b. Facilities

Motion to go to Closed Session at 8:38 pm: Liz Morrow

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

13. Final Board items-If needed, Action in open session on any Closed Session topics.

Motion to approve candidates for employment with FACS as presented in closed session by Alison Moore and Chad Mitchell: Chris Sease

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Motion to Accept the bid for repairs to the Upper School Property proposed by Sammy Steed, Charlotte Quality Co. not to exceed \$88,000.00 and upon acceptance of positive references: Gene Miller

Seconded: Nick Lefko

Discussion: None

Motion Status: Approved Unanimously

Note: *With three Board members rotating off of the FACS Board of Directors, the Board elected to increase the members from 7 to 9. In order to do this without having to change our Bylaws, Cory Draughon, CEO Charter Success Partners, advised that the Board should appoint 1 member for a 1 year term and 1 person for a 2 year term. The 1 year term would expire at the end of 24-25 school year on June 30, 2025. The 2 year term would expire at the end of the 25-26 school year on June 30, 2026.*

Motion to accept the recommendations of the personnel committee to appoint the two Board candidates proposed in closed session, one candidate for 1 year and 1 candidate for 2 years. In the event that one of the 5 candidates that have been nominated, 3 at the closed session meeting on May 16, 2024 or the 2 nominated at this closed session meeting, then the Board will appoint the next member that was selected at this closed session meeting: Gene Miller

Seconded: Chris Sease

Discussion: None further

Motion Status: Approved Unanimously

Adjournment

Motion to Adjourn at 9:08pm: Jenna Griggs

Seconded: Chris Sease

Discussion: None

Motion Status: Approved Unanimously

Respectfully submitted,

Tim Williams, Secretary

May 2024 Volunteer Report

Coordinator hours		75.5
Regular Hours		178.0
Booster Club Hours	Not kept this month	
Palooza Day (16 volunteers)		64.0
Library Move to install new shelving		20.0
	Total Hours	337.5
	Yearly Total	3,804

This month again we have had Field Trips and 2 Paloozas with help from our background checked volunteers.

Our PTO hosted a Teacher Appreciation Week with goodies daily. They are making plans to work the Saturday and Sunday night of the Faith 4th Week.

Sir Purr Program to rally our EOG was a success for our 3rd-5th graders.

Our 8th graders had the "Bridging Ceremony" at Faith Lutheran Family Life on May 22nd.

Faith Civitans hosted an Appreciation Staff Breakfast on May 28th (a workday at Faith Lutheran).

Faith Baptist hosted the Spring Sports Recognition on May 21st.

Added another church to assist with clothing for emergencies, snacks for nurse to give as needed. Also, band aids, socks, and Kleenex needs. Union Lutheran was proud we asked them to help us with needs.

Volunteers removed all books from the Library....May 20-24... in preparation of installation of new shelving. A team from Latter Day Saints moved the boxes of books and furniture out of the Library.

Looking for a truckload (tractor trailer) of new furniture anytime now and need volunteers to unload the truck. I have a crew ready.

I nominated the 13 Flag Squad members for the Service Above Self recognition. Also, I made sure our Junior Civitan Advisor got a group nomination form to nominate our Junior Civitans for their community service efforts. Hopefully, our staff has noted Service Above Self within our school and will nominate. The SAS Recognition will be in January 2025 to recognize students for this school year. If you are reading this nominate students please.

Students were shuttled to Faith Lutheran on May 21st to practice for Bridge Ceremony for 8 th graders.
On May 22nd I settled the students that sang the National Anthem to and from Bridging Ceremony.

As I reflect back to volunteer hours.....the big month was in October when we moved in thee new school. Other big month for volunteers was in April. (October total was 827 hours and April the total was 758 hour)

The yearly volunteer hours total x \$29.50 (over all national volunteer rate).

$3801 \times \$29.50 = \$112,218$Patriot Strong.....

This total would be compared to a grant for our school.

So proud that we have parents, grandparents, and friends of our community that choose to volunteer with our classrooms, with our sports events, PTO activities, Paloozas, Field Trips, etc.

Submitted by Gloria Wilhelm
Volunteer and Outreach Coordinator

*All monthly Volunteer Reports are kept in a notebook in the Volunteer Office.
*Thanks to Melinda for totaling the hours for the report each month.

FACS Administrator Report

Director: Alison Moore & Chad Mitchell

Email: amoore@faithacademync.org, cmitchell@faithacademync.org

Date Range for Report: 5/21-6/17

Administrators Month in Review:

1. PTO Update-
 - a. Sheena Dietz, Volunteer Coordinator, has been working with Gloria Wilhelm and Nick Lefko to organize volunteers for food booths on June 29 and June 30. If anyone is interested in helping click this link:
<https://www.signupgenius.com/go/60B0C49AEAF28A46-50024540-faith>
 - b. PTO will meet at the end of June to plan the Bylaws and create a budget for 24-25
2. Boosters Update-
 - a. Boosters will enter a float in the 4th of July Parade
 - b.
3. Our 23-24 audit with Rebekah Barr is scheduled for June 24 at 1:00 pm. Tara is working hard to ensure all records are in place for review.
4. Volunteer Report- Gloria Wilhelm continues to pound the pavement to secure awesome volunteers for our school and activities. Monthly report for May in the attachments.
5. Library furniture was installed the week of May 28. Jenna Freeze has been working tirelessly to organize books into genres and age levels.
6. Elementary Summer Reading program was offered to select 2nd and 3rd graders. We have 21 students in attendance. They will attend June 3-June 20. Middle/High School summer school begins the week of June 25.
7. Admin team will be attending the Office of Charter Schools Summer training in Raleigh June 18-19.
8. Annual conference for the NCAssociation of Charter Schools will be held in Charlotte July 21-23. Alison, Alexandra, Amy and George are registered to attend.

Upcoming School/Community Events:

Date	Event	Board Member Support/Attendance Needed
June 29 and June 30	Working food booths at Faith Fourth	
Jul 26, 2024	Kindergarten Camp	2 sessions will be held 10-12 or 1:30-3:30, Board members are welcome to join for the parent portion
Jul 30, 2024	New Patriot Night from 5-7	Board Members are welcome to join us as we meet and greet all new students and their families.
Aug. 5-6	Capturing Kids Hearts training	Board members welcome to join for all or part of the training.

Personnel:

Type	Number of Employees	Changes/Updates
Administration	6	
Office	2	
Teachers (Full Time)		
Teachers (Part Time)		
Maintenance/Transportation	5	

Finance:

Noteworthy Expenses (Upcoming payment, renewal, recommendations for continuation or termination)	Proposed Exp or Already Approved Exp?	Contract or Pay as you Go?
Library Furniture		Pay
Furniture Order	\$90,000	

School Mission/Vision, Curriculum, Culture, and Climate:

***Related to our specific Charter**

Student Achievement:

Student Achievement:

-



FAITH ACADEMY CHARTER SCHOOL Budget Analysis Report (Reconciled)

Fiscal Year: 2024 - May

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Revenues							
▶ Rev- State Revenue	5,822,954.06	581,991.60	5,821,078.92	1,875.14	99.97	5,874,925.13	
▶ Rev- Local Revenue	1,601,817.00	287,238.16	1,704,039.01	-102,222.01	106.38	1,820,644.58	
▶ Rev- Federal Revenue	505,000.00	198,636.00	834,670.05	-329,670.05	165.28	960,422.93	
▶ Other Grants	0.00	1,500.00	101,395.95	-101,395.95	***	101,395.95	
▶ Nutrition Revenue	140,000.00	4,487.75	124,193.85	15,806.15	88.71	140,000.00	
▶ Rev- Athletic Revenue	0.00	749.00	22,540.00	-22,540.00	***	22,540.00	
▶ Rev- Student Activities	18,000.00	5,769.75	102,610.24	-84,610.24	***	102,610.24	
Revenues	8,087,771.06	1,080,372.26	8,710,528.02	-622,756.96	107.70	9,022,538.83	

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
Expenses							
▶ Salaries and Bonuses	3,639,265.03	331,757.18	3,553,798.29	85,466.74	97.65	3,903,541.42	
▶ Benefits	672,256.11	66,771.11	672,081.21	174.90	99.97	738,852.32	
▶ Books and Supplies	153,500.00	24,056.97	446,568.09	-293,068.09	290.92	470,057.25	
▶ Technology	191,000.00	1,753.26	202,437.66	-11,437.66	105.99	283,214.79	
▶ Contracted Student Services	350,000.00	43,046.99	518,493.95	-168,493.95	148.14	545,167.80	
▶ Staff Development	27,500.00	1,173.40	10,484.46	17,015.54	38.13	27,500.00	
▶ Administrative Services	704,400.00	42,616.26	694,015.67	10,384.33	98.53	789,891.19	
▶ Insurances	45,000.00	7,785.00	43,221.00	1,779.00	96.05	45,000.00	
▶ Rents and Debt Service	1,575,000.00	161,170.89	1,225,146.88	349,853.12	77.79	1,225,146.88	
▶ Facilities	133,500.00	9,764.40	173,081.19	-39,581.19	129.65	253,394.98	
▶ Utilities	115,000.00	10,098.94	114,336.83	663.17	99.42	128,194.38	
▶ School Activities	24,000.00	35,118.47	105,663.52	-81,663.52	440.26	106,151.15	
▶ Capital Purchases	135,000.00	0.00	52,367.88	82,632.12	38.79	135,000.00	
▶ Federal Grants	0.00	-15,469.92	5,784.00	-5,784.00	***	5,784.00	
Expenses	7,765,421.14	719,642.95	7,817,480.63	-52,059.49	100.67	8,656,896.16	
Surplus/(DEFICIT)	322,349.92	360,729.31	893,047.39	-570,697.47	7.03	365,642.67	

2.001 FAITH ACADEMY CHARTER SCHOOL PARENT/TEACHER ORGANIZATIONS AND BOOSTER COMMITTEES POLICY

The Bylaws of Faith Academy Charter School Article VI - C allow for committees. All committees are board appointed and operate under the supervision of the Board of Directors.

Faith Academy Charter School recognizes a parent/teacher committee is an effective way to actively involve parents in their children's school. The Board encourages the development and participation of parent committees that support the goals of the school. The primary parent/teacher committee of Faith Academy Charter School will be the *Patriot Parent Teacher Assembly*.

Parent Teacher committees and their activities reflect upon the school. As such, all parent committees must be approved for operation within the organizational structure of the school and authorized to operate on campus, use the name of the school, communicate with students and parents through use of the school's internet resources, and do business on school property. As such, they must communicate with the Administrator or Board of Directors in accordance with the criteria set forth in this policy. Parent committees which are not so approved and so authorized are not entitled to official access to the school's students or parents, free use of School facilities as "school-related" committees and shall not use the name of the school in the name of the committee.

The school's administration shall inform approved, authorized parent committees of specific goals and shall help these committees identify opportunities to assist the school in achieving these goals:

1. Parent/teacher committees or booster clubs that are involved with school activities, teachers, or students can establish additional guidelines and procedures by which it will operate, so long as they do not supersede this policy. This can include the appointment of non-board member officers for the committee.
2. Parent/teacher committees, such as the Patriot Parent Teacher Assembly, and booster clubs shall secure the advice and approval of the Administrator in planning any function in which students and/or teachers will participate while under the jurisdiction of Faith Academy Charter School.
3. A parent/teacher committee or booster club shall secure advance approval from the Board of Directors before planning a fund-raising activity intended to benefit a school program.
4. School Administration should assist parent/teacher committees and/or booster clubs in planning activities, not limited to fund raising, that serve school needs and involve significant numbers of interested parents/guardians/teachers in meaningful service to the school and their students. Once a fundraiser or activity has been agreed on by the committee the Administrator shall provide the information of the fundraiser and a

proposed budget with intended use of funds to the Board committee representatives.

The representatives will present the fundraiser proposal to the BOD at a board meeting for approval. Once the fundraiser is approved Charter Success Partners will be informed of the appropriate budget account for the funds to be assigned.

5. Parent/teacher committees and booster clubs are responsible for maintaining adequate financial records and ensuring that such records will be accessible to parents/guardians and school officials on request. Official records of accounts and finances related to the committee will be held by Charter Success Partners or Faith Academy Charter School.
6. All monies raised, earned, or utilized by the parent/teacher committee or booster club will be deposited within 48 hours of any fundraising event, held in an account owned by Faith Academy Charter School, and listed as a separate line item in the Charter School's budget. The parent/teacher committee's funds may be deposited by the President/Treasurer of the parent/teacher committee, however funds may only be withdrawn, or checks written, by Charter Success Partners or Faith Academy Charter School.
7. Any property that a parent/teacher committee or booster club donates for a school or a school activity shall be the property of Faith Academy Charter School, and the committee should receive prior acceptance by the Administrator before purchasing such items.
8. Parent/teacher committees and booster clubs will follow the hierarchy of communication and authority listed below:

