APPROVED

Kestrel Heights Public Charter School

Minutes

July Board Meeting

Date and Time
Tuesday July 11, 2023 at 6:30 PM

Location
4700 S. Alston Avenue
Durham, NC 27710

1st Floor Classroom in the Middle School Building.

Directors Present
A. Davis, B. Paris, D. Powe, D. Wimberly, S. Goram, S. McGarrah

Directors Absent
None

Ex Officio Members Present
J. Price, T. Jackson

Guests Present
A. Touchette, Jerod Cohen, M. Gordon, S. Bowens, S. Vargas, S. Villegas

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 Jul 11, 2023 at 6:30 PM.

B. Public Comment Submission

Mrs. Davis noted that the Board will accept public comments after the minutes are approved.

C. Record Attendance and Guests

D. Approve June Meeting Minutes

B. Paris made a motion to approve the minutes from June Board Meeting on 06-13-23.
D. Powe seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve June Special Meeting Minutes

B. Paris made a motion to approve the minutes from Special Board Meeting on 06-29-23.
S. McGarrah 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. Employee Benefits Renewal

Jerod Cohen presented on employee benefits renewal for Kestrel Heights. The new plan year begins on September 1, 2023.

Blue Cross Blue Shield is the medical provider for two plans (HSA and a copay plan). BCBSNC is offering a no shop renewal at 2% increase over current, which will cost the school an annual increase of $4,320.00 with a new estimated annual cost of $282,203.16.

Guardian is the non-medical insurance provider for dental and vision. Guardian is offering a 7% increase in rates with no change in benefits, which would cost Kestrel an annual increase of $1,310. Guardian did not change rates or benefits for vision insurance, short-term disability insurance, long-term disability and employer paid life insurance.

As proposed, the total annual increase to Kestrel's costs for employee benefits would be $5,630 at 48 employees. There will be additional increase will be relevant if Kestrel expands their staff to 53 employees.
S. McGarrah made a motion to Accept the medical and non-medical insurance employee benefit renewal proposals as presented by eBenefits.

D. Wimberly seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Marketing and Enrollment Update

Mrs. Vargas presented the marketing and enrollment update. She shared the social media ads; Kestrel's ads reached over 10,000 people with paid impressions around 20,000. New scholar applications are down slightly year over year. Currently, Kestrel has 459 scholars enrolled and has other families still in the decision stage.

Mrs. Vargas has many current and upcoming platforms including social medias, flyers to local businesses and preschools, in-person tours, and connecting new families with Class Dojo and with other Kestrel resources.

C. Facilities Sub Committee

Mrs. Davis provided an update from the facilities subcommittee. This committee is going to shift to current facilities and will have an overview next month.

III. Curriculum & Assessment

A. School Culture Report

Mr. Price shared the school culture report. Mrs. Bowie just wrapped up the Read To Achieve camp, and Camp Kestrel has started. The transportation interest survey has been sent out, and the school will be using We Trams as the transportation provider for the 2023-24 school year.

IV. Operational Reports

A. Executive Director Report

Mrs. Jackson presented the Executive Director report. There were no new Epicenter requirements in June 2023, but Kestrel will begin the charter renewal process in August of 2023. Kestrel's charter is up for renewal in August 2025, and it is a two-year process per NCGS 115C-218.6(b).

B. Monthly Budget Report

Mrs. Jackson shared the monthly budget report for June 2023, which was the closing of the fiscal year. Kestrel Heights ended the fiscal year with a surplus of $248,470.93. The school has 113.57 days of cash on hand, which meets our requirement for the bond covenant of at least 45 days cash on hand, and the debt service coverage ratio of 1.17, which also meets our bond covenant of above 1.05.

C. Operations Report

Mrs. Gordon provided an overview of the operations report. HVAC installation has started, and Duke Energy has been contacted and an application has been completed for a rebate. The monument sign will be fixed soon, and the mini-bus repairs have been completed. Emerge Consulting Group is gearing up for a recabling project. e-Rate dollars will be used to cover the costs.

D. RFP Process - Caterer Recommendation

Mrs. Gordon presented the National School Lunch program request for proposal. Kestrel had one vendor, "Be Sweet and Savory," to apply for the program and complete the requirements for NSL program. Meals would be catered at the rate of $2.15 for each breakfast and $4.35 for each lunch.
S. McGarrah made a motion to approve the National School Lunch program proposal from "Be Sweet and Savory" at the rate of $2.15 for each breakfast and $4.35 for each lunch.
D. Wimberly seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Committee Reports

A. Academic Sub-Committee

Mr. Powe presented on behalf of the academic subcommittee. Seven organizations will be providing content for the Camp Kestrel, and the goal is to build a long-term partnership with these community organizations.

B. Governance Committee

Mrs. Davis presented on behalf of the governance committee. The Governance Committee is seeking prospective Board members for Kestrel Heights Board. There is also an opportunity to be part of the ribbon-cutting ceremony planning.

C. Executive Committee Nominations

Mrs. Davis noted that the Board needs to nominate Executive Committee team members:

President - Adrienne Davis
Vice President - Brandon Paris, Derek Powe
Treasurer - Serja Goram

Secretary - Stephanie McGarrah

D. Vote to Extend Board Membership

S. McGarrah made a motion to Extend Mr. Paris's board term by one year.
D. Wimberly seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closed Session

A. Enter Closed Session

B. Paris made a motion to Move to closed session per§ 143-318.11. (a) (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.
S. Goram seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Personnel Recommendations

C. Construction Discussion

D. Board Meeting Agenda Items

VII. Closing Items

A. Report out from Closed Session

Mrs. McGarrah reported that the Board discussed construction and personnel recommendations.
D. Wimberly made a motion to Approve the kindergarten teacher assistant and 4th and 5th grade math teacher as presented.
D. Powe 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 8:53 PM.

Respectfully Submitted,
S. McGarrah