



Kestrel Heights Public Charter School

Board Meeting

Date and Time

Tuesday May 12, 2020 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 |
| Opening Items | | | |
| 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 April 2020 Meeting Minutes | Approve Minutes | Shani Foy-Watson | 5 m |
| Approve minutes for Board Meeting on April 14, 2020 | | | |
| E. Kestrel Board of Directors Annual Evaluation | Discuss | Josephe Featherstone | 15 m |
| Allow time for Board members to complete the Annual Board Evaluation. | | | |

II. Academics

7:02 PM

A. COVID 19 Update FYI Mark Tracy 5 m

Dr. Tracy will update the Board of Directors on any changes due to COVID changes and closures.

School Closure
Change in Grading Procedure

B. Annual Update: Special Education, English Learners, and Academically and Intellectually Gifted FYI Tonya Jackson 30 m

Ms. Jackson will provide an annual update on the special education, English learners, and academically and intellectually gifted programs at KHS.

Documentation included: Annual Report from NCDPI on our AIG Program (FYI Only)

III. Governance

7:37 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 20 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 5 m

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

- 31 out of 30 submissions on time (all deemed accurate; fire inspection needs to be provided from the city)
- 31 Total submissions due for the 2019-20 SY
- All of November, December, January, February, and March have been submitted
- March Submissions:
 - School Letter Grade
 - School Improvement Plan
- April Submissions:
 - Fire, OSHA, and Other Required Health or Safety Inspections
 - Civil and Liability Insurance Certificate
- June
 - Charter Agreement with Signatures

D. Board Member Recruitment Discuss Josephe Featherstone 20 m

The Board of Directors will discuss the current Board structure and determine plans for recruitment and replacement of expiring members. The Board will look at the professional areas of need to have a diverse experienced Board of Directors.

Board Elections traditionally occur in July.

E. Board Elections for the 2020-21 School Year Discuss Josephe Featherstone 15 m
Mr. Featherstone will guide the board in order to establish a clear timeline to hold board elections.

F. Revised Mission Vote Andrew Touchette 15 m
Mr. Touchette will present the final version of the mission and is seeking board approval.

IV. Finance

9:07 PM

A. 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.

B. iReady Vote Mark Tracy 10 m
Dr. Tracy will present an invoice for iReady Testing for the 2020-21 School Year.

This expense has been added to the operating budget 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. Paid Time Off Proposal 2019-20 FYI Mark Tracy 2 m
Dr. Tracy will update the board on the modification to the PTO Payout Procedure.

Dr. Tracy has spoken to all staff about the change in procedure, this was conducted at a recent staff meeting.
Dr. Tracy sent a memo to all staff that articulates the change to the PTO Payout Procedure.

E. Staffing 2020-2021 Discuss Mark Tracy 3 m
Dr. Tracy will provide an update on the staffing changes for the 2020-21 school year.

All staff who will not have a contract for the 2020-21 school year has been contacted
All staff who have a modified role for the 2020-21 school year has been contacted
All staff who are returning for the 2020-21 school year have been informed that their status is not planned to change.

F. Closed Session Discuss Stephon Bowens 30 m
Mr. Bowens will provide the board an update on recent legal matters for the school.

§ 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:

To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

G. Closed Session: Hiring for 2020-21 Vote Mark Tracy 10 m
Dr. Tracy will present a candidate for employment for the 2020-21 school year.

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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. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

V. Closing Items

**10:42
PM**

A. Adjourn Meeting

Vote

3 m