APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday March 12, 2019 at 6:30 PM

Location
4900 Prospectus Dr. Durham, NC 27713

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

Directors Absent
None

Ex Officio Members Present
J. Hensler

Guests Present
A. Goff, B. Buckholz, M. Tracy, S. Bowens, S. Vargas

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 Mar 12, 2019 at 6:35 PM.

C.

Minutes: January 23 Emergency Meeting

M. Bennett made a motion to approve minutes from the Emergency Meeting (Jan 2019) on 01-23-19 Emergency Meeting (Jan 2019) on 01-23-19.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Minutes: February 12 Regular Meeting

Y. Powell made a motion to approve minutes from the Board Meeting on 02-12-19 Board Meeting on 02-12-19.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Minutes: March 6 Special Meeting

M. Bennett made a motion to approve minutes from the Special Meeting on 03-06-19 Special Meeting on 03-06-19.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Public Comment

Ms. Johnston made a public comment about the building frustration concerning getting substitute teachers to cover classes if they want to take PTO.

II. Finance

A. Monthly Budget Report

Dr.Tracy spoke about the financial situation of the school. We still have money from Durham that hasn't been transferred to us yet.

B. Budget Outliers

Dr. Tracy spoke about some line items that are currently over budget. We are working with Arcadia on some of the items.

C. RFP Process for 2019-20 School Year

RFP's for the following services have been sent out:

KHS RFP Financial Services
KHS RFP Lawn Care Services
RFP Catering Services
RFP Custodian Services
RFP Health Insurance Broker
RFP Legal Services

RFP Liability Insurance Broker

III. Topics Requiring a Board Vote

A. Governance: Update to School and Community Policy (3.40 Student Illness and Injury)

The policy was amended as per the concerns from the last board meeting concerning "lice"
M. Bennett made a motion to approve student illness and injury policy as provided,.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Governance: 2019-2020 Master Calendar (Updated)

The calendar was approved already, however, the hours of operation for the school need to be approved. Ms. Vargas gave some proposals of different scenarios for different start times. It was agreed we will keep the hours as they are.

C. Governance: End of Year Academic Planning (Remediation and Summer School)

Ms. Callahan requested changes that need to be made to the summer school hours to come into line with recent changes in legislature. This is funded by the State.
Ms. Goff spoke about the remediation plan and the changes with regards to the new standards.
J. Featherstone made a motion to accept the summer and remediation program as presented.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Finance: Staffing Recommendations

Mr. Paris spoke about the concerns surrounding staffing at the school. Ms. Goff discussed the plan that was produced to address those concerns in more detail.
M. Bennett made a motion to approve the proposal by Ms. Goff for the funding for additional staff related to behavioral support services for the remainder of the 2018-2019 school year up to $30,000.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.
Mr. Paris thanked the staff in attendance for attending the meeting.

E. Finance: Paid Time Off (PTO) Approval

T. Fisher made a motion to approve the payout of the PTO as proposed by Ms. Buckoltz.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Vargas left.

B. Buckholz left.

IV. Executive Director Report

A. KHS Hiring Policy and Overall Certification Rates for the School

Dr. Tracy discussed the teacher's licensure and what the State requires for certified teachers with regards to their latest policy change.

We do have teachers who aren't licensed for the class they are teaching. They have been communicated with.

This was discussed so we can make sure this is built into the plan so that teachers are certified in the correct areas moving forward both for this year and the upcoming school years.

B. Charter Renewal and Performance Framework

To be discussed at the next board meeting.

V. Closed Session

A. Motion to Enter Closed Session

M. Bennett made a motion to enter closed session for the purpose of NC GS § 143-318.11(a) (6). Closed sessions. • (6) 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.
T. Fisher seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Closed Session Discussion

The board discussed these issues with their attorney.

C. Exit Closed Session

M. Bennett made a motion to leave closed session.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Board-Inform Topics (To be covered in a future Board Meeting; Please Review)

A. Executive Director Monthly Report

Will be discussed at the next board meeting.

B. Governance: Exceptional Children: Fiscal Desk Review

Will be discussed at the next board meeting.

C. Finance: Targeted Support & Improvement Additional Targeted Support (TSI-AT)

Will be discussed at the next board meeting.

D. Governance: Annual Policy Review

Will be discussed at the next board meeting.

E. Governance: Board of Directors and PTSO

Will be discussed at the next board meeting.

F. Board Membership Recruitment

Will be discussed at the next board meeting.

G. Finance: Update on Capitola Property

Will be discussed at the next board meeting.

H. Academics: Educational Model Report (March): Literature Review and Selection of Top 6 Models

Will be discussed at the next board meeting.

I. Governance: Mission, Vision, and Strategic Planning Process

Will be discussed at the next board meeting.

VII. Closing Items

A. Adjourn Meeting

J. Featherstone 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 11:03 PM.

Respectfully Submitted,
M. Bennett