APPROVED

# Kestrel Heights Public Charter School

# Minutes

## August Board Meeting

**Date and Time**
Tuesday August 9, 2022 at 6:30 PM

**Directors Present**
A. Davis (remote), B. Paris (remote), D. Powe (remote), D. Wimberly (remote), S. Goram (remote), S. McGarrah (remote)

**Directors Absent**
R. Clement

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

**Guests Present**
A. Touchette (remote), Justin Matthews (remote), M. Gordon (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 Aug 9, 2022 at 6:30 PM.

#### B. Public Comment Submission

Ms. Davis invited people to submit public comments online.

### C. Record Attendance and Guests

### D. Approve July Meeting Minutes

D. Powe made a motion to approve the minutes from July Board Meeting on 07-12-22.
S. Goram seconded the motion.
The board **VOTED** to approve the motion.

### E. Public Comment

There were no public comments.

## II. Key Agenda Items & Presentations

### A. Marketing and Enrollment Update

Ms. Vargas provided an update on marketing and enrollment. Enrollment is presently at 488 students. Some families have declined that attended last year, and Ms. Vargas is sending them an exit survey to determine reasons to address them if possible. Transportation has been one of the biggest issues.

### B. Facilities Sub Committee

Mr. Matthews provided a facilities update. Panels still haven't been raised; it will likely happen around the start of school. The project manager for BCCG has resigned (David Dare), and they have filled the position. The team will discuss in further detail at the committee's Thursday meeting with BCCG.

## III. Curriculum & Assessment

### A. Back to School - Lower School Edition

Mr. Touchette and Ms. Villegas presented on the 2022-23 school year opening. First, there will be a descriptive change for the name of our school to upper school (physical location of grades 4-8) and lower school (physical location of grades K-3). Open House, orientations for new families and grades K and 6 will take place in August 2022 with the first day of school taking place on August 24, 2022.

### B. Back to School - Upper School Edition

Ms. Villegas shared information on the family meeting that took place. She shared that families and staff are excited and morale is high. The staff have moved all of the materials and have answered questions about the building and logistics.

### C. Camp Kestrel Summer Highlights 2022

Mr. Price shared highlights of Camp Kestrel, which was the second year of the camp. The camp was free of charge, included free breakfast and lunch, and was open to K-8 students. 140 students participated. The camp activities included iReady diagnostics as well as daily STEM, ELA and science enrichment activities. There were also arts and crafts and an on-site field trip. Mr. Powe provided information on the financial literacy and coding on-site field trip.

## IV. Operational Reports

### A. Executive Director Report

Mrs. Jackson provided the Executive Director report overview. She thanked the Board for their work and participation. The schools' projected ADM is 515 students, but we are at 488 students enrolled at this time. She talked about the school preparation activities, including the discussions around the new building and logistics with staff and families. There is no EPI Center report at this time.

### B. Monthly Budget Report

Mrs. Jackson shared the closing report for the 2021-22 year budget. There was a surplus of $365,000 of cash for the past school year. For 2022-23 school year, there is only one month to report. Ms. Jackson recommends that the school submit a budget revision for this school year based on revised information.

### C. FY23 Budget by Line Item

Mrs. Jackson reviewed the FY 2022-23 budget by line item. The Board's finance committee reviewed this document with Mrs. Jackson last week. The budget projection is that the school will have around $200,000 left at the end of the year.
S. McGarrah made a motion to Approve the FY 2022-23 line item budget as presented.
D. Powe seconded the motion.
The board **VOTED** unanimously to approve the motion.

### D. Organizational Chart and Staffing Structure 2022-2023

Mrs. Jackson reviewed the KHS staffing plan and organization chart for FY 2022-23.

### E. Plan for Use of Consolidated Grant Funds

Mrs. Jackson shared the plan for the use of consolidated grant funds using the school's data. Next Tuesday at 6:30 pm is a Parent and Family Engagement Session if Board members want to attend.

### F. Elementary Update

Ms. Gordon shared that we have moved out of the elementary school. The school has completed all of the requirements and repairs to the building. The River Church has been very welcoming, and the teachers are almost ready to set up their classrooms.

## V. Committee Reports

### A. Academic Sub-Committee

Mr. Powe shared the Academic subcommittee report in the Camp Kestrel section.

### B. Governance Sub-Committee

Mrs. Jackson shared that there were materials in the folder to review.

### C. Board Membership

Mrs. Davis shared that the Board needs to start recruiting new board members so that the Board has enough members and continuity. Discussions included using LinkedIn paired with direct outreach to people they may know. The Board can also use Board on Track to assess skills of current Board members and skill sets that may be needed.

### D. Kestrel Heights Mask Policy

S. McGarrah made a motion to Continue mask optional policy for students and staff.
D. Wimberly seconded the motion.
The board **VOTED** to approve the motion.

## VI. Closed Session

### A. Enter Closed Session

S. McGarrah made a motion to Enter closed session per NCSL § 143-318.11 as follows: 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. (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** to approve the motion.

### B. Staffing Recommendations

## VII. Closing Items

### A. Report out from Closed Session

Ms. McGarrah shared that the Board discussed hiring, adding a kindergarten class, and a pending change for one of the Board members in the closed session.
S. McGarrah made a motion to Approve hiring recommendations for kindergarten teacher and second teacher.
S. Goram 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 8:23 PM.

Respectfully Submitted,
S. McGarrah