APPROVED

# Kestrel Heights Public Charter School

# Minutes

## December Board Meeting

**Date and Time**
Tuesday December 12, 2023 at 6:30 PM

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

**Directors Absent**
*None*

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

**Guests Present**
A. Touchette (remote), Holly Thom (remote), S. Bowens (remote), S. Vargas (remote), S. Villegas (remote), Theresa Holt (remote), Yaneek Campbell-McLean (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 Dec 12, 2023 at 6:30 PM.

#### B. Public Comment Submission

Ms. Davis noted that participants can enter public comments in the chat.

### C. Record Attendance and Guests

### D. Approve November Meeting Minutes

D. Powe made a motion to approve the minutes from November Board Meeting on 11-14-23.
A. Hernandez seconded the motion.
Ms. Wimberly abstained from the vote.
The board **VOTED** to approve the motion.

### E. Public Comment

There was no public comment.

## II. Key Agenda Items & Presentations

### A. Marketing and Enrollment Update

Ms. Vargas shared the Marketing and Enrollment Update. Kestrel's current enrollment is 442 students. In the past month, there were four withdrawals (all because of students moving), but those seats were filled with new students. New scholar application flyers went out along with open enrollment postcards to targeted zip codes. We are getting more in-person elementary tours than the middle school tours.

Ms. Hernandez asked what our follow-up process from the tours. Kestrel staff shared their processes, and Ms. Davis let the board know that we will be hiring an enrollment consultant as part of our bond covenants.

### B. 2024-2025 Calendar Review

Ms. Vargas shared the 2024-25 school calendar with the board. Durham released their school calendar in November, so Kestrel is following suit in December. There are the same amount of days with fall and spring breaks. The calendar complies with the NC school calendar legislation.

There was a discussion around accommodating religious holidays. Families are able to take those days off if they do not align with current workdays.
S. McGarrah made a motion to approve the Kestrel Heights 2024-25 school calendar as presented.
S. Goram seconded the motion.
The board **VOTED** to approve the motion.

**Roll Call**

| | |
|---|---|
| D. Powe | Aye |
| S. McGarrah | Aye |

**Roll Call**

| | |
|---|---|
| A. Hernandez | Abstain |
| S. Goram | Aye |
| D. Wimberly | Aye |
| D. Patterson | Aye |

### C. Facilities Sub Committee

Mr. Powe provided an update that he talked with the security vendor. There would be a requirement of $14,000 payment up front and then a second payment of $14,000 within 30 days followed by an annual payment of around $6,800. The school staff will take that information and advise the Board on the budget implications.

## III. Curriculum & Assessment

### A. School Culture Report

Mr. Price shared the School Culture report, including a basketball tournament, arts and music performances, progress reports and parent-teacher conferences. There were 44 referrals for discipline from August through December. Mr. Touchette shared information on reading programs and encouraging attendance.

### B. NC Check-in Data Review

Ms. Villegas and Mr. Touchette provided an overview of the NC Check-in data, including reading and math data for grades 3-8. There was some discussion about the scores and what it tells us in terms of how to support students with instruction and intervention. Scores for science tests for grades 5 and 8 were also shared. The school staff discussed the data and how to improve growth for their students. The school staff is also sharing the message with the parents.

## IV. Operational Reports

### A. Executive Director Report

Ms. Jackson shared the Executive Director's report. Kestrel is up-to-date on compliance and reporting with NC DPI (Epicenter report), including the charter renewal self-study. Kestrel will be monitored by DPI's Office of Federal Programs for ESSER and GEER funds.

### B. Monthly Budget Report

Ms. Jackson shared the school's monthly budget report. The budget is projecting a year-end surplus of $200,780. There were some areas of the budget that were trending high, including rent and debt service, technology, administrative services, insurance and facilities. Some of the categories, such as technology, are high because expenses are front-loaded in the school year. Kestrel is meeting our covenants for our bonds for days

cash on hand (requirement is 45 days, and the school has 123 days on hand) and debt service coverage ratio (requirement is 1.05, and the school's ratio is 1.35).

### C. Budget Amendment FY24 - REVISED

Ms. Jackson shared that she revised the budget amendment for FY 2023-24 that was presented last month to address the average daily membership (ADM) of 436 being lower than projected for the school year (budget was based on 505 ADM). The proposed FY 2023-24 amendment now shows a surplus of $188.70 to accommodate for the ADM shifts and the increase in rent and debt service.
D. Patterson made a motion to accept budget amendment as presented.
S. McGarrah seconded the motion.
The board **VOTED** unanimously to approve the motion.

**Roll Call**

| | |
|---|---|
| D. Patterson | Aye |
| S. McGarrah | Aye |
| D. Powe | Aye |
| S. Goram | Aye |
| D. Wimberly | Aye |
| A. Hernandez | Aye |

### D. Operations Report

Ms. Jackson and Ms. Davis shared the Operations Report, including the good news that insurance will cover the cost of the replacement of the roof over the gym for the price of our deductible. They may also cover the cost of replacement for the rest of the older school building roof at a later date.

There was a minor fender-bender with the mini-bus. No one was injured, but there has been a claim filed against the school's insurance. Repairs continue to be needed to the compressors and heat exchangers.

## V. Committee Reports

### A. Academic Sub-Committee

No report from the academic subcommittee at this time.

### B. Governance Committee - Policy Review

Ms. Davis noted that the Board needs to start back with our policy review process. The policies will be divided among board members to review.

### C. Development Sub Committee

There was a draft Go Fund Me for the playground sent to the board to review. Please send comments to Ms. Davis. There are other parts of the outdoor recreation space that will still need to be funded.

## VI. Closed Session

### A. Enter Closed Session

S. McGarrah 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. (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. Contract Discussion

### C. Board Meeting Agenda Items

### D. Personnel Update

## VII. Closing Items

### A. Report out from Closed Session

Ms. McGarrah reported that the Board voted on a contract and discussed personnel issues.

### B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
S. McGarrah