



# Kestrel Heights Public Charter School

## Regular Board Meeting

### Date and Time

Tuesday May 11, 2021 at 6:30 PM EDT

### Location

**Board meetings can be accessed virtual via the following link:**

<https://zoom.us/j/97270389749?pwd=VIEyYlVVL2V1THlZdnVleUZSUmU2Zz09>

Meeting ID: 972 7038 9749

Password = KHCS

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.			

	Purpose	Presenter	Time
<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
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Approve minutes for Regular Board Meeting on April 13, 2021

<b>E. Public Comment</b>		Joseph Featherstone	10 m
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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
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Marketing report to be submitted.

<b>B. Strategic Planning Update</b>	FYI	Mark Tracy	3 m
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Ten Square Consultants or Dr. Tracy will provide a monthly update on the Strategic Planning process.

May 2021 Update

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

May Update

Our MBE Virtual Launch happens Friday, May 7th! This kick-off event will be led by Glenn Whitman from The Center for Transformative Teaching and Learning (CTTL: <https://www.thecttl.org>). This year-long professional development plan will be released to staff in 4 increments:

May 7th: Track 1: Learning Environments opens to staff

June 7th: Track 2: Curriculum Design opens to staff

July 7th: Track 3: Pedagogy & Assessment opens to staff

August 7th: Track 4: Student Success & Well-Being opens to staff

Purpose      Presenter      Time

We are not requiring the staff to immediately engage with these materials, however, we wanted to give staff the option of working through the modules over the summer if they preferred. The MBE Sub-Committee will work over the summer to create the activities for the four staff MBE Community Learning events!

**D. Blended Learning Update**      FYI      Samantha Villegas      3 m

Monthly the administration will provide an update on the progress for implementing the Blended Learning Model.

May Update (From Ms. Villegas)

**E. End of Grade and End of Course Testing Plan**      Vote      Samantha Villegas      10 m

Ms. Villegas will provide the Board a brief update on the EOG/EOC testing plan for the 2020-21 School Year. A vote may be required.

**F. 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 was on **April 11-14, 2021**

May Update:

Our Accreditation Audit, or as it is officially known as "the Cognia Engagement Review" concluded on Wednesday, April 14, one day after our last board meeting. The team of volunteers from Cognia was led by an assistant superintendent from a school district in rural Eastern North Carolina. The team was generally impressed by our school. They shared that they believe we are heading in the right direction. The official report and accreditation will not be published until later this month. We plan to share that with the board in our June meeting. Thank you to the School Improvement Committee, the Accreditation Sub-Committee (Ms Carr, Mr Price and Ms Thomas) for all of their work on this successful endeavor. Moreover, we would like to thank all board members, parents, community partners, teachers, staff and scholars who volunteered their valuable time to serve on Panel Interviews.

**G. Facilities Sub-Committee**      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.

**H. COVID-19 Federal Relief Funds**      FYI      Tonya Jackson      10 m

Ms. Jackson will provide a brief presentation on how we are planning on using COVID relief funds.

**III. Academics**

Purpose Presenter Time

**IV. Operational Reports**

**7:33 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 Budget Report** FYI Mark Tracy 5 m

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

**C. Return to School Planning** Vote Mark Tracy 3 m

Dr. Tracy will provide an update on the return of scholars on April 19.

1. Overall a smooth opening
2. Scholars are engaged with instruction and meeting behavioral expectations
3. We have not seen a significant increase in illness for staff or scholars (informal data)
4. Onsite Testing starting 5/6/21
5. Staff and scholars are getting more comfortable with in-person instruction
6. Trend data does have scholars moving from in-person to virtual
7. No major issues to report at this time

**D. 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 May 6, 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)
  - Board Criminal History Check Policy
  - EMO/CMO Public Records Request
  - Board Nepotism Policy
  - Parent Grievance Policy
  - Employee Grievance Policy
  - School Performance Score and Letter Grade
- Upcoming Submissions

◦ None

Purpose Presenter Time

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

7:48 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. Academic Sub-Committee** FYI Adrienne Davis 3 m

The Academic Sub-Committee will provide the Board a monthly update.

**B. Governance Sub-Committee** FYI Morgan Callahan 3 m

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

**C. Development Sub-Committee** Discuss Dalia Wimberly 3 m

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

**D. Board Member Recruitment and Elections** Discuss Josephe Featherstone 5 m

Board President will set a calendar and plan for Board member recruitment and Board Elections

## VI. Closed Session

8:02 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:

(5) 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.

(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

	Purpose	Presenter	Time
<p>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.</p>			

**VII. Closing Items**

**8:17 PM**

<p><b>A. Board Agenda for Next Month</b></p>	<p>Discuss</p>	<p>Josephe Featherstone</p>	<p>5 m</p>
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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).

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