



College Prep Public Schools

## BOARD OF DIRECTOR’S MEETING

**Date** March 18, 2015  
**Time** 6:00 – 8:00PM  
**Location** Durham  
 Self Help - 1330 E 10th St, Roanoke Rapids, NC 27870

**Conference Phone** Toll Free Dial-in: 712-432-1500  
 Conference Code: 267168#

### Board Members in Attendance

Randi Dikeman  
 Victoria Bennett  
 Minnie Forte-Brown  
 Gail Worthington (phone)  
 Vershenia Moody  
 Ronald Smith  
 Barbara Hasty  
 Vershenia Moody (phone)  
 Gail Worthington  
 Curtis Wynn (phone)

### Others in Attendance

Tammi Sutton  
 Dawn Arthur  
 Ben Adams  
 Anders Campbell  
 Camesha Jones  
 Meredith Flowe  
 Emily Cook (phone)  
 Marlo Wilkins (phone)  
 Michele Stallings (phone)  
 Mrs. Smith

SUMMARY OF MOTIONS	Moved	Seconded	Approved
Motion to approve agenda as written.	Smith	Forte Brown	Yes
Motion to approve minutes for January and February special meeting.	Forte Brown	Smith	Yes
Motion to approve direction of KIPP Durham to withhold from state benefits plans and investigate other options and review again in one year.	Forte Brown	Worthington	Yes
Motion to approve Wendy Flores as the founding Office Manager of KIPP Durham College Preparatory.	Smith	Forte-Brown	Yes
Motion to approve Hutchinson as a new hire teacher for KIPP Durham College Preparatory.	Worthington	Smith	Yes
Motion to accept Kristen Adams as a new hire teacher for Gaston College Preparatory.	Smith	Worthington	Yes
Motion to adjourn at 8:42.	Smith	Forte Brown	Yes

SUMMARY OF ACTIONS	Owner	Status

## OPEN SESSION NOTES

### 1. OPEN

- a. Meeting called to order at 6:17PM. Quorum not achieved at open.
- b. Quorum achieved at 6:28.
- c. Motion to approve agenda (Smith moved; Forte Brown seconded; approved)
- d. Motion to approve minutes for January and February special meeting. (Forte Brown moved; Smith seconded; approved)

### 2. GENERAL AGENDA

- a. Review of Strategic Goals
- b. Use school report card to gauge meeting performance.
- c. Propose using Petway Mills as auditor. Auditor needs to be one approved by the state. Motion to approve Petway Mills as the auditor for all schools and the shared services team for the 15-16 school year (Smith moved; Minnie seconded; approved)
- d. Propose private plans for KIPP Durham and SST
- e. Heavy discussion around pros – cons
- f. Motion to approve direction of KIPP Durham to withhold from state benefits plans and investigate other options and review again in one year. (March 2016). (Minnie moved; Gail seconded; approved unanimously).

### 3. SCHOOL REPORT

#### a. Durham

- i. Dikeman and Caudle toured Holloway with Campbell today.
- ii. By the end of this week, a sign will be placed at Holloway denoting KIPP Durham is coming.
- iii. Hiring update – ready to make two offers
  1. Founding office manager – Wendy McAdams Flores. Motion to approve Wendy Flores as the founding Office Manager (Smith moved; Minnie seconded; approved)
  2. Founding English Teacher – Brittany Hutchinson. Recently taught in Wake County Schools and has also been offered a position by Pave; is certified in North Carolina. Motion to approve Hutchinson as new hire teacher for KIPP Durham College Preparatory. (Worthington moved; Smith seconded; approved)
  3. Still looking for founding Match, Science and History.
- iv. Community outreach ongoing
  1. Minnie has scheduled meetings with local pastors and PAC1
  2. Partnership evolving with The Hill Center
  3. Met with principal with Nativity School, which is a private, tuition free school serving all male, first generation college students

#### b. Halifax

- i. Assessing second round of MAP testing and observing growth to inform instructional methods for the remainder of the year
- ii. Need to recruit teachers and students; theme for all schools

#### c. Gaston

- i. 100% of Pride High seniors have been accepted to a four year college, and this is the first time in history wherein this milestone has been reached in March (was almost reached in February)
- ii. Pride of 2011 is starting to receive grad school acceptances, e.g. Harvard, Yale, University of Michigan
- iii. Dwight would like to hire Kristen Adams to replace a Kindergarten staff who has since left. Motion to accept Kristen Adams as a new hire (Smith moved; Gail seconded; approved)

- iv. Why does FRL decline from primary to high school? 1) About 5 years ago, there was not a concerted effort to do door to door recruiting; sibling preference impacted this issue as well. 2) Since that time, door to door recruiting has taken place. Over time, we would expect the primary school FRL rates to maintain through middle and high school in the future.

### d. Region

- i. Saturday March 28 Events
  - 1. 10<sup>th</sup> Annual 5K
  - 2. Saturday School – make up day
  - 3. Free professional development to local educators in our area. KIPP Gaston can issue CEUs for this training. Scheduled for between 10am-2pm. Gail to put notice out to UNC graduate school.
- ii. Brett Noble – was appointed for second year long term with the governor’s commission.
- iii. Gaston is undergoing review for ten year renewal.
- iv. KIPP Foundation Visitors
  - 1. Mathematica. KIPP has commissioned a study related to high student achievement and the connection to leadership development programs.
  - 2. IDEO – arrived to gain understanding around best practices for supporting large alumnae base.
  - 3. Kimberly Brown – applied for Miles Fellowship
- v. Teacher Recruitment – updated outlook
- vi. Student Recruitment – update and how to help
  - 1. Full court press in Gaston / Halifax first; followed by Durham (heavily recruiting now)
  - 2. Numbers available in school report
  - 3. Big recruitment push in Durham this Friday, March 18
  - 4. Board members can help in the following ways:
    - a. Volunteer to work a recruitment booth with Joey Plum at Northgate Mall
    - b. Talk with local East Durham businesses about hanging up recruitment signs and/or passing out fliers
    - c. Negotiate and help fund recruitment ads on any of the following:
    - d. Public transit in East Durham – ads on the side of a bus
    - e. Public transit benches in East Durham – ads on the benches
    - f. Billboards in East Durham
    - g. Pizza and food delivery services in East Durham – send fliers with orders
    - h. Radio ads at WFXC Foxy 107.1, WFXK 104.3, WNCU 90.7, WNNL 103.9, WQOK 97.5
  - 5. Leave fliers on car windshields at any of the following locations:
    - a. Northgate Mall - 1058 W Club Blvd, Durham, NC 27701
    - b. Food Lion - 3500 N Roxboro St, Durham, NC 27704
    - c. Food Lion - 2400 Holloway St, Durham, NC 27703
    - d. Family Dollar Store -1000 N Miami Blvd, Durham, NC 27703
    - e. Need to add The Village
  - 6. Leave door hangers in East Durham neighborhoods
  - 7. Help us connect personally with someone at the following organizations:
    - a. El Centro
    - b. Local YMCAs
    - c. Local Boys and Girls Clubs – Forte-Brown has contacts
    - d. Big Brother and Big Sisters
    - e. Durham HAWKS – Bennett has contact

4. **FINANCE**
  - a. See Finance Committee Report.
  
5. **GOVERNANCE**
  - a. Reviewed ED Performance Goals
  - b. ED has put in writing a long term succession plan – 10 and 5 year with emergency as well
    - i. Prepare Chevonne Boone to become next Executive Director (10 year)
    - ii. Prepare all school leaders to transition into Chief Academic Officer in next year (2016); could roll into ED role if needed.
    - iii. Interim / Emergency Executive Director – Kevika Amar
    - iv. Wynn – may want to research external search firms to support ED replacement if needed
  
6. **FUNDRAISING**
  - a. Posted and distributed EdNC article highlighting KIPP ENC
  - b. March 16 Event – successful donor visit and feedback
  - c. Newsletter update
  - d. Feinberg and Levin are receiving honorary degrees this May from Duke
  - e. Invite to or forward the newsletter to folks so that individuals can sign up for the newsletter themselves.
  
7. **HALIFAX CONSTRUCTION**
  - a. Great support from team
  - b. Halifax loan application is in process
  - c. Semi-final design meeting is Friday
  
8. **DURHAM ADVISORY COUNCIL**
  - a. Nothing to add
  
9. **ADDITIONAL ITEMS**
  - a. Reviewed board terms and limits
  - b. Reviewed proposed board strengthening exercises – due to DPI OCS in May
  - c. Revised calendar to support 8 board meetings a year in fiscal year 2016
  - d. Public Comment
    - i. Desire to hear more information on EC students and the ‘dropout’ rate; also level of parent involvement.
    - ii. Desire to see list of Board Member names in school.
    - iii. Consider distributing leadership in professional development events to outside, local participants.
  
10. **ADJOURN**
  - a. Motion to adjourn at 8:42 (Smith moved; Minnie seconded; approved)

## Finance & Facility Report

### In Progress

#### Region

- Budget Development – wrapping end of March
- Shared Service Agreements and Fee Determination – dependent on budget data
- Researching Private Benefits Plans – 2 courses of action (COAs) G/H vs D/S
- Needs based assessment of current CSGF funding – continue/ Finance Committee

#### Durham

- Review of Holloway Lease – consulting with lawyers
- Halifax Permanent Design process, permitting and construction planning
- Establishing accounting, payroll and payables processes/systems

#### Halifax

- Halifax Construction Loan Application
- Review of Halifax Design Contract
- Halifax Permanent Design process, permitting and construction planning (RFP out)

#### Gaston

- Gaston Primary School Facility - contract wrap-up

#### Shared Services Team

- Establishing accounting, payroll and payables processes/systems
- Assessing regional people / tools centralization strategy

### Actions Needed

1. **Conditionally approve private benefits plans for Durham and Shared Services team [Board]**. Can re-assess success next year.
  - a. Survey current staff around motivators / concerns
  - b. Dependent on findings, draft legislation to support regional alignment
2. **Assess budget data and agree on services / fee terms [Schools -> Finance Committee -> Board]**. Will approve as part of formal budget in May / June.
3. **Review lease/contract terms and discuss with external orgs [Arthur -> Finance Committee]**.

# KIPP:ENC

## College Prep Public Schools

### Next Year: Quick Look

#### FY16

REVENUE	Gaston	Halifax	Durham	Shared Svc
Recurring Public Revenue**	11,520,693	1,405,201	903,801	-
Non-recurring Public Revenue	100,000	436,200 +	125,000	-
Other Private Revenue	409,012	28,010	65,691	-
Fundraising	65,000	-	30,000	1,000,000*
Fees from Schools		-	-	976,867
<b>TOTAL REVENUE</b>	<b>12,094,705</b>	<b>1,869,411</b>	<b>1,124,493</b>	<b>1,976,867</b>
EXPENSE				
Salaries & Benefits Expense	6,794,307	784,979	548,448	958,982
Facilities Expense	1,424,772	431,991	129,883	-
Professional Development	269,542	40,497	26,402	37,867
Direct Student Expense	1,894,689	407,971	275,192	-
Other Operating Expense	880,860	113,383	65,835	191,336
Fees to Regional Team	818,958	90,257	67,651	-
Contingency	-	-	-	-
<b>TOTAL OPERATING</b>	<b>12,083,128</b>	<b>1,869,078</b>	<b>1,113,410</b>	<b>1,188,185</b>
<b>NET INCOME Surplus/ (Loss)</b>	<b>11,577</b>	<b>333</b>	<b>11,083</b>	<b>788,682</b>

\* \$1M obtained from Charter School Growth Fund in November, 2015. Must hold in contingency, or obtain from schools, \$500K to sustain from July – November.

\*\* 20% funding drops in July and more in November, unless general session delays budget approval. Need to carry enough cash to avoid timing gaps.

+ Includes \$250K in Charter School Growth Fund dollars.

### Important Notes & Obligations

- Durham obligated: \$250K to Self Help in May
- Halifax obligated: ~\$300K in engineering fees between now and August
- Want to hold \$500K in reserve for SST conservatively through November. Balance after obligations + 20% fee from schools supports SST through November.

### Risk Factors

- Not meeting enrollment targets
- Uncaptured or surprise costs
- NC budget approval delay or delayed receipt of Durham Certificate of Occupancy

### Mitigation Actions

- Secure Durham and Halifax obligations through private fundraising efforts.
- Delay additional SST hiring until contingency secured.
- Investigate line of credit for SST and/other loan or contingency options.
- Confer w/ CSGF regarding advance in funding if necessary.