APPROVED

# Kestrel Heights Public Charter School

# Minutes

## Regular Board Meeting

**Date and Time**
Tuesday December 8, 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), 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**
A. Touchette (remote), Abby Hooker (remote), Arnetta Dalton (remote), B. Buckholz (remote), Dale Edmonds (remote), Holly Thom (remote), Jennifer Lucas (remote), Jerome Williams (remote), M. Tracy (remote), Ronald Hess (remote), S. Bowens (remote), S. Villegas (remote), Saleka Thompson (remote), Susie Talford (remote), T. Jackson (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 Dec 8, 2020 at 6:35 PM.

### B. Record Attendance and Guests

### C. Public Comment

No public comment.

### D. Approve November 2020 Regular Board Meeting Minutes

D. Wimberly made a motion to approve the minutes from Regular Board Meeting on 11-10-20.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

## II. Key Agenda Items & Presentations

### A. Marketing Update

Jennifer Lucas provided a marketing update. She has weekly meetings with the administrative team, and they have started the digital campaign. Newly-redesigned postcards have been mailed and should be received by prospective families this week. Ms. Lucas will provide applicant numbers through the administrative team.

### B. 2020-21 Accreditation Process

Mr. Touchette gave an update on the school's accreditation process. There are three members of the faculty on the committee with him. Kestrel is working through the process and is on track.

### C. Return to School Planning

Dr. Tracy presented the return to school plan to the Board. The plan is for students to return to school in January. Eighty percent of the families returned the survey, and 20% did not respond. Twenty percent (87 scholars) in K-8 asked to return in person.

Staff were also surveyed about returning to school and had meetings with the administration to address their concerns. 38 staff members responded to the survey and all indicated that they were planning to return to school although more than 50% noted concerns. Staff were allowed to consult Human Resources for accommodations if needed.

Dr. Tracy also discussed the safety and cleaning supplies that the school will provide for classrooms as well as new protocols. The Board asked questions about the process and what measures that the Board would use to determine if a return to school needs to be

delayed. Some measures that could be considered include the NC county measure of community spread (red, orange, yellow), CDC measures and then other NC DHHS measures such as positivity rate, number of cases, and other daily and weekly COVID-19 measures. The Board determined that the school would use the county alert system to make decisions about whether Kestrel will return to school with additional data. Ms. Davis and Ms. McGarrah will meet to write down the criteria that was discussed.

The Board also discussed concerns about staffing resources and what happens in case of positive COVID case.

## III. Committee Reports

### A. Academics Sub-Committee

No report from academics.

### B. Governance Sub-Committee

Ms. Callahan reported on the governance committee. They met and made suggested changes to travel policy and safety; major change was that staff sign a statement agreeing to keep community safe when considering their travel.

They will continue to work on the Board Code of Conduct prior to the next meeting.

### C. Finance Sub-Committee

No updates from this committee.

### D. Monthly Budget Report

Dr. Tracy shared the monthly budget report. Overall, the budget is in good shape with a surplus. Additionally, there were some items that were removed from the debt service as Kestrel has paid off some of the debt or paid down some of the debt.

### E. Facilities Sub-Committee

Mr. Paris and Ms. Clement presented on the Facilities subcommittee. The committee is in the process of setting up bond meetings with vendors. Ms. Clement worked on getting a quote to upgrade the lighting at Kestrel in order to change the overall look (less yellow lighting) as well as saving money on the monthly electricity costs.
S. McGarrah made a motion to approve the retrofit proposal for lighting for $20,000 as presented by Lime company.
B. Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.

### F. Development Sub-Committee

Ms. Wimberly is still working to put together a development subcommittee.

## IV. Operational Reports

### A. Executive Director Report

Dr. Tracy provided his Executive Director's report which highlights current enrollment, withdrawals, engagement, disciplinary issues and liabilities. The Board asked a few questions.

### B. Monthly Epi Center Report

Dr. Tracy provided an overview of the Epi report. Kestrel is on-track with reporting. Kestrel did submit to the State of NC a proposed change to the lottery rules, and that change was approved.

## V. Closing Items

### A. Board Agenda for Next Month

The Board will meet on January 12, 2020 for its regularly-scheduled meeting. The Board will have a special meeting on Thursday, December 10, 2020 to vote on the COVID-19 criteria.

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,
S. McGarrah