APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday June 11, 2019 at 6:30 PM

Location
4900 Prospectus Dr. Durham, NC 27713

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

Directors Absent
None

Directors who left before the meeting adjourned
S. McGarrah, Y. Powell

Ex Officio Members Present
J. Hensler, M. Callahan

Guests Present
M. Tracy

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 Jun 11, 2019 at 6:35 PM.

C. Minutes: April 9, 2019 Board Meeting

Tabled to Next Meeting.

D. Town Hall Session

Board opened the meeting with a Town Hall session for the Kestrel Community. Mr. Paris opened with a brief welcome statement, and introduced the board members to attendees. Mr. Paris began with a brief recap of events regarding the 2018/19 school year.

Dr. Tracy provided an overview of the plans the Administration is taking to mitigate concerns of teacher turnover and scholar discipline for the upcoming 2019/20 school year.

Based on parent questions, the board and administration responded to several topics.

- Kestrel's responsibilities to students and families in disciplinary situations. Dr. Tracy provided an explanation of Kestrel's responsibilities as a publicly-funded school regarding student education.
- How the board intends to include stakeholders in future planning. Mr. Paris responded with a request for parents to consider joining the board or serving on a board committee.
- Kestrel's policy and consequences for bullying. Dr. Tracy explained the policy and considerations.
- The need to improve communications to parents and families. A number of options were discussed; the board will take up in future planning sessions. A desire for a conference call or live-feed line for public board meetings to be attended remotely. Mr. Paris agreed to investigate this as an option.

Ms. Foy-Watson addressed questions regarding discipline at the school, and the importance of prevention/intervention has to ensure Kestrel meets the needs of all students.

Mr. Featherstone addressed the audience, acknowledging that the Board will need to work better.

II. Governance

A. Governance: Annual Policy Review

Tabled for the July, 2019 meeting.

B. Board Elections

J. Featherstone made a motion to Approve Ms. Stephanie McGarrah as a member of the Kestrel Heights Board of Directors.
S. Foy-Watson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

T. Fisher made a motion to Approve Ms. Morgan Callahan as an Ex-Officio member of the Kestrel Heights Board of Directors.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

J. Featherstone made a motion to Delay 2019/20 Officer Elections to the July, 2019 meeting.
Y. Powell seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

S. McGarrah made a motion to Nominate Mr. Paris as President.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. McGarrah made a motion to Nominate Mr. Feathestone as President.
T. Fisher seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Featherstone made a motion to Nominate Ms. Foy-Watson for Vice-President.
T. Fisher seconded the motion.

The board **VOTED** unanimously to approve the motion.
J. Featherstone made a motion to Nominate Mr. Paris for Treasurer.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.
T. Fisher made a motion to Nominate Ms. Callahan as Secretary, pending discussion with the Board Attorney.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.
Mr. Paris announced to the board that Ms. Bennett has chosen to resign from the board for personal reasons, effective immediately.

C. Governance: Board of Directors and PTSO

Ms. McGarrah and Mr. Paris shared discussions regarding how the Board and PTSO could work more closely together. Ms. McGarrah shared the PTSO was willing to host Board/PTSO joint meetings during the upcoming year. More details will be provided at a future meeting.

D. Board of Directors Summer Retreat

Board discussed planning for a board retreat to plan for 2019/20 year. Dr. Tracy agreed to solicit availability of Board members and moderators for an event to be held in July or early August.

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

Tabled for future meeting

III. Finance

A. Update on Capitola Property

A purchase offer for the Capitola property has been made for $306,000. Dr. Tracy explained how proceeds could be used to pay down existing debt. Dr. Tracy conveyed the recommendation from the listing agent that the Board should accept the offer.
T. Fisher made a motion to Accept the offer from Stackhouse Properties, LLC to purchase the Capitola property at 107 Capitola Drive, Durham, NC 27713 for $306,000.
J. Featherstone seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B.

Monthly Budget Report

Dr. Tracy gave the budget report and projections for the remainder of the 2018/19 fiscal year that closes June 30.

Mr. Paris and Mr. Fisher congratulated the Administration, Dr. Tracy, Ms. Goff, and Ms. Buckholz, for the fiscal restraint used to keep spending in-line with the final budget.

C. Worker Compensation Insurance (Expires July 2019) and Student Accident Coverage (Expires August 2019

Ms. Buckholz provided a presentation on the Worker's Compensation Insurance and Student Accident Coverage policies for the upcoming year.

Thomas Van Popering, LLC provided a proposal for Worker's Compensation with an annual policy premium of $9,027 covered by Markel Insurance Company.

United States Fire Insurance Company provided a proposal for Student Accident Coverage with an annual policy premium of $3,150.
T. Fisher made a motion to Approve the Student Accident Coverage policy from United States Fire Insurance Company in the amount of $3,150.
Y. Powell seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

J. Featherstone made a motion to Approve the Worker's Compensation Policy from Markel Insurance Company in the amount of $9,027.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IV. Academics

A. Educational Model Report: High Needs High Support

In light of the time provided for the Town Hall, the Educational Model presentation by Dr. Tracy was tabled for the July meeting.

B. Academically and Intellectually Gifted Plan 2019-2022

The board took up the discussion from the May meeting regarding the AIG program presented by Ms. Jackson.
J. Featherstone made a motion to To approve the Academically / Intellectually Gifted Plan 2019-2022 as presented.
S. Foy-Watson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
J. Featherstone	Aye
S. Foy-Watson	Aye
Y. Powell	Aye
T. Fisher	Aye
S. McGarrah	Abstain

V. Executive Director Report

A. Executive Director Monthly Report

Dr. Tracy presented the monthly report in written form for board members to review at their convenience.

Mr. Paris asked Dr. Tracy about enrollment progress; he provided most current figures for enrollment as provided in the report.

The discussed opportunities with Dr. Tracy to engage students and families enrolling for the upcoming year via thank you postcards.

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

The KHS Hiring Policy was tabled to closed session to discuss with the Board Attorney.

C. Charter Renewal and Performance Framework

Dr. Tracy presented that all materials have been sent to the State and there are no additional updates at this time.

The board discussed how the process will likely work later this fall, and that members should plan to attend the December, 2019 Charter School Advisory Board meeting.
Y. Powell left.

VI. Closed Session Topics

A.

RFP Process for 2019-20 School Year

RFP Process switched in order with Staffing Plan and discussed first.

Board discussed the proposals submitted for Financial Services, Auditor Services, and Catering.

Board agreed to invite additional submissions for Financial Services and reconsider all proposals for that category. The Board also asked Ms. Buckholz to investigate the cost for shifting to a month-to-month contract with the current service provider should a decision not be made prior to the end of the current contract.
S. McGarrah made a motion to Accept the proposal fro Auditor Services as presented by Rebekah Barr, CPA PC.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Featherstone	Aye
Y. Powell	Aye
B. Paris	Aye
S. McGarrah	Aye
S. Foy-Watson	Aye
T. Fisher	Aye

J. Featherstone made a motion to Accept the catering proposal as submitted by Spicy Green Gourmet for the 2019/20 fiscal year.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Foy-Watson	Aye
Y. Powell	Absent
B. Paris	Aye
T. Fisher	Aye
J. Featherstone	Aye
S. McGarrah	Aye

B. 2019-2020 School Staffing Plan

Dr. Tracy presented the details of the 2019/20 Staffing plan, and the proposed Administrative structure for 2019/20. Board discussed the plan and aligned to the recommendations.
J. Featherstone made a motion to To accept the Teacher and Teacher Assistant Staff Plan for extending contract offers for the 2019/20 contract offers as presented by Dr. Tracy.
T. Fisher seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

T. Fisher	Aye
Y. Powell	Absent
S. McGarrah	Aye
S. Foy-Watson	Aye
J. Featherstone	Aye
B. Paris	Aye

J. Featherstone made a motion to Accept the Administrative structure and positions as presented by Dr. Tracy.
S. Foy-Watson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Y. Powell	Absent
S. McGarrah	Aye
B. Paris	Aye
J. Featherstone	Aye
S. Foy-Watson	Aye
T. Fisher	Aye

S. McGarrah left.
Board discussed a memo of resignation and request from a member of the staff, and delegated the Board's response to the Board President.
Board discussed the hiring policy proposal from staff with the Board Attorney. No decisions were made regarding this matter at this time.

VII. Closing Items

A. Adjourn Meeting

J. Featherstone 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 11:28 PM.

Respectfully Submitted,
B. Paris