APPROVED

Kestrel Heights Public Charter School

Minutes

November Board Meeting

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

Location
4700 S. Alston Avenue
Durham, NC 27713

Directors Present
A. Davis, D. Powe, S. Goram, S. McGarrah

Directors Absent
B. Paris, D. Wimberly

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

Guests Present
A. Touchette, 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 Nov 14, 2023 at 6:35 PM.

B.

Public Comment Submission

Ms. Davis noted that there was a sign-up sheet for public comment.

C. Record Attendance and Guests

D. Approve October Meeting Minutes

S. McGarrah made a motion to approve the minutes from October Board Meeting on 10-10-23.
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. Marketing and Enrollment Update

Suzanne Vargas provided the marketing and enrollment update. Kestrel is currently at 442 students. Five students enrolled during the month of October, and four students withdrew (all of their families moved out of the area). The open enrollment period starts tomorrow. Ms. Vargas changed the approach to reaching students by reaching out to families in Durham and Wake counties by zip code instead of using a radius. She shared the social media analytics and current and upcoming marketing activities. The Board discussed several options for sharing Kestrel with other families.

B. Facilities Sub Committee

Mr. Powe shared the research that he had done on the security system upgrade. The vendors were narrowed down to Verkada and Spot AI. He shared the pros and cons of the two security system options.

III. Curriculum & Assessment

A. School Culture Report

Mr. Price shared the School Culture Report. There were a lot of Quarter 1 events including the monthly school store, weekly advisory lessons, the Sandy Hook Promise training for faculty and scholars (training scholars on "see something, say something"), Hispanic Heritage celebration and updates, Fall Spirit Night, and a pep rally. In the discipline area, we had only 20 referrals for the quarter. Staff received strategies and training in the discipline area. On transportation, one bus driver retired, and the school was able to hire a replacement. Quarter 2 events include PTA meetings, honor roll celebrations, winter sports, and monthly school store.

B.

School Improvement Plan - Indistar

Mr. Touchette shared the Kestrel School Improvement Plan. Kestrel currently has a D grade with the NC Department of Public Instruction. Kestrel has six specific goals for the current academic year, and we are making significant progress on them already. There are another six goals that Kestrel has already met. The Board discussed attendance and the impact directly on academic performance.
S. McGarrah made a motion to Approve the submission of the School Improvement Plan to the State of NC.
S. Goram seconded the motion.
Ayana Hernandez abstained, and Dwayne Patterson voted aye.
The board **VOTED** to approve the motion.

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

C. Parent and Family Engagement

Ms. Villegas shared that Kestrel had its first curriculum night since 2019, and 75 families attended the event. The purpose of the night was to showcase the curriculum of the school. School staff shared individual iReady data with families along with social-emotional data so that families can see how their scholars are doing. The curriculum night was held in conjunction with the PTA's Book Fair. For families that couldn't attend, the data will be going home with students.

IV. Operational Reports

A. Executive Director Report

Mrs. Jackson shared her Executive Director report. Kestrel has submitted all of the October requirements for DPI through Epicenter, and the school is awaiting DPI's review of two of the six requirements. The Office of Federal Programs required compliance reporting for September and October have been completed along with Maintenance of Effort reporting for Exceptional Children programs. Kestrel currently has 36 English learners and 45 EC scholars. There are still four vacant positions.

B. Monthly Budget Report

Mrs. Jackson shared the monthly budget report. The school is 33% of the way through the school year, and spending is trending high in four categories: technology (purchases made at start of school year), legal, insurance and facilities. The administrative team is going to check on insurance. The school is currently in compliance with our bond

covenant for days cash on hand and debt service coverage ratio. There were two letters that went to the bond company for enrollment (Kestrel is at 436 instead of goal of 465, and Kestrel received a D letter grade).

C. Budget Amendment FY24

Mrs. Jackson shared a FY 24 budget amendment. The initial budget was proposed on an average daily membership of 505 students, but Kestrel only has 436 students in the post 20 day average daily membership. The amendment includes salaries based on Durham Public Schools' salary scale as of August 2023, updated state allotments and federal allotments based on EC and ELL students. The budget needs to be amended to reflect a surplus of $144,000 down from $355,000.
D. Powe made a motion to approve the budget report as amended.
S. Goram seconded the motion.
Dwayne Patterson made the motion. Both Mr. Patterson and Ms. Hernandez voted to approve.
The board **VOTED** unanimously to approve the motion.

D. FY2023 Annual Audit Results

Mrs. Jackson shared the annual audit result. Kestrel received a clean audit.
D. Powe made a motion to accept the audit report.
S. Goram seconded the motion.
Two new board members, Mr. Patterson and Mrs. Hernandez, also approved the report.
The board **VOTED** unanimously to approve the motion.

E. Operations Report

Ms. Gordon shared the operations report update, including eRate funds being used for cabling to improve the internet service. The team has filed a claim with our insurer to see if the roof can be repaired or replaced for the deductible. She also shared that they are receiving quotes for the HVAC. Mr. Patterson shared that there are several tax incentives to replace HVAC; this information will be followed up on by Facilities Committee.

V. Committee Reports

A. Academic Sub-Committee

No update at this meeting.

B. Governance Committee

Mrs. Davis introduced Mr. Dwayne Patterson and Ms. Hernandez to the Board. Ayana Hernandez is the owner of a consulting firm and work with clients in the higher education space. Her background is in outreach, brand development, marketing and crisis communication. She is originally from New Haven, Connecticut, and both of her parents were educators. Dwayne Patterson is originally from Kinston, NC, and both of his

parents were educators. He is currently retired, but he has a background in healthcare, education and government. He was the State Parks Director for North Carolina, the Deputy Director for the NC Pandemic Recovery Office, and he worked with both the Durham Public Schools and NC Museum of Life and Sciences.

Mr. Brandon Paris has resigned from the Board.
S. McGarrah made a motion to elect Ayana Hernandez to the Kestrel Heights School Board.
D. Powe seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. McGarrah made a motion to elect Dwayne Patterson to the Kestrel Heights School Board.
D. Powe seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Development Sub Committee

The Development Committee reported that they are working to set up a Go Fund Me for the school and the needs.

VI. Closed Session

A. Enter Closed Session

S. McGarrah made a motion to Enter into closed session per§ 143-318.11. Closed sessions. (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. (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** unanimously to approve the motion.

B. Construction Discussion

C. Board Meeting Agenda Items

D. Personnel Update

E. Personnel Update

VII. Closing Items

A. Report out from Closed Session

Ms. McGarrah reported that the Board discussed a construction issue, a contract issue, and some personnel issues in closed sessions.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:40 PM.

Respectfully Submitted,
S. McGarrah