APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday May 12, 2020 at 6:30 PM

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

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

Directors Absent
Y. Powell

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

Guests Present
A. Touchette (remote), B. Buckholz (remote), Dottie Heath, M. Tracy (remote), Uronda Higgs

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 May 12, 2020 at 6:33 AM.

C. Public Comment

No public comment at this time.

D. Approve April 2020 Meeting Minutes

The Board will postpone approval until the next meeting so that Board members have time to review.

E. Kestrel Board of Directors Annual Evaluation

All Board members have now completed their annual evaluation. A discussion on the findings will be added to the June meeting agenda.

II. Academics

A. COVID 19 Update

Dr. Tracy shared an update on COVID 19 that covered grading and promotion process. K-5 students will not have grades for the final quarter, and all students will be promoted unless their parents decide with teachers that their child should be retained.

The administration is starting to explore a plan for how to hold schools next year. At this time, Kestrel as well as many other charter schools are waiting on guidance from the NC Department of Public Instruction. The Board will receive further updates once Kestrel has additional information.

B. Annual Update: Special Education, English Learners, and Academically and Intellectually Gifted

Mrs. Jackson was unable to attend the meeting, so this section was postponed until the June 2020 Board meeting.

III. Governance

A. Executive Director Report

Dr. Tracy reviewed his Executive Director report. The enrollment information is a little slower than usual, which he thinks is due to the current pandemic situation. Third and fifth grades do not currently have a waitlist, but all other grade levels do at this time.

Kestrel Heights will have to add distance learning dates to the school calendar as required by the State of NC. There are some outstanding questions on how to meet those requirements, and additional information will be shared with the Board when available.

With distance learning, Kestrel is still working to address flaws in the school's distance learning plans and to address any academic challenges associated with it. The school's attorney is working on modifying the staff contracts for next year to address distance learning.

B. Policy Review

Employee policy manual updates - The following changes were proposed:

- Remove "Incorporated" from Kestrel Heights School, Inc. throughout the document;
- Update the succession plan for Executive Director to reflect current positions and titles

On the discrimination policy, we are still waiting on the US Supreme Court for their decision that may influence this policy. Additionally, Ms. Davis had questions about the benefits section of the policy around if they were current given the COVID-19 pandemic. Attorney Bowens recommended that the Board approve the policy with recommended changes and then amend policy as needed as the school addresses issues associated with the pandemic.

B. Paris made a motion to Approve employee policy manual as revised by Dr. Tracy.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Charter Renewal and Performance Framework

Dr. Tracy shared that the charter renewal has been signed as is complete. The fire inspection part of the performance framework remains outstanding given the COVID-19 pandemic has delayed the City of Durham's inspection of the Kestrel Heights School buildings. The school had a third party inspect the system to make sure the facility is safe.

D. Board Member Recruitment

The Board continues to work to recruit board members for Kestrel Heights. Mr. Featherstone talked with two or three people to ask if they will submit an application, and Ms. Foy-Watson also talked with two others who indicated strong interest, but have decided to pause their applications in light of COVID-19 pandemic.

Board members are encouraged to recruit new members.

E. Board Elections for the 2020-21 School Year

The Board will hold elections for the upcoming school year. According to the charter, nominations for officers are made in May and voted upon in June.

The Board would like to interview candidates for the Board via Zoom before the June meeting if possible.
B. Paris made a motion to Delay nominations for Board officers until June meeting.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Revised Mission

Mr. Touchette presented on the revised mission statement. The Board discussed at the April meeting, and as directed, Mr. Touchette shared the statement with staff. The staff were very receptive of the proposal, and they provided positive feedback on the statement. Mr. Touchette also shared the proposed mission statement with parents through ClassDojo. While he did not receive a lot of feedback on the proposal, the feedback that he did receive was positive.
S. McGarrah made a motion to Accept the mission statement as presented by Mr. Touchette and his committee.
B. Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.
Dr. Tracy will send the revised mission statement to the NC Department of Public Instruction as required. The committee that worked on the mission will now work on a revised vision statement.

IV. Finance

A. Monthly Budget Report

Dr. Tracy shared the monthly budget report from Charter School Partners. At present, the school is operating as a $47,000 cash surplus. 98% of the state revenue has been received, but only 81% of local revenue has been received to date.

Dr. Tracy would like the Board to consider using the extra money for some facility upgrades, teacher technology upgrades (purchase of staff computers), and additional needs that the school has.

Kestrel Heights has applied for CARES Act funding for federal tax credits (could be between $30,000 - $50,000). Further, there may be an additional $68,000 in expenses that may have been overstated in 2013 and 2015. Charter School Partners are researching these expenses to determine if these will impact the school's cash surplus.

Because of the current state and local situation, most schools are planning for a 3-5% cut in state and local funds. Kestrel Heights is preparing a budget that could sustain these cuts if needed.
B. Paris made a motion to Allow utilization of up to $40,000 for facility and technology upgrades.

S. Foy-Watson seconded the motion.
With needed invoice approval to come before the Board on a case by case basis
The board **VOTED** unanimously to approve the motion.

B. iReady

iReady is the assessment tool that the school uses for testing, reading and math along with a personal education plan. The tool is used for all students, and it helps Kestrel differentiate instruction and meet several educational requirements. The invoice of $17,490 would be paid in the 2020-21 school year. Because the invoice exceeds $5,000, the Board must vote on the expense.
S. McGarrah made a motion to Approve payment of the invoice in the 2020-21 school year.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Bond Discussion

Mr. Paris reached out to Mr. Newsome at BB&T regarding the Kestrel Heights bond discussion, and he is waiting to hear back from BB&T.

D. Paid Time Off Proposal 2019-20

Dr. Tracy shared a memo with the Board that he shared with staff regarding the paid time off proposal.

E. Staffing 2020-2021

Dr. Tracy reminded the Board of previous discussions regarding the changes in staff. He noted that all staff have been informed of their status for next year whether it changed or remained the same. The Board will vote on contracts next month.

F. Closed Session

S. Foy-Watson made a motion to Move to closed session per NC Session Law § 143-318.11.
B. Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Closed Session: Hiring for 2020-21

The Board discussed business pursuant to NC Session Law 143-318-11.
B. Paris made a motion to Exit closed session.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.
B. Paris made a motion to Approve applicant submitted for fifth grade science position.
S. Foy-Watson seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Adjourn Meeting

B. Paris made a motion to Adjourn 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 8:54 PM.

Respectfully Submitted,
S. McGarrah