



# Kestrel Heights Public Charter School

## Regular Board Meeting

### Date and Time

Tuesday March 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. The Board will first record those in attendance and approve the minutes, after that process, the Board will listen to public comments.			
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

Purpose    Presenter                      Time

Please note which board members are present and absent for the Secretary.

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|--|-----------------|----------------------|------|
| <b>D.</b> Approve January 2021 Regular Board Meeting Minutes | Approve Minutes | Stephanie McGarrah   | 5 m  |
| <b>E.</b> Public Comment                                     |                 | Josephe Featherstone | 10 m |

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.

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|---|------|--------------|-----|
| <b>A.</b> Annual Approval of Audit Services | Vote | Bre Buckholz | 5 m |
|---|------|--------------|-----|
- Ms. Buckholz, Director of Operations, will present the contract for Audit Services for the 2021-2022 School Year. This item requires a Board vote.

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| <b>B.</b> Adjustment to Teacher Assistant Salary Scale | Vote | Bre Buckholz | 10 m |
|--|------|--------------|------|
- The Board of Directors has requested a review of the compensation for Teacher Assistants. Ms. Buckholz has a proposal to address the Board's desire to increase Teacher Assistant rates.

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|-----------------------------------|------|--------------|-----|
| <b>C.</b> Annual Insurance Update | Vote | Bre Buckholz | 3 m |
|-----------------------------------|------|--------------|-----|
- Ms. Buckholz will present on the annual renewal for General Liability, Vehicle, and Property. The current insurance will expire in April.

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|-----------------------------------|------|-------------------|------|
| <b>D.</b> EOG Summer Program Plan | Vote | Samantha Villegas | 10 m |
|-----------------------------------|------|-------------------|------|
- The Director of Instruction will provide the plan for this summer's EOG Summer Program Plan. This will require a vote.

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|---|-----|------------------|-----|
| <b>E.</b> 2020-21 Accreditation Process | FYI | Andrew Touchette | 3 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**

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|-------------------------------------|------|------------|------|
| <b>F.</b> Return to School Planning | Vote | Mark Tracy | 30 m |
|-------------------------------------|------|------------|------|

	Purpose	Presenter	Time
The Board of Directors will provide an update on the data and progress toward the return of scholars on April 27. The Board will vote on any possible changes to the reopening plan for April 27.			

Staff Vaccination Data

<b>G. Marketing Update</b> Marketing report to be submitted.	FYI	Mark Tracy	1 m
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<b>H. Strategic Planning Update</b> Ten Square Consultants or Dr. Tracy will provide a monthly update on the Strategic Planning process.	FYI	Mark Tracy	5 m
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### III. Academics

**7:55 PM**

<b>A. Blended Learning Update</b> Monthly the administration will provide an update on the progress for implementing the Blended Learning Model.	FYI	Samantha Villegas	3 m
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<b>B. Mind Brain Education</b> Monthly the administration will provide an update on the progress for implementing Mind Brain Education.		Stacy Kennedy	3 m
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### IV. Operational Reports

**8:01 PM**

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

<b>A. Executive Director Report</b> Dr. Tracy will present his monthly report on the status of the school.	FYI	Mark Tracy	5 m
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<b>B. Monthly Epi Center Report</b> 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.	FYI	Mark Tracy	2 m
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Stats as of March 4, 2021:

- 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

- |   | Purpose  | Presenter | Time |
|---|--|-----------|------|
| • | ◦ Lottery Application  |           |      |
|   | ◦ Board Membership List  |           |      |
|   | ◦ Board Admissions and Enrollment Policy                                     |           |      |
|   | ◦ Board Conflict of Interest Policy (New)                                    |           |      |
|   | ◦ Civil and Liability Insurance Certificate (New)                            |           |      |
|   | ◦ Board Criminal History Check Policy  |           |      |
|   | ◦ EMO/CMO Public Records Request   |           |      |
|   | ◦ Board Nepotism Policy  |           |      |
|   | ◦ Parent Grievance Policy  |           |      |
|   | ◦ Employee Grievance Policy  |           |      |
| • | Upcoming Submissions   |           |      |
|   | ◦ School Performance Score and Letter Grade (Due: 3/31/21)                   |           |      |
|   | ◦ School Improvement Plan (Due: 3/31/21)                                     |           |      |
|   | ◦ Fire, OSHA, and Other Required Health or Safety Inspections (Due: 4/30/21) |           |      |

Statistics:

1. On-Time (24 out of 25)
2. Accurate (100%- 25 out 25)
3. Complete 14; Review Pending 0; Approval Pending 11; Unsatisfied 9 (Not Due Yet)
4. Past Due 0:25

**V. Committee Reports**

**8:08 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.

<b>A. Academic Sub-Committee</b>	FYI	Adrienne Davis	5 m
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The Academic Sub-Committee will provide the Board a monthly update.

<b>B. Governance Sub-Committee</b>	FYI	Morgan Callahan	5 m
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The Governance sub-committee will provide a monthly update to the Board.

<b>C. Monthly Budget Report</b>	FYI	Mark Tracy	5 m
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Dr. Tracy will present a review of the monthly budget.

<b>D. End of Year Spending Proposal</b>	Vote	Mark Tracy	10 m
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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.

<b>E. Facilities Sub-Committee</b>	FYI	Brandon Paris & Robin Clement	
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	Purpose	Presenter	Time
The Facilities sub-committee (which is a sub-committee of the Finance Committee) will provide a monthly update to the Board.			

<b>F. Development Sub-Committee</b>	Discuss	Dalia Wimberly	5 m
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The Development sub-committee will provide a monthly update to the Board.

**VI. Closed Session 8:38 PM**

<b>A. Enter Closed Session</b>	Vote	Mark Tracy	15 m
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§ 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:

(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 8:53 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).

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