

KIPP GCP and HCP Board of Directors Meeting Summary

Meeting Date: January 15, 2014, 6-8pm

Board and Committee Members in Attendance; quorum achieved

- Ronald Smith
- Randi Dikeman
- Vershenia Moody
- Curtis Wynn
- Barbara Hasty
- John Maddrey (committee)

Others in Attendance

- Tammi Sutton
- Michele Stallings
- Emily Cook-Dwight
- Dawn Arthur
- Susan Goertemiller
- Kathy Hamel (CSGF)
- John Bales (CSGF)

Key Dates:

- April 10 KIPP Gaston College Preparatory Lottery
- April 11 KIPP Halifax College Preparatory Lottery
- April 30 (3:30pm) Senior Signing Day
- June 7 (6:00pm) Commencement for the Pride of 2014

Opportunities to Celebrate and Express Gratitude:

- February 10-14 Bus Driver Appreciation Week
- April 23 Administrative Professionals Day
- May 1 School Leader Appreciation Day
- May 5-9 Teacher Appreciation Week
- May 5-9 Cafeteria Staff Appreciation Week

Summary of Motions

Motion	Status
Move that the draft November minutes be approved	Approved
Move to change the KIPP Gaston and Halifax enrollment period to March 1 – April 10	Approved

Summary of Actions

Action	Owners	Status
Develop a KIPP Gaston Facilities Plan.	Maddrey, Arthur	In Progress
Monitor KIPP Halifax Ready To Open Checklist	Wilkins, Arthur	In Progress
Add to the BOD Calendar - Perform annual evaluation of ED & BOD	BOD	Added; Needs Review
BOD to memorize school’s mission. Business Cards, to be made with important facts, that can serve as reminders	Sutton, Dikeman, BOD	In Progress
Modify grievance policy with the changes proposed and provide to school leaders for review and feedback.	Governance	
BOD to show appreciation for bus drivers during bus driver appreciation week.	Moody	Complete
Initiate Planning for Durham Advisory Council Kickoff Meeting	Worthington	In Progress

Full Notes – Open Session

1. Called to Order – Vice Chairman, Randi Dikeman, called the session to order at 6:16pm
2. **Motion** that the draft November minutes be approved – seconded and approved
3. Reviewed Board Calendar
 - a. Identified that a facility plan needs to be developed and reviewed – Maddrey, Arthur assigned
 - b. No changes or requests were proposed to the calendar
4. Reviewed governance checklists and recommendations from DPI
 - a. It was recommended that members of the Governance committee, Wilkins and Arthur take lead on ensuring the KIPP Halifax Ready to Open Checklist is complete.
 - b. Key Takeaways from DPI Sessions:
 - The board needs to approve all hiring and non-renewal of staff – have done in past but need to do more consistently (board minutes need to reflect approvals); names and positions must be listed
 - Ensure board materials are distributed to board at least one week in advance.
 - The board should perform an annual evaluation of itself and the Executive Director. This activity should be added to the board calendar.
 - The board needs to ensure that the wording to enter closed session is accurate; check Roberts rules of order.
 - The board needs to memorize and articulate well the mission of the school. Sutton and Dikeman will develop a business card with key school statistics for the board to remember.
5. Policies and Procedure Revisions
 - a. For the Board of Director’s Policy and Procedures document:
 - i. Replace KIPP GCP with KIPP ENC
 - ii. In the grievance policy section, designate that individuals should raise issues to the school leader or operational leader, as appropriate.
 - b. Collect proposed changes to grievance policy and notification letter to parents from Ms. Moody
 - c. Once changes to the grievance policy have been received, obtain feedback from school leaders.
6. Committee Reports
 - a. School Report
 - Articulated the lateness of data as the reason that we’re reviewing data now
 - Foundation is tracking 8th grade completers as their denominator; we are also tracking high school graduates as a separate and unique metric
 - Out of all of the regions in the foundation, we have the smallest KTC team that’s achieving our goals
 - Middle school cut attrition by half; primary school is one of top student retainers in the network
 - Top reasons for attrition: 1) families move or 2) students don’t want to be retained academically
 - Now is the time for heavy teacher recruiting
 - **Proposed student enrollment period is March 1 – April 10**; want tight targeted time period.
 - **Motion** to approve enrollment period as March 1 – April 10 – seconded and approved
 - January 21 – school choice week. Invite interested parents and community members who want to see the school. Manning elementary teachers are visiting this week, which is the first school from Roanoke Rapids City to do so. Eva Clayton, former US congresswoman, is also visiting.
 - The Durham charter application is into the state and will be discussed on the 11th or 12th of February; anyone can come listen, though not speak, at the hearing.
 - Next steps with Durham Advisory Council, Gail Worthington is setting up a meeting to discuss Durham facilities and needs.
 - Arthur and Moody to identify ways to appreciate bus drivers during bus driver appreciation week.

- a. Finance Report – the board reviewed and offered no questions or revisions.
 - b. Halifax Growth Committee Report
 - It was recommended that the committee contact full board (use open meeting laws) for final discussion / approval on an offer to Halifax County regarding the factory property.
 - It was recommended by CSGF that we get an environmental check on the factory and/or put a contingency clause in our offer.
2. Meeting was adjourned by Mr. Dikeman at 7:58pm.