APPROVED

Kestrel Heights Public Charter School

Minutes

Regular Board Meeting

Date and Time
Tuesday September 8, 2020 at 6:30 PM

Location
Kestrel Heights
4700 South Alston Ave.

Directors Present
A. Davis (remote), B. Paris (remote), D. Wimberly (remote), J. Featherstone (remote), L. Lewis (remote), R. Clement (remote), S. Foy-Watson (remote), S. Goram (remote), S. McGarrah (remote)

Directors Absent
None

Ex Officio Members Present
J. Hensler (remote), M. Callahan (remote)

Guests Present
B. Buckholz (remote), Dottie Heath (remote), M. Tracy (remote), S. Bowens (remote), S. Villegas (remote), T. Jackson (remote)

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

J. Featherstone called a meeting of the board of directors of Kestrel Heights Public Charter School to order on Tuesday Sep 8, 2020 at 6:33 PM.

C. Public Comment

No public comments at this time.

D. Approve August 2020 Regular Board Meeting Minutes

B. Paris made a motion to approve the minutes from Regular Board Meeting on 08-11-20.
A. Davis seconded the motion.
The board **VOTED** to approve the motion.

II. Presentations

A. Athletic Director Annual Report

The report was skipped and will be considered at October meeting.

B. BTSP Program Review and Annual Report

Ms. Villegas discussed the Beginning Teacher Support Program. Kestrel underwent a review for this program with the State Department of Public Instruction. There were three insufficient audit findings, including teacher reviews, which Ms. Villegas discussed along with Kestrel's plan to address. Additionally, Kestrel received exceeds expectations in several areas.

C. Title I Parent & Family Engagement Policy and the School-Parent-Student Compact

Ms. Jackson discussed Kestrel's obligations as the first year of accepting federal Title I funds, which is a federally supported program that offers assistance to educationally and economic disadvantaged children to help ensure they receive an equitable, high-quality, well-rounded education. Title 1 recognizes that the involvement of the family is a significant component of a child's success; Ms. Jackson and Ms. Callahan shared Kestrel's plan to engage families and parents. The Board will have to sign off on this policy.
A. Davis made a motion to approve family and parent engagement policy for Title I program subject to board amendments.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Accident and Medical Insurance Renewal

Ms. Buckholz provided an update on Kestrel's Accident and Medical Insurance renewal. She recommended that the school bundle its accident and medical insurance policies to

save $500 on the costs. Board members asked questions regarding the change, which Ms. Buckholz answered.
B. Paris made a motion to approve the new accident and medical insurance policy with Markel insurance company.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Title IX Policies

Ms. Buckholz updated the board on our Title IX program, and she used a toolkit to modify policies that will ensure that Kestrel will be in compliance with Title IX requirements. There are several policies that Ms. Buckholz would like the Board to review on bullying and harassment, grievances, and others that will need to be added to Kestrel's student and employee handbooks. The Board agreed to review the policies to vote on at a later date.

F. Fidelity Bond Requirement

Ms. Buckholz discussed the requirement of a fidelity bond that protects the assets of the organization from fraud. Ms. Buckholz is recommending that Kestrel acquire a fidelity bond for Kestrel to protect the assets of the organization. The options are: $3,750 for a 3-year policy or $1,500 for a 1-year policy. It would renew automatically.
A. Davis made a motion to authorize Ms. Buckholz to move ahead in securing a 3-year fidelity bond.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Human Resources and Business Office Annual Update

Ms. Buckholz discussed her role as business manager, including the three previous agenda items. She is also working on understanding the use of COVID-19 funds that the school has received and the eligible uses of these funds. Ms. Buckholz is also coordinating the bond project.

III. Governance

A. Board Membership (New Approvals)

No new approvals for Board membership.

B. Executive Director Report

Dr. Tracy reported on enrollment; Kestrel is currently 70 students below the projected enrollment level. There was one incident of discipline at the middle school that required a significant response. Dr. Tracy also discussed the iReady results for the school by grade level. He also noted that there was a parent survey and staff survey from the first week

of school. Overall, parents and staff were fairly positive in their survey responses, and parents have noted that technology was more accessible at their homes than anticipated.

C. Policy Review

Mr. Featherstone requested that the following Board members review the full School and Community policy: Ms. Callahan, Mr. Hensler, and Ms. Goram.

D. 2020-21 Accreditation Process

Dr. Tracy provided an update on Kestrel's work towards the 2020-21 accreditation process and the school improvement team will manage this work.

E. Kestrel Staff Board of Director Representation

There are two Kestrel staff members - Mr. Hensler and Ms. Callahan - on the Kestrel Board.

IV. Finance

A. Monthly Budget Report

Dr. Tracy has not received the monthly budget report from Charter School Partners. He will share at the next meeting once this information has been received.

B. Updated Budget based on Projected ADM

Dr. Tracy discussed that Kestrel will evaluate what an updated budget may look like with new ADM. The NC Legislature passed HB 1105 which has a "hold harmless" clause for school enrollment funding, which Attorney Bowens, Dr. Tracy and Ms. Villegas will review.

C. Bond Discussion

Mr. Paris discussed the work that the committee has completed on the bond process. There are four main parts that the Board needs to handle in the very near future, and Mr. Paris initiated a discussion about the role and powers of the subcommittee. The Board indicated that they were fine with the committee handling many of the tasks related to the RFP (e.g. identifying invitees, creating rubric for selection, evaluating invitees, develop recommendation for final Board approval) with Board input for major decisions. The Board asked that the committee communicate with the Board regularly to keep the non-committee members up-to-date on the committee's work.

The immediate work that needs to be done is: (1) develop an authentic scope of work by identifying what is needed in a new school; (2) pull together financials and enrollment history; (3) identify financial partner; and (4) get information together for current leases, sales price and answer questions for Highmark.

V. Closed Session

A. Enter Closed Session

B. Paris made a motion to enter Closed Session under NCGS § 143-318.11(a)(6): (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.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.
B. Paris made a motion to move to hire a 3rd grade teacher.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. McGarrah	Aye
J. Featherstone	Aye
D. Wimberly	Aye
L. Lewis	Aye
A. Davis	Aye
B. Paris	Aye
R. Clement	Aye
S. Foy-Watson	Abstain
S. Goram	Aye

B. Vote to Exit Close Session

S. Foy-Watson made a motion to Exit closed session and enter open session.
L. Lewis seconded the motion.
The board **VOTED** to approve the motion.

C. Closed Session Read Out

The Board discussed and approved the candidate presented for the 3rd Grade teacher position.

The Board also discussed a matter involving employee compensation. No decisions were made. A committee to investigate the matter was created including Josephe Featherstone and Adrienne Davis. Brandon Paris and Dr. Mark Tracy will participate with the committee as needed.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:39 PM.

Respectfully Submitted,
S. McGarrah