APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday July 9, 2019 at 6:30 PM

Location
4700 S Alston Ave, Durham, NC 27713 (Grades 6 to 8 building)

Directors Present
B. Paris, S. McGarrah, Y. Powell

Directors Absent
J. Featherstone, S. Foy-Watson

Directors who left before the meeting adjourned
Y. Powell

Ex Officio Members Present
J. Hensler, M. Callahan

Guests Present
M. Tracy, S. Bowens

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 Jul 9, 2019 at 6:36 PM.

C. Minutes: April 9, 2019 Board Meeting

Delayed to allow guest presenters on other topics.

Ms. Powell had a personal emergency and needed to leave the meeting; approval of minutes postponed to Special Meeting on July 16, 2019.

D. Minutes: May 13, 2019 Emergency Meeting

Delayed to allow guest presenters on other topics.

Ms. Powell had a personal emergency and needed to leave the meeting; approval of minutes postponed to Special Meeting on July 16, 2019.

E. Minutes: May 28, 2019 General Board Meeting

Delayed to allow guest presenters on other topics.

Ms. Powell had a personal emergency and needed to leave the meeting; approval of minutes postponed to Special Meeting on July 16, 2019.

F. Minutes: May 29, 2019 Emergency Meeting

Delayed to allow guest presenters on other topics.

Ms. Powell had a personal emergency and needed to leave the meeting; approval of minutes postponed to Special Meeting on July 16, 2019.

G. Minutes: June 11, 2019 Board Meeting

Delayed to allow guest presenters on other topics.

Ms. Powell had a personal emergency and needed to leave the meeting; approval of minutes postponed to Special Meeting on July 16, 2019.

H. Minutes: June 22, 2019 Emergency Meeting

Delayed to allow guest presenters on other topics.

Ms. Powell had a personal emergency and needed to leave the meeting; approval of minutes postponed to Special Meeting on July 16, 2019.

I. Public Comment

No public comment made.

II. Finance

A. Update on Capitola Property

Dr. Tracy provided a brief update on the sale process for the property. The Buyer has requested any information regarding past Elevation surveys being conducted on the property; Dr. Tracy advised that the school does not have any such survey available. No close date has been set, but realtor has indicated the deal is progressing to plan.

B. Monthly Budget Report

Dr. Tracy provided the summary of the interim end of year budget report. There was an unbudgeted expense for the Lease Contraction Fee payable to Tri-Properties and raised questions about funds being reflected twice in the budget. Dr. Tracy also noted that there are revenues that have been received but are not reflected in the accounts and final budget. Dr. Tracy and Ms. Buckholz will work with the accountant to rectify the questions and align to a final 2018-2019 financial summary.

C. Benefits Renewal Analysis

Jerod S. Cohen of EbenConcepts gave a presentation on options to renew the Health plan & Ancillary Plan for the 2019-2020 year.

The board heard the recommendations. A voting quorum was not present; available members agreed to host a Special Meeting before July 19, 2019 to ensure EbenConcepts can pursue the approved options.

S. Bowens arrived.

D. Paid Time Off (PTO) Payout Plan for the 2019-2020 School Year

Dr. Tracy presented a proposal to approve the PTO payout for the 2019-20 school year prior to staff/teacher arrival in August. Doing so will help encourage staff to reduce PTO days.

Proposal: Provide 3 payout options for staff to choose 1
1) Cash payout $50 per unused PTO day (an increase in $10)
2) Add to Retirement plan (401K) $50 per unused PTO day (an increase in $10)
3) Add to Health Spending Account (HSA) $50 per unused PTO day (an increase in $10)

A quorum was not present. The board agreed to review the measure at a special meeting to be held in July, 2019.

E. 2019-20 Operating Budget

Dr. Tracy discussed the status of the 2019-20 operating budget. No issues have been raised at this time.
Y. Powell left.

III. Academics

A. Educational Model Report: High Needs High Support

Dr. Tracy gave a presentation of the High Needs/High Support educational model in support of the board objective to evaluate the educational model for the school.

IV. Governance

A. Board Elections

Due to full board being unavailable for this meeting, attending members agreed to postpone the elections until a special meeting can be held.

Announcement: Board agreed to host a Special Meeting on July 16, 2019 at 6PM at the Middle School to address outstanding items, including:

- Health and Ancillary Insurance
- Board Elections
- Approving minutes
- Board Interviews

Mr. Paris announced to the board that Mr. Fisher's tenure on the board expired on June 30, 2019, and he will not seek renewal on the board. He thanked him for his service.

B. Board of Directors Summer Retreat

Board discussed the general topics for the Board retreat and agreed to the following items:

- Board Introductions
- Responsibilities of being a Member of a Public Board
- Educational Models
- Mission/Vision

August 10, 2019 has been selected as the date for the meeting. The session will be held at the the offices of Bowens and Averhart, 555 Fayetteville Street, Raleigh, NC 27601, Suite 300.

Mr. Paris gave an update on board development. Two candidates have submitted applications. Ms. Paris has met with one candidate and is working to schedule the other. The intent is to host interviews in July pending candidate availability.

C. Governance: Board of Directors and PTSO

Ms. McGarrah presented PTSO meeting plans. PTSO identified a date for the target dates in Fall/Spring; the board will review and align to the dates and agenda at the August meeting.

D. Governance: Annual Policy Review

Policy review. Ms. Callahan asked about any policies needing review and approval prior to the start of the school year to ensure there are no significant changes impacting the staff midyear. Mr. Paris explained that the board has one pending policy item under consideration, and the item should not have any impact on existing staff should it be approved after the start of the school year. Further discussion is required in closed session for the pending item and will be taken up at the August board meeting.

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

Tabled for the August retreat.

V. Executive Director Report

A. Executive Director Monthly Report

Dr Tracy provided the ED Report

Presented state End of Grade scores for Reading and Science. Math scores are delayed from statue until fall.

Enrollment status was discussed. 591 applications have been submitted; 556 are presently enrolled.

B. Charter Renewal and Performance Framework

No additional updates at this time.

VI. Closed Session Topics

A. 2019-2020 Updated Staffing Recommendations

A quorum was not present. Closed session postponed.

Announcement: Board agreed to host an Emergency Meeting on July 10, 2019 at 12:00 PM via conference call to address outstanding items, including:

- Staff Hiring Recommendations

The meeting will immediately enter closed session.

VII. Closing Items

A. Adjourn Meeting

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,
B. Paris