



# Kestrel Heights Public Charter School

## February Board Meeting

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### Date and Time

Tuesday February 14, 2023 at 6:30 PM EST

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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 President of the Board of Directors.			
<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.

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.

	Purpose	Presenter	Time
<b>C. Record Attendance and Guests</b>		Stephanie McGarrah	1 m
Please note which Board Members are present and absent for the Secretary.			
<b>D. Approve January Meeting Minutes</b>	Approve Minutes	Stephanie McGarrah	5 m
<b>E. Approve Minutes from the January Special Session</b>	Approve Minutes	Stephanie McGarrah	5 m
<b>F. Public Comment</b>		Adrienne Davis	5 m

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**

**6:48 PM**

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

*This presentation aligns with Strategic Plan 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 by developing and implementing a detailed plan, including the following key elements:*

Objective D. A comprehensive marketing/branding plan, touting what makes Kestrel unique.

	Purpose	Presenter	Time
<b>B. Facilities Sub Committee</b>	FYI	Justin Matthews	15 m

The Facilities sub-committee (which is a sub-committee of the Finance Committee) will provide a monthly update to the Board.

Project Schedule Update (Matthews)  
 BCCG Construction Progress (Matthews)

*This presentation aligns with Strategic Plan Goal 3: Kestrel will develop and implement a plan to ensure long-term financial and operational viability, as measured by attainment of annual enrollment targets, acquisition of loan/bond to finance facilities, and alignment of annual budget with school staffing and programming needs-*

<b>C. Proposed Calendar of the 2023-2024 Academic Year</b>			5 m
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Ms. Vargas will present the proposed calendars for the 2023-2024 Academic Year.

### **III. Curriculum & Assessment 7:13 PM**

<b>A. Middle School Director</b>	FYI	Samantha Villegas	5 m
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Mrs. Villegas will provide updates about the status of iReady and ACCESS Testing. She will also discuss the schedule for Kestrel's summer camp activities: Camp Kestrel and Read to Achieve Camp.

### **IV. Operational Reports 7:18 PM**

The Administrative Team will provide monthly updates 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.

*This presentation aligns with Strategic Plan Goal 4: Kestrel will expand upon its strong and positive school culture as evidenced by high attendance rates, low student discipline rates, improved parent satisfaction, and high student retention (re-enrollment) rates, high retention of effective staff, improvement to NCTWC Survey results -*

<b>B. Monthly Budget Report</b>	FYI	Tonya Jackson	5 m
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	Purpose	Presenter	Time
Mrs. Jackson will review the monthly Budget Analysis Report.			

*This presentation aligns with Strategic Plan Goal 3: Kestrel will develop and implement a plan to ensure long-term financial and operational viability, as measured by attainment of annual enrollment targets, acquisition of loan/bond to finance facilities, and alignment of the annual budget with school staffing and programming needs-*

<b>C. Operations Report</b>	FYI	Maureen Gordon	5 m
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Mrs. Gordon will provide a facilities and maintenance update.

*This presentation aligns with Strategic Plan Goal 3 - Kestrel will develop and implement a plan to ensure long-term financial and operational viability, as measured by attainment of annual enrollment targets, acquisition of loan/bond to finance facilities, and alignment of annual budget with school staffing and programming.*

<b>D. Blinds Vendor</b>	Vote	Maureen Gordon	5 m
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Mrs. Gordon will present the quote for the vendor to install blinds in the windows of the K-5 building.

<b>E. Proposed Vendor for Janitorial/Custodial Services Contractor</b>	Vote	Tonya Jackson	5 m
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Mrs. Jackson will present the recommended vendor for Janitorial/Custodial Services for the remainder of the 2022-2023 year (March 1 - June 30, 2023).

## **V. Committee Reports**

**7:41 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.

<b>A. Governance - Finance Policy Review</b>	Discuss	Brandon Paris	5 m
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Mr. Paris will facilitate the review of Kestrel's Finance Policy.

<b>B. Governance - Employee Policy Review</b>	Discuss	Adrienne Davis	5 m
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Mrs. Davis will facilitate the review of Kestrel's Finance Policy.

<b>C. Development Committee</b>	FYI	Adrienne Davis	
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Mrs. Davis will discuss the progress of the Development Committee.

	Purpose	Presenter	Time
<b>D. Academic Sub-Committee</b>	FYI	Derek Powe	2 m

Mr. Powe will provide an update from the Academic Sub-Committee.

**VI. Closed Session 7:53 PM**

<b>A. Enter Closed Session</b>	Discuss	Adrienne Davis	10 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 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. Inspection Report</b>	Discuss	Tonya Jackson	5 m
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	Purpose	Presenter	Time
The Board of Directors will review the Independent Inspection Report from Apex CRE.			

<b>C. Construction Discussion - Flooring</b>	Discuss	Adrienne Davis	10 m
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The Board of Directors will discuss PCO 013 regarding the floors in the new construction.

<b>D. Notice of Claim</b>	Vote	Tonya Jackson	5 m
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Mrs. Jackson will review the claim received regarding the expansion project and the resolution from BCCG.

<b>E. Board Meeting Agenda Items</b>	FYI	Adrienne Davis	
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This Board Meeting Agenda includes the month-by-month listing of topics that the Board of Directors plans to cover during the year.

**VII. Closing Items** **8:23 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	Adrienne Davis	3 m
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