



Kestrel Heights Public Charter School

Board Meeting

Date and Time

Tuesday April 9, 2019 at 6:30 PM EDT

Location

4900 Prospectus Dr. Durham, NC 27713

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Record Attendance and Guests		Brandon Paris	1 m
Please note which board members are present and absent for the Secretary.			
B. Call the Meeting to Order		Brandon Paris	1 m
The meeting will be called to order by the Chair.			
C. Minutes: March 12, 2019 Board Meeting	Approve Minutes	Mary Bennett	3 m
The meeting minutes from the previous month (regular meeting and special meeting) will be reviewed and voted for acceptance barring any agreed amendments.			
Approve minutes for Board Meeting on March 12, 2019			
D. Minutes: March 20, 2019 Emergency Meeting	Approve Minutes	Mary Bennett	3 m
The board held an emergency meeting on 3/20/2019.			
Approve minutes for Emergency Meeting on March 20, 2019			
E. Public Comment		Brandon Paris	10 m
At each regular and special meeting which is 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.			
Public/employee comments and questions shall be:			
1) Limited to two minutes (2 minutes).			
2) Directed to the Board and not to individual members.			
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.

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 following the two minutes to ensure the entire message is heard by the board.

Individuals who engage in repetitive comments/questions will be asked to refrain and/or yield the floor.

II. Finance

6:48 PM

A. Monthly Budget Report FYI Mark Tracy 3 m

Review of the monthly expenses from the school through the month of September.

B. RFP Process for 2019-20 School Year Vote Mark Tracy 20 m

The following Requests for Proposals were sent out in March and the results are being presented in this meeting.

Here are a list of services we currently contract out:

- Cafeteria/Child Nutrition
- Custodial/Cleaning
- Audit Services (no formal RFP but asked for proposals)
- Financial Services (payroll and invoicing)
- Attorney
- Lawn Care
- Insurance Broker (Liability)
- Insurance Broker (Health)

C. Preliminary Budget 2019-20 FYI Mark Tracy 10 m

Dr. Tracy will provide the preliminary budget for the 2019-20 school year.

D. Finance: Update on Capitola Property FYI Travis Fisher 2 m

To inform the board on the progress being made by Avison and Young in an attempt to sell this property.

Monthly Progress Report

Below please find an update on marketing activities during the last month (sent by Bill Aucion, Vice President of Avison and Young):

- Dan Smith expressed interest but doesn't have anyone in mind
- Made sure we are up and running on LoopNet as well
- Talked with Gabe Gorelick about the property. Explained how it can be developed in the flood zone.
- David Divine inquired about the setbacks and flood zone.
- John Linderman met with Bobbitt. They prepared a draft site plan based on the property constraints (attached.) It appears the site can accommodate about 30k-40k sf. To raise the base level above 262'AGL, about 3 or 4 acres will need to be raised by 4 feet. The estimated cost to raise the site is \$200k - \$250k per acre (so maybe \$600k). If we assume a price per building foot for industrial should be around \$18 per building sf (on 40ksf), the total price for the land and grading together would need to be \$720,000. If we back out the grading cost, that leaves a sale price on the land at \$120,000.
- Jonathan Gindes also reviewed the property for development. His engineer estimated the grading cost at \$700,000.
- Frank Csapo was interested but said he's not willing to take the risk on site development for only 40,000 sf of space.

- I realize this may be shocking but we did want to let you know what we've learned so far.

III. Topics Requiring a Board Vote

7:23 PM

A. Finance: Staffing Recommendations Vote April Goff 5 m

Ms. Goff will make staffing recommendations for recently allocated funds.

Recommendations this Month:
Kindergarten Teacher
Teacher Assistant

IV. Executive Director Report

7:28 PM

A. KHS Hiring Policy and Overall Certification Discuss Mark Tracy 15 m
Rates for the School

The state of North Carolina Department of Education and the Office of Charter Schools informed KHS that we are below the required 50% certification rate. This cannot be addressed until the following school year. The purpose of this ongoing agenda item is to develop a long term plan to address this concern.

Feb:
Review Policy

March-April
Discuss current staff

April-June
Implement and communicate plan

Current Policy:
2.18 Licensure Requirements

It is the expectation that all professional employees will hold a valid North Carolina license appropriate to the position in which he or she is employed. Licensure renewal is the responsibility of the individual, not of the school. Renewal activities for all professional employees need prior approval by the director. Any courses or activities undertaken shall directly relate to the employees' position responsibilities and shall have suitable content level. A record of all approvals; satisfactorily completed renewal activities and timely submission of certificate renewal data to the State Department of Public Instruction shall be maintained in the Personnel file. Any employee allowing a license to expire must have it reinstated prior to the beginning of the next school year. An expired license is a basis for dismissal.

2.21 Highly Qualified Teachers

Effective June 30, 2009, all teachers, regardless of hire date, should meet the qualifications and competencies established by federal and state law, policy and regulations, including the requirements of No Child Left Behind.

B. Charter Renewal and Performance FYI Mark Tracy 5 m
Framework

Dr. Tracy will provide an update on the 2020 Charter Renewal and Annual Performance Framework

Charter Renewal: Site Visit

- No additional Updates at this time

Performance Framework

- March Submission Requirements
 - All but 1 item was submitted on time
 - The item was added in the middle of the month
 - It was a report that simply stated that there were no errors in previous reports. We did not have errors but a box was not

clicked and thus the late submission. The report was 3 days late.

- Our on time submission rate is 96%
- April Submission Due April 30
 - NC Retirement Submitted
 - Graduation Report Submitted
 - Student Promotion Requirements Submitted
 - Board Student Discipline Policy Submitted

V. Governance

7:48 PM

- A. Ex-Officio Membership Application** Discuss Brandon Paris 5 m

The board has received an application for Ex-Officio membership (Mrs. Callahan). Need to identify the time/location for interview to enable May vote for acceptance.

- B. Board Membership Recruitment** Vote Josephe Featherstone and Shani Foy-Watson 5 m

Based on KHS By-Laws the board is to elect new members in June. In order to prepare for these elections the board will discuss the process in place to recruit new board members. Currently, there is one staff Ex-Officio officer opening, the board will also vote based on the application received. Application has personal information (please keep confidential).

The Board will identify specific skills that are needed for the board and determine the ideal number of voting members for the 2019-20 school year.

VI. Academics

7:58 PM

- A. Academics: Educational Model Report (March): Literature Review and Selection of Top 6 Models** Discuss Mark Tracy 30 m

Literature Review: Complete a comprehensive literature review of the known educational models with a focus on **Practical and Proven Models**

Identify Top 6 Models: Provide the Board with reasons and rationales for 6 educational models that can be implemented at the school and would provide the school an educational and marketing advantage.

VII. Closed Session

8:28 PM

- A. Motion to Enter Closed Session** Vote Mary Bennett 3 m

Vote to enter closed session pursuant to NCGS § 143-318.11 Section (a)(3): (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. Closed Session** Discuss Brandon Paris 20 m

- C. Exit Closed Session** Vote Mary Bennett 3 m

- D. Closed Session Readout** FYI Mary Bennett 5 m

VIII. Board-Inform Topics

8:59 PM

- A. Executive Director Monthly Report** FYI Mark Tracy 5 m

Board Members will have time to ask Executive Director specific questions pertaining to his monthly report.

B. Governance: Exceptional Children: Fiscal Desk Review FYI Tonya Jackson 5 m

The purpose of the Individuals with Disabilities Education Act (IDEA) fiscal monitoring is to confirm federal, state, and local resources are focused on improved results for children with disabilities and their families. The process consists of multiple tiers; Tier II requires school systems to complete the IDEA Fiscal Desk Review.

Kestrel's initial submission of the Fiscal Desk review included all components but was returned for additional specificity regarding one procedure and an error that was identified on one of the financial reports. Ms. Jackson worked with Acadia to address the concerns.

As a result of these efforts the necessary updates have been resubmitted to DPI. At this time KHS has completed the requirements of the Fiscal Desk Review.

C. Governance: End of Year Academic Planning (Remediation and Summer School) FYI April Goff 5 m

Ms. Goff has provided an update of the End of Grade Prep, Summer Remediation, and Summer Reading Camp.

D. Finance: Targeted Support & Improvement Additional Targeted Support (TSI-AT) FYI Mark Tracy 1 m

Dr. Tracy informed the board of the the Targeted Support & Improvement Additional Targeted Support (TSI-AT) grant that was submitted to the state.

Based on feedback from the state KHS may be awarded a one time amount from \$7,000-10,000*. The amount can be used for the following reasons; see grant application for full detail:

- A comprehensive Needs Assessments
- Root cause analysis specific to the subgroup
- NC STAR training
- Professional Development to support the needs of the subgroup
- Develop or revise a school improvement plan
- Provide substitutes or stipends to allow staff to attend a TSI training

* Grant amount is based on total number of schools who applied for the grant.

Page 2 of the report was uploaded to the CCIP site on 3.8.19

E. Governance: Annual Policy Review Discuss Mark Tracy 5 m

The Board of Directors will annually review all polices and staff handbooks, the schedule is below. For the month of September the board is complete the 1st read of the School and Community Policy

Staff Handbook

June (First Read)
July (Second Read)
August (Board Approval)

School and Community Policy Section

September (First Read)
October (Second Read)
November (Board Approval)

Finance Policy Section

December (First Read)
January (Second Read)
February (Board Approval)

Employee Policy Section

March (First Read)
April (Second Read)
May (Board Approval)

F. Governance: Board of Directors and PTSO Discuss Brandon Paris

The PTSO has reached out to the board to discuss a more formal relationship.

G. Board of Directors Summer Retreat Discuss Brandon Paris 10 m

The Board of Directors will discuss the dates, goals, and possible facilitators of the summer retreat. This retreat should also be aligned with the onboarding of new board members.

H. Governance: Mission, Vision, and Strategic Planning Process Discuss Brandon Paris 30 m

IX. Closing Items

10:00 PM

A. Adjourn Meeting Vote 3 m