

## Board of Directors

### Meeting Agenda

**Date:** October 2, 2017  
**Time:** 6:00 - 9:00PM  
**Location:** KIPP Gaston; Uberconference - 252-751- 1984

#### Board Members in Attendance

- Curtis Wynn
- Mary Brown
- Victoria Bennett (phone)
- Gail Worthington (phone)
- Vershenia Moody (phone)

#### KIPP ENC Staff in Attendance

- Tammi Sutton
- Dawn Arthur
- Lindsay Kelly

#### Visitors in Attendance

- Neilson Brown

#### CALL TO ORDER

Curtis Wynn – Board Chair

#### PUBLIC COMMENTS

Curtis Wynn – Board Chair

#### BOARD ADMINISTRATION

Curtis Wynn – Board Chair

- 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.

#### Meeting called to order at 6:09.

- Meeting Agenda

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve October 2, 2017 Board of Directors meeting agenda.	Bennett	Worthington	All – yes

- Previous Board Meeting Minutes

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Approve August 16, 2017 Board of Director Minutes.	Bennett	Brown	All - yes

### SCHOOLS & REGION

Tammi Sutton – Executive Director

- Tammi Sutton shared regional performance metrics and results through a review of the 2016-2017 KIPP ENC School Results, KIPP’s Preliminary 2016-17 MAP Results, and the October KIPP ENC School Report.

### GOVERNANCE

Vershenia Moody – Governance Committee Chair

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Resolve to approve the new hire list as given.	Brown	Bennett	All – yes

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

### DEVELOPMENT

Lindsay Kelly – Director of Communications and Marketing

- Lindsay Kelly shared the Development Report, reviewing progress to date on fundraising goals and upcoming activities.

### OPERATIONS

Dawn Arthur – COO

#### Finance and Facilities

- Dawn Arthur shared the Finance & Facility Report, reviewing key takeaways and progress. A deeper dive on finance will take place at the next Finance Committee meeting.
- For **resolution**:

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Resolve to remove Susan Goertemiller as administrator from the CCB reserve account and add Dawn Arthur and Marya Murray-Diaz.	Bennett	Moody	All – yes
Resolve to approve draft Fiscal Policies and Procedures Manual.	Worthington	Brown	All – yes
Resolve to approve the high school expansion design contract with DTW Architects.	Worthington	Brown	All – yes

- Board members were asked to **review** the following before the next Finance Committee meeting:
  - Finance & Facility Procedures and Grants Manuals
  - Audit results, if available
  - EOY financial statements
  - 2017-18 ADM targets against actuals, cash, projections
  - Facility Plans and Proposals
    - Durham Primary
    - Durham High
    - Gaston Expansion

### SUMMARY OF DECISIONS & ACTIONS

- Lindsay Kelly summarized the Board meeting and discussion.
- Vershenia Moody provided an update on the status of the Executive Director Performance Evaluation. The Governance Committee plans to gather final documents and make a recommendation at the November meeting.
- Curtis Wynn proposed a resolution to extend the Executive Director’s current contract until the next Board meeting on November.

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Resolve to extend Executive Director’s contract until November 15 <sup>th</sup> Board Meeting.	Moody	Worthington	All – yes

- Board members were reminded of upcoming Board meeting dates. The proposed deeper dive, in-person Board meeting dates, are bolded below.

## Board 2017-2018 Board Calendar

November 2017	15 <sup>th</sup>	6:00-8:00	Durham
<b>January 2018</b>	<b>17<sup>th</sup></b>	<b>6:00-8:00</b>	<b>Gaston</b>
February 2018	21 <sup>st</sup>	6:00-8:00	Halifax
<b>April 2018</b>	<b>18<sup>th</sup></b>	<b>6:00-8:00</b>	<b>Durham</b>
May 2018	16 <sup>th</sup>	6:00-8:00	Durham
<b>June 2018</b>	<b>20<sup>th</sup></b>	<b>6:00-8:00</b>	<b>Halifax</b>

- Next Board Meeting is 6pm – 8pm November 15, 2017 at KIPP Durham.

PROPOSED MOTION	MOVED	SECONDED	VOTING STATUS
Adjourn Meeting	Brown	Moody	All - yes

**Time of Adjournment: 7:48pm**