APPROVED

Kestrel Heights Public Charter School

Minutes

Regular Board Meeting

Monthly Board Meeting

Date and Time
Tuesday December 14, 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), D. Wimberly (remote), L. Lewis (remote), R. Clement (remote), S. McGarrah (remote)

Directors Absent
S. Goram

Ex Officio Members Present
J. Price

Guests Present

A. Touchette (remote), B. Buckholz (remote), Justin Matthews (remote), Maureen Gordon (remote), S. Vargas (remote), S. Villegas (remote), Stacy Kennedy (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 Dec 14, 2021 at 6:35 PM.

B. Public Comment Submission

C. Record Attendance and Guests

D. Approve November 2021 Minutes

R. Clement made a motion to approve the minutes from Regular Board Meeting on 11-09-21.
L. Lewis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Davis	Abstain
S. Goram	Absent
D. Wimberly	Aye
D. Powe	Abstain
S. McGarrah	Absent
R. Clement	Aye
L. Lewis	Aye
B. Paris	Abstain

E. Public Comment

No submissions for public comment.

II. Key Agenda Items & Presentations

A. Pediatric Pfizer Vaccine On-Site Clinic Update

Mr. Touchette gave an update on the Vaccination Clinic. Two clinics were held on Tuesday, November 16, and Wednesday, December 8. 42 doses were issued on the first date, and 54 doses were administered on the follow-up date. VaxOn will contact those who require the second dose from the December 8 event.

B. Marketing Update

Ms. Vargas provided the update. 11 students withdrew in November-December, primarily due to family moves outside the area/state. School continues to backfill students to maintain steady enrollment.

Marketing post cards and being mailed to target families in the KHS geography, along with flyers and social media advertising. A refer-a-friend program has been created based on the insight that most new KHS students learn of the school through current families. Plans are underway to communicate the planned facilities changes to boost more interest in the school and enrollment.

The enrollment lottery is scheduled for Friday, February 11, 2022.

C. Facilities Sub Committee

[Brandon needs to update the minutes based on material to be sent by Mr. Matthews]
Mr. Matthews and Ms. Buckholz provided a status report.

The school has completed its due-diligence documentation for the financing of the project. A list of potential investors has been identified with meetings commencing this week.

Relating to physical construction, the permitting process has resulted in a Level 4 approval from the City of Durham, which allows for ???. NC Department of Insurance has also provided foundation approval. It's anticipated to have full approval by end of February. City of Durham has also provided erosion permits, which allows much of the initial site work and foundational efforts underway.

The school has obtained an extension to the purchase agreement with Highmark through January, 2022.

D. Procurement Plan

Ms. Gordon gave a brief presentation regarding the National School Lunch program.
B. Paris made a motion to Approve the proposal for the National School Lunch Program as presented.
R. Clement seconded the motion.
The board **VOTED** to approve the motion.

III. Curriculum & Assessment

A. Hawks at Home Virtual Academy

Ms. Villegas gave an update on enrollment in Hawks at Home Virtual Academy. There's been a slight uptick in enrollments ahead of the upcoming school break.

B. Remote Work Day

[Brandon to review recording for minutes]

C. Intervention & Upcoming iReady

Ms. Villegas provided an update on iReady intervention.

IV. Operational Reports

A. Executive Director Report

Ms. Villegas provided an update on the attendance through November 2021.

Ms. Villegas provided detailed statistics and summary on the application program. As of November, KHS has received 59 applications, with the majority of submissions for the Kindergarten program.

School is current on all reports due for submission in EPI Center.

[BP to review recording for completion]

B. Monthly Budget Report

Ms. Buckholz provided financial report.

C. Quote for Repairs

Ms. Buckholz provided a report on quoting for repairs and maintenance that need to be made for HVAC repairs at the Elementary School. The board will discuss details in closed session.

V. Committee Reports

A. Academic Sub-Committee

Mr. Powe provided an update on corporate sponsorship in support of Academic activities beginning in January 2022.

B. Governance Sub-Committee

Report tabled to January, 2022 meeting.

C. Kestrel Heights Mask Policy

B. Paris made a motion to Continuing the mask policy as presently set.
L. Lewis seconded the motion.
The board **VOTED** to approve the motion.

VI. Closed Session

A. Enter Closed Session

B. Paris made a motion to Enter into closed session per the reasons indicated in the agenda.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.
Discussed a personnel matter. No action was taken by the board.

Discussed situation involving facilities maintenance at the Elementary school.

Discussed strategy relating to school expansion.
B. Paris made a motion to Exit closed session.
R. Clement seconded the motion.
The board **VOTED** to approve the motion.

VII. Closing Items

A. Report out from Closed Session

Discussed a personnel matter. No action was taken by the board.

Discussed situation involving facilities maintenance at the Elementary school.

Discussed strategy relating to school expansion.
B. Paris made a motion to Authorize expenses up to $5300 relating to HVAC at the Elementary school pending final decision on actual liability for the repairs by the school.
R. Clement seconded the motion.
The board **VOTED** to approve the motion.
Ms. Davis thanked Ms. Lewis for donating desserts at the staff holiday lunch.

B. Adjourn Meeting

B. Paris made a motion to Adjourn.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:33 PM.

Respectfully Submitted,
B. Paris