

BOARD OF DIRECTOR'S MEETING

Date May 20, 2015
Time 6:00 – 8:00PM
Location KIPP Halifax

Board Members in Attendance

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

Others in Attendance

Tammi Sutton
 Dawn Arthur
 Ben Adams
 Kevika Amar
 Susan Goertemiller
 Melchizedek Cherry
 Mrs. Smith

SUMMARY OF MOTIONS	Moved	Seconded	Approved
Motion to approve agenda as written.	Wynn	Caudle	Yes
Motion to approve previous meeting minutes as written.	Caudle	Wynn	Yes
Move to approve Beginning Teacher Support Plans for KIPP Gaston, KIPP Halifax and KIPP Durham.	Moody	Wynn	Yes
Move to approve governance strengthening exercises for KIPP Durham.	Moody	Wynn	Yes
Move to approve the board procedures and policies handbook.	Moody	Worthington	Yes
Move to approve all new hires on the proposed list – reference list.	Moody	Worthington	Yes
Move to discuss the bus contract topic in our special meeting.	Caudle	Moody	Yes
Move to establish a private health option, through Blue Cross Blue Shield, for the Shared Services division of KIPP ENC Public Schools	Wynn	Moody	Yes
Move that KIPP Durham join the state health plan.	Wynn	Worthington	Yes
Move that KIPP Durham participate in the national Free and Reduced School Lunch Program.	Moody	Caudle	Yes
Move that Dawn Arthur be granted the authority to file federal grants applications, such as Title I, for KIPP Durham and KIPP Halifax.	Moody	Caudle	Yes
Move to approve the KIPP Halifax Catering contract with Roanoke Rapids 2015-16.	Wynn	Moody	Yes

SUMMARY OF ACTIONS	Owner	Status
Check whether allowing proxy representation would require a change in our bylaws and/or enable a legal vote. Develop a proxy proposal for board.	Dikeman, Sutton	Open
Confirm 8-19-15 as date of board retreat.	Dikeman	Open
Schedule a special meeting wherein Halifax Construction progress can be reviewed with the project team. Include bus contract as an item in the meeting.	Arthur	Complete
Ask the state whether family members can be on a committee.	Dikeman	Complete
Meet with Bennett and Forte-Brown on new member milestones and targets; plan to meet over the next month.	Moody	Open

OPEN SESSION NOTES

1. OPEN

- a. Quorum obtained at 6:35
- b. Motion to approve agenda.
- c. Motion on minutes.
- d. No public comments were offered.

2. GENERAL AGENDA

- a. Reviewed action items and called for questions, specifically about the proposal to allow a personal proxy.
- b. Moody proposed that a committee develop the criteria for alternates or proxies. Need a show of interest from board to move forward with this approach.
 - i. Would this change require amendment of our bylaws? Check whether boards can vote via proxy.
 - ii. 5 people are interested in researching this criteria. 1 abstained vote.
 - iii. Some concern expressed with past board membership examples.
 - iv. **Action:** Tammi and Randi will put together a proposal and bring it to the board.
- c. For agenda item 4, Randi shared an updated board calendar. North Carolina law requires 8 meetings. **Action:** Randi is asking for feedback on the proposed retreat date. Possible alternate date is August 29th.

3. SCHOOL REPORT

a. Durham

- i. Mr. Campbell finishes Fisher fellowship later this month.
- ii. Anders Campbell participated in racial equity training in Durham.
- iii. Renovations are underway in the temporary gym space. Scheduled to open July 10.
- iv. Goal is to recruit 100% by May 1. Want to approve 1-3 more hires in coming three weeks.
- v. Home visits are being conducted now for enrolled students (31 have been completed). Majority of kids live within 3-4 mile radius of school. Will fill up to 100 slots with kids.

b. Halifax

- i. Halifax is on their end of year trip and will be back Friday.
- ii. See School Report for additional notes.

c. Gaston

- i. 100% of seniors were accepted into one or more college of their choice.
- ii. AP testing ended today.
- iii. College persistence data is counted when graduation data has been confirmed by Joey Plum and/or Tammi Sutton. Reviewed this data in specific details; see school report for specifics.
- iv. Our band was selected to perform at KIPP School Summit this summer.

d. Region

- i. Celebrated the KIPP Founders at Duke with students and advocates.
- ii. Dr. Joel Medley has resigned from the Office of Charter Schools and the replacement has not been selected yet.
- iii. Title I audit happened on April 1, and it went well. The report will be arriving soon.
- iv. We are pressing hard to hire all of the teachers that we need for next year.
- v. See School Report for additional notes.

4. FUNDRAISING

- a. Conducted luncheon for KIPP Founders at Duke.
- b. Increasingly inviting guests and advocates to the Gaston and Halifax schools.

- c. Fair funding campaign is taking place – supporters for and against charter schools debating funding amounts from local governments.
- d. Meeting last week with Erik Guckian who is the Governor’s advisor. Also continuing to meet with pastors and rotaries. Need to continue to grow in meeting with corporations.
- e. Raised over \$2.1M since major gifts campaign began.
- f. AJF grant / loan amount - \$50K / \$100K
- g. Desire to raise more unrestricted funds. Happy with development so far but much of it tied in grants.
- h. Want to plan a big celebration after our 15th year that can serve as an advocacy event.

5. HALIFAX CONSTRUCTION

- a. Refine estimates and information and meet during a special meeting to get more info. Investigate what the contingency plans. Look to schedule a Finance Committee meeting in advance.

6. GOVERNANCE

- a. Teacher Support Plans: Gaston and Halifax have been updated in the past. Need to have the plan for Durham approved for the first time.
- b. Move to approve BTSP for KIPP Gaston, Halifax and Durham for 2015-16.
- c. New state policies go into effect this year that impact our current membership. For the members that are impacted, it is recommended that they still participate in committees, if so desired.
- d. **Action:** Randi to ask the state whether family members can be on a committee.
- e. Executive Director 360 survey – gratitude for participation; report has been received and forwarded to governance committee members. Governance committee will meet with Tammi to go over results.
- f. **Action:** Moody to get with Bennett and Minnie on new member milestones and targets; plan to meet with them over the next month.
- g. Move to approve governance strengthening exercises for KIPP Durham.
- h. Move to approve the board procedures and policies handbook.
- i. Move to approve all new hires on the proposed list – reference list.
- j. 50% of our school staff need to be certified by law.
- k. Move to put the bus contract topic into our special meeting.

7. FINANCE

- a. See Finance report and proposed motions document for more information.
- b. Auditor has been selected for Durham; reference old minutes.
- c. Move to approve number 3.
- d. Move on number 4.
- e. Move on number 5.
- f. Move on 6.
- g. Move on 7.

8. ADJOURN

- a. Motion to adjourn at 8:15.

KIPP Halifax College Preparatory School Report May 20, 2015

Goal 1: To prepare our students for success in college and in life through high quality data-based instruction based on clear, ambitious goals that meet or exceed state requirements.

- 100% of our students meet or exceed the expectations on all state testing.
- 100% of students will meet or exceed their MAP Tests growth goals.
- The Pride of 2022 will take Spring MAP Testing (Reading and Math) next week.
- The Pride of 2022 will take state testing (Reading, Math and Science) the first week of June.

KIPP ESSENTIAL QUESTION 3: Are our students progressing and achieving academically?

KIPP ESSENTIAL QUESTION 4: Are our alumni climbing the mountain to and through college?

Goal 2: To meet student enrollment targets and retention targets which align with our mission and with our budget.

- The school's daily attendance rate is at least 98%.
- At least 80% of our students qualify for free or reduced lunch.
- Our student attrition rate is 7% or less.
- Student Enrollment: 72
- Yearly Attendance Rate: 96.32%
- Free/Reduced: 87.32%
- A lottery was held on April 16th for 5th and 6th grade. Both grades will be filled with 90 students and there is currently a waiting list in both grades.

KIPP ESSENTIAL QUESTION 1: Are we serving the children who need us?

KIPP ESSENTIAL QUESTION 2: Are our students staying with us?

KIPP ESSENTIAL QUESTION 6: Are we building a sustainable financial model?

Goal 3: To develop, retain, and effectively manage a highly effective and motivated team with clear accountability measures.

- 100% of our teachers are highly qualified (meeting federal guidelines) and licensed by the state of NC.
- At least 80% of the teachers invited back, remain in the region.
- 1 of 4 full time teachers has a NC License.
 - 2 need to take the Praxis.
 - 1 has information pending at DPI.
- Projected Hiring Needs: 7 Teachers

KIPP ESSENTIAL QUESTION 5: Are we building a sustainable people model?

KIPP Gaston College Preparatory School Report May 20, 2015

Goal 1: To prepare our students for success in college and in life through high quality data driven instruction based on clear, ambitious goals that meet or exceed state requirements.

- 100% of our students meet or exceed the expectations on all state testing.
 - 100% of students meet or exceed their MAP Tests growth goals.
 - The junior and seniors' ACT scores meet or exceed the state and national averages.
 - 100% of the senior class is accepted into at least two universities or colleges.
 - At least 90% of our alumni matriculate to college within 6 years of completing 8th grade.
 - At least 75% of our alumni graduate from college within 6 years of graduating high school.
- 100% of the Pride of 2015 has earned acceptance into a least two colleges or universities.
- Last month, the Pride of 2016, took the ACT which is part of the State's high school accountability measures.
- Today, our students took their final AP Test of the year.
- Next week, high school students will take End of Course Tests in Math I, Biology and English II.
- We are continuing to celebrate the college graduations of members of the Pride of 2009, 2010 and 2011.

High School Graduates from KIPP Pride High School

	Earned a BA	Earned an AA	Total
Pride of 2009	59.2%	2%	61.2%
Pride of 2010	40.7%	3.7%	44.4%
Pride of 2011	23%	6%	29%

8th Grade completers from KIPP Gaston College Prep (who attended a different high school)

	Earned a BA	Earned an AA	Total
Pride of 2009	26.7%	13.3%	40%
Pride of 2010	10.5%	15.8%	26.3%
Pride of 2011	6.3%	6.3%	12.6%

All students who finished either 8th Grade or 12th Grade in KIPP ENC

	Earned a BA	Earned an AA	Total
Pride of 2009	51.6%	4.7%	56.3%
Pride of 2010	32.9%	6.8%	39.7%
Pride of 2011	20.2%	6.4%	26.6%

KIPP ESSENTIAL QUESTION 3: Are our students progressing and achieving academically?

KIPP ESSENTIAL QUESTION 4: Are our alumni climbing the mountain to and through college?

Goal 2: To meet student enrollment targets and retention targets which align with our mission and with our budget.

- The school's daily attendance rate is at least 98%.
- Our student attrition rate is 7% or less.
- At least 80% of our students qualify for free or reduced lunch.

- Total Enrollment: 1044
- February Daily Attendance Rate: 95.34%

- Free/Reduced: 74%
 - PS 80%
 - MS 74%
 - HS 68%

- A lottery was held on April 2nd for grades K-10. All of these grades are filled and each has a waiting list.

KIPP ESSENTIAL QUESTION 1: Are we serving the children who need us?

KIPP ESSENTIAL QUESTION 2: Are our students staying with us?

KIPP ESSENTIAL QUESTION 6: Are we building a sustainable financial model?

Goal 3: To develop, retain, and effectively manage a highly effective and motivated team with clear accountability measures.

- 100% of our teachers are highly qualified (meeting federal guidelines) and licensed by the state of NC.
- At least 80% of the teachers invited back remain in the region.

- Currently 69% (43 out of 62) of our full time teaching staff has a NC teaching license.

- Primary School
 - 71% (12 out of 17) teachers have NC licenses
 - 1 has to take Praxis and/or Pearson.
 - 4 have paperwork pending at DPI.
 - 1 has a Virginia license and is working to transfer it.

- Middle School
 - 84% (16 out of 19) teachers have NC licenses
 - 2 have to take Praxis.
 - 1 has paperwork pending at DPI.

- High School
 - 58% (15 out of 26) teachers have NC licensee
 - 3 have to take Praxis.
 - 4 have paperwork pending at DPI.
 - 3 have an expired license and have paperwork pending at DPI.

- Projected Hiring Needs:
 - Primary School: 13
 - Middle School: 5
 - High School: 5

KIPP ESSENTIAL QUESTION 5: Are we building a sustainable people model?

KIPP Durham College Preparatory School Report May 20, 2015

Leadership Training:

- Anders completes the KIPP Fisher Fellowship later this month with his final check in.
- Last month, Anders participated in Racial Equity Training.

Facilities:

- Renovations to the Holloway Street Gym are now underway.
- The projected completion date for the Gym is July 10.
- Upon completion of the gym, renovations to the building will begin.

Staffing:

- We will recruit 100% of our staff by May 1, 2015.
 - Wendy McAdams-Flores. Mrs. McAdams-Flores was the Founding Office Manager of a KIPP school in Newark, NJ and comes highly recommended by both the Founding Principal and the Executive Director. Mrs. McAdams-Flores also has one child who attended KIPP Schools and is thrilled about rejoining KIPP after relocating to NC because of her husband's job.
 - Brittany Hutchinson for Founding English Teacher. She graduated for UNC Wilmington with a BA in Communications. She was Louisiana Teaching Fellow and earned her K-6 NC Teaching License. She currently teaches 1st Grade in Wake County Schools, but has taught K-5.
 - The final Founding positions: Math, Science and History will be filled within the next two weeks.
 - We have final candidates for each of these positions and sample lessons and interviews happening this week and next.

Student Recruitment:

- We will recruit 100% of our Pride of 2023 by April 2015.
 - We did not have to hold a lottery on April 18, but there are currently 97 students on our enrollment list.
- We will enroll 100% of our Pride of 2023 by July 2015.
 - We have completed home visits with 31 of our Founding Families.
 - 29 students will be first in their family to graduate college.
 - 4 families have self-identified their child as receiving special education services.
 - 3 students have been non-readers
- At least 80% of our Pride will qualify for free or reduced lunch.
 - 30 students qualify for free or reduced lunch.



College Prep Public Schools

KIPP ENC Regional Report May 20, 2015

Community and Political Efforts:

- Last night, Tammi Sutton filmed an episode of Tarheel Talk which airs on Fox50, WRAL on Sunday mornings at 6:30am.
- On May 9, KIPP ENC held a luncheon to celebrate Mike Feinberg and Dave Levin who earned their Honorary Doctorate Degrees from Duke University.
- We have hosted philanthropists, elected officials, university staff and business leaders at our Gaston and Halifax campuses.
- We are continuing to work with East Durham Children’s Initiative to find ways to collaborate.
- Anders continues to meet with the staff of the Hill Center in Durham to collaborate.
- Meetings have been held with: East Durham Pastors at Antioch Baptist Church, PAC.
- Ben, Anders and Tammi continue to meet regularly with members of the Durham community.

DPI:

- Dr. Joel Medley, Director of the Office of Charter Schools, has resigned from his position.
- On April 16, KIPP Gaston College Preparatory had a Title 1 Audit. We will receive a report in the next month.

KIPP Foundation:

- Last week, members of our staff participated in KIPP School Leadership Programs: Leadership Team.
 - Heather Acree, Primary School Assistant Principal
 - Ryan Brock, Kindergarten Chair
 - Joe Lofstedt, 3rd Grade Chair
 - Kimberly Brown, 2nd Grade Chair
 - Brett Noble, 11th Grade Chair

Teacher Recruitment:

Overview of Applications Received as of March 2015:

The data below was generated from our on-line recruiting system, Vidcruiter and applications submitted through KIPP Careers. Incomplete applications are sent reminder emails to continue applications and later rejected. Data is reflective from February 11, 2015-March 9, 2015.

May Application Data	
Number of Interested Applicants for KIPP GCP Primary	17
Number of Interested Applicants for KIPP GCP Middle	64
Number of Interested Applicants for KIPP Pride High	41
Number of Interested Applicants for KIPP Halifax	14
Number of Interested Applicants for KIPP Durham	45
Number of Resumes received for KIPP ENC via KIPP Careers (4/9-5/1)	33
Total Number of Teacher Resumes received for KIPP ENC via Vidcruiter.	282
Number of Interested Applicants for Durham Office Manager	8 (closed)
Number of Interested Applicants for KIPP GCP AP	38

Finance & Facility Report

Discussions, decisions and actions from May 12, 6-8pm, meeting below. Updates included from period between May 12 and today.

Legal and Financial Liability

As one legal entity, KIPP ENC Public Schools, the liability is shared between all schools and the Shared Services Team. All schools need to be mindful, and already are, that their actions can and will, in the case of a lawsuit, impact the other schools. Our auditor still believes we have chosen the more reasonable management approach.

Regional Budgets and Metrics

- Action: review and ask questions related to the regional budget. Will need to be approved by the board no later than the June meeting.

Regional Benefits

- Decision: Pursue private Blue Cross Blue Shield Plan for Shared Services Team. Approve at May board meeting.
- Decision: Pursue state health plan for KIPP Durham. Approve at May board meeting.
- Action: Obtain bids for retirement plan options for Shared Services Team and KIPP Durham. Attempting to collect information now; will need to vote during special or June meeting.

Halifax Construction and Lending

- Action: Follow up with Glynn Rollins regarding sewage connection.
- Action: Distribute loan details to finance committee. Will schedule a special meeting wherein Self-Help, DTW and CT Wilson will be present to explain progress and answer questions.

Regional Balances and Liabilities

- Action: Document regional liabilities and match to cash for board to review.

Cash Balances	5-19-2015
KIPP Durham	\$ 140,797
KIPP Gaston (less Money Market)	\$ 937,592
KIPP Halifax	\$ 125,114
KIPP ENC	\$ 786,909

Upcoming Liabilities	Item	Amount	Due	Planned Inflow
KIPP Durham	Holloway Down	\$ 250,000	TBD	(?) AJF Grant - \$ 150K
	Payment	\$ 50,000	TBD	<input checked="" type="checkbox"/> WFF Grant - \$ 53K
	Hardee Land Bank	\$ 5,580	July	<input checked="" type="checkbox"/> Oak Foundation - \$ 50K
	Reserve			
	Regional Team Fee	\$ 355,580		\$ 353,000

KIPP:ENC

College Prep Public Schools

KIPP Gaston	Regional Team Fee	\$ 153,000*	July	<input checked="" type="checkbox"/> Operating Cash - \$ 153K
KIPP Halifax	DTW Design Fees CT Wilson Construction Draw Regional Team Fee	\$ 150,650 \$ 780,000 \$ 16,900 \$ 947,550	July TBD (Sep) July	<input checked="" type="checkbox"/> Calder Grant - \$ 250K <input checked="" type="checkbox"/> Oak Foundation - \$ 50K (?) CSGF 2014 - \$ 650K** <i>Loan –details TBD***</i> \$ 950,000
KIPP ENC	Q1 Salaries & Expenses	\$ 225,000		<input checked="" type="checkbox"/> Regional Fees - \$ 175K <input checked="" type="checkbox"/> Calder Grant - \$ 50K \$ 225,000

Takeaway – can cover cash requirements but would benefit from 1) AJF donation, 2) private general fund gifts and 3) confirmed Halifax loan details (scheduling special meeting to discuss).

* *Can be increased given excess cash available and startup size of other schools.*

** *With conversation, may be able to generate CSGF fund drop 2015 early.*

*** *Hoping to drop cash equity requirement with access to loan. Working with CSGF, KIPP Foundation and Self Help to identify financing options. More information will be provided in 1-2 weeks.*

Contracts

- Actions – distribute:
 - DTW contract for review and approval. Discuss at special meeting.
 - CT Wilson contract for review and approval. Discuss at special meeting.
 - KIPP Halifax Food Contract Addendum.
 - KIPP Gaston / Halifax Bus Lease Contract (8 buses).

Insurance

- Action: Review insurance coverage for KIPP ENC and approve contract renewals or upgrades.

Development Report

- 1) ENC Friends Update
 - a) April 27th and May 1st hosted visitors- Rep. Greg Meyer, Chair of BEST NC
 - b) Luncheon for Mike Feinberg and Dave Levin
- 2) Advocacy Update
 - a) Parents for Education Freedom Campaign
 - b) NC Senate meetings
 - c) Durham Advocacy- PAC 1 meeting in April, pastors meeting in late March, Rotary meetings this summer
- 3) Fundraising Update
 - a) Grants pending
 - i) AJ Fletcher Foundation- \$150,000 (grant/loan combo)- submitted
 - ii) Tom Russell Charitable Foundation- \$100,000 (grant/loan combo) submitted
 - iii) ELMA Music Grants- \$20k for Pride High School- to be submitted soon
 - b) Grants received
 - i) National School Lunch Program Equipment Grant- ~\$32,390 (Halifax equip)
 - ii) Health and Wellness Grant from Fisher Fund ~ \$150,000 (3yr grant for Durham)
 - iii) Oak Foundation- \$50k for Halifax, \$50k for Durham
 - iv) Rembe Rock Foundation- \$100k for KIPP GCP Primary
 - c) Annual Funds raised to date:
 - i) June 2014 – May 15, 2015 - \$62,771.93
 - ii) 36 organizations, 109 households
 - d) Previous Year:
 - i) June 2013 – March 14, 2014 - \$49,080.21
 - ii) 24 organizations, 103 households
- 4) Board Members that have given: Dikeman, Caudle, Bennett, Worthington, Forte-Brown, Wynn
- 5) Total raised/pledged to date: \$2,118,961.93