APPROVED

# Kestrel Heights Public Charter School

# Minutes

## April Board Meeting

**Date and Time**
Tuesday April 11, 2023 at 6:30 PM

**Directors Present**
A. Davis (remote), B. Paris (remote), D. Powe (remote), D. Wimberly (remote), S. Goram (remote)

**Directors Absent**
S. McGarrah

**Ex Officio Members Present**
J. Price (remote), T. Jackson (remote)

**Guests Present**
A. Touchette (remote), Justin Matthews (remote), Kimathi Thompson (remote), S. Bowens (remote), S. Villegas (remote)

### I. Opening Items

#### A. Call the Meeting to Order

A. Davis called a meeting of the board of directors of Kestrel Heights Public Charter School to order on Tuesday Apr 11, 2023 at 6:38 PM.

#### B. Public Comment Submission

No public discussion requested.

### C. Record Attendance and Guests

### D. Approve March Meeting Minutes

B. Paris made a motion to approve the minutes from March Board Meeting on 03-14-23.
D. Wimberly seconded the motion.
The board **VOTED** to approve the motion.

### E. Public Comment

No public discussion.

## II. Key Agenda Items & Presentations

### A. Marketing and Enrollment Update

Mrs. Jackson gave the Marketing Report in Ms. Vargas' absence. Announced that a Family & Friends Family & Communities Rising on Saturday, May 6, 2023 to further publicize the school and engage in the community.

### B. Facilities Sub Committee

Mr. Matthews gave a status report on the new facility. The school has received approval to stock, which allows the school to place furniture and equipment. The facility does not have the approval to use the facility (called a full Temporary Certificate of Occupancy or TCO). The remaining inspections before full TCO can be granted involve the elevator and utilities.

The punch list of items identified during the facility walkthrough has been resolved down to 6 remaining items.

Mrs. Jackson and Mr. Touchette gave a brief report on staff reflections from staff during the recent Staff walkthrough.

## III. Curriculum & Assessment

### A. Reading Camp 2023

Ms. Villegas gave the report on Reading Camp 2023 invitation. 59 students have been invited to reading camp in Grades 1-3.

### B. Report from the Dean of Culture

Mr. Price delivered the KHS Culture Report. Mr. Touchette gave a report on the resilience of elementary school students and teachers acclimating in the current middle school space while the new facility is being completed.

### C. Camp Kestrel 2023

Mr. Touchette and Ms. Marrow gave an update on Camp Kestrel preparations for 2023.

## IV. Operational Reports

### A. Executive Director Report

Mrs. Jackson gave the ED report. Four items were due in Epicenter to the state for the month of March. All submissions were completed and submitted on time.

Career Day was held on March 23, 2003 and was a success.

The quarterly bond call with School Improvement Partniship was conducted in March.

### B. Monthly Budget Report

Mrs. Jackson gave the finance report. Spending to date is tracking to be inline with the approved 2023 fiscal year budget. Current financials exceed covenents/requirements set by the State as well as our bond requirements.

### C. Operations Report

Mr. Thompson gave a report on the move into the new facility. Information discussed is documented in the operations report.

At request of Mr. Paris and Mrs. Davis, Mr Thompson will investigate having both water heaters replaced at the same time in an attempt have better negotiating power in the bidding process.

### D. Requests for Proposal (RFP)

Mrs. Jackson announced that Kestrel Heights Charter School with conduct a **Request for Proposals for a School Caterer**. The RFP will be posted on Monday, April 17, 2023 with all proposals to be submitted by the deadline of Friday, May 12, 2023 by 5PM.

### E. Vendor Approval - Auditor

Ms. Jackson also submitted a recommendation to approve the proposal for [enter name here]. Attorney Bowens raised a question of any conflicts of interest if [enter name here] conducts both the Audit and Financial Returns without any ethical or other conflicts.

D. Wimberly made a motion to Approve the CPA proposal from Rebecca Barr, CPA as presented for CPA and auditing services.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| D. Powe | Aye |
| D. Wimberly | Aye |
| S. McGarrah | Absent |
| A. Davis | Abstain |
| B. Paris | Aye |
| S. Goram | Aye |

## V. Committee Reports

### A. Governance - Finance Policy Review

Mr. Paris presented proposed changes to the Financial Policy.

Board discussed the language and requested to add the phrase "per expenditure" to each proposal's dollar limits. The final proposals are:

1. **Section 4.30 Division of Duties, Executive Committee subsection, Bullet #2**
   - *Can authorize expenditures in excess of $5,000 but do not exceed $10,000 per expenditure, over the fiscal year. Such authorizations will be presented to the board no later than the next regularly scheduled Board meeting.*

- Proposed Change: replace in excess of $5,000, with a range between $5,000 - $10,000. Added requirement that such authorizations must be presented back to the full Board on or before the next regularly-scheduled Board meeting.
- Rationale: The original language [“Authorizes expenditures in excess of $5,000”] conflicts with Section 4.30 Division of Duties, Board of Directors subsection, Bullet #3, which presently states the Board of Directors approves all contracts that exceed $5,000. This change, along with the second proposed change clarify these responsibilities, while adding a requirement that such authorizations be reported back to the full board in a timely fashion.

1. **Section 4.30 Division of Duties, Board of Directors subsection, Bullet #3**
   - *Reviews and approves all contracts for goods and services that will exceed $10,000 per expenditure over the fiscal year.*
   - Proposed Change: replaced “exceed $5,000” with “exceed $10,000”. Replace “year” timeframe with more-explicit “fiscal year”.

- Rationale: The combination of this with the prior proposed change clarifies the authorization powers provided to the Executive Committee vs. the full Board with the intent of balancing urgent needs/decisions with effective fiscal governance.

D. Powe made a motion to Accept proposed changes to the Financial Policy with the adjustments as referenced in the record.
D. Wimberly seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| A. Davis | Abstain |
| B. Paris | Aye |
| D. Powe | Aye |
| D. Wimberly | Aye |
| S. Goram | Aye |
| S. McGarrah | Absent |

Atty. Bowens recommended additional technical corrections to the Financial Policy. He will send written changes to the board in time for approval at the May, 2023 board meeting.

## B. Governance - Employee Policy Review

Mrs. Davis submitted changes to the Employee Policy changes related to Personal Time Off.

Board discussed verbiage changes that more directly address eligible situations for Parental Leave.
D. Wimberly made a motion to approve the revised changes to the Parental Leave Policy as presented and discussed.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| D. Powe | Aye |
| S. McGarrah | Absent |
| B. Paris | Aye |
| D. Wimberly | Aye |
| A. Davis | Abstain |
| S. Goram | Aye |

## C. Development Committee

No report given.

## D. Academic Sub-Committee

Mr. Power gave a brief report on Academic committee.

## VI. Closed Session

### A. Enter Closed Session

D. Wimberly made a motion to enter closed session for reasons stated in the agenda.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.

### B. Construction Discussion

### C. Board Meeting Agenda Items

D. Wimberly made a motion to Exit closed session.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.

## VII. Closing Items

### A. Report out from Closed Session

The Board discussed status regarding the construction progress and contract and a legal matter with the Board Attorney.

No decisions were made.
D. Wimberly made a motion to adjourn the meeting.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:00 PM.

Respectfully Submitted,
B. Paris