



College Prep Public Schools

KIPP ENC Board of Director’s Meeting

Date August 20, 2014
Time 6:00 – 8:00PM
Place KIPP Halifax College Preparatory
515 Becker Drive, Roanoke Rapids

Conf. Phone (712) 432-1500
Access Code 267168#

Board Members in Attendance

Randi Dikeman
Bob Caudle
Vershenia Moody
Ronald Smith
Gail Worthington

Others in Attendance

John Maddrey (committee)
Vanessa Smith
Emily Cook Dwight
Kevika Amar
Susan Goertemiller
Michele Stallings
Anders Campbell
Victoria Bennett (phone)
Tammi Sutton
Ben Adams
Dawn Arthur

Summary of Motions
Approve August Board Meeting Agenda. (Seconded and Approved. (S/A) ¹
Approve Draft June Board Meeting Minutes. (S/A)
The Commitment to Excellence and Conflict of Interest Statements be signed and returned by the September board meeting. (S/A)
Approve new hire recommendations – schools and region. (S/A)
Approve Victoria Bennett for membership on the KIPP ENC Board of Directors; put forward by the Governance Committee. (S/A)

Summary of Actions	Owner
Distribute Conflict of Interest Statement to board and obtain signed copies; store in google drive	Moody/Arthur
Complete and sign the board member work plan by the next board meeting.	Board Members
Identify additional milestones for the board calendar. (e.g. finance committee meetings).	Committees & board members

¹ S / A – seconded and approved.

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College Prep Public Schools

Provide timelines for completion of governance committee milestones by the next board meeting.	Moody
Obtain approval from the Finance Committee and Chairperson on banking signature recommendations.	Arthur / Dikeman
Provide eight “future friends” to Ben by August 27.	Board Members
Ensure each board member can access the google drive for board documents.	Arthur

Open Session Notes

- (1) Meeting called at 6:16PM. Quorum achieved with 4 of 7 members present.
- (2) **Motion:** Approve August Board Meeting Agenda. (Seconded and Approved (S/A))
- (3) **Motion:** Approve Draft June Board Meeting Minutes (S/A)
- (4) Reviewed board report card as a group. Discussed the challenge in rotating board locations, raising new funds and staying organized with the Durham Ready to Open.
- (5) Reviewed committee structure for the new year.
- (6) **Action:** Distribute Conflict of Interest Statement to board and obtain signed copies; store in google drive (Moody/Arthur).
- (7) Reviewed Commitment of Excellence. Discussed financial contribution and urgency around board member gifts coming in earlier rather than later.
- (8) **Motion:** The Commitment to Excellence and Conflict of Interest Statements be signed and returned by the following board meeting (S/A).
- (9) As it relates to the board report card, it is in the intention that individual follow ups would occur twice a year and collective assessment once a year.
- (10) Members reviewed the Board Member work plan. **Action:** complete and sign the board member work plan by the next board meeting.
- (11) Reviewed the Board Meeting Agenda. Ms. Moody raised the need to potentially meet more frequently than eight times a year in order to address emerging school needs.
- (12) **Action:** for the board calendar, we need to know additional milestones that should be included (e.g. finance committee meetings).
- (13) School Report
 - a. Gaston – new student orientation was last week. Mission 100% filmed the first day.
 - b. Halifax – staff watched NSO last week and are working hard on first week.
 - c. Goal Numbers will be available in several weeks.
 - d. Formerly introduced Anders Campbell to the board and discussed training opportunities this summer. Campbell will travel to fulfill intercessions this fall and winter.
 - e. Looking to find free office space in Durham where Durham team can co-locate and work.
 - f. New Durham Superintendent is not against KIPP; could be an advocate.
 - g. Through KIPP School Summit, met with United Negroes Fund to understand partnerships. Meeting happening in Charlotte with UNN leaders to generate ideas to leverage the HBCU systems.
 - h. Two launches:
 - i. KIPP ENC website launches Monday (kippenc.org)
 - ii. KIPP ENC Annual Giving Campaign launches on Labor Day. Ensure that Michelle Smitherman gets contacts that should receive AGC information.

KIPP:ENC

College Prep Public Schools

- iii. Switching from Exceed Basis to Exceed Beyond (cloud based) system that enables donor tracking by the board. Michelle Smitherman will provide training to board members at the September meeting.
 - i. Reviewed new hires since last board meeting. **Motion:** Approve new hire recommendations – schools and region (S/A).
 - j. Currently employing nearly 80 teaching staff and approximately 45 non-teaching staff.
 - k. **Important Talking Point:** 12 alumnae have graduated and returned to campus to teach.
 - l. Total 18 (+6) of Tammi Sutton’s former students (KIPP or non-KIPP) have returned to campus to teach.
- (14) Governance
- a. Goal is to increase board membership from 7 to 12 (need at least four Durham members and one alumnae).
 - b. Governance committee will be presenting nominations for officer terms and reelections.
 - c. Committee will be reviewing bylaws and refreshing as needed.
 - d. Establish an online location to access legal documents.
 - e. Need to establish an emergency succession plan for Executive Director (ED) Committee will work with ED to establish personal development goals. Moody wants to establish a regular meeting time with Sutton.
 - f. **Action:** Provide timelines for completion of governance committee milestones by the next board meeting (Moody).
 - g. **Motion:** approve Victoria Bennett for membership on the KIPP ENC Board of Directors; put forward by the Governance Committee (S/A).
 - h. **Action:** Arthur to work Mr. Dikeman on the banking portion.
- (15) Finance
- a. Reviewed organizational/legal changes and financial need (\$1.5M).
 - b. Action: meet with Finance and Governance committees to move forward on banking and legal actions related to organizational set up (Dawn).
- (16) Fundraising
- a. Need to raise \$1.5M in the next year.
 - b. Actions highlighted at Board Retreat
 - i. Develop wish list for each school that demonstrates what potential donors could support.
 - ii. Create spreadsheet that identifies current and previous donors **Action:** distribute donor list and request review (Ben).
 - iii. Each board member should identify eight people that are prospects to give. **Action:** board members provide eight “future friends” to Ben by August 27 (Board Members). We are “raising raisers”.
- (17) Halifax Construction committee – get ready to plan and prepare.
- (18) **Action:** joinme with each board member to ensure access to the google drive folder for board members.