APPROVED

Kestrel Heights Public Charter School

Minutes

Regular Board Meeting

Date and Time
Tuesday January 12, 2021 at 6:30 PM

Location
Board meetings can be accessed virtual via the following link: https://ncsu.zoom.us/j/91765050859

Password is KHCS

Directors Present
A. Davis (remote), B. Paris (remote), D. Wimberly (remote), J. Featherstone (remote), L. Lewis (remote), R. Clement (remote), S. Foy-Watson (remote), S. McGarrah (remote)

Directors Absent
S. Goram

Ex Officio Members Present
J. Hensler (remote), M. Callahan (remote)

Guests Present
A. Touchette (remote), Adam Love (remote), Alicia Tabiri (remote), Alisa Day (remote), Anthony Jorge (remote), B. Buckholz (remote), Crystal Marrow (remote), Dale Edmonds (remote), Deresa Stroud (remote), Desmond Cutler (remote), Dottie Heath (remote), Elise Pritchett (remote), Ginica Manching (remote), Homaira Sharif (remote), Jalila Bowie (remote), James Price (remote), Jennifer Lucas (remote), Jignesh Patel (remote), Jose Barbosa (remote), Laura Rivera

(remote), M. Tracy (remote), McKeisha Thomas (remote), Ronald Hess (remote), S. Bowens (remote), S. Vargas (remote), S. Villegas (remote), Sy Welch (remote), T. Jackson (remote)

I. Opening Items

A. Call the Meeting to Order

J. Featherstone called a meeting of the board of directors of Kestrel Heights Public Charter School to order on Tuesday Jan 12, 2021 at 6:31 PM.

B. Record Attendance and Guests

C. Public Comment

There was no public comment.

D. Approve December 2020 Regular Board Meeting Minutes

A. Davis made a motion to approve the minutes from Regular Board Meeting on 12-08-20.
D. Wimberly seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve December 10 Special Meeting Minutes

A. Davis made a motion to approve the minutes from Special Meeting (December 2020 #1) on 12-10-20.
L. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Key Agenda Items & Presentations

A. Marketing Update

Jennifer Lucas provided the marketing update to the Board. She reported on two areas: (1) marketing update and (2) bus/transportation costs.

The goal for enrollment next year (2021-22) was 488 students. 429 kids are currently enrolled at the school; 256 of eligible students (non-8th graders) have confirmed that they will be returning to the school and another 112 have not yet responded. Only 2 students are not planning to return. 46 new applications have been received by the school, of which 25 are for kindergarten. Ms. Lucas's report included information on which communication methods were most effective with relationships being the most important. The NC Charter School Association shared with Ms. Lucas that all charter schools have seen significant declines in enrollment and new applications due to coronavirus.

In the past, 30% of Kestrel families have indicated that transportation was the reason that The first option is contracted transportation (vendors provide buses and drivers), which costs approximately $142,000 per year for two buses and three routes (120-165 students); this is equivalent for funding for 20 students. The second option is for Kestrel to purchase the buses (approximately $200,000, which could be financed) and $30,000 for the salary components for each of the 2 CDL bus drivers (not including benefits). Schools typically get bus drivers that are full-time staff, but the salary portions represent the cost for transportation. Insurance, gas and maintenance costs are usually around $20,000 per year. The total estimated annual operating costs would be $80,000 plus debt service on buses.

Ms. Lucas would recommend that the Board vote on the transportation before we go to market for the bonds.

B. 2020-21 Accreditation Process

Mr. Touchette covered the 2020-21 accreditation process work. The committee has been working on the report, and they will need several board members to participate in a conference call with the accreditation body on April 13, 2021. Mr. Touchette will be reaching out to board members to participate.

C. Updated Mission Statement

Dr. Tracy noted that the Board had to vote to approve the updated mission statement for the school.
B. Paris made a motion to approve the new mission statement.
R. Clement seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Return to School Planning

Dr. Tracy provided background information on the return to school planning. The Board previously chose to use the NC DHHS COVID County Alert System for Durham to determine if Kestrel returned to school (if the level were yellow or orange). Further, the Board indicated that they would consider feedback from staff, parents and other factors that may not be included in the county alert system to make their final decision.

Dr. Tracy and staff met three times with the ABC Science Collaborative this week to discuss COVID factors and returning to school. There were several concerns raised about the prevalence of COVID and the data. Dr. Tracy and Mr. Touchette also shared the concerns of the staff about returning at this point. The Board asked questions about the Resource Center (will still be offered after January 22), vaccines for teachers (unlikely to occur before January 26), staff concerns (much more anxiety around returning at this

time), testing (Kestrel will have to offer in-person BOG testing for 3rd graders if we return to school), and parents (mixed in terms of whether or not they would allow students to return whereas initially 20% of scholars had indicated they would return in January 26). While several families signed up for the support center, many have not participated and have indicated that they were hoping for more freedom of movement for the scholars and/or more academic support.

Ms. Jackson, Ms. Villegas and Mr. Touchette shared their perspectives and those of staff which is generally that staff are concerned about returning to school with the increase in COVID cases and lack of consistency for students. They did reiterate the need to get kids and staff back to school, but to do it safely.

S. McGarrah made a motion to delay in-person opening of Kestrel Heights School until at least March 1 after considering additional data, including the NC DHHS County Alert System as previously indicated, along with feedback from parents and staff.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. 2020-2021 Emergency Operations Plan

Dr. Tracy presented the Emergency Operations Plan. He noted that it was shared with the Board for awareness and noted that it had been updated to reflect COVID practices. For safety reasons, the plan is not shared publicly.

III. Committee Reports

A. Governance Sub-Committee

Ms. Callahan reported for the Governance committee. The committee met to review their responsibilities, and they have consulted with Dr. Miller on several questions. The committee will have a governance document for a vote at next month's meeting.

B. Facilities Sub-Committee

Ms. Clement presented on behalf of the facilities committee. The Board had voted to approve the quote from Lime, but there was a section of the building that was missed. Thus, the Board would need to vote to approve the additional expense of $4,000.

Mr. Paris also presented on behalf of the facilities committee. He noted that the facilities committee interviewed two vendors for the school's bond: Piper Sandler and Truist (formerly BB&T). The committee is recommending to the Board that Truist should be the vendor that Kestrel should use for the bond.
S. McGarrah made a motion to approve the expense of $24,000 for upfitting the building's lighting with Lime.
A. Davis seconded the motion.
The board **VOTED** unanimously to approve the motion.

S. McGarrah made a motion to select Truist as the vendor that Kestrel Heights Board should use when the Board chooses to pursue a bond for the purchase and upfit of our building.
R. Clement seconded the motion.
The board **VOTED** to approve the motion.

C. Development Sub-Committee

Ms. Wimberly provided that the committee is getting organized and should have more to report at the next meeting.

IV. Operational Reports

A. Executive Director Report

Dr. Tracy noted that retention is strong, but applications are down due to COVID. Additionally, the data on discipline in the Executive Director's report is skewed due to the pandemic. The school is in the middle of completing the iReady testing. He commended Ms. Callahan and Ms. Kennedy for working to support staff culture.

B. Monthly Budget Report

Dr. Tracy reviewed the January budget report. The overall projected surplus has gone up. This budget is the mid-way point for the fiscal calendar. On the revenue side, the federal and local dollars are a little slow to come in, but that will change in the coming months. The school had three lingering debts that have all been paid off.

C. Monthly Epi Center Report

Dr. Tracy discussed the monthly Epi Center report. The school is on-track to supply all of the required charter documents to the NC Department of Public Instruction.

V. Closed Session

A. Enter Closed Session

A. Davis made a motion to motion to Enter into closed session under NCGS § 143-318.11(a) (3), (5), and (6). (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.
R. Clement seconded the motion.
The board **VOTED** to approve the motion.

D. Wimberly made a motion to change the title of the Human Resources Business Manager position to a Director of Operations and adjust her salary commensurate with the position based on the recommendation by the Executive Director.
B. Paris seconded the motion.
The board **VOTED** to approve the motion.
B. Paris made a motion to return to open session.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:24 PM.

Respectfully Submitted,
S. McGarrah