



Kestrel Heights Public Charter School

Regular Board Meeting

Monthly Board Meeting

Date and Time

Tuesday October 12, 2021 at 6:30 PM EDT

Location

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

Meeting ID: 972 7038 9749

Passcode: KHCS

Password is KHCS

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order		Adrienne Davis	1 m
The meeting will be called to order by the Chair.			
B. Public Comment Submission		Adrienne Davis	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.			

- | | Purpose | Presenter | Time |
|---|----------------|------------------|-------------|
| 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. | | | |

C. Record Attendance and Guests	Stephanie McGarrah	1 m
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Please note which board members are present and absent for the Secretary.

D. Approve August 2021 Regular Board Meeting Minutes	Approve Minutes	Stephanie McGarrah	2 m
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E. Approve August Special Meeting Minutes	Approve Minutes	Stephanie McGarrah	2 m
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F. Public Comment	Adrienne Davis	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 6:47 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.

A. Marketing Update	FYI	Suzanne Vargas	5 m
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Marketing and Enrollment monthly update.

B. Virtual Academy	FYI	Samantha Villegas and Administration	3 m
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	Purpose	Presenter	Time
Ms. Villegas will provide a monthly update on the status of the Hawks at Home Academy (H@HA).			

C. Facilities Sub-Committee	Discuss	Justin Matthews	30 m
The Facilities sub-committee (which is a sub-committee of the Finance Committee) will provide a monthly update to the Board.			

October Board Report:
Updated Timeline
Staffing Responsibilities

III. Academics 7:25 PM

A. Blended Learning Update	FYI	Samantha Villegas	2 m
Monthly the administration will provide an update on the progress for implementing the Blended Learning Model.			

B. Mind Brain Education		Stacy Kennedy	2 m
Monthly the Mind Brain Education committee will provide an update on the progress for implementing Mind Brain Education.			

C. Guided Reading Update	FYI	Sam Villegas	2 m
Monthly Ms. Villegas will provide an update on the implementation of Guided Reading in the school.			

D. Guided Math Update	FYI	Andrew Touchette	2 m
Monthly Mr. Touchette will provide an update on the implementation of Guided Math in the school.			

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	3 m
Dr. Tracy will present his monthly report on the status of the school.			

B. Strategic Planning Update	Discuss	Mark Tracy	2 m
Dr. Tracy will provide a monthly update on the implementation of the strategic plan.			

October 2021 Update This week the CIT's work was related to goals 1 and 4 of the strategic plan. Teachers were asked to identify what administrators should look for during walkthroughs and observations. "Look fors" were directly connected to the organizational initiatives of MBE, BL, GR, GM, and SGI. Teachers were asked to scaffold their responses to include what would change during the BOY, MOY, and EOY. This work is related to the SP's goals because it strengthens the alignment of new initiatives with instructional practices. This in turn will lead to more effective staff.

Goal 2: Kestrel will leverage its new and innovative school model to achieve its full potential and set the school apart in Durham and the surrounding area, as measured by increased enrollment, retention, and parent satisfaction

Goal 4: Kestrel will expand upon its strong and positive school culture as evidenced by high attendance rates, low student discipline rates, improved parent satisfaction, and high student retention (re-enrollment) rates, high retention of effective staff, improvement to NCTWC Survey results.

Link to Strategic Plan Goals

https://drive.google.com/file/d/1BTXIVSG16qWLL-1zHDYreQB3uzl-y3_e/view?usp=sharing

C. 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.

September Submissions (Due September 30)

- Board Meeting Schedule (Submitted)
- Guidance Check (Submitted)
- Annual Data Collection (Submitted)

October Submissions (Due October 31)

- Board Membership List (Submitted)
- Certification of Occupancy (Submitted)
- NC Retirement System Dissolution Funds (Submitted)

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • LIEP Service Chart 			
November Submissions (Due November 30)			
<ul style="list-style-type: none"> • Board Admissions and Enrollment Policy (Submitted) • Lottery Application (Submitted) 			
December Submissions			
<ul style="list-style-type: none"> • None at this time 			
January Submissions (Due January 28 & 31)			
<ul style="list-style-type: none"> • Board Conflict of Interest Policy (Submitted) • Civil and Liability Insurance Certification 			
February Submissions (Due February 28)			
<ul style="list-style-type: none"> • EMO/CMO Public Records Request (Submitted) • Board Criminal History Check Policy (Submitted) 			
March Submissions (Due March 31)			
<ul style="list-style-type: none"> • School Performance Score and Letter Grade • Board Nepotism Policy (Submitted) • School Improvement Plan 			
April Submissions (Due April 29)			
<ul style="list-style-type: none"> • Fire, OSHA, and other Required Health or Safety Inspections • Parent Grievance Policy (Submitted) 			
May Submissions (Due May 30)			
<ul style="list-style-type: none"> • None at this time 			
June Submissions (Due June 30)			
<ul style="list-style-type: none"> • None at this time 			
Status Report as of October 2021:			
Submitted: 6 (100%)			
On-Time: 6 (100%)			
Accurate: 6 (100%)			
Status: Complete-3/Apprival Pending-3			
Star Legend: 3-stars (highest level: 95% or better Ontime & Accuracy)			

	Purpose	Presenter	Time
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D. COVID Update	FYI	Bre Buckholz	2 m
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Ms. Buckholz will provide an update on the return to school process:

1. COVID Dashboard on the website
(<https://docs.google.com/document/d/19WVSmx7qyVYmFs4Lno3XzS0-uCAKdgC-GSm32miaxJ4/edit>)
2. Modified breakfast process
3. Modified snack process
4. Assigned seating during breakfast and lunch
5. Continued distribution of sanitizer, air purifiers, and wipes
6. Daily COVID announcements to KHS Community
7. Mask mandate
8. Start of Hawks at Home Academy (Sept. 27)

E. Monthly Budget Report	FYI	Mark Tracy	5 m
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Dr. Tracy will present a review of the monthly budget and review the end of year report for the 2020-2021 SY.

V. Committee Reports

7:47 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
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The Academic Sub-Committee will provide the Board a monthly update.

B. Governance Sub-Committee	Discuss	Morgan Callahan and Suzanne Vargas	5 m
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Paid Family Leave Policy

Ms. Callahan will present her research on the Paid Family Leave policy.

Change to Enrollment Policy

Ms. Vargas will present the recent change to enroll scholars past the 20th day and the need to modify the current policy.

1. Add to the Table of Contents: Backfill Seats.....12

	Purpose	Presenter	Time
2. Remove "No applicant, including scholars of employees or board applicants, shall be enrolled after the 20th day ADM regardless if there is space at the grade level" from the top of Page 12.			

3. After **Enrollment Forms** and above **Handling of Errors** add:

Backfill Seats

If vacancies arise during the school year, the school will backfill any open seats. Applicants will be pulled from the waitlist in the order received and as space permits in each grade.

C. Kestrel Heights Mask Policy	Vote	Bre Buckholz	2 m
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As per Senate Bill 654, All public school units must adopt a policy regarding the use of face coverings by employees and students. School boards must vote once a month on this policy and if it should be modified.

Key point: The charter school’s Board of Directors must have a board-approved face-covering policy and must revisit and vote on this policy at least once a month.

D. Sub-committee discussion and assignments	Discuss	Adrienne Davis	
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Discussion of subcommittee assignments for Board members.

VI. Closed Session 7:54 PM

A. Enter Closed Session	Discuss	Bre Buckholz and Mark Tracy	10 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:

1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or 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.

	Purpose	Presenter	Time
B. Finance Committee Meeting	Vote	Brandon Paris, Stephanie McGarrah, Tonya Jackson	30 m

2021-2022 Operating Budget

C. Succession Planning	Discuss	Adrienne Davis	15 m
Discuss the plan for transition for the Executive Director position.			

VII. Closing Items

8:49 PM

A. Report out from Closed Session	FYI	Stephanie McGarrah	5 m
Report out on closed session			

B. Board Agenda for Next Month	Discuss	Adrienne Davis	5 m
The Board will start the following Month's agenda based on this month's agenda and the Action-Based Calendar (link below).			

C. Adjourn Meeting	Vote		3 m
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