



Kestrel Heights Public Charter School

Board Meeting

Date and Time

Tuesday January 14, 2020 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. 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.			
D. Approve December 2019 Meeting Minutes	Approve Minutes	Shani Foy-Watson	5 m
Approve minutes for Board Meeting on December 10, 2019			
II. Finance			6:47 PM
A. Monthly Budget Report	FYI	Mark Tracy	2 m
Dr. Tracy will present a review of the monthly budget. In this section is a summary from the Executive Director and the Board Monthly Budget Report.			

B. Financial Policy Review Discuss Bre Buckholz 15 m
 Ms. Buckholz will review the current financial policy and provide feedback to the Board of Directors on potential changes to the policy.

C. Bond Discussion Discuss Brandon Paris 40 m
 Highmark will present its Bond proposal and potential campus expansion.

D. Staffing 2020-2021 Discuss Mark Tracy 30 m
 Dr. Tracy will provide a recommendation on school size for the 2020-21 school year with a long term plan to stabilize enrollment to meet staffing and funding needs.

1. Board of Directors determine long term fiscal strategy
 1. How much annually does the Board want to save
 1. This will inform part two of the process and determine staffing moving forward

Dr. Tracy will also provide 3 processes in which to make staffing recommendations for the 2020-21 school year and a proposed timeline:

1. January- Receive Board consent on the next steps as it pertains to the process
 1. Three Options
 1. Recommended: School administration provide three staffing recommendations to the board
 2. A subcommittee of board members and administrators develop three recommendations to present to the Board
 3. The Board determines the staffing plan
 2. February- Closed session (without KHS staff) to discuss the various options presented
 3. March- Discuss the proposal in open session (option to vote)
 4. April- Finalize staffing plan for the 2020-21 school year

III. Governance **8:14 PM**

A. 2020-2021 School Calendar Vote Suzanne Vargas 15 m
 Ms. Vargas will present the 2020-2021 proposed calendar. This is an action item.

B. Executive Director Report FYI Mark Tracy 15 m
 Dr. Tracy will present his monthly report on the status of the school.

C. 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.

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
 The State Board of Education met on January 8, 2020, to discuss charter renewals; however, no formal vote occurred. At the time of submission, it was undetermined when the formal voting will occur.

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)

IV. Closing Items

9:19 PM

A. Adjourn Meeting

Vote

3 m