



Kestrel Heights Public Charter School

December Board Meeting

Date and Time

Tuesday December 10, 2024 at 6:30 PM EST

Join Zoom Meeting

<https://us06web.zoom.us/j/89228721593?pwd=MGx0MU43NUQ3czQxVmIYdW5abGRDQT09>

Meeting ID: 892 2872 1593

Passcode: KHCS

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. 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. 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.			

	Purpose	Presenter	Time
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.			

C. Record Attendance & Guests		Stephanie McGarrah	1 m
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Please note which Board Members are present and absent for the Secretary.

D. Approve Minutes	Approve Minutes	Stephanie McGarrah	1 m
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Approve minutes for November Board Meeting on November 12, 2024

E. Public Comment		Adrienne Davis	5 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 **6:39 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.

A. Marketing & Enrollment Report	FYI	Suzanne Vargas	5 m
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	Purpose	Presenter	Time
<p>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.</p> <p>Marketing and Enrollment Report</p> <p><i>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:</i></p> <p>Objective D. A comprehensive marketing/branding plan, touting what makes Kestrel unique.</p>			
<p>B. 2025-2026 School Calendar</p> <p>Ms. Vargas will present the proposed calendar for the 2025-2026 school year.</p> <p>School Calendar Folder 2025-2026 KHCS School Calendar 2025-2026</p>	Discuss	Suzanne Vargas	5 m
<p>C. Facilities Report</p> <p>Mr. KT Thompson will provide an update regarding Kestrel's facilities.</p> <p>Facilities Report Initial Semi Annual School Inspection Report</p> <p><i>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.</i></p>	FYI	Kimathi Thompson	10 m
<p>III. Curriculum & Assessment</p>			6:59 PM
<p>A. Academic Growth Award</p> <p>Mrs. Villegas will highlight a significant achievement for Kestrel Heights. We have received the Academic Growth Award from NCDPI. This award recognizes the</p>	FYI	Samantha Villegas	5 m

	Purpose	Presenter	Time
performance and progress of our scholars on the End of Grade Tests for the 2023-2024 academic year.			

[Academic Growth Award 2023-2024](#)

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

IV.	Operational Reports		7:04 PM
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The Administrative Team will provide monthly updates pertaining to the operation of the school.

A.	Executive Director's 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.	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 - 2024.10](#)

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
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V. Committee Reports 7:19 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. Committee Structure	FYI	Adrienne Davis	10 m
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Mrs. Davis will discuss the 2024-2025 Committee structure.

- AIG Review and Expansion - Dalia Wimberly
- Community Engagement & Development - Adrienne Davis & Dwayne Patterson
- Facilities - Stephanie McGarrah
- Finance Committee - TBA
- Governance - Derek Powe

B. AIG Review & Expansion	FYI	Dalia Wimberly	
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C. Community Engagement & Development	FYI	Adrienne Davis	3 m
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Mrs. Davis will provide an update regarding the Durham County Matching Grant for Open Space & Trails grant that Kestrel submitted in November. Reminder to share information about Kestrel Tour days.

D. Facilities Committee	FYI	Stephanie McGarrah	5 m
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The committee will provide an update about the Playground at Kestrel.

E. Finance Committee	FYI	Adrienne Davis	
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F. Governance Committee	FYI	Derek Powe	5 m
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Mr. Powe will the following items regarding Board Governance:

- Bylaws
- Ex-Officio Members Policy

Creation of:

- Onboarding Document
- Orientation Document

Purpose

Presenter

Time

I could use some assistance with:

1. History of Kestrel
2. Steps to onboard a new board member from a technology access perspective
3. Review of dates for the semi-annual board retreat. Survey to poll availability for the next retreat.

Next steps:

- I would like feedback on the revisions to the policies and previous asks.
- I'll need some high level information from officers on their specific processes to fulfill their roles.

VI. Closed Session

7:42 PM

A. Enter Closed Session

FYI

Adrienne Davis

10 m

§ 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.

	Purpose	Presenter	Time
<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.	Personnel Recommendation	Vote	Tonya Jackson	5 m
	Mrs. Jackson will present a candidate for 3rd Grade Teacher.			

C.	Contract Discussion	Discuss	Adrienne Davis	5 m
	Mrs. Davis will discuss a contract matter.			

D.	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.			

VII.	Closing Items			8:02 PM
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A.	Report Out from Closed Session	FYI	Stephanie McGarrah	5 m
	Report out on closed session.			

B.	Adjourn Meeting	Vote	Adrienne Davis	3 m
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