APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday November 13, 2018 at 6:30 PM

Location
4900 Prospectus Dr. Durham, NC 27713

Directors Present
B. Paris, J. Featherstone (remote), M. Bennett, S. Foy-Watson, T. Fisher, Y. Powell

Directors Absent
None

Ex Officio Members Present
M. Ross

Guests Present
B. Buckholz, M. Tracy (remote), S. Bowens

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

M. Bennett called a meeting of the board of directors of Kestrel Heights Public Charter School to order on Tuesday Nov 13, 2018 at 6:33 PM.

C.

Approve Minutes

T. Fisher made a motion to approve minutes from the Board Meeting on 10-09-18 Board Meeting on 10-09-18.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes

T. Fisher made a motion to approve minutes from the Emergency Meeting (Immediate Closed Session) on 10-12-18 Emergency Meeting (Immediate Closed Session) on 10-12-18.
M. Bennett seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve minutes

T. Fisher made a motion to approve minutes from the Emergency Meeting: October 2018 #2 on 10-20-18 Emergency Meeting: October 2018 #2 on 10-20-18.
M. Bennett seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve minutes

M. Bennett made a motion to approve minutes from the Emergency Meeting: October 2018 #3 on 10-23-18 Emergency Meeting: October 2018 #3 on 10-23-18.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve minutes

T. Fisher made a motion to approve minutes from the KHS Emergency Meeting: 2018/19 Catering Services on 08-17-18 KHS Emergency Meeting: 2018/19 Catering Services on 08-17-18.
M. Bennett seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Featherstone	Aye
Y. Powell	Aye
T. Fisher	Aye
B. Paris	Aye
M. Bennett	Aye
S. Foy-Watson	Abstain

H. Public Comment

No public comment.

II. Finance

A. Update on Operating Budget Implementation

During emergency meeting recommendations were made to staff changes and budget line items. Those changes have taken place.

B. Capitola Property

Gamble is the company he would recommend to move forward with. There are 4 other offers on the table.
Question was asked if we can get the top two offers and get them to come in and make an in person proposal for the December meeting. Dr Tracy is going to arrange that.
He also need to send out links to the board for those proposals as the existing links didn't work.

C. Review of Updated 2018-19 Operating Budget

Talked about the budget and how prior to changes, budget was spent.
Board are now aware that additional investigation needs to be made.
December board meeting may have to make adjustment to the budget but we should be able to absorb them.

D. Monthly Budget Report

Spoke about the budget standpoint and how we held a parent meeting to explain what had happened with the budget and how we are moving forward and why we did what we did.

Ms. Foy-Watson asked if we are going to follow up to the parents who couldn't attend the meeting, what was said and the answers to the questions that were raised.
I.e. How we got to the situation and how we are financially sound moving forward.
Also about making sure the parent understand the importance of their scholars attending for those full 20 days.

Ms Ross asked if we can give the explanation to the faculty as well, so we can give a better clarification to the staff as it was explained in a different clear understandable way.

Ms Foy-Watson and Ms Ross will meet with Dr Tracy and talk more about the communication needed to fulfill the above requests.
S. Bowens arrived.

E. Management's Discussion and Analysis (June 2018) Audit Information

Ms Buckholtz spoke about the summary of statements from Arcadia and is required to be submitted to the state.

Closed the year with cash on hand of $900,000.
This has to be submitted with the final audit .
The final audit will then be given to the board to vote on it and then it needs to be submitted by the due date.
Dr Tracy will find out when the due date is needed by the state and will let the board know.
Thanks go out to the administration for all their work on this.

III. Governance

A. Annual Policy Review

As a reminder policies do need to be approved and the attendance policy is the one that needs to be reviewed. This updated policy does need to be approved

B. Year Round Calendar

What are the next steps and how are we looking to proceed?

- Parent surveys were done last year. Results weren't conclusive so the board agreed we need to investigate further
- The board thinks 2019-2020 may be too soon.
- We'd look at 2020-2021 if it was implemented and we would need to interact with parents further.
- We will look at hosting a town hall type of meeting with parents and the community to get further feedback.
- We need to understand the questions the change will make and can we offer the benefits of this verses what we are currently offering.
- How would we compare with the existing year round options?
- Jan 15 we can send out a survey prior to the Town Hall meeting which is to be set for **Jan 29, 2019** to learn from the community.
- Mr. Fisher will be the board sponsor which means he will endeavor to make this happen. It doesn't mean he does the work but he owns it.
- Dr Tracy will advise Mr Fisher about what needs to be done and Ms Foy-Watson and Mr Featherstone will work with Mr Fisher for this.
- At the February board meeting we review the data and set a deadline date at that meeting.

Open comments from the floor.

Mr Moore raised a question, what is the evidence to support a change from a traditional school to a year round school?
Mr. Foster raised a question is there a need for the year round model for the community that we are in? Are we looking outside the numbers?

Answers will need to be formulated for these and further questions that will be raised.

IV. 2018-2019 Kestrel Heights Objectives

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

Postponed until next meeting.

B. Mission, Vision, and Strategic Planning Process

Postponed until next meeting.

V. Executive Director Report

A. Executive Director Monthly Report

Dr Tracy - No significant components to the report.

B. Every Student Succeeds Act (ESSA)

Postponed until next meeting.

C. Tri Cam Expense Update from Attorney Bowens

Still have some unresolved questions from Tri Properties.
We aren't being doubled billed for the water.
They are supposed to give us a 1 month summary but we haven't received it yet. It is a month overdue.
A representative has agreed to come to a board meeting and go through the charges with us in person line by line.
Attorney Bowens will arrange this for the December meeting.

D. Performance Framework and Charter Renewal

No significant updates at this point.

VI. Closing Items

A. Adjourn Meeting

M. Bennett made a motion to adjourn the meeting.
S. Foy-Watson 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