

Kestrel Heights Public Charter School

Board Meeting

Date and Time

Tuesday July 9, 2019 at 6:30 PM EDT

Location

4700 S Alston Ave, Durham, NC 27713 (Grades 6 to 8 building)

Agenda			
-	Purpose	Presenter	Time
I. Opening Items			06:30 PM
A. Record Attendance and Guests		Brandon Paris	1 m
Please note which board members are present an	d absent for t	he 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	Brandon Paris	3 m
Minutes from Standing Meeting for April, 2019.			
Approve minutes for Board Meeting on April 9, 201	9		
D. Minutes: May 13, 2019 Emergency Meeting	Approve Minutes	Brandon Paris	3 m
The meeting minutes from the previous month (reameeting) will be reviewed and voted for acceptance amendments.	• •	•	
Approve minutes for Emergency Meeting on May 1	13, 2019		
E. Minutes: May 28, 2019 General Board Meeting	Approve Minutes	Brandon Paris	3 m
Minutes from Standing Meeting for May, 2019.			
Approve minutes for General Board Meeting on Ma	ay 28, 2019		
F. Minutes: May 29, 2019 Emergency Meeting	Approve Minutes	Brandon Paris	3 m
Vote to approve the meeting minutes for the Emerger 2019.	ncy meeting c	alled on May 2	29,

Approve minutes for Emergency Meeting on Mag	y 29, 2019		
G. Minutes: June 11, 2019 Board Meeting	Approve Minutes	Brandon Paris	3 m

Minutes from Standing Meeting for June, 2019.

Approve minutes for Board Meeting on June 11	, 2019		
H. Minutes: June 22, 2019 Emergency Meeting	Approve Minutes	Brandon Paris	3 m

Emergency meeting called to make final vote on Financial Services vendor.

Approve minutes for Emergency Meeting: Financial Services (payroll and invoicing) on June 22, 2019

Brandon

and Bre Buckholz

Paris

10 m

I. Public Comment

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			07:00 PM
A. Update on Capitola Property	FYI	Mark Tracy	3 m

The Board accepted an offer to sell the Capitola Property. The offer letter has been signed and a deposit has been made to the escrow account.

B. Monthly Budget Report	FYI	Mark Tracy	3 m
Review of the monthly expenses from the school	ol through the mor	nth of May.	
C. Benefits Renewal Analysis	Vote	Jerod Cohen	30 m

Annual review and vote for major medical, dental, and vision. Jerod Cohen will be present to explain the benefits and costs to the organization.

D. Paid Time Off (PTO) Payout Plan for the	Vote	Mark	10 m
2019-2020 School Year		Tracy	

Dr. Tracy will present a proposal to approve the PTO payout for the 2019-20 school year. The goal is to have this already determined at the onset of the school year to communicate the plan to staff and encourage staff to reduce PTO days.

Proposal

Provide 3 payout options

1) Cash payout \$50/ per day (an increase in \$10)

2) Add to Retirement plan (401K) \$50/ per day (an increase in \$10)

3) Add to Health SPending Account (HSA) \$50/ per day (an increase in \$10)

E. 2019-20 Operating Budget	FYI	Mark Tracy	5 m

The Board of Directors will have a chance to review the planning budget for the 2019-20 school year.

Key points: Enrollment set at 524 (Currently 560) EC 75 Students LEP 39

III. Academics			07:51 PM
A. Educational Model Report: High Needs High Support	Discuss	Mark Tracy	30 m

Top 6 Model Review: Provide the Board with an update on the findings for:

• High Needs High Support

IV. Governance			08:21 PM
A. Board Elections	Vote	Brandon Paris	10 m
Based on KHS By-Laws the board is to elect new n	nembers and of	ficers.	
B. Board of Directors Summer Retreat	Discuss	Brandon Paris	10 m
The Board of Directors will discuss the dates, go summer retreat. This retreat should also be alig board members.			
C. Governance: Board of Directors and PTSO	Discuss	Brandon Paris	10 m
The PTSO has reached out to the board to discuss	a more formal	relationship.	
D. Governance: Annual Policy Review	Discuss	Mark Tracy	5 m
The Board of Directors will annually review all polic	es and staff ha	ndbooks, the	

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

<u>Staff Handbook</u> 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)

E. Governance: Mission, Vision, and Strategic Planning Process	Discuss	Brandon Paris	30 m
V. Executive Director Report			09:26 PM
A. Executive Director Monthly Report	FYI	Mark Tracy	5 m
Board Members will have time to ask Executive Din his monthly report.	rector specific q	uestions perta	aining to
B. Charter Renewal and Performance Framework	FYI	Mark Tracy	1 m
Dr. Tracy will provide an update on the 2020 Chart Performance Framework	er Renewal an	d Annual	

Charter Renewal: Site Visit

· No additional updates at this time

Performance Framework

· No additional updates at this time

VI. Closed Session Topics			09:32 PM
A. 2019-2020 Updated Staffing Recommendations	Vote	Mark Tracy	5 m

In closed session Dr. Tracy will present the 2019-20 updated staffing recommendations.

§ 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:

(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.

VII. Closing Items		09:37 PM
A. Adjourn Meeting	Vote	3 m