APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday April 14, 2020 at 6:30 PM

Location
Conference Call (Zoom)
https://ncsu.zoom.us/j/359981433

Meeting ID: 359 981 433
16465189805,,359981433#

Directors Present
A. Davis (remote), B. Paris (remote), J. Featherstone (remote), S. Foy-Watson, S. McGarrah (remote)

Directors Absent
Y. Powell

Directors who arrived after the meeting opened
S. Foy-Watson

Ex Officio Members Present
J. Hensler (remote), M. Callahan (remote)

Guests Present
M. Tracy (remote), Tom Miller

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Featherstone called a meeting of the board of directors of Kestrel Heights Public Charter School to order on Tuesday Apr 14, 2020 at 6:35 PM.

C. Public Comment

No Public Comment

D. Approve December 2019 Meeting Minutes

A. Davis made a motion to approve the minutes from.
S. McGarrah seconded the motion.
Approve December 2019 minutes.
The board **VOTED** to approve the motion.
S. McGarrah made a motion to approve the minutes from Emergency Meeting on 03-03-20.
A. Davis seconded the motion.
The board **VOTED** to approve the motion.

E. ED 360 Evaluation

Mr. Featherstone provided a status of evaluation delivery to the Executive Director. The remaining discussion tabled to closed session.

Dr. Miller also asked all board members complete the Skills Inventory in Board On Track by Tuesday, 4/28/2020.
B. Paris made a motion to approve the minutes from Emergency Meeting (March 2020 #2) on 03-12-20.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.
B. Paris made a motion to approve the minutes from Special Meeting (March 2020 #1) on 03-19-20.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.
A. Davis made a motion to approve the minutes from Emergency Meeting (March 2020 #3): Discuss Emergency Daycare Proposal for Community on 03-28-20.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.

II. Academics

A.

Mission and Vision

Mr. Touchette provided an overview of the Mission-Vision status. The proposed mission developed by the committee was presented along with the process

Kestrel Heights Charter School is a small, diverse, and inclusive learning community in Durham that empowers our scholars to sharpen academic knowledge, demonstrate creative expression, and expand leadership abilities.

Next step is to share the proposed mission with the Kestrel Community for final feedback. The board will take up the final mission statement at the May board meeting. Dr. Tracy reminded the board that any mission change needs to be submitted and approved by the state before becoming official.

B. Paris made a motion to approve the minutes from Board Meeting on 03-10-20.
A. Davis seconded the motion.
The board **VOTED** to approve the motion.

B. End of Grade and End of Course Testing

C. COVID 19 Academic Planning

Dr. Tracy provided a status update on the distance learning process and procedure changes relating to the distance learning program since inception. He also shared plans the administration has to ensure all scholars are participating and parents are informed of the participation status.

III. Governance

A. Executive DIrector Report

Dr. Tracy provided an overview of the ED Report, with a more detailed discussion to the 2020-2021 applications and enrollment figures.

Board members had no other questions regarding submitted report.

B. Policy Review

Board will review policies at May meeting. Assignments previously provided in March meeting minutes.

- Section 2.0 - 2.51 - Ms. McGarrah and Ms. Callahan
- Section 2.54 - 2.60 - Ms. Foy-Watson and Ms. Davis

• Section 2.63 - Appendix - Mr. Paris, Mr. Featherstone and Mr. Hensler

C. Charter Renewal and Performance Framework

All information for the entire school year have been submitted and on time. The fire inspection is on hold given the school closure. State officials are aware of the delay and rationale.

Signed Charter has been submitted and accepted by the state.

D. Board Member Recruitment

Ms. Callahan will help with simplifying the board recruitment form in time for next meeting.

IV. Finance

A. Monthly Budget Report

Dr. Tracy provided an overview of budget projections for the remainder of the fiscal year. while there are specific line items presently projected over budget, the current full-year projection shows a net revenue gain of roughly $14k. He reminded the board that the budget status is dynamic, but as we get closer to the end of the fiscal year the projections get more precise.

B. COVID 19 Funding Sources (Review)

The school is receiving a wide variety of information about funding sources related to the COVID-19 pandemic for schools. Dr. Tracy gave an overview of some of them that the board may want to consider for funding.
S. Foy-Watson arrived.

C. Bond Discussion

Tabled to May meeting.

D. Request for Proposals

RFPs have been submitted for custodial, child nutrition and lawn services.

S. McGarrah made a motion to Approve the proposals as recommended by Dr Tracy for custodial, child nutrition and lawn services.
S. Foy-Watson seconded the motion.
The board **VOTED** to approve the motion.

E. Paid Time Off Proposal 2019-20

Dr. Tracy recommended school eliminate the benefit of paying unused PTO for staff at the end of the 2019-20 school year.

Board discussed the implications of making the decision to staff.

B. Paris made a motion to recind the 2019-2020 Paid Time Off benefit.
S. Foy-Watson seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
S. McGarrah	Aye
S. Foy-Watson	Aye
A. Davis	Aye
J. Featherstone	Abstain
Y. Powell	Absent
B. Paris	Aye

F. Staffing 2020-2021

B. Paris made a motion to Enter Closed Session pursuant to NCGS §143-318.11(a).
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.
Board entered closed session under private conference meeting.
B. Paris made a motion to Exit Closed Session.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.
Board returned to Zoom conference meeting.

Public Read Out:
Board discussed plans relating to staffing for the 2020-2021 school year and a legal matter. No board vote or decision was made.
Ms. Davis asked Dr. Tracy about staff morale under the COVID-19 situation. Dr. Tracy gave a brief report of his perspective on how staff are handling the changes. Staff appear to be resilient to the changes and doing what they can to further the educational mission of the school.

V. Closing Items

A. Adjourn Meeting

B. Paris made a motion to adjourn.
S. Foy-Watson seconded the motion.
The board **VOTED** 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 9:13 PM.

Respectfully Submitted,
B. Paris