



Kestrel Heights Public Charter School

Regular Board Meeting

Monthly Board Meeting

Date and Time

Tuesday December 14, 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.			

- | | 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 November 2021 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 Update	FYI	Andrew Touchette	2 m
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Mr. Touchette will provide the Board an update regarding school community engagement with the Pediatric Pfizer VaxOn Clinics held in November and December.

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

C. Facilities Sub Committee	FYI	Justin Matthews and Breonna Buckholz	15 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.

December Board Report:

Updated Timeline

Staffing Responsibilities

Lease Extension

BCCG Updates - Documentation included as an attachment in Closed Section.

D. Procurement Plan	FYI	Maureen Gordon	2 m
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Mrs. Gordon will review the proposed Procurement Plan for Kestrel's participation in the National School Lunch Program. The Procurement Plan requires a signature from the Board President and the Executive Director.

III. Curriculum & Assessment

7:09 PM

A. Hawks at Home Virtual Academy	FYI	Samantha Villegas	2 m
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Mrs. Villegas will provide a monthly update on the status of the Hawks at Home Academy (H@HA). Documentation included as an attachment in Closed Section.

This presentation aligns with Strategic 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.

B. Remote Work Day	FYI	Samantha Villegas	2 m
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Mrs. Villegas will discuss the professional development activities assigned and the progress made during the November 29th Remote Work Day. Documentation included as an attachment in Closed Section.

This presentation aligns with Strategic 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.

C. Intervention & Upcoming iReady	FYI	Samantha Villegas	5 m
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Mrs. Villegas will discuss the Intervention Program and the upcoming iReady assessment.

Purpose	Presenter	Time
<i>This presentation aligns with Strategic Goal 1: Kestrel will ensure students are academically prepared for success in high school and beyond as evidenced by short and longer-term student learning gains.</i>		

IV. Operational Reports 7:18 PM

The Administrative Team will provide monthly updates to matters pertaining to the operation of the school.

A. Executive Director Report	FYI	Samantha Villegas	3 m
Mrs. Villegas will present the Executive Director's monthly report on the status of the school.			

B. Monthly Budget Report	FYI	Breonna Buckholz	5 m
Mrs. Buckholz will present a review of the monthly budget.			

C. Quote for Repairs	Discuss	Breonna Buckholz	2 m
Mrs. Buckholz will present a quote for repairs to the HVAC System on the K-5 Campus. Requires a vote since the quote is greater than \$5K.			

V. Committee Reports 7:28 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	Discuss	Morgan Callahan	5 m
Paid Family Leave Policy Mrs. Callahan will present her research on the Paid Family Leave Policy.			

C. Kestrel Heights Mask Policy	Vote	Breonna Buckholz	2 m
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.			

	Purpose	Presenter	Time
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-GSm32miaxJ4/edit>)*

VI. Closed Session	7:38 PM
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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.

(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.

VII. Closing Items	8:08 PM
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A. Report out from Closed Session	FYI	Stephanie McGarrah	5 m
Report out on closed session			

B. Adjourn Meeting	Vote		3 m
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