



# Kestrel Heights Public Charter School

## Regular Board Meeting

### Date and Time

Tuesday November 10, 2020 at 6:30 PM EST

### Location

Board meetings can be accessed virtual via the following link: <https://ncsu.zoom.us/j/91765050859>

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b> The meeting will be called to order by the Chair.		Josephe Featherstone	1 m
<b>B. Record Attendance and Guests</b> Please note which board members are present and absent for the Secretary.		Stephanie McGarrah	1 m
<b>C. Public Comment</b> 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.		Josephe Featherstone	10 m
<b>D. Approve October 2020 Regular Board Meeting Minutes</b>  Approve minutes for Regular Board Meeting on October 13, 2020	Approve Minutes	Stephanie McGarrah	5 m
<b>II. Presentations</b>			<b>6:47 PM</b>
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. Renewal of Copy Machines** Vote Bre Buckholz 10 m

Ms. Buckholz will provide an update on the copy machine contract. When presented last month, the board requested additional information. Ms. Buckholz will be providing the updated information. Based on the overall cost of this contract, the Board of Directors will need to approve the expense.

**B. 2019-2020 Financial Audit** Vote Barr Associates & Bre Buckholz 10 m

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.

**C. Annual Technology Presentation** FYI Steve Joyner 10 m

**D. Marketing Update & Change in Enrollment Process** Vote Jennifer Lucas 15 m

Ms. Lucas will present her monthly update pertaining to Marketing. She will also present recommendations to modify the enrollment process for the 2021-22 school year

**E. Update from the Facilities Committee** Discuss Brandon Paris 15 m

**F. 2020-21 Accreditation Process** FYI Andrew Touchette 5 m

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

The formal Accreditation visit will be on **April 11-14, 2021**

**III. Governance**

**7:52 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** Vote 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. 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 November 5, 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 (Nov 30)
  - Lottery Application (Nov 30)
  - Board Membership List (Nov 30)
  - 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 4; Review Pending 0; Approval Pending 5; Unsatisfied 13 (Not Due Yet)
4. Past Due 0:9

**IV. Finance** 8:37 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. Updated 2020-21 Budget** FYI Mark Tracy 15 m

Dr. Tracy will provide the updated operating budget for the 2020-21 school year. This budget is updated with staffing, revenue, and expenses.

**C. Bonuses for Teacher Assistants and Administrators** Vote Mark Tracy and Bre Buckholz 10 m

**DPI provided instruction back in September as to how Teachers and Instructional Support staff would be paid a bonus in the October payroll. Since the Administration and Teacher assistants were not eligible for this bonus, but have also played a key role during the pandemic, Kestrel is recommending to match the bonus. Meaning, the Administration and Teacher assistants would be paid in the same amount of \$350 in the December payroll. We value all of our Staff and want to demonstrate our appreciation across the board.**

**We currently have 9 Administrators and 4 Teacher assistants ( 13 Admin/TA staff X \$350 = \$4,550)**

**V. Academics**

**9:12 PM**

**A. Return to School Updates** FYI Mark Tracy 10 m

Dr. Tracy will provide the board with a monthly update on the progress for returning to school in the 3rd quarter.

**VI. Closed Session**

**9:22 PM**

**A. Enter Closed Session** Vote Josephe Featherstone 5 m

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.

**VII. Closing Items**

**9:27 PM**

**A. Board Agenda for Next Month** Discuss Josephe Featherstone 5 m

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. Adjourn Meeting** Vote 3 m