



# Kestrel Heights Public Charter School

## Regular Board Meeting

**Date and Time**

Tuesday February 9, 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. Public Comment Submission</b>			1 m
Please sign up for Public Comment, in person please use the sign-up sheet, and if virtual please enter your name in the comment section. Please note the Public Comment expectations.			
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.			
<b>C. Record Attendance and Guests</b>		Stephanie McGarrah	1 m
Please note which board members are present and absent for the Secretary.			
<b>D. Approve January 2021 Regular Board Meeting Minutes</b>	Approve Minutes	Stephanie McGarrah	5 m
<b>E. Public Comment</b>		Josephe Featherstone	10 m

	Purpose	Presenter	Time
At each regular and special meeting which are 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.			

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 after the two minutes to ensure the entire message is heard by the board.

Out of respect of time, individuals who engage in repetitive comments/questions will be asked to refrain and/or yield the floor.

## II. Key Agenda Items & Presentations

**6:48 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. Approval of 2021-2022 School Year Calendar</b>	Vote	Suzanne Vargas	10 m
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The Calendar Committee has completed the Academic and Teacher 2021-2022 School. Ms. Vargas will provide a brief summary of the collaborative process to develop the calendar and respond to questions about the calendar. This is an action item that will require a vote.

<b>B. Title I State Audit Follow Up</b>	FYI	Tonya Jackson	10 m
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Ms. Jackson will provide an update to the board pertaining to a recent Title I Review and Audit. She will discuss the results and the follow-up actions from the school.

Documents: <https://drive.google.com/drive/folders/18ym8fDpgUPQjxvwgoQRRDQDHjJsUJL7O?usp=sharing>

<b>C. Marketing Update</b>	Vote	Jennifer Lucas	5 m
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Ms. Lucas will present her monthly update pertaining to Marketing.

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>D. 2020-21 Accreditation Process</b>	FYI	Andrew Touchette	5 m
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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>E. Return to School Planning</b>	Vote	Joseph Featherstone	30 m
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The Board of Directors will provide an update on the data and progress toward the return of scholars on March 1. The Board will vote on any possible changes to the reopening plan for March 1.

COVID County Alert System Bi-Monthly Report:

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

	Purpose	Presenter	Time
February 5th Staff Meeting: Return to School Prep (Recording): <a href="https://drive.google.com/file/d/1uJsK5qfTomsu5k5eij8N4-b_MWly1jZF/view?usp=sharing">https://drive.google.com/file/d/1uJsK5qfTomsu5k5eij8N4-b_MWly1jZF/view?usp=sharing</a>			

<b>F. Strategic Planning Proposal</b>	Vote	Mark Tracy	20 m
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Dr. Tracy will present a plan on how to develop the strategic plan by July 2021. This plan includes a community-based process that is lead by a third-party vendor who is an expert in strategic planning and understands the unique needs of charter schools.

Dr. Tracy will provide the key goals for the consultant, provide proposals from consultants, identify how the organization will pay for this process, and make a recommendation for the contract.

<b>G. Educational Model</b>	Vote	Mark Tracy & Samantha Villegas	30 m
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Dr. Tracy will make a formal recommendation for modifying Kestrel's Charter to reflect a Blended Learning Model as opposed to a Paideia Model.

**III. Academics 8:38 PM**

<b>A. Middle of the Year iReady Report</b>	FYI	Mark Tracy	10 m
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Dr. Tracy will present the Middle of the Year iReady Report. iReady is an intuitive testing program that is administered three times a year in reading and mathematics. The assessments gauge both scholar knowledge levels in reading and math but also identifies how much growth the scholar has gained throughout the school year.

**IV. Operational Reports 8:48 PM**

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

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

<b>B. Monthly Epi Center Report</b>	FYI	Mark Tracy	2 m
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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 February 4, 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)

	Purpose	Presenter	Time
◦ 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

**V. Committee Reports**

**8:55 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

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

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.

**D. Development Sub-Committee**

Discuss

Dalia Wimberly

5 m

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

**E. End of Year Spending Proposal**

Discuss

Mark Tracy

10 m

Dr. Tracy will provide a recommendation on how to spend funds remaining in the overall budget. He will provide details on the line items that have available funding, the rationale for the projects, and how the school could fund these projects.

**VI. Closed Session**

**9:15 PM**

**A. Enter Closed Session**

Vote

Mark Tracy

15 m

§ 143-318.11. Closed sessions.

	Purpose	Presenter	Time
(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:		

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or an 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. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

**VII. Closing Items**

**9:30 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
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