KIPP ENC Board of Directors Meeting

MEETING MINUTES October 16, 2019 12:00 p.m.
Location: KIPP Durham Middle School, Room 002 and Conference Call: 252.751.1984

BOARD MEMBERS IN ATTENDANCE:
- Mary Brown
- Tonza Ruffin
- Reid Phillips
- Douglas Kahn
- Minnie Forte-Brown
- Arthur Rogers*

*Voted onto Board during this meeting

KIPP ENC STAFF IN ATTENDANCE:
- Lauren Vance
- Brandon Rosas
- Gray Visco
- Tierra Alston-Johnson
- Chikilah Hill
- Marya Murray-Diaz
- Veronica Smith
- Ben Pierce

WELCOME & AGENDA Call to Order at 12:04 pm

BOARD ADMINISTRATION
- Public Comment
  - There was no public comment.
- Consent Agenda
  - Correction from Lauren: Doug isn’t calling in so Reid will lead the financial update.
- Motion to approve the minutes
  - Moved: Mary Brown
  - Seconded: Minnie Forte-Brown
  - All approved
- New Member Vote (Arthur Rogers)
  - Motion to approve new board member
    - Moved: Minnie Forte-Brown
    - Seconded: Mary Brown
  - All approved
REPORTS

Financial Update - Brandon Rosas

● Budget: Still waiting on the full budget allotment from the state since the state budget hasn’t been approved in the legislature
● Expenses: Personnel costs are down because we have not hired the amount of people we planned to hire
  ○ We’ve spent 50% of our student services budget but that’s normal for this time of year
  ○ Food services is a little low right now, the first few months is pretty much free as families turn in the free/reduced lunch forms
  ○ $900k in deficit but we’ve recouped that through the state allotment and enrollment
  ○ Question from Minnie about transportation costs being so low in this quarter
    ▪ Brandon: We don’t run buses in July
  ○ KIPP Foundation Loan delayed until November
● Updated 5 year model
  ○ FY20
    ▪ State revenue reduced from 4.5% to 2% in the model
    ▪ We haven’t heard any word from the state so we’ve been more conservative instead of hopeful in the projections
    ▪ Drivers will start to receive health benefits in November so we’re $275k over in expenses but the increased ADM has helped us recoup those losses.
    ▪ We now have an operating reserve and we’ve released about half of that ($120k) to help offset those expenses.
    ▪ We’ve adjusted what has been asked for from the KIPP Foundation $1MM in case the state budget isn’t passed in the next 3 and a half months
    ▪ Target time in mid-November for the target KIPP Foundation loan timeline
● The Audit is set to be complete by EOD today (10/16/2019)
  ○ Will be ready for the finance committee’s review by next week
  ○ We have a contingency plan that will extend the deadline to as late as November 30.

Schools & Academics Update - Lauren Vance

● Enrollment - we exceeded budgeted enrollment by 60 students
  ○ Much gratitude to the DSOs
● The focus now shifts to attendance and reducing the number of students who leave during the school year
Halifax & Durham have the highest attrition rates in the region.

When a family wants to withdraw, we will create a proactive dialogue with the family.

- Mobility and dissatisfaction are the biggest challenges.

We’re continuing to enroll students, and eager to talk to DSOs to talk about advertising enrollment during the school year.

- Minnie: Do we have criteria for re-enrolling students who leave?

  - Lauren: We’re developing a strategy to assess where students are academically before we re-enroll.

On Halifax:

- The school is designated as a low performing school.
  - We met growth targets.
  - We missed a C by 1 percentage point.
  - All of this is based on middle school grades because we don’t have primary grades with standardized tests, yet.

- There has been leadership changes.

- There will be notification to families of the designation next week from the state about our status.

- We need to assess the school leadership, which we’ve done, and we’re moving forward with our improvement plan.

- Lauren will be working with the leadership team to draft an improvement plan which she will share with the families, board, and state by November.

  - Student attendance and retention is a big part of our plan and will tie in with academics.
  - Staff retention: families have expressed teacher turnover is a major factor in leaving. We know we can grow teachers so we need to make sure they stay.
  - We want to make sure each teacher has a designated teacher coach.
    - The school has a large achievement gap between boys & girls.
    - There will be increased PD around data.

- We’re still looking for a 6th grade science teacher.

- We have an exciting leadership team: Sean McWhite, Trinetia Banks, Shawna Mayo, Chianti Watson, and Alexis Bell.

  - Shawna Mayo has been promoted to part-time Assistant Principal for 7th & 8th grades.
  - We’ve hired Alexis Bell as a successor school leader, but initially will be the AP and 5th & 6th grade leader.
  - Added two additional grade level chairs (Powell & Gant).

- Minnie: Teacher absenteeism and student attendance, do we have a policy in place and are students and teachers aware?

  - Lauren: Yes, but prior to this summer we didn’t have a consistent...
PTO policy for staff and teachers

- A pain point is that we do not have a substitute teacher policy in place
  - We’re looking into a couple of positions at each school of teachers in training

- New Hires:
  - Launched search with OnRamps for shared ED with Charlotte
  - CFOO search is underway
  - A candidate is in a final reference stage for Director of HR

Meeting Adjourned: 12:51 p.m.

- Motion to adjourn the meeting
- Moved: Minnie Forte-Brown
- Seconded: Reid Phillips
- All Approved

Executive Session