APPROVED

Kestrel Heights Public Charter School

Minutes

Regular Board Meeting

Monthly Board Meeting

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

Location
https://zoom.us/j/97270389749?pwd=VlEyYlVVL2V1THlZdnVleUZSUmU2Zz09

Meeting ID: 972 7038 9749
Passcode: KHCS

Password is KHCS

Directors Present
A. Davis (remote), B. Paris (remote), D. Powe (remote), L. Lewis (remote), R. Clement (remote), S. Goram (remote), S. McGarrah (remote)

Directors Absent
D. Wimberly, S. Foy-Watson

Ex Officio Members Present
J. Price (remote), M. Callahan (remote), T. Jackson (remote)

Guests Present

A. Touchette (remote), Arnetta Dalton (remote), B. Buckholz (remote), Dottie Heath (remote), Justin Matthews (remote), M. Tracy (remote), S. Bowens (remote), S. Vargas (remote), S. Villegas (remote)

I. Opening Items

A. Call the Meeting to Order

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

B. Public Comment Submission

Chair Davis noted that people can note it in the meeting chat if they would like to make public comments.

C. Record Attendance and Guests

D. Approve August 2021 Regular Board Meeting Minutes

E. Approve August Special Meeting Minutes

F. Public Comment

There was no public comment.

II. Key Agenda Items & Presentations

A. Marketing Update

Ms. Vargas provided a marketing update to the Board. Kestrel's current enrollment has continued to climb since the 20th school day. On September 15, there were 421 enrollees, and as of today there are 442 with 2 additional enrollees pending. All but four of the new students are enrolled in Hawks at Home online school.

She also provided an update on the tours, website analytics, and postcards. Ms. Vargas also detailed the additional videos and changes to the website to help with the online application. Kestrel will also send out 5,000 postcards to parents with kids ages 5-12 within an 8-mile radius of the school. Ms. Vargas also provided a year-long marketing plan.

Ms. Davis noted that there is a marketing proposal from Ms. Lucas, which the Board will discuss during the budget.

B. Virtual Academy

Ms. Villegas presented about Kestrel's virtual academy, Hawks at Home. The teachers are teaching in the hybrid environment and have figured out how to make the virtual academy and in-person work well. Ms. Villegas commended them and the other staff members who have made scheduling and computer assignments work. 386 students are attending in-person, and 54 students are attending virtually. Middle school has the highest enrollment in virtual lessons.

C. Facilities Sub-Committee

Mr. Justin Matthews provided an update on the facility project. The construction meeting that took place last week noted that there is a lot of progress being made on permitting, including DOT letter that no additional road improvements need to be made along with work on erosion permitting. The City of Durham review will take place a little later.

The bond preparation process has started. Mr. Matthews shared that the bond attorney has some existing business relationships with the construction company, which should make the process easier and save money. There are procedural hearings as well that will occur with the Office of Charter School and others. There is additional budget and finance work that needs to take place as well, and the Board and others are working on this information.

III. Academics

A. Blended Learning Update

Ms. Villegas and Mr. Touchette shared how blended learning is part of the guided reading, guided math and hybrid approach to learning. Overall, the staff and students have made great progress in implementation.

B. Mind Brain Education

Ms. Villegas shared that Kestrel staff just had an all-staff event with three modules that all staff rotated through to learn MBE. Staff shared that they wanted additional time to review the modules, so the administration is making these changes.

C. Guided Reading Update

Ms. Villegas shared that guided reading is taking place in the classrooms and is going well.

D. Guided Math Update

Mr. Touchette shared that guided math is a part of blended learning, and it is going very well in the classrooms with small groups.

IV. Operational Reports

A.

Executive Director Report

Dr. Tracy reviewed the Executive Director report. He noted that there was some exit survey information for families that decided not to enroll at Kestrel.

B. Strategic Planning Update

There were no significant updates on the strategic plan at this time.

C. Monthly Epi Center Report

Dr. Tracy noted the monthly report requirements due to the NC Office of Charter Schools. DPI has released the schedule for these requirements, and there will be additional requirements most likely. October's submission will be complete this week.

D. COVID Update

Ms. Buckholz provided information on modifications made for mealtimes so that students can socially distance when their masks are not on during eating. She also provided information on cleaning supplies for classrooms and COVID testing.

E. Monthly Budget Report

Dr. Tracy provided the FY 2020-21 year end budget report, which showed a year end surplus of around a $400,000 surplus. The current year's budget will be discussed in more detail in the closed session.

V. Committee Reports

A. Academic Sub-Committee

No update for this committee.

B. Governance Sub-Committee

Ms. Callahan sought answers from other charter schools on leave policies. Research Triangle Charter School does provide 6 weeks of paid leave for staff, who are on FMLA. Ms. Callahan will continue to research and update the document for future conversations.
S. McGarrah made a motion to amend the current policy to allow enrollment to continue past the twentieth day of school.
L. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Kestrel Heights Mask Policy

The Board has to approve the mask policy each month.
S. McGarrah made a motion to sustain the current mask policy for another month.
R. Clement seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Sub-committee discussion and assignments

There was a short discussion about subcommittees. Derek volunteered to serve on the academic subcommittee. Adrienne will follow-up with individual members about other committee assignments.

VI. Closed Session

A. Enter Closed Session

S. McGarrah made a motion to enter into closed session per NC General Statute § 143-318.11: (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. (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. (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.
D. Powe seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Finance Committee Meeting

C. Succession Planning

R. Clement made a motion to return to open session.
S. Goram seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Report out from Closed Session

Ms. McGarrah reported out that the Board discussed a personnel matter, succession planning, a proposal from a contractor and an issue related to the bond.

The Board will meet in special session on October 19, 2021 at 6:30 pm to discuss personnel matters and the 2021-22 budget.

B. Board Agenda for Next Month

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,
S. McGarrah