



# Kestrel Heights Public Charter School

## Regular Board Meeting

### Date and Time

Tuesday October 13, 2020 at 6:30 PM EDT

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Stephanie McGarrah	1 m
Please note which board members are present and absent for the Secretary.			
<b>B. Call the Meeting to Order</b>		Josephe Featherstone	1 m
The meeting will be called to order by the Chair.			
<b>C. Public Comment</b>		Josephe Featherstone	10 m
At each regular and special meeting which is open to the public, members of the public and employees of Kestrel Heights shall be afforded time, subject to reasonable constraints, to comment to the board.			
Public/employee comments and questions shall be:			
1) Limited to two minutes (2 minutes).			
2) Directed to the Board and not to individual members.			
3) Presented in a professional demeanor and not in a threatening, profane, vulgar or abusive manner.			
4) Topics that are relevant to the business matters of the Kestrel Board of Directors.			
5) Recognized after speaker provides their name to the Board President prior to addressing the Board.			
It shall be the decision of the Board if it is appropriate to respond to a question and which Board member will respond. The Board encourages all comments/questions to be submitted in writing to the board following the two minutes to ensure the entire message is heard by the board.			
Individuals who engage in repetitive comments/questions will be asked to refrain and/or yield the floor.			
<b>D. Approve September 2020 Regular Board Meeting Minutes</b>	Approve Minutes	Stephanie McGarrah	5 m
Approve minutes for Regular Board Meeting on September 8, 2020			
<b>E. Approve September Special Meeting Minutes</b>	Approve Minutes	Stephanie McGarrah	5 m
Approve minutes for Special Meeting (September #1) on September 29, 2020			
<b>F. Approve October Special Meeting Minutes</b>	Approve Minutes	Stephanie McGarrah	5 m
Approve minutes for Special Meeting (October 2020 #1) on October 6, 2020			

## II. Presentations

6:57 PM

To allow staff and visitors the opportunity to present at the onset of the meeting.

Presentations are taken out of the larger Sections and thus may not be directly aligned or not provided when other Sections are discussed (Academics, Finance, Governance)

### A. Athletic Director Annual Report Discuss Ron Hess 10 m

Coach Hess will share the current status of the Athletic Department, the plans as of today for Winter and Spring, and the overall direction of the athletic program.

### B. Updated BTSP Plan Vote Samantha Villegas 10 m

Policy TCED-016 was amended during the State Board of Education at the beginning of September. As a result, all Beginning Teacher Support Program Plans must be updated to reflect changes in policy. More specifically, all BT plans must include a statement about the completion of recent graduate surveys by both principals and BT1s. These surveys are required to measure the performance of the Educator Preparation Programs (EPPS). The updated plan has already been submitted and approved by DPI, pending Kestrel Heights Board approval.

### C. Renewal of Copy Machines Vote Mark Tracy and Bre Buckholz 10 m

Dr. Tracy and Ms. Buckholz will present a new lease for the copy machines on campus. Based on the overall cost of this contract, the Board of Directors will need to approve the expense.

Here are key documents to review:

Proposal- <https://drive.google.com/file/d/1vPjtCz1HLgdN06l5yWTi4e1pRid3mQ7E/view?usp=sharing>

Copy Count 1/2019-1/2020- [https://drive.google.com/file/d/1bBDYw4\\_4XrjOEHWfV1QFfozfunlBpBqo/view?usp=sharing](https://drive.google.com/file/d/1bBDYw4_4XrjOEHWfV1QFfozfunlBpBqo/view?usp=sharing)

## III. Governance

7:27 PM

### A. Title IX Policy Vote Governance Sub Committee 15 m

The Kestrel Heights Board of Directors will present the required Title IX Policy for review and vote.

### B. Policy Review Discuss Josephe Featherstone 20 m

The Board of Directors will annually review all polices and staff handbooks, the schedule is below. For the month of October the board is complete the 2nd read of the School and Community Policy

Staff Handbook  
June (First Read)  
July (Second Read)  
August (Board Approval)

School and Community Policy Section  
September (First Read)  
October (Second Read)  
November (Board Approval)

Finance Policy Section  
December (First Read)  
January (Second Read)  
February (Board Approval)

Employee Policy Section  
March (First Read)  
April (Second Read)  
May (Board Approval)

### C. Executive Director Report FYI Mark Tracy 5 m

Dr. Tracy will present his monthly report on the status of the school.

**D. 2020-21 Accreditation Process** FYI Mark Tracy 2 m

During the 2020-21 school year, Kestrel Heights Charter School is up for our Accreditation Renewal. Dr. Tracy will provide monthly updates to the Board of Directors to keep them abreast of the process.

The formal Accreditation visit will be on **February 7-9, 2021**

February 7, 2021- Team Arrival

February 8-9, 2021 On-site Engagement Review

February 9, 2021 Team Departure

**E. Monthly Epi Center Report** FYI Mark Tracy 5 m

Each Month Dr. Tracy will provide the Board an update on the Office of Charter School's required compliance submissions. This is an annual process and the primary compliance process for the state.

Stats as of October 8, 2020:

- Submitted:
  - Charter Amendment
    - 1 late submission, issue was at the state level
    - See email Correspondance
  - Board Meeting Scheduled
  - Guidance Check
  - LIEP Service Chart
  - Certification of Occupancy
  - Retirement System Dissolution Funds
- Upcoming Submissions
  - Board Admissions and Enrollment Policy
  - Lottery Application
  - Board Membership List
  - Board Conflict of Interest Policy
  - Civil and Liability Insurance Certificate
  - Board Criminal History Check Policy
  - EMO/CMO Public Records Request
  - School Performance Score and Letter Grade
  - Board Nepotism Policy
  - School Improvement Plan
  - Parent Grievance Policy
  - Employee Grievance Policy
  - Fire, OSHA, and Other Required Health or Safety Inspections

Statistics:

1. On-Time (8 out of 9)
2. Accurate (100%)
3. Complete 2:22
4. Past Due 0:9

**F. Kestrel Open Enrollment Period** Vote Mark Tracy 10 m

Based on the current policy, Open Enrollment is from October-last Friday of February. We are asking to move the start of the enrollment period to November to coincide with our marketing campaign.

#### **IV. Finance** **8:24 PM**

**A. Monthly Budget Report** FYI Mark Tracy 10 m

Dr. Tracy will present a review of the monthly budget. This section is a summary from the Executive Director and the Board Monthly Budget Report.

At the time of this submission, the school had not received the August 2020 reports.

<b>B. 2019-2020 Financial Audit</b>	Vote	Brandon Paris & Bre Buckholz	10 m
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In order to complete the Audit, the Kestrel Heights Board of Directors must complete a Management Representation Letter. A review of the audit and letter, it appears this required a board vote.

**V. Academics** **8:44 PM**

<b>A. Return to School Updates</b>	FYI	Mark Tracy	10 m
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Dr. Tracy will provide the board with a monthly update on the progress for returning to school in the 3rd quarter.

**VI. Closed Session** **8:54 PM**

<b>A. Enter Closed Session</b>	Vote	Josephe Featherstone	5 m
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The Board will enter Closed Session under NCGS § 143-318.11(a)(3), (5), and (6).

(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.

<b>B. Update from the Facilities Committee</b>	Discuss	Brandon Paris	15 m
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The Board will enter Closed Session under NCGS § 143-318.11(a)(3) and (5).

(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

**VII. Closing Items** **9:14 PM**

<b>A. Board Agenda for Next Month</b>	Discuss	Josephe Featherstone	5 m
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The Board will start the following Month's agenda based on this month's agenda and the Action-Based Calendar (link below).

Monthly Board of Directors Action-based Calendar:  
<https://drive.google.com/file/d/1cGI5XH-cG0rF6yq73FT3XGujhgiFWCHW/view?usp=sharing>

<b>B. Adjourn Meeting</b>	Vote		3 m
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