

Board of Directors
Meeting Agenda

Date: November 15, 2017
Time: 6:00 - 9:00PM
Location: KIPP Durham

Board Members in Attendance

- Gail Worthington
- Victoria Bennett (phone)
- Mary Brown
- Vershenia Moody (phone)
- Bob Caudle (phone)
- Curtis Wynn (phone)
- Tonza Ruffin-Buffaloe (phone)

KIPP ENC Staff in Attendance

- Tammi Sutton
- Lindsay Kelly
- Dawn Arthur
- Michelle Smitherman (phone)
- Jim Gray

Visitors in Attendance

- Name

CALL TO ORDER

Curtis Wynn – Board Chair

PUBLIC COMMENTS

Curtis Wynn – Board Chair

BOARD ADMINISTRATION

Curtis Wynn – Board Chair

- Called to order at 6:03pm with a quorum.
- Called for public comments – none offered.
- Reading of Ethics Awareness Statement

Ethics Awareness and Conflict of Interest Statement: In accordance with KIPP ENC Public School's policy, it is the duty of every Director to avoid both actual and apparent conflicts of interest. Does any member of the Board have a known conflict of interest or a situation that would give the appearance of a conflict with respect to any matters coming before the Board of Directors today? If so, please identify the actual or apparent conflict and refrain from any undue participation in the particular matter involved.

No conflicts of interest raised by members of the Board.

- Meeting Agenda

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve November 15, 2017 Board of Directors meeting agenda.	Moody	Bennett	All voted yes; none opposed.

- Previous Board Meeting Minutes

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve October 2, 2017 Board of Director Minutes.	Bennett	Caudle	All voted yes; none opposed.

SCHOOLS & REGION

Tammi Sutton – Executive Director

- School Report
 - Discussed performance metrics and progress toward goals.
 - Discussed KIPP Durham performance improvement plan and presentation offered to the Office of Charter Schools.
 - Motion to retain KIPP Durham principal with plan to remediate [Worthington, Moody (all)]
 - Motion to approve the performance plan proposed to the Office of Charter Schools on 11-6-2017 (Worthington, Moody, all).

GOVERNANCE

Vershenia Moody – Governance Committee Chair

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Resolve to approve the new hire list as given.	Worthington	Brown	All voted yes; none opposed.
Approval of Executive Director contract as proposed by the Governance Committee to included \$150,000 base salary retroactive to July 1 st of this year and a bonus commensurate with 10% of last year's salary (get the numbers from Moody).	Moody	Caudle	All voted yes; none opposed.

- For **signature** only:
 - Termination Forms

DEVELOPMENT

Lindsay Kelly – Director of Communications and Marketing

- Development Report
 - Discussion of fundraising targets and progress against goals
 - Discussion of fundraising feasibility study. Details of Mr. Gray’s report will be delivered after the meeting. Recommendations of the study:
 - Need a two year strategic plan for fundraising
 - Four corners offense: expand annual fund, build programmatic funding streams, bricks and mortar capital campaign for high school, strategic marketing plan, increase board this year by 3-4 highly resourced individuals, create two boards of visitors, enhance KIPP’s and Sutton’s role in Durham/Triangle
 - Potentially lease space from American Tobacco to build a presence in Durham
 - Recommendations for a highly effective Board
 - Give and get. E.g. KIPP Nashville has a 25K gift expectation of each board member.
 - Attend 100% of Board meetings
 - Build an excellent Development committee
 - Recruit new Board members and friends of the Board

OPERATIONS

Dawn Arthur – COO

Finance and Facilities

- Finance & Facility Report – review key takeaways and progress.
- For **resolution**:

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Resolve to add School Leaders, Directors of School Operations, and Regional Operations Manager as signers on the PNC accounts for each respective charter (KIPP Gaston: Kevika Amar, Michelle Stallings, John Shaifer, Heather Acree, Veronica Smith, Rebecca Weinhold, Tyra Jackson, and Marya	Brown	Worthington	All voted yes; none opposed.

Murray-Diaz; KIPP Halifax: Marlo Wilkens, Emily Cook Dwight, Chianti Watson, and Karrie Pittman; KIPP Durham: Anders Campbell and D. Gray Visco)			
Approve Principal Bonus			
Resolve and sign that Dawn Arthur become the authorized representative of the First Citizens Bank account.			

The next Finance Deep Dive is tentatively scheduled for January 17 from 4-6pm, which is before the Board Meeting.

SUMMARY OF DECISIONS & ACTIONS

- Review Meeting and Discussion.
- The proposed deeper dive, in-person dates, are bolded below.

Board 2017-2018 Board Calendar

January 2018	17th	6:00-8:00	Durham
February 2018	21st	6:00-8:00	Halifax
April 2018	18th	6:00-8:00	Gaston
May 2018	16th	6:00-8:00	Durham
June 2018	20th	6:00-8:00	Halifax

- Next Board Meeting is 6pm – 8pm January 17, 2018 at KIPP Durham.

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Adjourn Meeting at 8:15PM	Brown	Worthington	All voted yes; none opposed.