APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday September 11, 2018 at 6:30 PM

Location
4900 Prospectus Dr. Durham, NC 27713

Directors Present
B. Paris, J. Featherstone, M. Bennett, S. Foy-Watson, T. Fisher

Directors Absent
Y. Powell

Directors who left before the meeting adjourned
J. Featherstone

Ex Officio Members Present
J. Hensler, M. Ross

Guests Present
A. Goff, B. Buckholz, J. Carter, M. Tracy, S. Bowens, S. Vargas, T. Jackson, 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 Sep 11, 2018 at 6:36 PM.

C. Approve Minutes

J. Featherstone made a motion to approve minutes from the Board Meeting on 08-14-18 Board Meeting on 08-14-18.
M. Bennett seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Public Comment

No public comment

II. Other Business

A. Board on Track Training

Dr Miller gave an overview of the Board on Track (BOT) system.
Commented that we need to make sure the agenda is set correctly with regards to the public or private setting. Once the documents are made public it will automatically be uploaded to the Kestrel Website.
We still need to work on how to deal with the closed session documents.
Spoke about utilizing BOT and how to use it more with regards to other committee members.
Can any board members who have tasks complete them please?
We can then look further at the skill sets of the board members.

Mr Featherstone asked what can we do initially to interact with the system.
Mr Miller replied, once you receive your email for the board meeting invite can you please accept or deny the request. to engage with the system. You can then download the packet.

Mr Miller highlighted the resources and training within the system on the left hand panel that can be accessed for further training.

He also referred to the 2 books provided and asked for the board to read the first 2 chapters of each book. (Board Structure and Board Meetings)

B. Hurricane Preparation Update

Mr Carter spoke about the flooding we sustained in the band room. He has spoken to Tri Properties to prevent the flooding. They are going to put sand bags down to prevent flooding.

Leaks in the middle school campus have been fixed.

Messages have been sent to the parents concerning the closing and the preparation the school is taking.

Ms. Buckholtz has spoken to the insurance company to see what coverage we have.

Mr Bowens suggested taking photographs of the large ticket items that can't be moved.

III. Governance

A. Annual Policy Review

No changes have been made so no recommendations have been presented.
Th policy is lengthy. Mr Paris suggested dividing the policy between the board.

Ms Ross and Mr Featherstone will look at pages 8 - through 23
Mr Hensler and Ms Bennett 24 - 41
Ms Foy Watson Mr Fisher - 42 - 57
Ms Powell and Mr Featherstonewill take the last 15

Mr Bowens as the school attorney will read the whole thing for legal clarity.

IV. Executive Director Report

A. Enrollment Efforts for the 2018-19 School Year

Ms. Vargas commented on the enrollment. She did highlight that we lost students that didn't return and no shows who said they'd attend but didn't. Exit interviews have been sent to ask why. The interviews themselves have been changed to open responses. Out of the responses that were retuned, some highlighted they had got better offers.

Spoke about the recruitment events taken out by CSI and the school. The 4 events that took place prior to the start of school were well attended.

B. Enrollment

Enrollment data was presented by Ms Vargas.
The 20 days ADM is now being pushed back due to the hurricane closure.

C.

End of Grade Preliminary Results

Ms Goff presented the NC School grade we received. We did meet growth which is important for charter renewal.

We improved overall and we are working towards our goal of an A school.

Ms Goff and Dr Tracy will work together to look at how our peers did with their grades and present at the next board meeting.

D. Beginning of Year Update

Ms. Goff commented that this is the smoothest opening of the school that we have had. There has been lots of open communication and dialogue and this has been effective with the team.

Both car lines have been worked out quicker than previous years.

Ms Goff commented that most of the staff now have walkie talkies that were purchased that have really boosted communication.

E. Academics

Staff were given a quick summary of the 5 year plan. It is being broken into chunks to understand it effectively.

Ms Goff spoke about the monthly goals and the discussions around them with the staff with regards to the implementation of the 5 year plan. Where they need to be tweaked etc.

F. Special Education, Academically and Intellectually Gifted, and English as a Second Language Update

Ms. Jackson spoke about the EC department and how it has been developed into a more cohesive department.

Ms. Jackson also spoke about the different departments that include not only EC but AIG and ESL and how they have collaborated to plan and schedule the needs for the whole departments.

Could potentially be serving 50 ESL students this year which is a big number.

We have 77 in the Special Ed program which is steady. We do have a student that would benefit from nursing services as currently the mother has to come to administer the medication. Ms. Jackson has applied for a grant which would help with regards to that. Ms Jackson and Ms Goff are looking into whether they can take over this from the mother but they would need medical training.

Kestrel has partnered with Between Chapters Therapy. They are volunteering here but we do need to get parental consent before they can be seen. They are looking to help students with chronic behavior concerns. Ms. Jackson will share the agreement with Mr. Bowens for legal clarity.

G. Beginning Teacher Support Program Plan

Ms .Villegas spoke about the new beginning teacher support program which has been changed by the State. Prior to the meeting she submitted her changes to the State to get feedback. It was approved by them so now needs to be approved by the board.

There are 3 teachers in the beginning teacher support program.

T. Fisher made a motion to Accept the beginning teacher support program as presented by Ms Vilegas.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Executive Director Monthly Report

Dr Tracy thanked the staff and acknowledged their hard work.

Dr Tracy advised that we are still waiting for final budget.
B. Buckholz left.
A. Goff left.
J. Carter left.
T. Jackson left.
S. Vargas left.

I. Performance Framework and Charter Renewal

Dr Tracy spoke about minor changes that need to be made in the charter.
The school meeting growth was significant.
Dr Tracy will attend a webinar provided by DPI about the charter renewal.

J. Staffing

T. Fisher made a motion to Accept the recommendation for a new K-8 grade Spanish teacher as presented by Dr Tracy.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Finance

A. Operating Budget Updates

Dr Tracy commented that the numbers are not finalized so there is nothing significant to speak of. The team do a good job of being fiscally responsible.

Dr Tracy is looking at whether we should be a targeted Title One school. This is in reference to low income scholars. This is state funding. The application has been pushed back to October.

B. Tri Cam Expense Update from Attorney Bowens

Mr Bowen's has requested a meeting with Tri Properties to discuss the charges in relation to CAM expenses.

C. End of Year 2017-2018 Budget Review

Dr Tracy advised that we still have not received a final budget.

D. Capitola Property

Dr Tracy gave an update on the property for sale. Savills Studley have provided a proposal to help sell the land.

Because of the limitation of the land Dr Tracy recommends we do need to utilize a professional realtor to help sell the land.

Mr Fisher recommended we contact a more suitable company that specializes in land sales as this is not Savills Studley area of expertise.

Mr Fisher said he could give some recommendations of people to contact.
M. Ross left.

E.

Charter School Initiative Bill (Closed Session)

J. Featherstone made a motion to Go into closed session for purposes as cited in the agenda.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Featherstone made a motion to Leave closed session.
T. Fisher seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. 2018-2019 Kestrel Heights Objectives

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

The board agreed to defer this discussion to the next meeting.
J. Featherstone left.

B. Mission, Vision, and Strategic Planning Process

Due to the timing of the meeting the board agreed to defer this to the next meeting.

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