



# Kestrel Heights Public Charter School

## Regular Board Meeting

**Date and Time**

Tuesday April 13, 2021 at 6:30 PM EDT

**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, given the virtual setting, 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
Please note which board members are present and absent for the Secretary.			
<b>D. Approve March 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. Marketing Update</b>	FYI	Jennifer Lucas	3 m
Marketing report to be submitted.			

<b>B. Facilities Sub-Committee</b>	Vote	Brandon Paris & Robin Clement	10 m
The Facilities sub-committee (which is a sub-committee of the Finance Committee) will provide a monthly update to the Board.			

<b>C. Mind Brain Education</b>		Stacy Kennedy	3 m
Monthly the administration will provide an update on the progress for implementing Mind Brain Education.			

<b>D. Insurance Renewal</b>	FYI	Bre Buckholz	5 m
Due to the upcoming renewal of our Worker's compensation policy, our liability insurance broker went to the market and came back with a very competitive rate with a new Carrier (The Hartford). The recommendation is for Kestrel to move to the new carrier (quote #2) as well as align the effective date to 07/01.			

**III. Academics 7:09 PM**

<b>A. Blended Learning Update</b>	FYI	Samantha Villegas	3 m
Monthly the administration will provide an update on the progress for implementing the Blended Learning Model.			

April Update (From Ms. Villegas)

- Blended learning committee continues to meet to define and refine what blended learning will look like at KHS
- Committee has identified several books that will potentially be used for book studies and to craft professional development. The books are on order and should arrive soon.
- Working to refine a blended learning model that will work with the current HMH curriculum

**IV. Operational Reports 7:12 PM**

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

<b>A. 2020-21 Accreditation Process</b>	FYI	Andrew Touchette	3 m
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**Purpose      Presenter      Time**

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**

April Update:

Cognia's "Engagement Review," or accreditation visit, is in the process now. The team from Cognia just wrapped up their second day. They will present their report to the Leadership Team tomorrow afternoon.

Thank you to board members Foi-Watson, Davis, Paris, and Wimberly for participating in the Board Interview Panel yesterday.

Thank you to all students, parents, staff, and community members who have participated. They have represented us well.

Thank you to Accreditation Committee Members Ms. Carr, Mr. Price and Ms. Thomas for their work in organizing the Cognia visit.

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

**C. Return to School Planning**      Vote      Mark Tracy      10 m  
The Board of Directors will provide an update on the data and progress toward the return of scholars on April 19.

**Return to School Videos and PowerPoints**

**Return to School Communication Log:**

<https://docs.google.com/document/d/1uGflyrodoNKm61d9itWe6mMH6MpD1HxESWBY9YCvunM/edit?usp=sharing>

**Kestrel Heights Return to School Plan PowerPoint:**

<https://docs.google.com/presentation/d/1KQzeiRIAjqu1uHqUleR2z8I3-8Oedrly3-YM9VYs7DM/edit?usp=sharing>

**Mask Up Video:**

<https://animoto.com/play/SEpts6nDCRjHTv7swVlxeQ>

**Greenlight Video:**

[https://duke.zoom.us/rec/play/YABBCf9UX1f0SKPJzHGTeHSvsh8OB3qJQ6LJK1aXg54XBgcczsu3ila5leWhVP-t\\_UMmIJbNCT5\\_B4.JTNHwrHskCLiGLZ2?continueMode=true&\\_x\\_zm\\_rtaid=mpiV5qIhSoWsvw6-RiRfCQ.1614176174880.34a4b78cdc37ba053aac8b8701a6e3c7&\\_x\\_zm\\_rhtaid=548](https://duke.zoom.us/rec/play/YABBCf9UX1f0SKPJzHGTeHSvsh8OB3qJQ6LJK1aXg54XBgcczsu3ila5leWhVP-t_UMmIJbNCT5_B4.JTNHwrHskCLiGLZ2?continueMode=true&_x_zm_rtaid=mpiV5qIhSoWsvw6-RiRfCQ.1614176174880.34a4b78cdc37ba053aac8b8701a6e3c7&_x_zm_rhtaid=548)  
<https://drive.google.com/file/d/1IZIokJDmykQGIDo6J35FthMPhZnv9d3F/view?usp=sharing>

**Arrival Video:** [https://drive.google.com/file/d/1XR9--3SVqNCQkgTKr69L8fyGlscoc\\_SJ/view?usp=sharing](https://drive.google.com/file/d/1XR9--3SVqNCQkgTKr69L8fyGlscoc_SJ/view?usp=sharing)

**Dismissal Video:** <https://drive.google.com/file/d/1RSMuH9YX6p7GUicQG5tWuXtkrKzXeAXV/view?usp=sharing>

**Dress Code:** <https://drive.google.com/file/d/1d8WEhB1oHtFFQDW3N4tOZYAuwsd6-kLX/view?usp=sharing>

**March 17 Parent Meeting PowerPoint:**

[https://drive.google.com/file/d/10anl01E2\\_AanqrDk9fqOh3Uy4k0rGUqC/view?usp=sharing](https://drive.google.com/file/d/10anl01E2_AanqrDk9fqOh3Uy4k0rGUqC/view?usp=sharing)

- English Recording: None Internet Issues
- Spanish Recording: <https://drive.google.com/file/d/1oT24PBka58WqpzdJsMBhYAN222yx3yqx/view?usp=sharing>

	Purpose	Presenter	Time
<b>April 7 Parent Meeting PowerPoint:</b>			
<a href="https://drive.google.com/file/d/1JqvjHzQKMkov581yq3Ho54PBTHc3B_yw/view?usp=sharing">https://drive.google.com/file/d/1JqvjHzQKMkov581yq3Ho54PBTHc3B_yw/view?usp=sharing</a>			

- **English Recording:** [https://drive.google.com/file/d/1xO7r\\_vsVgWmY-ENdTQ0QoQ7557V7qw3e/view?usp=sharing](https://drive.google.com/file/d/1xO7r_vsVgWmY-ENdTQ0QoQ7557V7qw3e/view?usp=sharing)
- **Spanish Recording:** <https://drive.google.com/file/d/1sN68jxwLA4yuAPtI1RAIsaYqVMnYkpR/view?usp=sharing>

<b>D. Strategic Planning Update</b>	FYI	Mark Tracy	5 m
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Ten Square Consultants or Dr. Tracy will provide a monthly update on the Strategic Planning process.

April 2021 Update

- **Focus Groups and Interviews**
  - **Progress:** TenSquare has now hosted focus groups with the following stakeholder groups:
    - Board Members 3/9
    - Strategic Planning Subcommittee 3/11 & 4/8
    - Parents and Families (Spanish Speaking) 3/22
    - Staff Focus Group 3/26
    - Mark Tracy 3/31
  - **Next Steps**
    - Parent and Family Focus Group (in English) @ 4/12 PTA Meeting at 6:00 pm
    - Follow-up Interviews - TenSquare will conduct follow-up interviews as needed to gather additional data
- **Document and Data Collection and SWOT Analysis & Landscape Review**
  - **Progress:**
    - TenSquare is currently in the process of conducting the SWOT analysis and landscape review, based on documents, data, and interviews/focus groups
  - **Next steps - Sharing Initial Findings - TenSquare anticipates sharing initial findings and recommendations in early May, and, with feedback from the Kestrel Board and Team, finalizing a Roadmap and Plan in June.**

<b>E. 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 April 8, 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
  - Lottery Application
  - Board Membership List
  - Board Admissions and Enrollment Policy
  - Board Conflict of Interest Policy (New)
  - Civil and Liability Insurance Certificate (New)

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>◦ Board Criminal History Check Policy</li> <li>◦ EMO/CMO Public Records Request</li> <li>◦ Board Nepotism Policy</li> <li>◦ Parent Grievance Policy</li> <li>◦ Employee Grievance Policy</li> <li>◦ School Performance Score and Letter Grade</li> <li>• Upcoming Submissions <ul style="list-style-type: none"> <li>◦ None</li> </ul> </li> </ul>			

Statistics:

1. On-Time (28 out of 29)
2. Accurate (97%- 29out 30)
  1. OHSA had to be resubmitted with updated inspections
3. Complete 18 of 29; Review Pending 0; Approval Pending 11
4. Past Due 0:29

**V. Committee Reports**

**7:37 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
The Academic Sub-Committee will provide the Board a monthly update.			
<b>B. Governance Sub-Committee</b>	FYI	Morgan Callahan	5 m
The Governance sub-committee will provide a monthly update to the Board.			
<b>C. Monthly Budget Report</b>	FYI	Mark Tracy	5 m
Dr. Tracy will present a review of the monthly budget.			
<b>D. Development Sub-Committee</b>	Discuss	Dalia Wimberly	5 m
The Development sub-committee will provide a monthly update to the Board.			
<b>E. Board Member Recruitment and Elections</b>	Discuss	Josephe Featherstone	20 m
Board President will set a calendar and plan for Board member recruitment and Board Elections			

**VI. Closed Session**

**8:17 PM**

<b>A. Enter Closed Session</b>	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:			

	Purpose	Presenter	Time
(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**

**8:32 PM**

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