

***Kestrel Heights School Board***  
***December 9, 2014***  
***6:30 pm-8:30 pm***

**Areas of Focus: Compliance, Finances, and Academic Achievement**

A meeting of the Board of Directors was held on Tuesday, December 9, 2014 in the Kestrel Heights Middle School at 6:30 PM. The meeting was called to order at 6:30 PM by Dr. Joseph Featherstone.

**Purpose:** To ensure the Outcomes in our Charter are being accomplished and that all parameters are being followed.

**The following Directors were in attendance:** Joseph Featherstone, Nancy-Anne Potts, Glenna Boston, Kathy Chapman, Jessica DeCuir-Gunby, Jamie Gunter, Mary Carter, Andrew Joseph, and Shane McCurdy.

**The following Directors were absent:** Tony Hunt, Mike Abensour

**Guests:** Dr. Mark Tracy, Terri Barber (PTSO)

**Public Comment:**

There were no public comments made.

**Old Business:**

November 18, 2014 minutes were reviewed.

**Motion:** Andrew Joseph made a motion to approve the November 18, 2014 minutes as amended by e-mail and during the meeting.

**Second:** Kathy Chapman

The November 18, 2014 Kestrel Heights Board of Director Minutes were unanimously approved.

**Monthly Discussion Items:**

Financials

Discussion was led by Nancy-Anne Potts, Treasurer, regarding current KHS financial statement.

No motion was made or required.

PTSO

Terri Barber, President updated board on events and projects. Ms. Barber wanted to make the Board aware the pantry is full and families are not utilizing the pantry to the fullest.

No motion was made or required.

Executive Director Report:

Dr. Mark Tracy provided a monthly executive director report which included budget updates, salary audit updates, Benchmark Data, Enrollment/Retention/Graduation Report, policy changes suggested, current open positions, new employee, and Update of Strategic Plan.

**Motions ensued as a result of Executive Director Report.**

Arcadia:

Discussion was held regarding Arcadia and how to reduce costs, will look at e-paying and electronic payments

**Motion:** Nancy-Anne Potts made a motion to accept the baseline budget for the remainder of this year.

**Second:** Shane McCurdy

**Vote:** Unanimously approved.

Policy Change regarding Sick and Personal Time:

Discussion was held regarding the current sick and personal time policy. The proposed policy change would apply to all staff but leadership positions held exempt, such as Executive Director, Exceptional Children's director, IT Director, Principals, and the Business Manager. Personal and Sick time would not be differentiated. Staff accruing time would be allowed a pay out at the end of the year payable in one of three ways: to the employee, the employee's 401K, or the employee's HSA. At this point, accruing time from year to year is not favorable due to administrative challenges.

**Motion:** Nancy-Ann Potts made a motion to amend the current sick leave policy to allow all staff (excluding leadership positions as exempt) to earn unused personal or sick days at \$40 a day made payable to the employee, the employee's 401K, or the employee's HSA accounts at the end of the academic year. Leadership positions are defined as the Executive Director, Exceptional Children's director, IT Director, Principals, and the Business Manager.

**Second:** Kathy Chapman

**Vote:** Unanimously approved, with one recusal by Andrew Joseph

**Additional Discussion:**

Committees:

Discussion was held regarding Teacher and Parent Committees and possible structure. The board was reminded that past Board members had drafted possible duties for the committees. Mary Carter volunteered to head the formation of a Teacher Committee and Jamie Gunter volunteered to head the formation of a Parent Committee.

No motion was made or required.

Building Update:

Joseph Featherstone updated board regarding the evaluation of the property and would ask Mike Abensour to send out a summary as soon as possible regarding any additional information.

No motion was made or required.

Community Engagement:

Jessica DeCuir-Gunby announced the Dance/Concert for Elementary students on December 11, 2014 and Andrew Joseph announced the Kestrel Heights Band is playing at the re-opening of the Wendy's on Highway 55 on December 12, 2014 and will receive a donation for playing.

Adjourn Meeting:

**Motion:** Kathy Chapman made a motion to adjourn the meeting at 8:10 PM.

**Second:** Jessica DeCuir-Gunby

**Vote:** Unanimously approved.

**The meeting was adjourned at 8:10 PM.**