



# Kestrel Heights Public Charter School

## Regular Board Meeting

### Monthly Board Meeting

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#### Date and Time

Tuesday February 8, 2022 at 6:30 PM EST

#### Location

<https://zoom.us/j/97270389749?pwd=VIEyYlVVL2V1THlZdnVleUZSUmU2Zz09>

**Meeting ID: 972 7038 9749**

**Passcode: KHCS**

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Password is KHCS

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>		Adrienne Davis	1 m
The meeting will be called to order by the Chair.			
<b>B. Public Comment Submission</b>		Adrienne Davis	1 m

Please sign up for public comment, given the virtual setting, please enter your name in the comment section. Please note the Public Comment expectations. The Board will first record those in attendance and approve the minutes, after that process, the Board will listen to public comments.

**Purpose    Presenter    Time**

Public/employee comments and questions shall be:

- 1) Limited to two minutes (2 minutes).
- 2) Directed to the Board and not to individual members.
- 3) Presented in a professional demeanor and not in a threatening, profane, vulgar or abusive manner.
- 4) Topics that are relevant to the business matters of the Kestrel Board of Directors.
- 5) Recognized after speaker provides their name to the Board President prior to addressing the Board.

<b>C. Record Attendance and Guests</b>	Stephanie McGarrah	1 m
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Please note which board members are present and absent for the Secretary.

<b>D. Approve December Regular Board Meeting Meetings</b>	Approve Minutes	Stephanie McGarrah	2 m
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<b>E. Approve Regular January 2022 Board Meeting Minutes</b>	Approve Minutes	Stephanie McGarrah	2 m
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<b>F. Approve January Special Session Meeting</b>	Approve Minutes	Stephanie McGarrah	
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<b>G. Public Comment</b>	Adrienne Davis	10 m
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At each regular and special meeting which are open to the public, members of the public and employees of Kestrel Heights shall be afforded time, subject to reasonable constraints, to comment to the board.

It shall be the decision of the Board if it is appropriate to respond to a question and which Board member will respond. The Board encourages all comments/questions to be submitted in writing to the board after the two minutes to ensure the entire message is heard by the board.

Out of respect of time, individuals who engage in repetitive comments/questions will be asked to refrain and/or yield the floor.

**II. Key Agenda Items & Presentations**

**6:47 PM**

**Purpose    Presenter    Time**

The Board has prioritized the agenda to start the meeting with the most impactful agenda items to the school's mission and goals. The Board has also strategically placed all presentations at the onset to allow staff and visitors the opportunity to present at the onset of the meeting.

Presentations may be taken out of the larger Sections and thus may not be directly aligned or not provided when other Sections are discussed.

<b>A. Elementary Update</b>	FYI	Andrew Touchette	5 m
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Mr. Touchette, Director of Elementary, will share an update about Small Group Instruction.

*This presentation aligns with Strategic Goal 1: Kestrel will ensure students are academically prepared for success in high school and beyond, as evidenced by short and longer-term student learning gains, by:*

- *Conducting in-depth academic data analysis to identify specific areas of growth, strengths, and learning needs for all students.*
- *Identifying key levers to drive immediate and longer-term achievement gains and student growth.*

<b>B. Marketing Update</b>	FYI	Suzanne Vargas	5 m
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Ms. Vargas will provide a Marketing and Enrollment update.

<b>C. Hawks at Home Academy</b>	FYI	Suzanne Vargas	2 m
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Ms. Vargas will provide a monthly update on the status of the Hawks at Home Academy (H@HA).

*This presentation aligns with Strategic Goal 2: Kestrel will leverage its new and innovative school model to achieve its full potential and set the school apart in Durham and the surrounding area, as measured by increased enrollment, retention, and parent satisfaction.*

<b>D. Resolution to Approve Bond Related Documents</b>	Vote	Adrienne Davis	10 m
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Mrs. Davis will present Bond-related documents to the Board for review and approval. Key documents include:

- Approval Resolution
- Limited Offering Memorandum
- Appendix A

	Purpose	Presenter	Time
Lease Agreement Continuing Disclosure Agreement			

<b>E. Facilities Sub Committee</b>	FYI	Robin Clement & Justin Matthews	10 m
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The Facilities sub-committee (which is a sub-committee of the Finance Committee) will provide a monthly update to the Board. Robin Clement and Justin Matthews will present.

Project Schedule Update  
BCCG Standard Design-Build Agreement  
BCCG Construction Contingency Options  
School Improvement Partnership Agreement

### **III. Curriculum & Assessment 7:19 PM**

<b>A. Data Review</b>	FYI	Samantha Villegas	5 m
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Mrs. Villegas will present an analysis of Kestrel's 2021 EOG/EOC data and discuss the correlation to the results of the most recent iReady Diagnostic.

### **IV. Operational Reports 7:24 PM**

The Administrative Team will provide monthly updates to matters pertaining to the operation of the school.

<b>A. Executive Director Report</b>	FYI	Tonya Jackson	3 m
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Mrs. Jackson will present the Executive Director's monthly report.

<b>B. Monthly Budget Report</b>	FYI	Tonya Jackson	5 m
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Mrs. Jackson will present a review of the monthly budget.

**V. Committee Reports**

**7:32 PM**

The Board of Directors has developed four Sub-Committees to help meet the goals established by the Board and to ensure our school is living up to our mission. Each sub-committee will provide a monthly update on the progress that has been made since the last meeting.

**A. Academic Sub-Committee** FYI Derek Powe 3 m

The Academic Sub-Committee will provide the Board a monthly update.

**B. Governance Sub-Committee** FYI Morgan Callahan 5 m

Mrs. Callahan will present the status of the Community Handbook Policy Review.

**C. Development Committee Update** FYI Adrienne Davis & Dalia Wimberly 3 m

Mrs. Davis and Mrs. Wimberly will provide a Development Committee update.

**D. Kestrel Heights Mask Policy** Vote Breonna Buckholz 2 m

Per Senate Bill 654, All public school units must adopt a policy regarding the use of face coverings by employees and students. School boards must vote once a month on this policy and if it should be modified.

Key point: The charter school’s Board of Directors must have a board-approved face-covering policy and must revisit and vote on this policy at least once a month.

Reference: [COVID Dashboard](#)

**E. Updates from the Strong School Toolkit** FYI Breonna Buckholz 5 m

Mrs. Buckholz will review the most recent update of the Strong Schools Toolkit, how changes impact the handling of COVID exposures in the school setting, and the test to stay option.

	Purpose	Presenter	Time
F. On-Site COVID Screening	FYI	Breonna Buckholz	2 m

Mrs. Buckholz will provide a status update about on-site COVID Screening.

G. COVID Contingency Plan	FYI	Tonya Jackson	2 m
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Mrs. Jackson will review the COVID Contingency Plan.

## VI. Closed Session

**7:54 PM**

A. Enter Closed Session	Discuss	Adrienne Davis	30 m
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§ 143-318.11. Closed sessions.

(a) Permitted Purposes. - It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel

**Purpose    Presenter    Time**

policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

<b>B. Staffing Recommendations</b>	Discuss	Tonya Jackson	5 m
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Mrs. Jackson will present a recommendation for the following positions  
Dance Teacher  
Instructional Assistant

<b>C. AES Contract Discussion</b>	Discuss	Adrienne Davis	10 m
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The Board will discuss the terms of the AES Contract component of the investor term sheet for the Bond.

<b>D. Bond Discussion</b>	Discuss	Adrienne Davis	10 m
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The Board will discuss the following Bond related items that must be addressed prior to closing.  
BCCG Construction Contingency Options  
School Improvement Partnership Agreement

**VII. Closing Items** **8:49 PM**

<b>A. Report out from Closed Session</b>	FYI	Stephanie McGarrah	5 m
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Report out on closed session

<b>B. Adjourn Meeting</b>	Vote		3 m
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