APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday August 14, 2018 at 6:30 PM

Location
4900 Prospectus Dr. Durham, NC 27713

Directors Present
B. Paris, M. Bennett, S. Foy-Watson, T. Fisher, Y. Powell

Directors Absent
J. Featherstone

Directors who left before the meeting adjourned
Y. Powell

Ex Officio Members Present
J. Hensler, M. Ross

Guests Present
A. Goff, B. Buckholz, S. Bowens, S. Vargas, 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 Aug 14, 2018 at 6:32 PM.

C. Approve Minutes

M. Bennett made a motion to approve minutes from the Board Meeting on 07-10-18 Board Meeting on 07-10-18.
T. Fisher seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Public Comment

No public comment

II. Governance

A. Annual Policy Review

Discussed changes in the handbook.
Board voted to accepted the changes.
Travis Fisher made the motion to accept the changes
Yolandra seconded the motion.
Motion was unanimously approved

B. Board Volunteering at the School

Ms Goff asked that Board members be more present and visible in the school as and when possible. In particular open houses, helping in class, car line etc.
Brandon suggested that if we think of something that isn't on the list we can talk to Ms Goff about it.

III. Executive Director Report

A. Staffing

M. Bennett made a motion to Accept the following positions as recommended by Dr Tracy: 5th Grade, ELA, 8th Grade Math, EC Assistant, 7/8th Grade Science, 6th Grade ELA, Elementary Front Desk Administrator, 6th Grade Science, 4th Grade General Education Teacher.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.
Ms. MaryAnne Ross introduced herself as a new Ex-Officio board member and gave her back ground as a teacher and her experience at Kestrel
Ms Foy-Watson introduced herself as a new board member.Gave her background in education and is now working as a social worker and has a private practice for therapy.

B. Expense Request

Not discussed at the meeting

C. Performance Framework

Everything has been submitted to the state.

D. Executive Director Monthly Report

Enrollment is steady. We haven't hit our cap. of 704 yet.
We won't know until the end of the month

E. Academics

Ms Goff spoke about the 5 year plan and how they will work with the teachers to make progress with the plan.
Certain components will not occur this year as they are part of the long term plan.

F. Extended School Day Decision

Dr Tracy wanted to provide the information on the decision but no action was needed.

IV. Finance

A. Operating Budget Updates

Dr Tracy provided the projected numbers for the board.These aren't final we have to wait until October for the final budget as that covers the 20 day ADM.

B. TICAM Expense Update from Attorney Bowens

Attorney Bowens is chasing Mr Sanchez to schedule a time to meet. We are still waiting for a response to discuss the fee we are questioning.

C. End of Year 2017-2018 Budget Review

They are still waiting for updated numbers from Arcadia. These will be provided in due course.

D. Salary Adjustments

In July DPS provided their salary pay scale. We want to be competitive and match Durham to compete equally.

Dr Tracy provided the salary information to the board via email earlier today.

T. Fisher made a motion to Accept the salary adjustments as presented by Dr Tracy for the 2018-2019 year.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Capitola Property

Gave update on the Capitola property and the termination of contract of sale.
It has been relisted on Loopnet as for sale again.
Dr Tracy is in talks with South Durham Little League about them looking at the property. More talks are needed.
Dr Tracy is also in talks with Savills Studley who helped us with previous negotiations. They are interested in representing us again. Dr Tracy is waiting for a contract from them.
There are no restrictions on the land as far as Dr Tracy is aware.

F. Catering Company B Sweet and Savory Discussions

Dr Tracy gave an overview of the discussions we are in with regards to the rental of the school kitchen for their business. We are still looking to secure the catering contract.
Dr Tracy has spoken to two other companies that are willing to take on the school contract.
Dr Tracy needs to have the catering contract finalized by Thursday to prepare everything for the start of school next week with them.

V. 2018-2019 Kestrel Heights Objectives

A. Overview of the School's 2018-2019 Objectives

In looking at Academics section the following was discussed.

Travis Fisher asked what the sub groups referred to.
Dr Tracy answered that this covered things like EC students, AIG students etc. We need to make sure we support these groups.

Question was raised by Travis Fisher as to whether we are looking to have more focus on technology and using the technology over and above the instructional component.

Dr Tracy did comment that this needs to be factored into the 5 year plan as more technology needs to be supported by staff education to back that.
We have increased the number of laptops in the school.

Ms Ross backed up the comment that this needs time as the children need to be trained how to use it effectively to the point it is not a distraction.

Ms Goff commented that for 6th, 7th and 8th grade technology has been brought back as an elective.

Dr Tracy commented that we are making the most of the curriculum as a multi-media based curriculum to include instructional based technology.

In looking at the overall document given for the organizational goals, Brandon Paris spoke about using SMART goals when looking at them. (Specific Measurable Attainable, Relatable and Time bound). Looking for answers of what are we going to do and by when.

In discussing these moving forward it was discussed how these initial goals can be expressed with more detail to incorporate SMART goals.

Dr Tracy is going to revise the document with help from Ms Foy-Watson and Brandon Paris and will bring back another draft of the document for the next board meeting.

The goals aren't going to be changed, we are looking for more detail behind the goals.

Travis Fisher made a motion to approve the 2018-19 organizational goals as presented by Dr Tracy.
Mary Bennett seconded the motion.
The board voted unnanimously to accept the motion
Y. Powell left.
S. Vargas left.

B. Mission, Vision, and Strategic Planning Process

Brandon Paris asked for the board to review the Harvard Document that was uploaded to Board on Track to discuss it further at the next meeting. It focuses on the vision and the key things that support the vision.
It was agreed we do need to have a clear vision and mission statement.

VI. Other Business

A. Board on Track Training

Look into notifications for board on track

B. Governance Commitee

Brandon Paris spoke about the governance committee and how it is set up to not only govern the school but govern the board as well.
He asked for the board to think about whether they want to be the chair of the committee or be part of the committee and come back in September to talk about it.

VII. Closing Items

A. Adjourn Meeting

M. Bennett made a motion to adjourn the meeting.
T. Fisher 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 8:30 PM.

Respectfully Submitted,
M. Bennett