

KIPP Gaston and Halifax Board of Directors Meeting

Meeting Date: May 21, 2014, 6-8pm

Board and Committee Members in Attendance; quorum achieved

- Barbara Hasty
- Randi Dikeman
- Bob Caudle
- Vershenia Moody
- Ronald Smith
- John Maddrey
- Curtis Wynn
- Barbara Hasty
- Gail Worthington (phone)

Others in Attendance

- Tammi Sutton
- Emily Cook-Dwight
- Marlo Wilkins
- Susan Goertemiller
- Dawn Arthur
- Kevika Amar
- Michele Stallings

Summary of Actions

Actions	Owner	Status
Each board member should submit a self-evaluation to Randi Dikeman and schedule a one on one.	Board	New
Include findings from facility report into the budget process ongoing in schools. Identify key milestones and timelines.	Arthur, Maddrey	Complete
Review changes to the KIPP Gaston Grievance Policy proposed by the board.	School Leaders	Complete
Structure exercises to strengthen board in preparation for opening school.	Dikeman	Complete

Summary of Motions

Motion	Status
Move that the March Agenda be approved.	Seconded; Approved
Move to approve the school calendar.	Seconded; Approved
Move to execute resolutions to open KIPP Halifax checking account.	Seconded; Approved
Move to enter closed session and keep Ms. Sutton, Ms. Arthur and Mr. Maddrey on the phone.	Seconded; Approved
Vote to approve KIPP Halifax Background Check policy (excerpt to be included and approved in policy for all KIPP ENC schools): KIPP Halifax College Preparatory (and all schools under KIPP ENC) will conduct criminal history checks for all employees. Once identified to fill a position, all potential employees will have a background check. A satisfactory background check must result in order to finalize the hiring process.	Seconded; Approved
Approve KIPP Halifax Crisis Management Plan for KIPP Halifax (based of GCP's).	Seconded; Approved
Approve KIPP Halifax Licensure Renewal Plan (based off GCP's).	Seconded; Approved
Designate Tammi Sutton as the representative to file federal grant applications, including Title I, for all schools governed by KIPP ENC.	Seconded; Approved
Finance: Approve the budget adjustments to the 2013-2014 detailed budget.	Seconded; Approved
Finance: Approve proposed 2014-2015 budget for KIPP Gaston.	Seconded; Approved

Finance: Approve proposed 2014-2015 budget for KIPP Halifax.	Seconded; Approved
Finance: Approve proposed 2014-2015 budget for KIPP ENC.	Seconded; Approved
Finance: Approve contracts for Acadia KIPP Gaston.	Seconded; Approved
Finance: Approve contracts for Acadia KIPP Halifax.	Seconded; Approved
Finance: Approve engaging Petway Mills for Auditing Services for KIPP Halifax.	Seconded; Approved
Finance: Resolve to participate in the state retirement and health plans for KIPP Halifax.	Seconded; Approved
Finance: Resolve to set up a KIPP ENC bank account.	Seconded; Approved
Finance: Resolve to move forward with a loan for bus financing via the USDA.	Seconded; Approved

Full Notes – Open Session

- Called to Order – Chairman, Ronald Smith, called the session to order at 6:01pm. Quorum obtained.
- **Motion** that the May Agenda be approved – seconded and approved.
- Reviewed board calendar.
- **Motion** to approve April, 2014 meeting minutes – seconded and approved.
- No public comments offered.
- Discussed board strengthening exercises; need to submit with Ready to Open checklist for KIPP Halifax.
- **Motion** to approve revised grievance policy – seconded and approved.
- **Motion** to approve the board strengthening exercises required by the KIPP Halifax Ready to Open Report – seconded and approved.
- Discussed KIPP ENC restructuring.
- Randi Dikeman will initiate the process for the evaluation of the Executive Director.
- It has been proposed that the board retreat be moved to August.

School Report

- As testing wraps, we should have more data to review in the June meeting.
- Reviewed college acceptance data for Pride of 2014.
- Teacher Licensure: many applications still pending with DPI. Eight staff members have been selected to participate in Teacher Leader Training. Gara Bell has also been identified to participate in a KIPP Leadership program this summer.
- Halifax: enrollment is up to 85 out of 90 students. Discussion of Ready to Open report will follow.
- Durham: focusing on Holloway Street building as well as temporary facilities.
- Sutton met with Durham School Board. Draft legislation has been written/compiled to create a zone where KIPP students matriculate from the community; involves a zoned opt-out practice. Want to get legislation put forward as ride in short session. Heidi Carter and Minnie Forte Brown are visiting the campus on June 2 to observe our environment.
- Next Durham Advisory Council meeting is June 20.
- Received a grant for \$50K from the Calder Foundation.
- Applied for a \$150K grant from the AJ Fletcher Foundation.
- Reviewed data from KIPP Foundation Board retreat.

Governance

- Dikeman, Sutton and Arthur met with Kaya Stone and reviewed goals of board retreat. Decided to move the retreat from May to July in order to reflect on performance and set up the new year well. Retreat will include proposed new, Durham Advisory Council members will be involved.
- Dikeman will meet with each board member one on one to review performance and discuss participation next year.
- Bad Times: August 9, 23. Good Time: August 16th. Backup Plan: September 6th. Durham 9am-4pm.
- **Action:** Each board member should submit a self-evaluation to Randi Dikeman and schedule a one on one.
- Dikeman has met with two of the three potential board members and will meet Victoria Bennett at commencement.

Motions that were seconded and approved:

- Vote to approve KIPP Halifax Background Check policy (excerpt to be included and approved in policy for all KIPP ENC schools):
- KIPP Halifax College Preparatory (and all schools under KIPP ENC) will conduct criminal history checks for all employees. Once identified to fill a position, all potential employees will have a background check. A satisfactory background check must result in order to finalize the hiring process.
- Approve KIPP ENC bylaw changes. Copies to review provided by Randi.
- Approve KIPP Halifax Crisis Management Plan for KIPP Halifax (based of GCP's).
- Approve KIPP Halifax Licensure Renewal Plan (based off GCP's).
- Designate Tammi Sutton as the representative to file federal grant applications, including Title I, for all schools governed by KIPP ENC.
- Finance: Approve budgets: Gaston, Halifax and overall Region.
- Finance: Approve contracts for Acadia (Gaston and Halifax)
- Finance: Approve engagement letter for auditing services from Petway Mills (Halifax)
- Finance: Resolve to participate in the state retirement and health plans for KIPP Halifax.
- Finance: Resolve to set up a KIPP ENC bank account.
- Finance: Resolve to move forward with a loan for bus financing via the USDA.

Finance

- Discussed current and future budgets.
- Discussed the need for financial triggers that articulate financial health, particularly as we pursue significant philanthropy.

Motion to adjourn at 7:52.