APPROVED

Kestrel Heights Public Charter School

Minutes

February Board Meeting

Date and Time
Tuesday February 14, 2023 at 6:30 PM

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

Directors Absent
D. Wimberly

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

Guests Present
A. Touchette (remote), Justin Matthews (remote), M. Gordon (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 Feb 14, 2023 at 6:33 PM.

B. Public Comment Submission

Ms. Davis advised that meeting participants could make public comments by noting their desire to comment in the meeting chat.

C. Record Attendance and Guests

D. Approve January Meeting Minutes

D. Powe made a motion to approve the minutes from January Board Meeting on 01-10-23.
B. Paris seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes from the January Special Session

B. Paris made a motion to approve the minutes from Special Session Board Meeting on 01-31-23.
D. Powe seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Public Comment

There was no public comment.

II. Key Agenda Items & Presentations

A. Marketing and Enrollment Update

Ms. Vargas provided the Marketing and Enrollment update. The numbers are good in terms of enrollment, but they continue to fluctuate. Kestrel Heights is running social media ads weekly along with daily posts of scholars. Ads trends and social media reach went up to over 11,000 along with visits to Facebook and Instagram. 98% of our scholars recommitted, and the school has gotten 177 new applications. There is now a Kestrel Heights Alumni Page on Facebook for older alumni who have children of age to enroll.

B. Facilities Sub Committee

Mr. Matthews gave an update on the new building. We are waiting on fire alarm inspection and final elevator inspection. Flooring, landscaping, clean-up, and the punch list items are underway.

C. Proposed Calendar of the 2023-2024 Academic Year

Ms. Vargas presented the proposed calendar for the 2023-34 academic year.

III. Curriculum & Assessment

A. Middle School Director

Ms. Villegas provided an update on curriculum and assessment. Grades 4-8 assessments have been completed and K-3. Planning for Camp Kestrel is underway.

IV. Operational Reports

A. Executive Director Report

Mrs. Jackson shared the Executive Director's report. The state required EpiCenter reporting requirements have been met. One of those reports that was required was the publicized letter grade for Kestrel Heights (a letter grade of D). The information has been shared with parents, bond holders and other stakeholders. There are an additional 5 EpiCenter reports required in February, and the administration is preparing those reports. Mrs. Jackson provided an update on federal programs and preparations in order to move over to the new building. Mrs. Jackson also provided an update on the required reporting for our bond. 505 scholars is 20% over our average daily membership. Kestrel will be participating in a winter jamboree on February 20th with other charter schools in order to increase enrollment.

B. Monthly Budget Report

Mrs. Jackson presented the monthly budget report. we are 58% of the way through the fiscal year. Trending high in certain areas, such as facilities but the finance committee. The school is positioned well based on the quarterly report with 171 days cash on hands. The capital improvements ongoing budget is still under development.

C. Operations Report

Mrs. Gordon presented the operations report. She is still gathering quotes on roof repairs for the older building. Our HVAC system still needs to be repaired as there are ongoing issues with the compressor. The riser system repairs have been resolved and leaks have been sealed. The holes in parking lot created during the construction have been repaired. Finally, bus inspections are up to date.

D. Blinds Vendor

The staff has been working on choosing window treatments for the new building. A team of staff evaluated vendors on price, availability of product, installation, and warranty. The staff recommended to go with a local vendor, Budget Blinds, based on these factors. Other vendor information is included in the folder.
B. Paris made a motion to approve quote for $6,261 from Budget Blinds for the vertical blinds for our new building.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

B. Paris	Aye
A. Davis	Abstain

Roll Call

D. Powe	Aye
D. Wimberly	Absent
S. Goram	Aye
S. McGarrah	Aye

E. Proposed Vendor for Janitorial/Custodial Services Contractor

Ms. Gordon discussed the proposed vendor for Custodial Services, Word of Mouth, who has been temporarily serving as our custodian.
B. Paris made a motion to approve proposal as submitted by Word of Mouth janitorial to run from March 1, 2023 to June 30, 2023 for $51,200.
S. McGarrah seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Davis	Abstain
D. Wimberly	Absent
B. Paris	Aye
D. Powe	Aye
S. McGarrah	Aye
S. Goram	Aye

V. Committee Reports

A. Governance - Finance Policy Review

Mr Paris provided an update on our finance policy. The only potential correction was in section 4.30 Division of Duties and information around Board of Directors. The Finance Committee will send Attorney Bowens language on a correction.

B. Governance - Employee Policy Review

Ms. Davis noted that the team reviewed the employee policy and made a number of corrections, including adding an option to review employees remotely. There are a number of changes around consistency in policies and updating language.

As far as family leave is concerned, it will be carved out into a separate policy. In the next month, there will be another meeting between finance committee and reviewers of employee policy to cost out family leave policy.

C. Development Committee

No update at this time.

D. Academic Sub-Committee

The academic subcommittee is changing the approach to corporate sponsorships because it was unsuccessful. The development committee will focus on education or recreational sponsorships.

Education or recreational sponsorships will be the focus on this subcommittee in terms of working with corporations that provide services to our school, and they also gain from memberships of Kestrel families. Suggestion was made to continue with coordination with Parent Teacher Association, and Mr. Bowens will provide statement on liability.

VI. Closed Session

A. Enter Closed Session

D. Powe made a motion to Enter into closed session per NCGS § 143-318.11 (a) Permitted Purposes.- It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required: 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.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Inspection Report

C. Construction Discussion - Flooring

D. Notice of Claim

E. Board Meeting Agenda Items

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

VII. Closing Items

A. Report out from Closed Session

Mrs. McGarrah provided an update from closed session, including discussion of several contractual issues involving the construction of the new building and one confidential school issue.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:03 PM.

Respectfully Submitted,
S. McGarrah