



Kestrel Heights Public Charter School

Board Meeting

Date and Time

Tuesday June 11, 2019 at 6:30 PM EDT

Location

4900 Prospectus Dr. Durham, NC 27713

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
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: April 9, 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.			
D. 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.			

- | | Purpose | Presenter | Time |
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| 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

6:45 PM

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|---------------------------------------|------|------------|------|
| A. Update on Capitola Property | Vote | Mark Tracy | 10 m |
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The Board has received a final bid for the Capitola property (see attached). This would require board approval to engage our realtors in selling the property. Attorney Bowens and Dr. Tracy met with Tri Properties on behalf of Mr. Harrod to discuss the lien. The sale of the property would satisfy the lien amount as well pay off deferred rent. This would save an estimated \$96,000-120,000 annually.

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| B. Monthly Budget Report | FYI | Mark Tracy | 3 m |
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Review of the monthly expenses from the school through the month of May.

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| C. Worker Compensation Insurance (Expires July 2019) and Student Accident Coverage (Expires August 2019) | Vote | Bre Buckholz | 10 m |
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1. Student Accident Coverage - Current Premium is \$5,093 our Proposed Premium is \$3,150 (annual savings of \$1,943)
2. Workers Compensation Insurance – Current Premium \$9,380 our Proposed Premium is \$9,027 (annual savings of \$353)

A total savings of \$2,296 for the year!

III. Academics

7:08 PM

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| A. Educational Model Report: High Needs High Support | Discuss | Mark Tracy | 30 m |
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Top 6 Model Review: Provide the Board with an update on the findings for:

- High Needs High Support

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| B. Academically and Intellectually Gifted Plan 2019-2022 | Vote | Tonya Jackson | 5 m |
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Ms. Jackson will present the AIG Plan for 2019-2022. The local LEA must approve the plan prior to being submitted to the state.

IV. Governance

7:43 PM

	Purpose	Presenter	Time
A. 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)

The Board did not vote on the Employee Policy section in the previous meeting, as a result that item has been placed back on the agenda and the staff handbook has been deferred to the following month (reducing review period to twom months)

B. Board Elections	Vote	Brandon Paris	10 m
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Based on KHS By-Laws the board is to elect new members and officers.

C. Governance: Board of Directors and PTSO	Discuss	Brandon Paris	10 m
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The PTSO has reached out to the board to discuss a more formal relationship.

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

E. Governance: Mission, Vision, and Strategic Planning Process	Discuss	Brandon Paris	30 m
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V. Executive Director Report 8:48 PM

Academic Excellence

A. Executive Director Monthly Report	FYI	Mark Tracy	5 m
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	Purpose	Presenter	Time
Board Members will have time to ask Executive Director specific questions pertaining to his monthly report.			

B. KHS Hiring Policy and Overall Certification Rates for the School	Discuss	Mark Tracy	5 m
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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.

C. Charter Renewal and Performance Framework	FYI	Mark Tracy	1 m
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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

- No additional updates at this time

VI. Closed Session Topics 8:59 PM

Governance

A. 2019-2020 School Staffing Plan	Vote	Mark Tracy	10 m
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In closed session Dr. Tracy will present the 2019-20 staffing plan.

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

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. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

B. RFP Process for 2019-20 School Year	Vote	Mark Tracy and Bre Buckholz	20 m
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(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.
The following Requests for Proposals were sent out in March and reviewed in April. The board must approve these contracts during the June general board meeting.

Here are a list of services we currently contract out:

- Financial Services (payroll and invoicing)
 - Ms. Buckholz will provide her feedback on the two companies that presented last board meeting
- Cafeteria/Child Nutrition
- Audit Services (no formal RFP but asked for proposals)

VII. Closing Items 9:29 PM

A. Adjourn Meeting	Vote	3 m
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