

## BOARD OF DIRECTOR'S MEETING MINUTES

**Date** June 16, 2016  
**Time** 6:00 – 8:00pm  
**Location** Self Help; 301 W Main St, Durham, NC 27701

### Board Members in Attendance

### Others in Attendance

Minnie Forte-Brown (phone)	Tammi Sutton
Curtis Wynn	Neil Crawford
Vershenia Moody	Dawn Arthur
Tonza Ruffin-Buffaloe (phone)	Jaideep Hebbar (phone)
Gail Worthington (phone)	Chris Dwight, Poyner Spruill

Motions	Moved, Seconded	Ruling
Motion to approve March meeting minutes	Moody, Buffaloe	All
Motion to approve April meeting minutes.	Moody, Bennett	All
Motion to approve May meeting minutes	Moody, Forte-Brown	All
Motion to adopt the resolution that has been described and presented by Poyner Spruill to support the KIPP Halifax loan package.	Moody, Forte-Brown	All
The Governance Committee recommends and moves to add Jaideep Hebbar, from Charter School Growth Fund, to our Board of Directors.	Moody, Bennett	All
Motion to approve the budget for the schools and the shared services team for the 2016-17 school year.	Buffaloe, Forte-Brown	All
Motion to approve the bus loan proposal to purchase new buses and refinance the current bus loan as described in the finance committee report.	Worthington, Buffaloe	All
Motion to purchase KIPP Halifax College Preparatory out of the state pension system contingent on achieving the milestones laid out in finance committee report.	Hebbar, Moody	All

Actions	Owners	Status
KIPP ENC team will send a calendar of proposed meeting dates to the Board.	Arthur	
Add a conflict of interest inquiry or statement at the beginning of our meeting agenda so as to capture, upfront, any perceived conflicts of interest.	Arthur	

Provide Conflict of Interest documents to the board and obtain signatures	Moody	
Put the bylaws into a google drive such that any member of the board can access them.	Arthur	
Provide results from schools in advance of the next board meeting to support evaluation of the Executive Director's performance.	Sutton	
Reach back into last year minutes to identify the process used for evaluation of the Executive Director.	Arthur	

## OPEN SESSION NOTES

1. **Quorum achieved** at 6:07pm

### 2. Public Comments

- a. No guests or public comments.
- b. No actions to review at this time.

### 3. General Items

- a. Motion to approve March meeting minutes.
- b. Motion to approve April meeting minutes.
- c. Motion to approve May meeting minutes.
- d. Recommendation to move the Poyner Spruill presentation up the agenda; recommendation accepted.
- e. Motion to adopt the resolution that has been described and presented by Poyner Spruill to support the KIPP Halifax loan package.
- f. As for board meeting dates, let's continue to meet the 3<sup>rd</sup> Wednesday of each month that we meet and start with August. **Action:** KIPP ENC team will send a calendar of proposed meeting dates to the Board

### 4. Schools

- a. Reference 06-16-2016 Schools Report
- b. Tammi Sutton described the Director of School Operations position and why it's important. We want School Leaders to focus 75% or more of their time on teaching and learning. Sutton described the talent shifts and the impacts to each school.
- c. Sutton described each school's progress against board goals.
- d. Our School Leadership is monitoring the evolving state statutes on math curricula as well as our vision for math success to determine the best math sequencing strategies at our schools.

### 5. Champions

- a. As of last week, KIPP ENC satisfied the challenge grant requirements.
- b. Kenan Trust supported our organization with a \$150K gift.
- c. Monday, our team will be host a fundraising event in Chapel Hill with influential individuals in our community.
- d. Ribbon cutting information for KIPP Durham will be coming out very soon to members of the board. Proposed timeframe is after August 22<sup>nd</sup> when kids are back in the building.
- e. Instead of a board retreat this year, how would the board feel about waiting until after Labor Day and host a KIPP ENC Regional Planning Meeting with our board and ~20 of our biggest champions.

### 6. Governance

- a. The Governance Committee recommends and moves to add Jaideep Hebbar, from Charter School Growth Fund, to our Board of Directors.
- b. With the addition of Jaideep Hebbar to the Board, we want to note his relationship with Charter School Growth Fund and the potential for conflicts. As such, our Board reviewed the Duty to Disclose noted in our bylaws.
- c. **Action:** add a conflict of interest inquiry or statement at the beginning of our meeting agenda so as to capture, upfront, any perceived conflicts of interest [Arthur].
- d. **Action:** provide Conflict of Interest documents to the board and obtain signatures [Moody].
- e. **Action:** put the bylaws into a google drive such that any member of the board can access them [Arthur].
- f. **Action:** provide results from schools in advance of the next board meeting to support evaluation of the Executive Director's performance [Sutton].
- g. **Action:** reach back into last year minutes to identify the process used for evaluation of the Executive Director [Arthur].

## 7. Finance

- a. Poyner Spruill presentation; Chris Dwight
  - i. Recommendation to re-approve the entire KIPP Halifax loan package – Self-Help, Charter School Growth Fund, USDA.
  - ii. Our bylaws empower our board to appoint officers as needed to execute specific purposes. This board appoints Neil Crawford as the Assistant Secretary to sign the loan documentation in accordance with the lending specifications. (Curtis Wynn appointed)
- b. Motion to approve the budget for the schools and the shared services team for the 2016-17 school year.
- c. Motion to approve the bus loan proposal to purchase new buses and refinance the current bus loan as given by the staff team.
- d. Motion to purchase KIPP Halifax College Preparatory out of the state pension system contingent on achieving the milestones laid out in the agenda (Hebbar, Moody, all)

## 8. Other Items – None

9. Meeting adjourned at 8:08pm.