



Kestrel Heights Public Charter School

Board Meeting

Date and Time

Tuesday October 8, 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			6:30 PM
A. Record Attendance and Guests Please note which board members are present and absent for the Secretary.		Shani Foy-Watson	1 m
B. Call the Meeting to Order The meeting will be called to order by the Chair.		Josephe Featherstone	1 m
C. Minutes: July 10, 2019 Emergency Board Meeting Minutes from Emergency Meeting on July 10, 2019.	Approve Minutes	Brandon Paris	3 m
D. Minutes: July 16, 2019 Special Meeting Approve minutes submitted for the July 16, 2019 Special Meeting	Approve Minutes	Brandon Paris	3 m
E. Minutes: August 10, 2019 Board Retreat Minutes from August 10, 2019 Board Retreat	Approve Minutes	Brandon Paris	3 m
F. 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.		Brandon Paris	10 m
<p>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.</p>			

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

II. Finance

6:51 PM

A. Monthly Budget Report FYI Mark Tracy 5 m

Dr. Tracy will review the monthly budget report.

Due to the Board of Directors meeting being on October 9 and the submission of the agenda for October 3 our financial company has not provided the updated budget report for the month. They typically need 5 business days into the new month to generate the budget report. In reviewing the calendar it appears that June 2020 and possibly December 2019 will be the next times this will occur.

Regardless, the budget has not been updated for four reasons. First, the state has not updated the per pupil allotment for the 2019-20 school year. Second, Durham Public Schools has not updated their salaries for the 2019-20 school year. Third, the adjustments for health care for new employees was recently reflected in the most recent payroll (report pending from CSP). Finally, the rent payments have not been formally adjusted to reflect the paying off of the half-million dollar loan and deferred rent.

At this point the budget is not an accurate reflection due to salaries, benefits, and rent are by far the greatest expenses and our primary revenue stream (state and local allotments) is not accurate.

Please note that our ADM is 20 scholars short of projection which will have a negative impact on the overall budget but with the sale of Capitola it is hopeful to reduce any major budget concern. Nevertheless, KHS administration met with CSP to review the budget and it appears we are on track as it pertains to spending.

III. Governance

6:56 PM

A. Mission/Vision Process Discuss Brandon Paris 30 m

B. Educational Model Review FYI Mark Tracy 60 m

The Board of Directors will review the results of the following information:

1. Parent, scholar, and staff survey
2. Hold community discussions on September 20
3. Provide brief market analysis of the 4 models

The Board of Directors will determine the next steps on determining the next model for KHS.

C. Executive Director Report FYI Mark Tracy 15 m

Dr. Tracy will present his monthly report on the status of the school.

D. Policy Review Discuss Josephe Featherstone 10 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)

E. Charter Renewal and Performance Framework FYI Mark Tracy 10 m

Dr. Tracy will provide an update on the three areas as it pertains to our Charter Renewal

1. Academics
2. Finance
3. Compliance

Dr, Tracy will provide a status update on the 2019-2020 Performance Framework

IV. Closing Items

9:01 PM

A. Adjourn Meeting

Vote

3 m