APPROVED

Kestrel Heights Public Charter School

Minutes

Regular Board Meeting

Date and Time
Tuesday November 10, 2020 at 6:30 PM

Location
Board meetings can be accessed virtual via the following link: https://ncsu.zoom.us/j/91765050859

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

Directors Absent
L. Lewis, S. Goram

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

Guests Present
A. Touchette (remote), B. Buckholz (remote), Dottie Heath (remote), M. Tracy (remote), Olivia Meyers (remote), Rebekah Barr (remote), S. Bowens (remote), S. Vargas (remote), Steve Joyner (remote)

I. Opening Items

A. 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 Nov 10, 2020 at 6:30 PM.

B. Record Attendance and Guests

C. Public Comment

There was no public comment.

D. Approve October 2020 Regular Board Meeting Minutes

D. Wimberly made a motion to approve the minutes Regular Board Meeting on 10-13-20.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Academics

A. Return to School Updates

Dr. Tracy presented on the return to school process. The Scholar Support Center opened this week to support families who need a place for their scholars to go to attend online school; the attendance has been relatively low so far, but has been successful. The subcommittee that is working on the return to school process will meet this week, and the administration has been meeting with staff and is working on a parent survey. The State of NC dictates some of the conditions of return to school, and Kestrel has some decisions to make for the school.

III. Presentations

A. 2020-21 Accreditation Process

Mr. Touchette provided an overview of the school's accreditation process and shared information about Cognia, the organization that grants accreditation to traditional public and charter schools in the Carolinas. He discussed the school's improvement efforts and results as well as surveys of teachers, administration, students and parents. The online surveys will be used as part of the accreditation process given the COVID pandemic. All work will be submitted to Cognia by March 12, 2021, and Cognia will conduct a virtual Engagement Review in April 2021. Cognia measures a school's engagement, implementation, results, sustainability and embeddedness in determining accreditation.

B. Renewal of Copy Machines

Ms. Buckholz provided an update on the copy machine contract renewal with several options from multiple vendors.
A. Davis made a motion to Approve proposal of 36-month option for 3 black and white printers.
S. Foy-Watson seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. 2019-2020 Financial Audit

Rebekah Barr, CPA, attended the meeting to share the results of the school's 2019-20 financial audit. Ms. Barr reviewed the audit and noted that the school ended the year with a net positive financial position of $4.2 million. She also reviewed the yellow book and single audit. There were no major findings. Ms. Barr needs the management discussion and analysis from Charter School Success, and then she can prepare the package and submit it to the State of NC. Because of COVID, the school has until January 31, 2021 to submit this information.
R. Clement made a motion to approve the audit from Rebekah Barr.
B. Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Annual Technology Presentation

Mr. Steve Joyner presented on Kestrel's technology and his company's role as a time-share technology company. Their role is to provide technical support to the school, technology planning and advice on technology budgeting and purchases. Mr. Joyner's company does not sell technology, so they serve as an impartial voice on technology decisions. There are 8 employees that work with Kestrel.

E. Update from the Facilities Committee

Mr. Brandon Paris gave an update from the Facilities Committee, which included a report from Mr. Justin Matthews and the steps in the process in moving forward. Mr. Paris shared the Declaration of Official Intent to Reimburse Expenditures for Mr. Matthews given that the Kestrel Board intends to reimburse Mr. Matthews based on the part of the bond issuance. This declaration was needed in order to address the Board's intent to pay Mr. Matthews in this manner for this purpose.
S. McGarrah made a motion to approve the declaration of official intent to reimburse expenditures as presented.
D. Wimberly seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Marketing Update & Change in Enrollment Process

Ms. Jennifer Lucas provided a marketing update to the Board. She shared the survey results from Kestrel parents about why they were sending their children to Kestrel. Ms. Lucas noted that Kestrel wants to have reasons that parents send their children to Kestrel instead of fleeing other schools (21%). She also shared the top 4 powerful practice survey from the staff; there were very positive practices on communication, relationships and diversity/inclusion as Kestrel's strengths as well as good overlap with parents. Postcards that are going out are for elementary and middle are based on Kestrel's strengths.

Next, Ms. Lucas discussed Kestrel's challenges, and the highest one was no bus transportation (30%) followed by other (29%) and no comprehensive sports/clubs (18%). There was crossover from staff survey as well, and they noted some of the same challenges (lack of clubs/activities/sports) as well as academics/support (23%). Ms. Lucas also looked through exit survey data and also noted that most parents cited the lack of transportation.

Ms. Lucas also showed the maps of where competitor schools are and where current students currently live. She met with the administrative team on Monday to talk about where to send the postcards.

Ms. Lucas also noted that the Board may want to focus its time on free bus transportation for 2021 and rejoining the National School Lunch Program for 2021. These changes would require a change to Kestrel's charter. Ms. Lucas said that we do have time to work on these challenges for the next school year. North Carolina also changed the statute for charter school lottery preferences that allow charter schools to make changes in their lottery preference rules. Ms. Lucas and/or Mr. Matthews will provide information on feasibility of the bus program to the Board at the next Board meeting.
S. McGarrah made a motion to change the enrollment process to allow new charter preferences to be added per the change in NC statute.
R. Clement seconded the motion.
The board **VOTED** unanimously to approve the motion.
B. Paris made a motion to authorize Kestrel to make the proper amendments to the charter to rejoin the National School Lunch Program.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.
B. Paris made a motion to authorize Kestrel to submit the proper amendments to the school charter to offer a free transportation program.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance

A. Title IX Policy

Ms. Adrienne Davis provided an update on the review of Kestrel's Title IX policy. The subcommittee was okay with the policy and recommended Board approval of the policy. Most of the questions the subcommittee had were around implementation and training for staff to ensure compliance with the policy. Mr. Bowens offered to provide training for the staff, and Ms. Buckholz will connect with him.
S. McGarrah made a motion to approve the Title IX policy for Kestrel Heights Charter School.
B. Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Policy Review

Ms. Callahan reviewed the School and Community policy changes. Most of the formal changes were around middle school students who wanted to take more advanced classes as well updating the virtual class rules to reflect current circumstances.
S. McGarrah made a motion to approve changes as submitted to the School and Community policy.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Executive Director Report

Dr. Tracy shared his Executive Director report. From an enrollment perspective, there are not a lot of changes from last month. He discussed the activities to engage staff and families even in the virtual setting. At this time, there are no vacant positions at the school.

D. Monthly Epi Center Report

Dr. Tracy reviewed the monthly Epi Center report from the compliance standpoint. He will update the Board admissions and enrollment policy based on the Board's earlier vote.

V. Finance

A. Monthly Budget Report

Dr. Tracy reviewed the monthly budget report. The school's monthly budget report for October reflects the hold harmless budget change for the State dollars. The Board discussed the use and requirements for the Coronavirus Relief Funds and other CARES Act funding. The administration will check in with the State to make sure they understand the federal fund requirements.

B. Updated 2020-21 Budget

Dr. Tracy shared the updated 2020-21 budget with the Board and reviewed several of the categories and proposed overages and expenditures.

C. Bonuses for Teacher Assistants and Administrators

Dr. Tracy provided an overview that the State of NC provided a one-time bonus of $350 for teachers. He is recommended that Kestrel pay the bonus for the 13 teacher assistants and administrators that did not receive the funds from the state. The cost to the school would be $4,550 to provide this bonus in December 2020.

The Board discussed setting up a process to review bonuses and other salary issues in a timely manner.

D. Wimberly made a motion to approve the $350 bonus for administrative staff and teacher assistants that did not receive state bonus.
B. Paris seconded the motion.
The board **VOTED** to approve the motion.

VI. Closed Session

A. Enter Closed Session

S. McGarrah made a motion to the Board will enter Closed Session under NCGS § 143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.
B. Paris seconded the motion.
The board **VOTED** to approve the motion.
S. McGarrah made a motion to return to open session.
B. Paris seconded the motion.
The board **VOTED** to approve the motion.

VII. Closing Items

A. Board Agenda for Next Month

The Exceptional Children's team will provide an update next month.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:38 PM.

Respectfully Submitted,
S. McGarrah