APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday July 10, 2018 at 6:30 PM

Location
4900 Prospectus Dr. Durham, NC 27713

Directors Present
B. Paris, J. Featherstone, Y. Powell

Directors Absent
M. Bennett, T. Fisher

Ex Officio Members Present
J. Hensler

Guests Present
A. Goff, B. Buckholz, M. Tracy, Stefan Bowen, T. Miller

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

B. Paris called a meeting of the board of directors of Kestrel Heights Public Charter School to order on Tuesday Jul 10, 2018 at 6:37 PM.

C.

Approve Minutes

Will be voted on in August.

D. Public Comment

No public in attendance.

II. Governance

A. New Member Welcome

Yolandra Powell introduced herself as a business owner and parent of Kestrel students. Excited to be a part of the organization.

Mr. Hensler is the teacher rep, baseball coach and stated, Ketrel to me is to me what I hoped I would find when I moved to the area. Hopefully the school of choice for all in the area.

Mr. Paris thanked everyone for their time and support.
The retreat will be held on July 21st. Part of that retreat will be board member orientation.

B. Policy Updates

Update on two policies based on the NC Office of Charter Schools (Nepotism and Conflict of Interest), each need to be voted for approval.

Dr. Tracy brought forth two policies that were recommended by Office of Charter Schools as an exemplar model.

J. Featherstone made a motion to Approve the Conflict of Interest Policy as written.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Featherstone made a motion to Approve the Nepotism Policy as written.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Annual Policy Review

Brandon Paris asked that we set a calendar to review the policies quarterly, in chunks so we take a deeper look.

The goals being setting a consistent process to follow for years to come and set into the agenda.

Dr. Tracy will provide a draft of what this might look like next meeting.

D. Board on Track

Mr. Paris shared the purpose of this investment is to create consistency and systems to develop a more structured board and clarity in our processes, where we keep critical documents.

Dr. Miller will serve as the board and executive director's coach and consultant for the year. The goal being housing the board's critical document in one place while creating a systemic plan for the future.

III. Executive Director Report

A. Staffing

J. Featherstone made a motion to Approve the new hires (staffing plan) as recommended by Dr. Tracy.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Expense Request

Dr. Tracy noted that this purchase will not impact the budget as the line item was previously approved.

Mr. Paris asked that there is no increase in the per pupil cost with growth in enrollment.

Any expense over $5,000 needs Executive Committee approval, there was no meeting for the EC. This is coming to the full board for approval.
J. Featherstone made a motion to Approve the iReady expense request ($7,680).
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Performance Framework

Dr. Tracy noted that all Performance Framework information was sent on time. There were a six items that were sent back (previous year there were zero) posting of letter grade, lottery application, COI, nepotism policy, board membership addresses and insurance term expired in April. They also asked that the SBE are added to the insurance policy.

All six items are now addressed.

There was a question regarding the SBE being on the insurance policy from the chair and board attorney. No further comments were made.

D.

Executive Director Monthly Report

Updates on enrollment were provided. The report can be found in the packet.

E. Academics

April Goff provided an overview of the data presented in the board packet.

The report provided a plan of how the school will be making adjustments to increase overall achievement.

One area will be the use of the approved iReady curriculum and assessment tools. There has been some shifting of staff.

Questions Asked:
JF: How many beginning teachers do we have? Only one brand new beginning teacher to the school.
BP: Some concerns with the downward trend in some academic areas in grade levels. It will be very important for the board to understand how these will be mitigated. Brandon would like to make sure there is a communication prepared prior to the NC Report Card going out (two versions of the press release).

Dr. Tracy: There is an updated academic plan in the packet. One of the keys will be the ongoing performance tracking program (iReady).

There was additional discussion regarding the school's expected growth, also in the meeting packet.

F. Accident Insurance

Ms. Bucholz provided a draft of the policy that will cover the school (example student accidents) and will pay the medical expenses.

No questions from the board.
J. Featherstone made a motion to Approve the policy as presented.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Organization Development

A. Retreat Planning

There is a board retreat scheduled for July 21.

The retreat will be facilitated by CSI.

Objectives:
Being a better board
Working as a team
Expectations
Catalyst for the development of a strategic plan

The retreat will be held at the school, and the goal is to begin by 9:00. There may be some board business prior.

B. Charter Renewal Process

Dr. Tracy reviewed the requirements for submission.

There is information in the packet.

There is a $500 fee for renewal.

Increasing the academic scores, staying in compliance and completing the strategic plan will increase the chances of a ten year renewal.

V. Finance

A. Tri Properties CAM Expense

J. Featherstone made a motion to Pay the amount due (as noted in the packet).
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. June Operating Budget

Dr. Tracy noted the budget is on track for the upcoming year.

By August we will have a better understanding of this year's true revenue figures.

C. Update on Move Expense

Work is still being done, the vast majority is completed and we are under budget.

Question; JF: Is there funding for the gym floor to be done? (Dr. Tracy noted that this is discussed each year and it is not as easy as thought. It is continued to look at)
Additional note: Walk through pictures have been sent out on social media.

There will be an opportunity to walk through the renovated campus for open house. (August 16) No times yet

D. School Lunch Balance Donation Procedure

Purpose for amendment: Was to reduce the number of small checks (i.e. .50 checks were written). Any balance less than $5.00 would go as a donation to the lunch program.

J. Featherstone made a motion to Approve the policy as written.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

J. Featherstone made a motion to adjourn the meeting.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,
B. Paris