



Board of Directors
Meeting Minutes

Date: May 17, 2017
Time: 6:00 - 9:00PM
Location: KIPP Gaston Primary
320 Pleasant Hill Road, Gaston, NC 27832
Dial In: 252-751-1984

Board Members in Attendance

Curtis Wynn (President)
Victoria Bennett (phone)
Tonza Ruffin-Buffaloe
Jaideep Hebbar
Gail Worthington

KIPP ENC Staff in Attendance

Tammi Sutton
Dawn Arthur
Demian Dellinger
Neil Crawford
Cynthia Bradley
Tiffany

Visitors in Attendance

Leslie Brown
Susan Goertemiller

CALL TO ORDER

Curtis Wynn – Board Chair

- Curtis called the meeting to order and read the KIPP ENC COI statement.

PUBLIC COMMENTS

Curtis Wynn – Board Chair

- None

BOARD ADMINISTRATION

Curtis Wynn – Board Chair

- Curtis read the Ethics Awareness and Conflict of Interest Statement
- May 17th Meeting Agenda

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve May 17th, 2017 Board of Directors meeting agenda.	Jaideep	Gail	Passed - All

- March 15th 2017 Board Meeting Minutes

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve March 15, 2017 Board of Director Minutes.	Jaideep	Tonza	Passed - All

- March 22nd 2017 Special Board Meeting Minutes

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve March 22, 2017 Board of Director Minutes.	Jaideep	Tonza	Passed - All

SCHOOLS & REGION

Tammi Sutton – Executive Director

- Enrollment and recruitment
 - Gaston: 17 on waitlist (for Kindergarten)
 - Halifax: 65 enrolled to date for Kindergarten; target 96. Home visits and recruitment is ongoing.
 - Durham: Approximately 65 enrolled in 5th grade; target is 96. Recruitment is ongoing.
- Hires
 - Curtis indicated that it would be useful in the future to see a breakdown of the timeline to licensure for new teachers.
 - School needs to maintain a minimum of 50% licensure at each school. Each school maintains a comfortable buffer above this 50%.

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve New Hires as presented “as of May 17 th 2017”	Gail	Tonza	Passed - All



- Approve Adjustments to 2017-2018 School Calendar

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve Adjustments to 2017-2018 Calendar	Gail	Jaideep	Passed - All

OPERATIONS & FACILITIES

Dawn Arthur – COO

- KIPP Durham Food Services Contract

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve KIPP Durham Food Services Contract for 2017-2018.	Tonza	Gail	Passed - All

- Gaston Campus Modular Units
 - Modulares need to be purchased to accommodate classroom space during high school expansion construction that will begin over the summer. (Dawn)
 - Ms. Bradley expressed concern that some existing modular are used for cafeteria storage and wanted to be sure there would remain sufficient storage.
 - Gail Worthington wanted to be sure any modular purchased or leased were inspected for safety prior to purchase or financing modular.

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve purchase and/or financing of additional modular units and move of existing modular units at a total cost not to exceed \$500,000. Execution of contract(s) for related services being contingent upon units passing health and safety inspections.	Gail	Tonza	Passed - All



FINANCE

Neil Crawford – Director of Finance

- KIPP ENC FY 2017 End of Year Budget Projections
 - Positive net surplus projected at each school totaling \$1.1M.
 - Unfavorable KIPP ENC total expenditure variance at nearly 4%.
 - KIPP ENC maintains target 90-days cash on hand.
 - Annual fundraising goal below target.

- Shared Services Agreement/Invoice 2016-2017
 - The Shared Service team’s (SST) total expenditure was \$959K
 - \$783K of total expenditure will be charged to the schools.
 - A 10% discount and other reductions were applied to the invoice amount.
 - The FY18 budget does not include the 10% discount.

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve Shared Services Agreement/Invoice for 2016-2017	Gail	Jaideep	Passed - All

- Jaideep and Gail questioned whether Shared Services was being adequately funded during the growth period based on observed per pupil regional office spending in other regions. Further discussion should be had about the appropriate allocation over time for SST based on its objective and what is sustainable from schools.

- Preliminary 2017-2018 School Budgets
 - Presenting preliminary FY18 budget and seeking approval during the final board meeting in June.
 - The FY18 budget is set conservatively, in terms of enrollment as well as expenditure.
 - Recruitment is on target at each school.
 - Three immediate levers for FY18 spending risk mitigation.
 - Potentially greater revenue due to enrollment exceeding budget.
 - Discretionary spending plans are pegged to conservative revenue targets.
 - Most non-essential spending is halted until full enrollment and grants are finalized.

- Prepayment on First Citizen Bus Loan
 - Seeking board consideration to prepay the Gaston bus loan in the amount of \$274,711.
 - Closed Gaston bus loan (\$732,029) on August 2015 with First Citizens Bank.
 - Discussion revealed no contractual obligation to prepay and that prepayment would drop the region below 45 days cash on hand.



- Board recommendation was to revisit the prepayment at a later date.
- Acadia Contracts
 - Management is simultaneously negotiating with Acadia and other accounting firms.
- Development Update (Demian)
 - Development efforts are concentrated on building a Growth and Excellence Fund for donors to contribute to and make multi-year pledges and gifts.
 - Fund raising and need profiles have been created for each school to date with the exceptions of the Pride High which will be forthcoming.
 - The Fund is for largely discretionary instructional spending related to literacy, trips, music & the arts, EC teachers, and some athletics and technology.
 - Fundraising for facilities and transportation will be different asks and concentrating on single large donations or separate campaigns.

GOVERNANCE

- 2017-2018 Board of Directors Meeting Calendar

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve 2017-2018 Board of Directors Calendar.	Tonza	Gail	Passed - All

- Governance Committee will look in to scheduling and structuring 4 deep dive and in-person attendance required board meetings and 4 lighter meeting for the 2017-2018 school year.
- Transportation Policy

Proposed Policy:

Page 23 KIPP ENC Board of Directors Policies – Approved 8/29/2015

ADMISSION AND ENROLLMENT POLICY OF KIPP EASTERN NORTH CAROLINA

IV. TRANSPORTATION

KIPP ENC Public Schools will provide transportation to and from school for students who reside within the same county as the school they attend. Transportation for students who reside in a county different than that of their school will be provided as feasible and in accordance with North Carolina law.



PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve KIPP ENC Regional Transportation policy language and that it be forwarded to State Board of Education for approval and amendment of school charters to reflect new transportation policy.	Tonza	Jaideep	Passed - All