

BOARD OF DIRECTOR'S MEETING MINUTES

Date August 29, 2015
Time 9:30 – 11:00AM
Location KIPP Durham

Board Members in Attendance

Randi Dikeman
 Curtis Wynn
 John Maddrey
 Gail Worthington
 Vershenia Moody

Others in Attendance

Tammi Sutton
 Ben Adams
 Dawn Arthur
 Kaya Stone
 Michelle Fields - parent
 Mary Brown – board prospect
 Bill Goertemiller
 Susan Goertemiller

Motions	Moved, Seconded	Apvd
Motion to accept and approve the bus loan from First Citizens Bank for \$732,029.00 at 3.5% interest rate.	Wynn, Maddrey	All
Move that John Maddrey be allowed to seed the Halifax land at a cost to the school or region of no more than \$2000	Wynn, Moody	All
Motion to approve going forth on the site grading and sewer connection with a combined cost of no more than \$500K.	Worthington, Wynn	All
Motion to approve minutes from last two meetings – June and July.	Moody, Worthington	All
Motion to approve officer recommendations proposed by the governance committee: <ul style="list-style-type: none"> a. Curtis Wynn – President b. Minnie Forte-Brown – Vice President c. Secretary / Treasurer (as one position) – Vershenia Moody d. Motion to close nominations e. Motion to accept the officers by acclamation 	d) Worthington, Maddrey e) Dikeman, Worthington	All
Motion to approve new staff hires as proposed except that we also need to include Thomas June at KIPP Halifax, teaching 6th grade science.	Moody, Worthington	All
Motion to approve confidential student records policy, as written.	Dikeman, Moody	All
Motion to approve a \$20K base salary increase for the Executive Director, with the intention of doing the same in the following year with a performance bonus of 0-12% and intention to move ED salary to median of her peers in 5 year. This year's performance bonus will be 8% of this year's salary, retroactive to July 1.	Dikeman, Moody	All

Motion to adjourn at 12:01PM.	Dikeman, Wynn	All
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Actions	Owners	Status
Look into an appropriate way to support phone meetings and making them public.		
Research the liability related to fire proofing spaces that contain records.	Dawn	

OPEN SESSION NOTES

1. **Quorum achieved** and meeting opened at 9:49AM

2. Public Comments

a. Michelle Fields – 3min.

i. Has our Board considered composing a Parent Advocacy Group?

ii. Has questions about child’s status as held back. Was advised to first meet with the principal and then file a grievance if unsatisfied.

iii. Until the grievance process is executed, the Board has no action.

3. General Items

a. No action items proposed or added during this time.

b. Reviewed Board calendar and meeting dates.

i. Received a request to change the Sep. 16th meeting to the 22nd.

ii. Proposed to move the meeting on the 21st of October to the 15th or 14th. Confirmed for the 14th.

iii. The schedule of meetings is posted on the KIPP ENC website and will continue to be updated there.

4. Development

a. Reviewed gifts to date - \$1.9M; much of this came in the form of federal grants.

b. Board desires to convert the name of “Fundraising” committee to “Champions” to incorporate more advocacy.

c. Amount we would like to raise this next fiscal year is 1.9M.

d. The Board was encouraged to review the development report and provide feedback to Ben Adams at any time.

5. Schools

a. Will dive more deeply into school data and progress during the Board Retreat.

b. New staff arrived on July 22nd and engaged in professional development together.

c. All students have returned to school, and schools are operating.

d. K-12th in KIPP Gaston; 5-6th in KIPP Halifax; 5th in KIPP Durham.

6. Finance

a. Motion to accept and approve the bus loan from First Citizens Bank for \$732,029.00 at 3.5% interest rate.).

b. Move that John Maddrey be allowed to seed the Halifax land at a cost to the school or region of no more than \$2000. Permits may be needed.

c. Motion to approve going forth on the site grading and sewer connection with a combined cost of no more than \$500K.

7. Governance

a. Motion to approve minutes from last two meetings – June and July.

- b. Nomination and election of officers for next two years 2016-17/18. Motion to approve the recommendations proposed by the governance committee:
 - i. Curtis Wynn – President
 - ii. Minnie Forte-Brown – Vice President
 - iii. Secretary / Treasurer (as one position) – Vershenia Moody
 - iv. Motion to close nominations
 - v. Motion to accept the officers by acclimation
 - c. Motion to approve new staff hires as proposed except that we need to also include Thomas June at KIPP Halifax, teaching 6th grade science (initial license).
 - d. We have to make sure that 50% of our staff are licensed. What is our ratio now? Answer will be reported in later meetings. Camesha Jones is going to DPI to help support teachers through the licensing process.
 - e. Review open meeting laws. Need to ensure that meetings are public; including committees wherein a quorum is achieved. By law, committee meetings will be posted publicly as well. **Action** - Look into an appropriate way to support phone meetings and making them public.
 - f. Motion to approve confidential records policy as written (in support of KIPP Durham RTO). **Action** - Research the liability related to fire proofing spaces that contain records.
- 8. Motion to go into closed session referencing article 143-318.11.F.**
- 9. Return to Open Session**
- a. Motion to approve a \$20K base salary increase with the intention of doing the same in the following year with a performance bonus of 0-12% and intention to move ED salary to median of her peers in 5 years; this year's performance bonus at 8% of this year's salary, retroactive to July 1.
10. Motion to **adjourn** at 12:01.

BOARD OF DIRECTOR'S MEETING AGENDA

Date: August 29, 2015
Time: 9:30 - 11:00AM
Location: KIPP Durham, 1107 Holloway Street, Durham NC 27701

Agenda

1. Call to Order
2. Public Comments
3. Action Item Update
4. Update Board Calendar and Strategic Items: final review of performance on 2014-15 Strategic Goals
5. Reports and Discussion
 - a. Schools
 - b. Fundraising
 - c. Finance & Facilities
 - d. Governance:
 - i. Nomination and election of officers for 2 year terms 2015-16 to 2017-18
 - ii. Closed Session – requires motion that meets with Open Meeting Laws – to finalize 2015-16 contract terms for Executive Director (ED) and 2014-15 ED performance bonus
6. Summary of Decisions and Actions
7. KIPP ENC Online Database:
 - a. Google training
 - b. KIPP ENC.org content review
8. Adjournment

Proposed Resolutions

1. **Instruction**
 - a. Approve confidential student records policy needed for KIPP Durham RTO. - Board Policies document
2. **Governance**
 - a. Approve June and July meeting minutes and August agenda.
 - b. Nomination and election of officers for 2 year terms 2015-16 to 2017-18.
 - c. Approve new staff hires as given below.
 - d. Review open meeting laws.

Name	College / Degree	Subject / Grade	Exp	Certification Status
Eboni J. Harrington	Norfolk State University/BS Applied Mathematics	KIPP Halifax - Math 5th Grade	0	Seeking initial license
Alicia M. Lloyd	NC Wesleyan College/BS Psychology	KIPP Halifax - Instructional Support	0	Seeking initial license
Adam J. Valentine	Shaw University/BS Elementary Education	KIPP Halifax - Science 5th Grade	0	Seeking initial license
Mitchell R. Wells	N.C. Central University/BA Criminal Justice	KIPP Halifax - Math 6th Grade	0	will obtain certification through TFA
James Jeffries	Transfer from KIPP Gaston	KIPP Halifax - PE/Heath 5th & 6th Grade	0	Seeking initial license

3. Finance or Facilities

- a. Finance Committee recommends that the Board accept and approve the loan from First Citizens for \$\$732,029.00 at 3.5% interest rate.
- b. Finance Committee recommends that John Maddrey be allowed to seed the Halifax land at a cost to the school or region of no more than \$2000.