



# Kestrel Heights Public Charter School

## Board Meeting

### Date and Time

Tuesday February 11, 2020 at 6:30 PM EST

### Location

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

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b> Please note which board members are present and absent for the Secretary.		Shani Foy-Watson	1 m
<b>B. Call the Meeting to Order</b> The meeting will be called to order by the Chair.		Josephe Featherstone	1 m
<b>C. Public Comment</b> 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.		Josephe Featherstone	10 m
<b>D. Approve December 2019 Meeting Minutes</b>	Approve Minutes	Shani Foy-Watson	5 m
<b>II. Finance</b>			<b>6:47 PM</b>
<b>A. 2019-2020 Salary Adjustments</b>	Vote	Mark Tracy	15 m

The Board of Directors will review updated salary adjustments based on the updated Durham Public Schools pay scale. This item requires a vote.

**B. 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
    1. Reason for Closed Session: Establish or instruct the staff or agents concerning the negotiations of the amount of compensation or other terms of an employment contract.
  3. March- Discuss the proposal in open session (option to vote)
  4. April- Finalize staffing plan for the 2020-21 school year

**C. Bond Discussion** Discuss Brandon Paris 30 m

Board will continue their conversation pertaining to a Bond proposal and potential campus expansion.

**D. Monthly Budget Report** FYI Mark Tracy 10 m

Dr. Tracy will present a review of the monthly budget. This section is a summary from the Executive Director and the Board Monthly Budget Report.

**E. Request for Proposals** Discuss Mark Tracy 10 m

The Board will review current contracts to determine if they want to send them out for proposals for the 2020-21 school year.

The annual contracts are:

Attorney  
Audit Services  
Catering-Cafeteria  
Custodial  
E-Rate  
Financial Services  
Health Insurance Broker  
Lawn Care  
Liability Insurance Broker  
Technology Support

**III. Academics** 8:22 PM

**A. Mid Year iReady Assessments in Reading and Math** FYI Mark Tracy 15 m

Dr. Tracy will present the result of the most recent iReady Assessment (Middle of Year or MOY) in the areas of reading and mathematics. The data will include overall proficiency (Diagnostic Results) and Growth Data.

#### IV. Governance

8:37 PM

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

- B. 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)

- C. Charter Renewal and Performance Framework** FYI Mark Tracy 10 m  
The State Board of Education met on February 5, 2020, to discuss charter renewals; on February 6 the Stae Board of Education voted to give Kestrel a 5-year charter.

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

- 26 out of 26 on time (all deemed accurate)
- 31 Total submissions due for the 2019-20 SY
- All of November, December, January, and February have been submitted
- March Due:
  - School Letter Grade (State has not released formal report card but we have updated our data on our website)
  - School Improvement Plan (completed)
- April Due
  - Fire, OSHA, and Other Required Health or Safety Inspections
  - Civil and Liability Insurance Certificate
- June
  - Charter Agreement with Signatures

#### V. Closing Items

9:12 PM

- A. Adjourn Meeting** Vote 3 m