



# Kestrel Heights Public Charter School

## May Board Meeting

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### Date and Time

Tuesday May 14, 2024 at 6:30 PM EDT

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order		Adrienne Davis	1 m
The meeting will be called to order by the President of the Board of Directors.			
<b>B.</b> Public Comment Submission		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.</b> Record Attendance and Guests		Stephanie McGarrah	1 m
Please note which Board Members are present and absent for the Secretary.			
<b>D.</b> Approve April Meeting Minutes	Approve Minutes	Stephanie McGarrah	5 m
<b>E.</b> Closed Session	Discuss	Rick Kleban	10 m
<p>§ 143-318.11. Closed sessions.</p> <p>(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:</p> <p>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.</p> <p>(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.</p>			
<b>F.</b> Public Comment		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.			

	Purpose	Presenter	Time
<p>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.</p>			

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**

**6:53 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.</b> Enrollment Report	FYI	Suzanne Vargas	5 m
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Ms. Vargas will present the marketing update from Bloomwell Group, discuss the status of Kestrel's enrollment analytics for the 2024-2025 school year, and compare the previous year's application trends.

[Marketing and Enrollment Report](#)

*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.

<b>B.</b> Updates from the Facilities and Development Sub Committees	Discuss	Derek Powe & Stephanie McGarrah	10 m
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The Facilities Sub Committee aims to evaluate and prioritize Kestrel's overall facilities needs and make recommendations to the Board. The committee will discuss the progress made on the key projects and present a proposal for fundraising efforts.

Campus Beautification Event - April 27, 2024

Security System - Installed and training complete

Community Partner - Aspida

[Let's Play at Kestrel](#) - GoFundMe

Facilities & Development Committee 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 the annual budget with school staffing and programming needs-*

**III. Curriculum & Assessment**

**7:08 PM**

**A.** NC Check-ins 3 FYI Samantha Villegas 10 m

Mrs. Villegas will present the data analysis for the spring administration of NC Check-ins.

[NC Check-in Data Analysis](#)

*This presentation aligns with Strategic Plan 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.*

**B.** School Culture Report FYI Andrew Touchette 5 m

Mr. Touchette will present the School Culture Report detailing events and activities for the school community during April 2024.

[April School Culture Report](#)

*This presentation aligns with Strategic Plan 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;

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>Identifying key levers to drive immediate and longer term achievement gains and student growth;</li> <li>Leveraging Mind Brain Education to accelerate progress towards learning goals.</li> </ul>			

#### IV. Operational Reports

7:23 PM

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

<b>A.</b>	Executive Director Report	FYI	Tonya Jackson	10 m
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Mrs. Jackson will present the Executive Director's monthly report.

[Executive Director's Report](#)

[Executive Director's Presentation](#)

*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.</b>	Monthly Budget Report	FYI	Tonya Jackson	5 m
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Mrs. Jackson will review the monthly Budget Analysis Report.

[Finance Presentation](#)

[03. Board Report - 2024.04](#)

*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-*

	Purpose	Presenter	Time
<b>C.</b> Operations Report	FYI	Maureen Gordon	5 m

Mrs. Gordon will present the April Operations Report.

[April 2024 Operations 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 annual budget with school staffing and programming.*

<b>D.</b> Requests for Proposal - Update	FYI	Tonya Jackson	5 m
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Mrs. Jackson will review the timeline for Request for Proposals for 2023-2024.

- Postings will be made to the community on Monday, April 15, 2024.
- Prospective Vendors will have 30 days to submit their proposals.
- RFPs will be reviewed internally.
- **Recommendations will be presented to the Board of Directors during the June 2024 Meeting.**
- Vendors will be notified by June 18, 2024.

**V. Committee Reports 7:48 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.</b> Academic Sub-Committee	FYI	Derek Powe	
<b>B.</b> Governance Committee - Employee & Parent & Family Engagement Policy Review	FYI	Adrienne Davis	5 m

Mrs. Davis will conduct the 1st read of the following policies as part of the policy review process.

[Employee Policy](#)

[Title I Parent and Family Engagement Policy](#)

	Purpose	Presenter	Time
<b>VI. Closed Session</b>			<b>7:53 PM</b>
<b>A. Enter Closed Session</b>	Discuss	Adrienne Davis	10 m
<p>§ 143-318.11. Closed sessions.</p> <p>(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:</p> <p>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.</p> <p>(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.</p> <p>(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.</p>			
<b>B. Enrollment Strategist - Status Update</b>	Discuss	Adrienne Davis	10 m

	Purpose	Presenter	Time
<p>The Board of Directors will review marketing and enrollment strategist submissions received in response to the Requests for Proposal and identify action steps to address the RFP.</p>			

[Enrollment Strategist - RFPs](#)

<b>C.</b>	Employee Retention Credit	Vote	Tonya Jackson	10 m
	Mrs. Jackson will present the application for Employee Retention Credit for Board approval.			

[Kestrel Heights ERC Report](#)

<b>D.</b>	Personnel Recommendations	Vote	Tonya Jackson	10 m
	Mrs. Jackson will present personnel recommendations for the 2024-2025 School Year.			

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

<b>VII.</b>	<b>Closing Items</b>		<b>8:33 PM</b>
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<b>A.</b>	Report out from Closed Session	FYI	Stephanie McGarrah	5 m
	Report out on closed session			

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