APPROVED

Kestrel Heights Public Charter School

Minutes

January Board Meeting

Date and Time
Tuesday January 16, 2024 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
M. Callahan (remote), T. Jackson (remote)

Guests Present
A. Touchette (remote), Bridget Riordan (remote), Clayton Whitaker (remote), Crystal Marrow (remote), Danielle Snowhill (remote), Holly Thom (remote), Kimanthi Thompson (remote), Luke Casbon (remote), S. Bowens (remote), S. Vargas (remote), S. Villegas (remote), Theresa Holt (remote), Tyler Murchison (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 Jan 16, 2024 at 6:31 PM.

B.

Public Comment Submission

Ms. Davis invited people to make public comments in the chat.

C. Record Attendance and Guests

D. Approve December Meeting Minutes

D. Powe made a motion to approve the minutes from December Board Meeting on 12-12-23.
D. Wimberly seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Public Comment

There were no public comments.

II. Key Agenda Items & Presentations

A. Marketing and Enrollment Update

Mrs. Vargas provided a marketing and enrollment update. Kestrel is continuing to backfill seats throughout the school year. The social media campaign includes information on Kestrel and the upcoming lottery.

There are 124 new applicants to date (up from 2023 numbers). 223 scholars have confirmed they are planning to return next year, 1 is not returning and 94 have not yet responded. Mrs. Vargas will continue to follow-up with families, who have until January 26 to respond. The lottery deadline is January 31 with the lottery held on February 5.

B. Updates from the Facilities and Development Sub Committees

Mr. Powe and Mrs. Davis provided an update for Facilities and Development subcommittee. The school team is working through the budget on the new security system, and the new playground GoFundMe has launched.

C. Classroom Furniture Solutions

Mr. Luke Casbon presented on behalf of Steelcase and Storr Office Solutions to show some classroom solutions for the middle and elementary school classrooms to build a more collaborative learning environment. Steelcase would like to do a case study on Kestrel Heights to promote the school and the learning environment.

D. Technology Annual Report

Mr. Tyler Murchison and Ms. Danielle Snowhill presented on behalf of Emerge Consulting for Kestrel's annual technology report. Kestrel Heights used $84,335 in federal eRate funds to supply cabling for the new building. There is a remaining $11,862.35 in federal eRate funds, but nothing has been identified yet for the use of these funds.

Kestrel has 495 usable Chromebooks and 53 usable iPads. Chromebooks cost around $240 per device and iPads cost $299 per device. There are 50 usable devices for staff.

The phone systems was replaced this year from older 2012 system that was no longer supported. The new phone system is working well.

Team recommends a $2,000-$5,000 miscellaneous IT hardware replacement for budget along with purchasing touchscreen devices.

III. Curriculum & Assessment

A. School Culture Report

Mr. Touchette provided the School Culture Report. Scholars were reminded of expectations in an assembly after the break. There were 50 referrals, and Mr. Touchette covered the transition for scholars after Mr. Price's departure. He also discussed the transition of duties for transportation.

B. Assessment Update

Ms. Villegas provided an update on assessments. The school spelling bee is coming up in February as well.

IV. Operational Reports

A. Executive Director Report

Mrs. Jackson provided the Executive Director's report. EpiCenter submissions are up-to-date. The federal monitoring process is underway for federal programs.

B. Charter Renewal Update

The Kestrel Heights Charter renewal process is underway. Board members need to be available on February 8 for the interview and visit as part of the Charter renewal process with the State of North Carolina.

C. Monthly Budget Report

Mrs. Jackson provided a monthly budget update. We are halfway through the school year, and the budget is on track to date. She highlighted budget line items that were slightly over and under. Lastly, Mrs. Jackson shared that we were in compliance for days cash on hand and debt service ratio in regards to our bond covenant.

D. Operations Report

Mr. Kimanthi Thompson provided the Operations update. There was some damage to a gutter on the school, and it will need to be replaced. The school had to purchase a new

compressor for the riser room. Lastly, the school is awaiting information from the claims agent on the damage to the mini-bus from a minor fender bender. Preventative maintenance is on schedule for the facilities and buses.

V. Committee Reports

A. Academic Sub-Committee

No academic subcommittee report at this time.

B. Governance Committee - Policy Review

The school and community policy was reviewed. There needs to be language added with Attorney Bowens to address issues around custodial and non-custodial parents. Mrs. McGarrah noted that there may need to be additions around library books and how the school will handle book protests. Mrs. Goram has reviewed the fiscal policy for the initial time, and she will update Google Drive version with track changes.

C. Development Sub Committee

Development and facilities subcommittees are working on regular meetings together moving forward.

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

VII. Closing Items

A. Report out from Closed Session

Mrs. McGarrah reported that the Board discussed a contract issue and a legal issue. The Board voted to release an RFP for a consultant.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:22 PM.

Respectfully Submitted,
S. McGarrah