



Kestrel Heights Public Charter School

Board Meeting

Date and Time

Tuesday December 10, 2019 at 6:30 PM EST

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		Shani Foy-Watson	1 m
Please note which board members are present and absent for the Secretary.			
B. Call the Meeting to Order		Josephe Featherstone	1 m
The meeting will be called to order by the Chair.			
C. Minutes: November 22, 2019 Special Meeting	Approve Minutes	Brandon Paris	5 m
Mr. Paris will be absent from today's meeting but submitted the draft minutes ahead of session.			
Approve minutes for Special Meeting on November 22, 2019			
D. Public Comment		Josephe Featherstone	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			6:47 PM
A. Audit Review Process and Results	FYI	Bre Buckholz	15 m
Ms. Breonna Buckholz will present the audit process and the results for the 2018-19 school year. She will also provide an update on the new provider and how this new contract is working.			

B. Facilities Update FYI Jim Carter 10 m

Mr. Carter will provide the board an update on:

1. What repairs and projects have occurred this year
2. What repairs and projects will be addressed this year
3. What repairs or projects need to be done but do not have the budget to complete

This is not a request for funding, the goal is to provide you an update on the facilities management of our school.

C. Monthly Budget Report FYI Mark Tracy 10 m

Dr. Tracy will review the monthly budget report, see attached budget.

D. Facilities Planning Discuss Brandon Paris 10 m

The lease of the Elementary School will end in June 2021. In order to make effective plans the Board will need to determine what to do with this facility within the next 6 months.

III. Governance 7:32 PM

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

The Charter School Advisory Board will be meeting on December 9 + 10 to determine the length of the charter. This agenda was submitted before this date, however, the Board meeting is after a decision will be made by CSAB.

1. Comments about KHS lack of cooperation with the Renewal Process were added to provide documentation based on comments made at the November presentation.

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

- 24 out of 24 on time (all deemed accurate)
- 29 Total submissions due for the 2019-20 SY
- All of November, December, January, and February have been submitted
- March Due:
 - School Letter Grade
 - School Improvement Plan (completed)

December 13: LIEP Service Chart (New Standard)

All charter schools with EL students must complete the LIEP service chart and submit to NCDPI through Epicenter by December 13, 2019. Title III subgrantees submit their LIEP service chart through the Comprehensive Continuous Improvement Plan (CCIP) during the consolidated application window.

B. Mission/Vision Process Discuss Brandon Paris 30 m

C. 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)

D. Educational Model Review FYI Mark Tracy 30 m

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

E. Executive Director Report FYI Mark Tracy 15 m

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

F. Mid Year Executive Director Review Discuss Josephe Featherstone 15 m

The Board will present their mid year review of Dr. Tracy based on his performance from July through December.

IV. Closing Items **9:22 PM**

A. Adjourn Meeting Vote 3 m