APPROVED

Kestrel Heights Public Charter School

Minutes

Regular Board Meeting

Date and Time
Tuesday October 13, 2020 at 6:30 PM

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), T. Miller (remote)

Guests Present
A. Touchette (remote), B. Buckholz (remote), Dottie Heath (remote), Jennifer Lucas (remote), Justin Matthews (remote), M. Tracy (remote), Ronald Hess (remote), S. Villegas (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 Oct 13, 2020 at 6:34 PM.

C. Public Comment

There were no public comments.

D. Approve September 2020 Regular Board Meeting Minutes

A. Davis made a motion to approve the minutes from Regular Board Meeting on 09-08-20.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve September Special Meeting Minutes

A. Davis made a motion to approve the minutes from Special Meeting (September #1) on 09-29-20.
L. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve October Special Meeting Minutes

A. Davis made a motion to approve the minutes from Special Meeting (October 2020 #1) on 10-06-20.
L. Lewis seconded the motion.
The board **VOTED** to approve the motion.

II. Presentations

A. Athletic Director Annual Report

Coach Hess gave a report on Kestrel Heights Athletics. The athletic program has essentially been shut down because of the COVID-19 pandemic and safety considerations. Kestrel Heights is considering winter and spring sports' participation given conference and NC guidance. Coach Hess walked the Board through the deliberative process and noted that the Mid-State Conference is working on a plan to determine how to allow students to return safely.

B. Updated BTSP Plan

Ms. Villegas shared the updated Beginning Teacher Support Plan, which reflects changes required by legislation.
S. McGarrah made a motion to Approve the Beginning Teacher Support Plan.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Renewal of Copy Machines

Ms. Buckholz shared that Kestrel has four copiers, and the lease has expired on two of them. She met with Konica-Minolta to determine the school's options. Ms. Buckholz

learned that Kestrel can get new copiers with unlimited copies for a 48-month lease at a savings of almost $200 per month or a 60-month lease at a savings of $300 per month. The Board asked questions about the options for the lease and adding an additional color copier. The Board will revisit and vote on the issue in November after Ms. Buckholz gets additional information.

D. 2019-2020 Financial Audit

Dr. Tracy shared the letter discussing the 2019-2020 financial audit for the school. It is required by state law.

The Board agreed to take time to review the meeting and vote at the November meeting. The auditor will be invited to the meeting to share findings with the Board.

III. Governance

A. Title IX Policy

The Board tabled this discussion until the November meeting.

B. Policy Review

Ms. Callahan was part of the School and Community Policy review team. She did not suggest any major changes, but Ms. Villegas, Dr. Tracy and Ms. Callahan did add some information about virtual classes for 7th and 8th grade students that need accelerated classes. They also wrote a formal policy for scholars whose parents want them to skip a grade. Ms. Callahan will send out the updated policy in advance of the November meeting for the Board to consider at that time.

C. Executive Director Report

Dr. Tracy shared his report that included enrollment, survey data on families that left or did not accept spots at Kestrel, and hiring information.

D. 2020-21 Accreditation Process

Dr. Tracy gave an overview of the 2020-21 accreditation process. The school's administrators may attend a training to assist them with this process. The process will be completely virtual and will not include a site visit given the COVID-19 pandemic. There will be interviews of Board members, teachers and scholars as part of the process.

E. Monthly Epi Center Report

Dr. Tracy shared the monthly Epicenter report. Epicenter is the compliance component that Kestrel works with for the NC Office of Charter Schools to submit information required by the State of NC. Dr. Tracy reviewed the documents that need to be submitted and where Kestrel is in that process (8th out of 9 documents have been

submitted). One document was late because there was a delay in receiving it from the State of NC; Kestrel is working to get this compliance issue resolved.

F. Kestrel Open Enrollment Period

Dr. Tracy shared that Kestrel's open enrollment period may need to be pushed back from an October start to the November start. The reason for the change in the start date is to allow Kestrel additional time to work with AES for enhanced enrollment.
R. Clement made a motion to Change the enrollment period start from October to November to coincide with the marketing campaign.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Finance

A. Monthly Budget Report

Dr. Tracy reviewed the monthly budget report. He anticipates a surplus at the end of the year, but he is still waiting on the specific funding amounts from the State and Durham. Board members asked a number of questions about the budget and additional funds.

V. Academics

A. Return to School Updates

Dr. Tracy shared the plan for the support center.

VI. Closed Session

A. Enter Closed Session

A. Davis made a motion to Enter into closed session under NCGS § 143-318.11(a)(3), (5), and (6). (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 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** to approve the motion.
A. Davis made a motion to approve the hiring of an Exceptional Children's teacher.
L. Lewis seconded the motion.
The board **VOTED** to approve the motion.

B.

Update from the Facilities Committee

C. Exit Closed Session

R. Clement made a motion to Exit Closed Session.
A. Davis seconded the motion.
The board **VOTED** to approve the motion.

D. Closed Session Readout

During closed session, the board discussed qualifications of an applicant for the EC Teacher position.

Mr. Paris shared an update from the facilities committee. Ms. Jennifer Lucas and Mr. Justin Matthews of Alliance Education Services, Inc. gave action proposals for the facilities effort. No decisions were made.
R. Clement made a motion to hire the EC Teacher applicant as presented in closed session.
D. Wimberly seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Board Agenda for Next Month

Mr. Featherstone reviewed the proposed board agenda for next month's meeting.

Items to be covered during next (November) meeting:
Facilities Review
Audit Review
Title IX Policy
Copier Contract
Retirement Audit Filing

A. Davis made a motion to Adjourn.
D. Wimberly seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:10 PM.

Respectfully Submitted,
S. McGarrah