APPROVED

Kestrel Heights Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday September 8, 2026 at 6:30 PM

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

Meeting ID: 817 6432 7424
Passcode: 157671

Join Zoom Meeting
https://us06web.zoom.us/j/89228721593?pwd=MGx0MU43NUQ3czQxVmlYdW5abGRDQT09
Meeting ID: 892 2872 1593
Passcode: KHCS

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

Directors Absent
A. Davis

Ex Officio Members Present
T. Jackson (remote)

Guests Present

Dr. Sherria Grubbs (remote), Mr. KT (remote), S. Averhart (remote), Shawn Yarbrough (remote), T. McFadden (remote)

I. Opening Items

A. Call the Meeting to Order

D. Powe called a meeting of the board of directors of Kestrel Heights Public Charter School to order on Tuesday Sep 8, 2026 at 6:34 PM.

B. Public Comment Submission

C. Record Attendance & Guests

D. Approve August Meeting Minutes

J. Davis made a motion to approve the minutes from Board Meeting on 08-11-26.
C. Rhodes seconded the motion.
The board **VOTED** to approve the motion.

E. Public Comment

II. Key Agenda Items & Presentations

A. Facilities Report

Presented by Mr. KT

- Picnic tables are being in the process of being replaced with resin picnic tables. The majority have been replaced. We raised about $2K to support the Our Table Initiative, which funded the replacement of the picnic tables.
- We will yield 9 tables within each section and the wood tables will be relocated to the field to provide additional seating.
- We are back in compliance with the City of Durham for the leak repair. The repair was completed after hiring 2 companies.
- We are now working to be completely compliant when it comes to the repair of a smoke detector.
- Unit #7 has been replaced, so cool hair has been restored in the front office across from Mrs. Jackson's office
- Unit #15's compressor for the elementary school is still under warranty and is being repaired. Unit #15 and Unit #7 were lifted on the roof at the same time via the crane. The unit is still cooling despite the the compressor needing replacement.
- 10 Parking lot lights that recently stopped working are pending a repair date for the city.

B. Enrollment & Marketing Report

Presented by Mr. S. Yarbough

- Working in EduCare to process the applications.
- Out of 20 applications, 14 were secured. 6 are still pending documents and are enrolled
- About 11% of students are pending and 5.84% did not return
- Total enrollment is 250 students and 30 students are being
- Currently at 275 scholars enrolled as of today

III. Curriculum & Assessment

A. Opening of School 2026-2027

Presented by Dr. Grubbs

- Teachers were provided a survey to assess how our school session started. We received 21 responses thus far. Overall the feedback was positive.
- We have implemented our new meeting structure
- We will also conduct classroom walkthroughs and use individualized, small group and large group learning to make sure scholars have a learning environment conducive to learning and provide timely feedback using the Nessus tool and Professional Development Plans (PDPs). This will allow us to give teachers more formal feedback and to assess strengths. The Nessus tool was highly recommended during our last Charter renewal process.

B. Culture Presentation

Presented by Mr. T. McFadden

- Simple routines are the strongest drivers of achievement, so we are making sure our culture walkthroughs build consistency for growth
- Our daily mastery of small routines will provide structural integrity and momentum as we move forward with developing our upcoming House system.
- Today after the long weekend, we met with all grade levels to review our school culture and values.

C. Beginning Teacher Support Program (BTSP)

Presented by Mrs. Q. Henderson

- As proposed by NCDI, teachers with fewer than 3 years of teaching experience, are required to participate in the state required training via Nessus or via NCDPI. Ongoing professional development, licensure documentation, and a survey must be completed within a year of the teacher completing their Teacher Program.
- We had to update our plan to ensure we had the required wording that NCDPI requires. This is also required to maintain our school charter.

IV. Operational Reports

A. Executive Director's Report

Presented by Mrs. Tonya Jackson

- We have completed our Quarterly Bond Report that ended in June and are in the process of working not the annual report (closing books, 13th month).
- All info is due to DPI by Nov 2026
- The following have been completed: Discipline policy, Master Schedules, Annual Audit - onsite visit was completed on 8/17/2026 and lastly the school nutrition application has also been completed and approved. We will be start receiving bids for our new caterer.
- Every two years, we have to make maintenance of fiscal effort by spending locally the same amount unless there is a change in the number of
- Our Data management services has been outsourced to Charter schools for Success. The PMR is upcoming and cannot be snapshotted until the 20th day.
- All Charter Renewal Info is uploaded to Epicenter Analytics. So far two items have been submitted: 1. Attestation to renew and 2. EDDIE Contact and Admin Review
- For the Charter renewal, an interview will be conducted with teachers, a few parents, and Board members. Board members may need to come onsite for interviews, but the actual date is TBD.

B. Finance Committee Report

Presented by Mrs. Tonya Jackson

- Currently we have 137.28 days cash on hand
- Debt service coverage ratio is 1.15, so we are currently meeting in the category
- Our current budget is based on 450 students and we will be funded for 359, so we will have to work on the budget for PMR since we currently have 275 students. The 20th day snapshot will confirm the number of students that we will be funding for to receive the local funds.

C. Request for Proposal - Catering Services

Presented by Mrs. Tonya Jackson

- We received notice from our Caterer, for an increase in meal costs. Special permission was received to pay the company at the rate until we receive bids for more caterers. The contract will be terminated once we identify a new Catering company.
- A motion was placed by Mr. J. Davis and seconded by Mrs. Hernandez to post the Cater RFP. All bids will be due by October 8th. We will review the bids during our next meeting on October 13th.
- We also have the contact info for DPS as Cater, so we will contact them as well.

V. Committee Reports

A. Board of Directors - Committee Structure

Community Engagement Presented by Mrs Hernandez & Cee Rhodes

- We collected several contacts for our GSP (Grandparent Support Program)
- Mrs Hernandez also received info about an idea to host a Grandparent's breakfast. The event that was shared with her had about 300 grandparents. Mrs. Hernandez and Ms. Rhodes will do additional outreach to those grandparents that provided their contact info and align it with our School's volunteer policy

Development Committee Presented by Mr. J. Jacks

- A list of businesses has been identified and Mr. Jacks is currently working with them to determine the best way for us to partner with them and present opportunities for our scholars to gain experience and exposure

Finance Committee Presented by Mr. J. Davis

- Mr. J Davis is reviewing our finance reports
- Mr. J Davis also has a list of specific asks for Aspida, so that will be presented and reviewed by the appropriate team

Governance Committee Presented by Mr. D. Powe

- Several Documents were added to Google Drive and shared with the Board for review. We will have about 30 days to review and vote to approve the policy updates

Academic Excellence Presented by Mr. B. Allen

- We are currently reviewing where are we, where do we need to go and what are we going to do to get there. This aligns with the diagnostic scores that Dr. Grubbs is reviewing. We want to ensure we have the necessary resources to support scholars that are struggling by identifying who they are and what they need. We are going beyond what it takes to just pass the EOGs, we want to uphold academic excellence across the board.

VI. Closed Session

A. Enter Closed Session

Mr. J Davis made motion to enter closed session, Motion was seconded by Mrs. Hernandez

B. Consultant Call-in UPDATE

C. Personnel Recommendation

D. Vendor Account Matter

E. Board Meeting Agenda Items

VII. Closing Items

A. Report Out from Closed Session

Motion to exit closed session was made by Mr. J. Davis, Seconded by Cee Rhodes

Cee Rhodes delivered read out from closed session.

Quorum was achieved.

We discussed an update for Consultant Call-in, Personnel recommendations and changes, and a Vendor account matter.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:21 PM.

Respectfully Submitted,
D. Powe