APPROVED

Kestrel Heights Public Charter School

Minutes

Regular Board Meeting

Monthly Board Meeting

Date and Time
Tuesday January 11, 2022 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. Goram (remote), S. McGarrah (remote)

Directors Absent
None

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

Guests Present
A. Touchette (remote), B. Buckholz (remote), Cathea Sanders (remote), Dottie Heath (remote), Homaira Sharif (remote), J. Featherstone (remote), Justin Matthews (remote), McKeisha

Thomas (remote), S. Bowens (remote), S. Vargas (remote), S. Villegas (remote), Theresa Holt-Thompson (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 Jan 11, 2022 at 6:30 PM.

B. Public Comment Submission

Ms. Davis invited participants to note public comments in the meeting chat.

C. Record Attendance and Guests

D. Approve December Special Meeting 2021 Meeting Minutes

D. Wimberly made a motion to approve the minutes from Special Session Board Meeting on 12-21-21.
D. Powe seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Public Comment

There was no public comment.

II. Key Agenda Items & Presentations

A. Elementary Update

Mr. Touchette gave an elementary school update. The elementary school students are reading from actual books (not virtual books) again and noted that 20-30 minutes a day for reading are budgeted into all daily schedules. The reading goal aligns with the KHS strategic plan and because reading is shown to help overcome learning loss.

B. Marketing Update

Mrs. Vargas provided a marketing update for the school. Kestrel has 434 current scholars with 4 pending enrollment. The team is providing weekly in-person tours as well as online video tours with increase of COVID cases. As of today, 54% of current scholars have recommitted for the 2022-23 school year. There were 5,000 postcards mailed over the break to advertise the lottery window as well as a QR Flyer being delivered to local businesses, apartment complexes and other businesses. Mrs. Vargas also provided social media and online ad statistics.

Kestrel has received 122 new applications compared to 91 last year at the same time of year. Kestrel will also do a Google Ad and Search Engine promotion this month. Lottery drawing is coming up February 11.

C. Facilities Sub Committee

Ms. Clement provided an update from the Facilities Subcommittee on the construction project. Ms. Clement developed a project tracker to help the Board track the progress from financing through construction timelines. Justin Matthews provided an overview of the construction process. The construction contractor is trying to get the loudest work done when students are not in session to the extent possible.

III. Curriculum & Assessment

A. Hawks at Home Virtual Academy

Ms. Villegas provided an update on Hawks at Home Virtual Academy. This month there are 52 scholars enrolled, which is an 8-student increase, but is not as large of a virtual load as prior months. Students that have to quarantine for COVID reasons are allowed to log in virtually for classes as well.

B. ACCESS Testing Window

Ms. Villegas also provided an update on ACCESS testing window, which is a state required test for non-native English speakers. There are 31 scholars who will be taking those tests in 4 subjects for each scholar.

C. iReady Correlation Study

Ms. Villegas provided an update on iReady. That testing window is now open for all scholars for K-8 in reading and math. These tests help provide teachers and parents with information on scholars' progress. iReady completed a correlation study to determine how closely the tests correlate to EOGs. In summary, the iReady scores correlate 75-85% to EOG scores, and the iReady results can be used to help identify areas where students need additional support.

IV. Operational Reports

A. Executive Director Report

Mrs. Jackson provided an overview of the Executive Director report, including that 53 applications of our new applications are for kindergarten. Mrs. Jackson talked about attendance and the work of the social worker with connecting families to resources. She also noted that there were only 5 disciplinary issues in month of December, which was down from the month of November.

Epi Center report is up-to-date as of January (for the state of NC) with the exception of a new report on demographics that was first requested at the end of December. Ms. Vargas and Ms. Jackson will have the report completed by December 28.

Winter Wishes was completed by school counselors in December as well as bringing in a guest speaker (local meteorologist) for scholars and staff.

B. Monthly Budget Report

Mrs. Jackson provided the monthly budget report and noted that the school is on-track as well as the expenses for the bond and the build for the month. Mrs. Jackson did note that the budget will be revised based on the state's recent passage of the budget and the state's allotment.

C. State Funded Bonuses

Ms. Buckholz shared information on state-funded bonuses for charter and other public schools. There are three:

- PRC 045 is a teacher bonus and instructional support personnel of $300 (to be paid by January 22, 2022).
- $1,000 bonus funded by SFRF for all staff with an additional $500 for staff making less than $75,000 per year.
- PRC 203 is a bonus paid for by ESSER funds for teachers and instructional support personnel for $1,000 (to be paid out by January 31, 2022)

The Board was advised to vote on the distribution of funds as allocated and instructed by the State of North Carolina.

D. Salary Adjustments

Ms. Buckholz shared that Durham Public Schools released their salary adjustments for teacher salaries. She noted that Kestrel Heights follows the DPS pay scale and is recommending that the school include the pay increase in the January payroll with retroactive pay from July 1 through current payroll. The Board will vote in closed session.

E. Substitute Teacher Pay Proposal

Ms. Buckholz noted that Kestrel Heights' substitute teacher pay is much lower than neighboring schools, and the school is struggling to find enough substitute teachers. It is becoming increasingly difficult for Kestrel to find substitute teachers, and Ms. Buckholz provided information on the difference in pay between Kestrel, DPS and other schools. The Board will vote in closed session.

F. Sale of Bus 125

Ms. Buckholz noted that Kestrel Heights sold bus 125, which was not in good working condition. The title has been transferred; Attorney Bowens recommended that the Board retroactively approve the sale.
B. Paris made a motion to retroactively approve the sale of bus 125.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Committee Reports

A. Academic Sub-Committee

Mr. Powe noted that the academic subcommittee is going to regroup from the holidays and will start meeting on a monthly basis next week.

B. Governance Sub-Committee

Ms. Davis noted that the Board needs to get back on a schedule with annual reviews of the school policies. First, we will review the School and Community policy, which will be discussed at the February board meeting. The Family Leave Policy will also be rolled into the policy review. The Governance committee will let the Board know about how to divide the policies for review.

Mrs. Callahan noted that PTA has helped the school outfitted a lactation room for parents.

C. Development Committee Update

Ms. Davis noted that she and Ms. Wimberly met last week to discuss fundraising ideas and develop some categories. They think that given the building construction, the committee will focus on short-term and project-specific development opportunities. They also want to have projects where families can contribute in non-monetary ways.

D. Kestrel Heights Mask Policy

The Board is required by the State of NC to update the mask policy each month.
R. Clement made a motion to continue current mask policy.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closed Session

A. Enter Closed Session

R. Clement made a motion to enter into closed session per NCGS § 143-318.11 (a) for the following permitted purposes: 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. (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.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Staffing Recommendation

C. Covid Contingency Planning

D. Budget Adjustment

S. McGarrah made a motion to return to open session.
D. Powe seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Report out from Closed Session

Ms. McGarrah shared the the Board discussed a construction issue, COVID contigency planning, DPS pay scale changes, state-mandated bonuses, and a substitute teacher pay proposal.
R. Clement made a motion to Allow the board chair to approve the estoppel and SMDA agreement from our existing landlord pending changes from Attorney Bowens.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.
B. Paris made a motion to Approve the state-mandated bonuses for PRC 141 of an additional $29,000 that will be reimbursed by the State.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.
B. Paris made a motion to Approve the state-mandated bonuses for PRC 045 and 203 of an additional $27,400 that Kestrel will fund out of current funds.
L. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. McGarrah made a motion to approve hiring of 8th grade math teacher candidate as presented by staff.
R. Clement seconded the motion.

The board **VOTED** unanimously to approve the motion.
D. Wimberly made a motion to raise substitute teacher pay as presented by Ms. Buckholz except that unlicensed teachers daily rate should be increased to $120.
L. Lewis seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:33 PM.

Respectfully Submitted,
S. McGarrah