



# Kestrel Heights Public Charter School

## Regular Board Meeting

### Date and Time

Tuesday December 8, 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 November 2020 Regular Board Meeting Minutes</b>  Approve minutes for Regular Board Meeting on November 10, 2020	Approve Minutes	Stephanie McGarrah	5 m
<b>II. Key Agenda Items &amp; Presentations</b>			<b>6:47 PM</b>

The Board has prioritized the agenda to start the meeting with the most impactful agenda items to the school's mission and goals. The Board has also strategically placed all presentations at the onset to allow staff and visitors the opportunity to present at the onset of the meeting.

Presentations may be taken out of the larger Sections and thus may not be directly aligned or not provided when other Sections are discussed.

**A. Marketing Update** Vote Jennifer Lucas 5 m

Ms. Lucas will present her monthly update pertaining to Marketing.

December 8 Update:

- Completed items:
- Application platform
- Initial postcard drop
- 10-day ad rotation campaign
- Live Application Window
- Parent sessions identified

Next steps:

- Develop parent info session presentation or talking points
- Advertise in local magazine or paper?
- Activate current student community in the recruitment process
- Manage web traffic on the social media digital campaign and website

**B. 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**

**C. Return to School Planning** Discuss Mark Tracy 60 m

Dr. Tracy will provide the Board of Directors with an update on the progress toward the return of scholars on January 26.

1. Share Parent Survey Results
2. Share Staff Survey Results
3. Share Updated Durham County Health Information Report
4. Share Return to School PowerPoint
5. Share Precautions and Procedures PowerPoint

Additional Information

Parent Meetings:

English Meeting: <https://drive.google.com/file/d/1ck4CJ0LxOIhzLC53PAxJ0uXZYQgy4qyK/view?usp=sharing>

Spanish Meeting: <https://drive.google.com/file/d/1yq4-0MqQ7M1CfG7HRpkidY8M0f30o3Sz/view?usp=sharing>

**III. Committee Reports**

**7:57 PM**

The Board of Directors has developed four Sub-Committees to help meet the goals established by the board and to ensure our school is living up to our mission. Each sub-committee will provide a monthly update on the progress that has been made since the last meeting.

**A. Academics Sub-Committee** Discuss Adrienne Davis

The Academic sub-committee will provide a monthly update to the Board.

**B. Governance Sub-Committee** Discuss Morgan Callahan 30 m

The Governance sub-committee will provide a monthly update to the Board.

**Annual Policy Review**

- Staff Handbook: June (First Read); July (Second Read); August (Board Approval)
- School and Community Policy: September (First Read); October (Second Read); November (Board Approval)
- Finance Policy: December (First Read); January (Second Read); February (Board Approval)
- Employee Policy: March (First Read); April (Second Read); May (Board Approval)

**C. Finance Sub-Committee** Discuss Brandon Paris 15 m  
The Finance sub-committee will provide a monthly update to the Board.

**D. Monthly Budget Report** FYI Mark Tracy 5 m  
Dr. Tracy will present a review of the monthly budget.

**E. Facilities Sub-Committee** Discuss Brandon Paris & Robin Clement 15 m  
The Facilities sub-committee (which is a sub-committee of the Finance Committee) will provide a monthly update to the Board.

**F. Development Sub-Committee** Discuss Dalia Singleton 15 m  
The Development sub-committee will provide a monthly update to the Board.

**IV. Operational Reports** **9:17 PM**

Dr. Tracy will provide monthly updates to matters pertaining to the operation of the school.

**A. Executive Director Report** FYI Mark Tracy 5 m  
Dr. Tracy will present his monthly report on the status of the school.

December 2020: 1st Quarter Data Presentation for Staff  
- [https://drive.google.com/file/d/1Qwd9\\_WHn7uYBY0TsznlcrXqGrFPgww3P/view?usp=sharing](https://drive.google.com/file/d/1Qwd9_WHn7uYBY0TsznlcrXqGrFPgww3P/view?usp=sharing)

**B. 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 December 3, 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
- Lottery Application
- Board Membership List
- Board Admissions and Enrollment Policy
- Upcoming Submissions
  - Board Conflict of Interest Policy (Due: 1/29/21)
  - Civil and Liability Insurance Certificate (Due: 1/29/21)
  - Board Criminal History Check Policy (Due: 2/26/21)
  - EMO/CMO Public Records Request (Due: 2/26/21)
  - School Performance Score and Letter Grade (Due: 3/31/21)
  - Board Nepotism Policy (Due: 3/31/21)
  - School Improvement Plan (Due: 3/31/21)
  - Parent Grievance Policy (Due: 4/30/21)
  - Employee Grievance Policy (Due: 4/30/21)
  - Fire, OSHA, and Other Required Health or Safety Inspections (Due: 4/30/21)

Statistics:

1. On-Time (11 out of 12)
2. Accurate (100%- 12 out 12)
3. Complete 5; Review Pending 0; Approval Pending 7; Unsatisfied 10 (Not Due Yet)
4. Past Due 0:12

**V. Academics**

**VI. Closed Session**

**9:27 PM**

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

**VII. Closing Items**

**9:32 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/1cGl5XH-cG0rF6yq73FT3XGujhgiFWCHW/view?usp=sharing>

**B. Adjourn Meeting** Vote 3 m