APPROVED

Kestrel Heights Public Charter School

Minutes

March Board Meeting

Date and Time
Tuesday March 12, 2024 at 6:30 PM

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

Directors Absent
D. Powe

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

Guests Present
A. Touchette (remote), Dale Edmonds (remote), Elise Pritchett (remote), Lyman Millard (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 Mar 12, 2024 at 6:34 PM.

B. Public Comment Submission

Ms. Davis invited the public to enter in any comments into the chat.

C. Record Attendance and Guests

D. Approve February Meeting Minutes

D. Wimberly made a motion to approve the minutes from February Board Meeting on 02-13-24.
S. Goram 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 Report

Mr. Lyman Millard from the Bloomwell Group presented on the work they are doing on enrollment. First, he shared the growth in NC, but the decline in the school age group in Durham. Others are confronting the same demographic shifts, and the Bloomwell Group and Mr. Millard have worked with charter schools over the past 14 years to help develop strategies to address this climate. Bloomwell uses an outside-in model of recruitment, starting with our school's families and equipping them with the tools to help with referrals. They also use the community, and Mr. Millard talked about the importance of kindergarten as a positive experience that leads to a 9-year commitment. Lastly, Mr. Millard shared their marketing approach using data and events along with a schedule for next month.

B. Enrollment Report

Ms. Vargas presented on enrollment data. We had three withdrawals for the current school year (one moved across the country, one is homeschooling and one did not respond), but there were no new students enrolling. 380 students have enrolled for next year with 66 new students that have confirmed. We have an additional 91 students invited with 21 on the waiting list for grades 3-6.

C. Updates from the Facilities and Development Sub Committees

Ms. McGarrah and Ms. Davis presented on the facilities and develop subcommittees. The plan is to ask families for help with landscape plan development and drainage work at the school. The goal would be to host a beautification day on April 27 with community partners, including Aspida. Board members are invited to pitch in and help identify partners who can donate.

Work continues on the US DOE grant work around energy efficiency.

III. Curriculum & Assessment

A. NC Check-in Data Report

Ms. Villegas presented the NC Check-in data from the State of NC, which mirror the End of Grade testing. The school has improved between check-in 1 and check-in 2 across several grades in both math and language. Ms. Villegas shared the next steps, including the staff meeting to do a deep dive into the data to regroup for intervention. There is also going to be a new Student Success Elective for 7th and 8th graders.

B. School Culture Report

Mr. Touchette presented the School Culture Report, which included a discussion with faculty to set goals and use the data. There were several events, including the 100th day of school, the school store (run by the PTA), advisory lessons on demonstrating kindness, the golden clock award, a spelling bee, a celebration of Black History Month, and big wins in athletics (boys and girls basketball and ultimate frisbee). Mr. Touchette shared some examples of the work completed by students, including writing and performance.

IV. Operational Reports

A. Executive Director Report

Ms. Jackson presented the Executive Director's report. All of the Epicenter reports to DPI have been submitted online. The team is working on federal data requirements.

B. ESSER/GEER Closing Letter

Ms. Jackson presented on the federal ESSER and GEER funds monitoring. Kestrel is in full compliance with ESSER and GEER requirements and received a closing letter from the State of NC on the program.

C. Monthly Budget Report

Ms. Jackson shared the monthly budget report. All of the statements are reconciled. There were several areas of the budget where we are still trending higher than expected, including facilities, nutrition and food, utilities and transportation. Other areas, including books and technology, are typically front-loaded expenses for the school year.

Ms. Jackson reported that we are in compliance with cash on hand and debt service coverage ratios according to our bond covenants. Next steps include assessing the full use of ESSER federal funds by the September 30, 2024 deadline, present an amendment of the FY 2023-24 budget, and begin developing the FY 2024-25 budget by seeking stakeholder input.

D. Operations Report

Ms. Gordon presented the operations report for February. The security and surveillance system installation is underway, and the staff will be trained soon. There are some light poles that need to be repaired. Mr. KT made multiple repairs to the building, and preventative maintenance has been conducted.

An RFP for the catering/school lunch vendor will go out next month.

E. Vendor Approval - Auditor

Ms. Jackson submitted for our review and approval to continue with Rebekah Barr and Associates as our auditor.
S. McGarrah made a motion to Approve Rebekah Barr and Associates as our auditor and tax preparer for $7,950.
D. Wimberly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Davis	Aye
D. Powe	Absent
S. McGarrah	Aye
A. Hernandez	Absent
D. Wimberly	Aye
D. Patterson	Aye
S. Goram	Aye

V. Committee Reports

A. Academic Sub-Committee

No report at this time.

B. Governance Committee - Employee & Parent & Family Engagement

Ms. Davis presented that we will have additional policies to review, including Title 1. The Board needs to review the employee policy.

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

B. Enrollment Strategist - Status Update

C. Incident Report

D. Board Meeting Agenda Items

VII. Closing Items

A. Report out from Closed Session

Ms. McGarrah reported that the Board discussed a contracting issue and a legal 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 8:20 PM.

Respectfully Submitted,
S. McGarrah