

# MEETING MINUTES | March 27, 2019

6:00 - 8:00 p.m.

Location: KIPP ENC Halifax

Conference Call: 252.751.1984

## BOARD MEMBERS IN ATTENDANCE

Mary Brown  
Douglas Kahn  
Tonza Ruffin  
Gail Worthington  
Minnie Forte-Brown (phone)

## KIPP ENC STAFF IN ATTENDANCE

Trena Drayton  
Brandon Rosas  
Tammi Sutton  
Trey Tillman  
Lindsay Kelly  
Lauren Vance  
Marya Murray-Diaz (phone)  
Shamera Williams (phone)  
Kate Panuska (phone)

## GUESTS IN ATTENDANCE

Nielson Brown  
Reid Phillips  
John Alford  
Carolyn Hack

## WELCOME

Call to Order at 6:18pm

## BOARD ADMINISTRATION

Agenda

- Add vote on new board Chair
- Approved

Minutes

- Approved

Public Comments

- None

## REPORTS

### President

- Ms. Drayton provided update on research and analysis of transportation department's bus fleet. Stakeholders will receive quotes from three organizations detailing leasing, finance and retail options. This investment is needed to maintain bus fleet compliance. Three companies are:
  - » Carolina Thomas
  - » Gregory Poole Bus Sales
  - » National Bus Sales

### Chief Academic Office

- Attendance is trending up. Tracking student attrition data has shown that we are trending better than those numbers at this time last year.
- We have three NC check in tests this year, third of which will be administered soon. Ms. Vance will provide update at the next board meeting. Reading scores are aligned at our schools and there is strong growth in LEA in first and second grade.
- Ms. Vance provided an overview of our current school calendar and the proposed calendar for next year.

## Finance

- Debt-coverage ratios up to date as of the week prior to board meeting. State funding has not been received yet so cash on hand will likely increase.
- Major milestones for a revised budget process have been identified over the next two months. These milestones were established by working with the last board meeting of the year, May 29, in mind.
  - » Goal is to roll out to all appropriate staff by June 7 so they have time to review before summer.
  - » Board requested the addition of a step that discusses roles and responsibilities and fluid contact with board members to get a better idea of assumptions and to streamline communication between ops and academics.
- Budget Modeling
  - » Initial budget will be a revenue-driven assumption model, that will be net zero/surplus based on enrollment.
  - » School budgets will not carry other schools and this will improve accountability.

## Governance

- Reviewed governance committee progress tracker.

## Development

- Ms. Kelly provided a deep dive around fundraising and the role of the board in regards to development. Objectives included:
  - » Deep understanding of development by the board, financial support by board members and utilization of members' personal network and connections.
- Provided overview of fundraising over the last three fiscal years and explained what and why things may look different.
  - » Example: Granular historical information for FY16-17 was stored by members who are no longer with us.
- Detailed the feasibility study that was conducted by external consultant, Jim Gray. He concluded that we are not ready for fundraising and should spend a year building up to a campaign after taking a number of steps that include:
  - » Add four to five board members.
  - » Build development teams based in Durham.
  - » Maximize Durham partnerships.
  - » Incorporate new fundraising database system.
- Ms. Kelly built on the feasibility study's outcome to highlight challenges she believes we face today, which included staffing and bandwidth, lack of internal management systems, board engagement and fundraising in stabilization mode. Key issues for KIPP ENC include:
  - » The decentralized nature of our region.
  - » Development and fundraising process that is too disjointed.
  - » No grant management system.
  - » Lack of tact around stewarding and donor prospecting.
- Provided key insight into key opportunities to improve our development and fundraising capabilities.

## Enter Closed Session

7:48

## APPROVALS

<b>Motion</b>	Moved	Seconded	Approved
Approve the Agenda	Doug	Mary	All
Approve the fiscal year calendar 2019/2020	Doug	Tonza	All
Extend documentation with auditor	Gail	Mary	All

## ADJOURNMENT

Time 8:42