



College Prep Public Schools

## KIPP ENC Board of Director’s Meeting

**Date** October 22, 2014  
**Time** 6:00 – 8:00PM

**Conf. Phone** Toll Free Dial-in: 800-466-8543  
Conference Code: 606263  
Host Code: 2578

### Board Members in Attendance

Randi Dikeman  
Bob Caudle  
Vershenia Moody  
Ronald Smith  
Gail Worthington  
Curtis Wynn  
Victoria Bennett  
Barbara Hasty

### Others in Attendance

Tammi Sutton  
Suzie Goertemiller  
Tammi Sutton  
Meredith Flowe  
Vanessa Smith  
Ashley Copeland  
Janice Smith  
Minnie Forte-Brown  
Dawn Arthur (phone)

Summary of Motions
Motion to approve agenda.
Motion to approve last month’s minutes.
Motion to approve of budget changes for KIPP Halifax and KIPP Gaston.
Motion to accept Minnie Forte-Brown as a board member.
Motion to support addition of 3 <sup>rd</sup> and 4 <sup>th</sup> grade.

Summary of Actions	Owner	
Identify additional milestones for the board calendar. (e.g. finance, ,governance).	Committees & board members	Complete
Provide timelines for completion of governance committee milestones by the next board meeting.	Moody	Complete
Set performance goals for Executive Director. Moody to provide additional items to Arthur.	Governance	In Progress
Attend DPI held board training, as appropriate.	Board Members	Complete
Continue to provide Ben a list of Future Friends.	Board Members	In Progress
Ensure each board member can access the google drive for board documents.	Arthur	In Progress

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## College Prep Public Schools

Meet regarding changes to Form 1023.	Dikeman, Moody, Arthur	
Schedule longer, in depth meeting related to Finance – budgets, income statements, metrics.	Arthur	

### Open Session Notes

1. Meeting called at 6:11PM. Quorum achieved with 7 of 8 members present.
2. **Motion** to approve agenda (S/A).
3. **Motion** to approve last month's minutes. (S/A)
4. **Request for Public Comments** – none
5. **Review of Action Items**
  - a. Ms. Moody reviewed Governance timelines
  - b. **Action:** Ms. Moody will provide additional items to Arthur, e.g. End of February – need to add a reminder that 360 is coming and alert staff.
  - c. Mr. Dikeman attended the DPI training session and identified some items for reminder and action.
6. Heavier emphasis this year on answering six essential questions and strategic goals.
  - a. Q1 – January will focus on this question.
  - b. Want to place emphasis on strategic goals and ensuring success against those.
  - c. Dikeman asked “How are we doing?”
    - i. Program at Duke with Ms. Sutton and Chris Nelson – this event forwarded our external efforts. Dinner with Joel Fleishman post-event entertained several influential people. (circle of friends)
    - ii. Minnie Forte-Brown invited Cynthia Broadhead to the Gaston campus.
  - d. No other comments on board calendar at this time
7. Schools Report
  - a. Region
    - i. Adams and Sutton just returned from Houston with CSGF.
    - ii. KIPP ENC is number 2 in the CSGF portfolio. Success is doing better than us. Kathy Hamel was incredibly proud of us.
    - iii. Talent will be key – Jones was with Wake Forest this week and will continue to pursue great talent.
    - iv. We have met and exceeded the CSGF \$1.5M development target.
    - v. Need to clarify Adams and Smitherman's roles. All donations will go to KIPP ENC. Adams is in charge of outreach and development at a major gift level. Smitherman is continuing the on-campus event work. The Gaston community will tend to interact mostly with Smitherman.
  - b. Durham
    - i. Campbell will finish his last residency this month and will continue ‘boot camp’. He will return fulltime to the Gaston campus in January.
    - ii. Action: Arthur to connect with Dikeman regarding ready to open checklist.
  - c. Halifax
    - i. Preliminary MAP data – bulk of students are below 21% nationally.
    - ii. Reviewed FRL percentages; we are close but not yet > 80%

# KIPP:ENC

## College Prep Public Schools

- iii. No one is doing licensure for charters at the state level per conversation between Ms. G. and DPI. Individuals working on licensure stated they would try to put someone on our paperwork asap. Sutton will ask individuals within OCS to advocate on our behalf for licensure progress.
  - iv. 90 students was an original target for Halifax enrollment, but we modified our plan given the size of the space at the church. We do not add students after 20 days. The enrollment number, 73, does not represent attrition from 90 (rather 76).
  - d. Gaston
    - i. Recognized as a NC Title 1 Reward School for High Performance. Only 4 charters in the state were recognized as this (out of 168).
    - ii. Lessons learned from first K class carried over to the second K class to improve their overall performance on MAP. 2<sup>nd</sup> grade is also reading MAP test as a requirement for this first time (listening test in K-1).
  - e. Reviewed attendance data – Kindergarten leading the pack
  - f. Teacher certification – see above; licensure paperwork is in process with DPI
  - g. Next Friday – Last home football game and plan to honor Diego Hasty. Weight room will be names in his honor.
8. Financial Report
- a. Reviewed regional and school level finances and facilities.
  - b. Mr. Caudle raised that we should consider using the middle and primary school plans in lieu of obtaining an architect.
  - c. **Action:** schedule longer, in depth meeting related to Finance – budgets, income statements, metrics. (Arthur)
  - d. **Motion** to approve of budget changes for KIPP Halifax and KIPP Gaston. (S/A)
9. Governance
- a. Minnie Forte-Brown submitted an official request to serve on the KIPP ENC Board. She has attended three meetings and brings a bevy of experience and talent.
  - b. **Motion** to accept Minnie Forte-Brown as a board member. (S/A)
  - c. First time in KIPP history that a public school board member has joined a KIPP board.
  - d. Need to plan for succession of Executive Director. Discussions have begun between Governance committee and Sutton, who has proposed a succession plan.
  - e. **Action:** collect Forte-Brown’s contact information. (Arthur)
  - f. **Action:** Arthur, Moody and Dikeman to meet regarding 1023 details.
10. Development
- a. Last page of regional schools report gives major gifts update.
  - b. First goal of committee was to hit \$1.5M – complete.
  - c. Establish a long term plan for fundraising – Carol O’Brien is supporting this effort.
  - d. November 12 – what event is planned? (ask Gail)
  - e. Tomorrow night – Open House at KIPP GCP Primary.
  - f. **Action:** board members to follow up with their guests.
11. Addition of 3<sup>rd</sup> and 4<sup>th</sup> grade at KIPP Gaston
- a. Do we need state board approval? Yes, submission needs to go in before October 31<sup>st</sup>.
  - b. KIPP Halifax will be growing from 5<sup>th</sup> to 6<sup>th</sup> grade.
  - c. **Motion** to support addition of 3<sup>rd</sup> and 4<sup>th</sup> grade. (S/A).



College Prep Public Schools

12. **Motion** to Adjourn.