



Kestrel Heights Public Charter School

Regular Board Meeting

Monthly Board Meeting

Date and Time

Tuesday November 9, 2021 at 6:30 PM EST

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.			
3) Presented in a professional demeanor and not in a threatening, profane, vulgar or abusive manner.			

- | | Purpose | Presenter | Time |
|---|---------|-----------|------|
| 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 October 2021 Special Meeting Minutes	Approve Minutes Stephanie McGarrah	2 m
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E. 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

6:45 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. Pediatric Pfizer Vaccine On-Site Clinic	FYI Andrew Touchette	2 m
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Mr. Touchette will provide information to the Board about plans for a Pediatric Pfizer Vaccine On-Site Clinic.

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

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

November Board Report:
Updated Timeline

	Purpose	Presenter	Time
Staffing Responsibilities			
D. Design-Build Agreement	Vote	Justin Matthews	2 m
E. Lease Amendment	Vote	Breonna Buckholz, Tonya Jackson	2 m
III. Curriculum & Assessment			7:26 PM
A. Hawks at Home Virtual Academy	FYI	Samantha Villegas	2 m
Mrs. Villegas will provide a monthly update on the status of the Hawks at Home Academy (H@HA).			
B. UNC Interns	FYI	Samantha Villegas	2 m
Mrs. Villegas will share information about our partnership with the UNC School of Education for placement of Interns.			
C. Remote Work Day	Vote	Tonya Jackson	2 m
Mrs. Jackson will discuss a proposal for adding a Remote Work Day to the 2021-2022 School Calendar.			
IV. Operational Reports			7:32 PM
Mrs. Jackson will provide monthly updates to matters pertaining to the operation of the school.			
A. Executive Director Report	FYI	Tonya Jackson	3 m
Mrs. Jackson will present a monthly report on the status of the school.			
B. Monthly Epi Center Report	FYI	Tonya Jackson	2 m
Mrs. Jackson will provide the Board an update on the Office of Charter School's required compliance submissions. The EPI Center Status Report provides a summary of the status of certain reports required for the state.			
EPI Center Status Report (link): https://docs.google.com/document/d/1T2VcgXv1zXzWWjkjOuWMvMUtLLOwmNVW33dx_9gFvBo/edit#			
C. Monthly Budget Report	FYI	Tonya Jackson	5 m
Mrs. Jackson will present a review of the monthly budget.			

	Purpose	Presenter	Time
D. Annual Audit Update	FYI	Breonna Buckholz	2 m

Mrs. Buckholz will provide an update regarding the Annual Financial Audit.

V. Committee Reports

7:44 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
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The Academic Sub-Committee will provide the Board a monthly update.

B. Governance Sub-Committee	Discuss	Morgan Callahan	5 m
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Paid Family Leave Policy
Ms. Callahan will present her research on the Paid Family Leave Policy.

C. Kestrel Heights Mask Policy	Vote	Breonna 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.

*Reference: COVID Dashboard on the website
(<https://docs.google.com/document/d/19WVSmx7qyVYmFs4Lno3XzS0-uCAKdgC-GSm32mioxJ4/edit>)*

D. Sub-committee discussion and assignments	Discuss	Adrienne Davis	10 m
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Discussion of subcommittee assignments for Board members.

VI. Closed Session

8:04 PM

A. Enter Closed Session	Discuss	Adrienne Davis	30 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.

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

	Purpose	Presenter	Time
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.			

VII. Closing Items

8:34 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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