APPROVED

Kestrel Heights Public Charter School

Minutes

KHCS Board Meeting

Date and Time
Tuesday May 12, 2026 at 6:30 PM

Location
Join Zoom Meeting
https://us06web.zoom.us/j/81764327424?pwd=vsu7VgYX7Q2cu0kTcQUbcP53Y9hdJ1.1

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Meeting ID: 892 2872 1593
Passcode: KHCS

Directors Present
A. Davis (remote), A. Hernandez (remote), C. Rhodes (remote), D. Patterson (remote), D. Powe (remote), J. Davis (remote), J. Jacks (remote)

Directors Absent
None

Ex Officio Members Present
B. Allen (remote), T. Jackson (remote)

Guests Present
A. Touchette (remote), S. Averhart (remote), T. McFadden (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 May 12, 2026 at 6:35 PM.

B. Public Comment Submission

C.

Record Attendance & Guests

D. Approve Minutes

J. Davis made a motion to approve the minutes from KHCS Board Meeting on 03-10-26.
D. Powe seconded the motion.
The board **VOTED** to approve the motion.

E. Public Comment

F. Acknowledgement of Service to Kestrel

Board President Mrs A. Davis announced the passing of Attorney Stephon Bowens, Esq. Attorney Saleshia advised that we can send notes of comfort to her to share with his family.

We held a moment of silence and highlighted Attorney Bowens' contributions, commitment, and impact to Kestrel Heights School community and the board.

II. Key Agenda Items & Presentations

A. Academic Presentation

Dr. Grubs stated she has completed academic check-ins. Growth is happening within the NC-Check-ins. All grade levels have showed growth in math except for 5th and 8th grade.

- Dr. Grubs is continuing to analyze data and to implement coaching as needed. She is also ensuring that instructional standards are being implemented into each classroom.
- There has been improved engagement, growth on formative assessments among the majority and improvement on test benchmark scores which allows us to prepare for ECG. We are providing intervention where students are struggling.
- students will grow as teachers grow. There are some teachers that receive more observation and coaching
- Mr. Touchette created a table that shows the difference whether our scores have increased or decreased. Dr. Grubs was unable to share the document during this presentation. For ELA 3rd-8th, only one level did not show any growth.
- Mr. Touchette presented the data showing the NC Check-in score reports for three different testing timeframes for each subject of ELA, Math, and Science. Although there may not have been growth, these classes started out higher and did not show regression. On the surface, it appears to be a loss over the year for a 5th grade class; however, the classroom started unusually high and had the highest scores school-wide. The only class that outperformed the 5th grade class, were the Teacher's 4th graders, so overall there is good evidence of growth for all classes.

There is no delta of the beginning of the year to the end is that there are only 2 check-ins.

B. Facilities Report

Presented by Mr. KT

- Replacement for HVAC rooftop unit #7 is being proposed. This supplies air to the offices that face the right side of the building of the middle school. Several repairs have been done on this unit. There is a coil leak that is expensive to replace, once the parts start to go it can equal 2/3 of the actual price of a new unit. This will be discussed further with Mrs Jackson as well. This HVAC replacement is already accounted for and included in the fiscal year budget for 2027. This will be part of the budget proposal in June. We received a quote a while back, so Mr KT is working on obtaining an updated quote. He attempted to obtain one prior to this meeting, but is pending a response.
- Roof replacement is complete. Mr. KT inspected the workmanship of the roof and all is well. We are now just replacing old ceiling tiles from the previous leak.
- For Preventative maintenance: All filters and belts were replaced without issue.
- Elevator testing was completed without issue. Quarterly preventative maintenance and the inspection from the Dept of Labor was completed and approved. All communications are working properly. No violations were reported.
- The Fire Safety Inspection is coming up in June. We do not anticipate issues due to what items were addressed previously.

C. Enrollment & Marketing Report

Presented by Mr. Touchette

- Shared enrollment data and trends.
- Applications have grown across all grade levels. There is progression up until early May. As of last week, we have received 3 additional applications. We received 241 applications YTD.
- Currently, we have 196 confirmed. 6 families that are not returning and 106 that have not responded regarding the next school year.

III. Curriculum & Assessment

A. Culture Presentation

Presented by Mr. McFadden

Presented details on school culture and upcoming events. Encouragement for faculty engagement with the house system.

- iReady diagnostics were completed as we enter EOG testing season
- The Spring Show was on 7May
- Teacher Work Day was on 11May
- Band Concert will happen on Thursday at 6pm, 14May
- Spring Dance will start at 6pm on Thursday, 14May
- PTA Skate Fundraiser will be on Friday, 15May
- Field Day is upcoming and volunteers are being requested to help with Field Day
- Yesterday, a staff meeting was held with staff members that want to be part of the Houses setup. We discussed narrowed down 4 priorities to lock-in as it relates to House color, House names, House selection party, and established purpose. We also discussed the Advisory and SOAR Values. One of the goals is to push the pride for the school. Although, it normally works best with 3-8, we can still implement this for K-2. There will be an opportunity to for each house to earn points, have a pep rally and build community and camaraderie in our school.
- Presented Behavioral Data as of 8May for OSS and Removal data throughout the year showing all numbers for each month as compared to last year.
- The next meeting will build on the first meeting. We are planning to come together during the summer to continue planning and have the main leg work completed so we can build the program out to prepare for official rollout for 2026-2027 school year. All schools function differently, so with our school we will explore what is in our current capacity as we continue the buildout of the plan.

IV. Operational Reports

A. Executive Director's Report

Presented by Executive Director, Mrs. Tonya Jackson

- June bond report has been submitted and the presentation will occur on Friday, 15May
- For English learners, the language efficiency program has been submitted
- Accommodations Review for NC Check-ins and EOC Tests
- Consolidated Grant work begins
- Staffing projections for 26-27 have been done and Employment Agreements for 26-27 will be distributed on Fri, 15May
- We are currently preparing to submit the following Data Management reports such as County bilingual, PMR review & approval, and Legislative class size report.
- Currently, we have an Ongoing Budget Review and Projection revisions and Emphasis on budget preparations.
- Upcoming hearings for budget proposals. FY27 Budget Development is in progress
- So far, 15 submissions for Epicenter have been completed and 4 are pending

- Mr. McFadden has provided the Annual Fire Drill Monthly log. Once the school year ends, we will include the remaining fire drills and submit to state department as required.
- The Parent's Bill of Rights reporting will be due at the start of the next school year.

B. Finance Presentation

Presented by Executive Director, Mrs. Tonya Jackson

- We have received 100% of state funds, 63% of local funds. We have not received the PMR payment for DPS in April, but we anticipate it will come within the next few days. We have received the EC consolidated grants. Fund 5 is where we charge the revenue and expenses for school nutrition. We are anticipating about $9300. The projected revenue is coming in lower than what was projected. We have received 57% of what we projected compared to the start of the school year, which is mainly due to the decrease in school enrollment. We are tracking higher revenue vs expenses.
    - Revenue YTD as of end of April is $4.8M versus expenses are $4.9M. We had already projected that we would operate at a deficit. We are over budget in facilities, equipment and leases, insurance, books and supplies, and technology.
    - The target required for the bond is 60 days, so we exceed that at this time.
    - Debt service coverage ratio is 1.33, while the requirement is 1.15, so we are slightly above the requirement for the covenant.
- Fiscal 2027 Budget Development: Expenditure lines are based on FY26 ADM of 369, project allotments and salaries based on DPS 2025-2026 Salary Schedule
- In June, we plan to discuss the budget for the new year, discuss the plan with the Enrollment Consultant so we can establish what is fully needed.

V. Committee Reports

A. Board of Directors - Committee Structure

Presented by Cee Rhodes & Mrs. Hernandez

- Emails were sent out to Mr. McFadden and Mr. Touchette to ask if any designated tasks should be included, excluded, or changed. We also requested a master schedule so we can build the time blocks for the volunteer shifts. Mr. Touchette stated updates will be provided by the end of the week.
- The outreach list and email template has also been shared, so we will split the list and start sending the emails to create a short list of interested grandparents. We are aiming for a soft launch pilot of this program due to the time of the year, so we are hopeful to have the volunteers start with helping during Field Day as a collaborative way to support the school as well as during EOG testing.

Community Development Presented by A. Davis

- We have received $10K thus far from two donors for the OUR Table, OUR Community Program
- A. Davis submitted the grant proposal to Durham County. The idea is to find as many ways possible to leverage it to continue engagement, hydronic ponds, gardening to
- We will also explore additional grants to support and augment our band and arts program to support other programs and our facilities
- The plan is ready to be shared to anyone in the community that may be interested in donating. There are also several donation tiers. Our goal is to have the new benches installed by the start of the new school year.

Finance Committee

- No updates to report

Governance presented by Mr. D. Powe

- Mr Powe reached out to Mrs Snow regarding the Chromebooks

Academic Excellence presented by Mr. Allen

- No updates to report

VI. Closed Session

A. Enter Closed Session

Motion initiated by Mr. D. Powe, and Seconded by C. Rhodes

B. Employee Retention Credits Update

C. Board Meeting Agenda Items

VII. Closing Items

A. Report Out from Closed Session

Motion was submitted by Cee Rhodes, Seconded by Mr. D. Powe

Read out of Closed session was conducted by Cee Rhodes

We discussed:

- Hiring process and outcome of recent candidate interviews

- finalization of a contractual matter
- Legal counsel transition

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:32 PM.

Respectfully Submitted,
A. Davis