



# Kestrel Heights Public Charter School

## Regular Board Meeting

### Date and Time

Tuesday January 12, 2021 at 6:30 PM EST

### Location

Board meetings can be accessed virtual via the following

link: <https://ncsu.zoom.us/j/91765050859>

Password is KHCS

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>		Josephe Featherstone	1 m
The meeting will be called to order by the Chair.			
<b>B. Record Attendance and Guests</b>		Stephanie McGarrah	1 m
Please note which board members are present and absent for the Secretary.			
<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.			

**Purpose    Presenter    Time**

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 December 2020 Regular Board Meeting Minutes</b>               | Approve Minutes | Stephanie McGarrah | 5 m |
| Approve minutes for Regular Board Meeting on December 8, 2020               |                 |                    |     |
| <b>E. Approve December 10 Special Meeting Minutes</b>                       | Approve Minutes | Stephanie McGarrah | 5 m |
| Approve minutes for Special Meeting (December 2020 #1) on December 10, 2020 |                 |                    |     |

**II. Key Agenda Items & Presentations 6:52 PM**

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.

- |                            |      |                |     |
|----------------------------|------|----------------|-----|
| <b>A. Marketing Update</b> | 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>B. 2020-21 Accreditation Process</b> | 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**

- |                                     |      |   |     |
|-------------------------------------|------|---|-----|
| <b>C. Updated Mission Statement</b> | Vote | Adrienne Davis,<br>Morgan Callahan,<br>Andrew | 5 m |
|-------------------------------------|------|---|-----|

Purpose	Presenter	Time
	Touchette, Mark Tracy	

In order for KHS to update its current mission, the Board will need to approve the new mission.

Additions are in bold.

*Kestrel Heights is a small, diverse, and inclusive learning community in Durham. **Our mission is to empower our scholars to sharpen academic knowledge, demonstrate creative expression, and expand leadership abilities to prepare for success in high school, college, and beyond.***

D. Return to School Planning	Vote	Josephe Featherstone	30 m
------------------------------	------	-------------------------	------

The Board of Directors will provide an update on the data and progress toward the return of scholars on January 26. The Board will vote on any possible changes to the reopening plan for January 26.

COVID County Alert System Bi-Monthly Report:  
<https://files.nc.gov/covid/documents/dashboard/COVID-19-County-Alert-System-Report.pdf>

E. 2020-2021 Emergency Operations Plan	FYI	Mark Tracy	5 m
--	-----	------------	-----

Dr. Tracy will present the 2020-2021 Emergency Operations Plan for the Board review. This is not a voting item.

Please note that all COVID-19 related Safety Measures are not included in this document. The EOP is a long term plan for safety operations for the school, while COVID is a unique short-term safety issue that is fluid and requires consistent updates.

### III. Committee Reports 7:42 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. Governance Sub-Committee	Vote	Morgan Callahan	10 m
-----------------------------	------	--------------------	------

The Governance sub-committee will provide a monthly update to the Board, including the Board member's code of conduct.

B. Monthly Budget Report	FYI	Mark Tracy	5 m
--------------------------	-----	------------	-----

Dr. Tracy will present a review of the monthly budget.

C. Facilities Sub-Committee	Vote	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.

January Meeting: Board needs to vote to increase the added costs to the previously approved total.

	Purpose	Presenter	Time
D. Development Sub-Committee	Discuss	Dalia Wimberly	5 m

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

#### IV. Operational Reports

8:17 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.

B. Monthly Epi Center Report	FYI	Mark Tracy	2 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
  - Board Conflict of Interest Policy (New)
  - Civil and Liability Insurance Certificate (New)
- Upcoming Submissions
  - 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 (19 out of 20)
2. Accurate (100%- 20 out 20)
3. Complete 12; Review Pending 0; Approval Pending 8; Unsatisfied 9 (Not Due Yet)
4. Past Due 0:20

Purpose Presenter Time

**V. Academics**

**VI. Closed Session**

**8:24 PM**

**A. Enter Closed Session** Vote Mark Tracy 15 m

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

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**

**8:39 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).

**B. Adjourn Meeting** Vote 3 m