

KIPP ENC Board of Directors Meeting

MEETING MINUTES November 20, 2019 12:05 p.m.

Location: KIPP Gaston and Conference Call: 252.751.1984

BOARD MEMBERS IN ATTENDANCE:

- Reid Phillips
- Douglas Kahn
- Arthur Rogers
- Mary Brown

KIPP ENC STAFF IN ATTENDANCE:

- Lauren Vance
- Brandon Rosas
- Marya Murray-Diaz
- Veronica Smith
- Shamera Williams
- Nichole Trosino
- Shawna Mayo
- Michele Stallings
- Gray Visco
- Shawna Mayo

VISITORS IN ATTENDANCE:

- Neilson Brown - Friend of KIPP
- Brittany Bennett - Self-Help
- Cynthia Byrd, KIPP Halifax parent
- Isabella Cassell - OnRamps
- Sara Grayson - OnRamps
- Nakia James - Jenkins - OnRamps
- John Kalafatas - KIPP Foundation
- Julius Tillery
- Will Wong - OnRamps

WELCOME & AGENDA Call to Order at 12:04 pm

BOARD ADMINISTRATION

- **Agenda**
 - Doug Kahn moved to approve agenda
 - Arthur Rogers seconded
 - All approved

- **Public Comment**
 - There was no public comment.
- **Motion to approve the minutes from the last two meetings**
 - Moved: Reid Phillips
 - Seconded: Doug Kahn
 - All approved

REPORTS

Operating Goals, Schools, & Academics Update - Lauren Vance

- We've created a new dashboard of red/yellow/green overview of our operating goals
- Demographics: our enrollment is 2167; there's increasing Latinx population in Durham.
- Free/Reduced meal rate: CEP (all students eat for free) at Durham and Halifax; 76% qualify for free/reduced price lunch at Gaston
 - Question: How did the paper application process go?
 - Brandon: It's highly complicated process but went well overall.
- Attrition is tracking slightly lower than last year.
 - There was a discussion about the new withdrawal form and codes to track reasons why students & families are leaving our schools.
- Lauren highlighted the marked decrease in student chronic absence rate from 25% to 14% at KIPP Durham from 18-19 to 19-20. This is a strong indicator that students want to be at school.
- KIPP ENC administering common interim assessments
- Hiring:
 - New HR Director hired, Domonique DeCou, and is starting in December
 - Open ED, COFO, and Dir of Finance/Controller roles
 - Looking for school counselor and Science teacher at Halifax
 - 20-21 teachers
- Licensure:
 - The percentage of licensed teachers is 58% for the region; Durham 57%, Gaston 63%, and Halifax 47% (Halifax PS 44% and MS 50%)
 - We are looking into pairing up with other schools in the area to pursue education preparation program, possibly internally
- Financial overview
 - Audit approved on Monday, November 11
 - Friends of KIPP at Durham last week

Financial Update - Brandon Rosas

- KIPP Durham Charter School Advisory Board meeting for renewal last week, presented by Leonard and Brandon
 - We will hear back from CSAB in February or March

- We're most likely up for 1, 3, 5, or 7.
- Question: Does CSAB request budget? Recommendation that we should proactively message to CSAB about our budget plans.
- Brandon discussed the audit formats
 - Modified accrual audit is combined (all schools and SST)
 - Income audit view only has 3 parts.
- There is still no state budget. We are supposed to receive allotments on time.
 - We have enough cash reserves until February for our schools
 - SST has invoiced schools but waiting until enough funds for the next invoice
 - State budget: this is unprecedented, it has never passed September to approve the state budget
 - Question: What's the cash reserve cliff? February?
 - Second drop of funds is expected at the end of November; 3rd in February or March. The drops should come on time but at last year's rate based on last year's enrollment (both lower than 19-20 projections)
 - Cash reserves currently: ~Durham 700K, ~Gaston 1mil, ~Halifax 300K
- Expenses - We're about 33% way through the school year.
 - Personnel trending slightly lower than anticipated with some roles not filled
 - We bought 14 new buses
 - Student services is at 78% and includes curriculum spending and instructional technology
 - Title I grant increased so we should receive more funds and adjust budget (revenue should offset these expenditures)
 - General admin includes SST fees of \$787K.
 - We plan to utilize cash reserves to help Durham and Halifax fill the gap before the next allotment.
 - There is an updated 5 year budget model

Deep Dive - KIPP Halifax Improvement Plan - Lauren Vance

- KIPP Halifax is designated as a consistently low performing charter school
 - D letter grade (missed C by 1 percentage point)
- The School Improvement Plan
 - 1) Strengthening school leadership team
 - Ms. Mayo promoted to Assistant Principal
 - 2) Improve academic outcomes
 - 3) Ensure equity in student discipline
 - Decrease the use of out of school suspension (OSS) Resetting students in school and back to class
 - 4) Retain students and families
 - 5) Retain staff
- Questions from the board:
 - How is staff appreciating the change? Ms. Mayo stated that they are working on improving the sense that teachers are being invested in (consistent 1:1s)

- coaching, making staff feel valued). Staff morale is improving.
- How are we reaching out to families? There are two family activities a month: coffee and conversation events, parent university, getting parents into the school.
 - How are the students feeling about what we're doing? Are we getting feedback on the plan from parents, students, and the community so it can be as effective as possible.
 - How was the improvement plan developed? Structure is the same across the schools: data from recent years, goals, and levers.
 - Are we goal-setting with students? Julius Tillery: We should put the performance in context with outcomes.

Motion to approve the KIPP Halifax School Improvement Plan

- Moved: Doug Kahn
- Seconded: Arthur Rogers
- All Approved

Deep Dive - School Safety - Marya Murray-Diaz

- School safety is an organizational priority for the 2019-2020 school year
- Our goal is to score "in compliance" on the KIPP Foundation Student Safety Report Card. Realistically, we are aiming for an 85% for the year.
- KIPP ENC scored a 14% on the scorecard in the Spring of 2019.
- Our score is currently 41%
 - New steps we've taken:
 - We have a safety plan and calendar
 - Incident tracking system
 - Reporting escalation for staff conduct issues outlines
 - Visitor management system in process
 - Emergency preparedness training
 - Strengthening entrances/exits so all front doors remain locked and buzz in
- If we complete all of the initiatives planned through January 31, 2020, we will score 73%, close to our realistic goal of 85%
 - Upcoming steps we're taking
 - More school leader and DSO training
 - New field trip form and staff to student ratios
 - Staff conduct training "wholesome relationship training"
 - Visitor screening in use starting January 6, 2020 in all schools
 - Classrooms have a map, emergency one pager, and contact reference guide
 - Lockdown drill training in all schools
- KIPP Foundation and Joffe Emergency Services visited the KIPP Halifax and KIPP Durham campuses in October

- Joffe gave us recommendations of what to work on, including functional safety doors at Gaston, PA system at Halifax, doors that lock from the inside, a visitor management system, staff badges, lockdown kits, interior and high traffic exterior window coverings, and more training and practice.
- Some costlier recommendations include fencing in $\frac{3}{4}$ of each campus, window coverings on all windows, and video cameras at entrances then hallways.
- Durham area has had serious incidents over the past month
 - We are looking into possible fencing that would tie into the current chain link fence to enclose the interior area of the campus
 - We are looking into a School Resource Officer at Durham
- Mary Brown explained that Tonza Ruffin is interested in leading a School Safety/Risk Management Board Committee

Deep Dive - Q12 Survey - Lauren Vance

- KIPP ENC conducted a Q12 survey in October
- Strong showing for a region in transition with schools in leadership transition
- The average score for the region was 4.0 out of 5.0 on all of the questions.
- Question #4: in the last 7 days, I have received recognition or praise for doing good work - School Leaders have said that is something they can easily work on to bring that score up, so this is actionable data that is helpful for schools and leaders.

Question from board member: How is the ED North Carolina job search and COFO role search going?

- The OnRamps team is undergoing a search; the board will meet the finalists and there is board representation on the search committee: 3 board members from ENC and 3 from Charlotte, along with John Kalafatas. Selection committee's job is to recommend to full boards, so both boards need to approve the hires.

Meeting Adjourned: 2:00pm

- Motion to adjourn the meeting
- Moved: Arthur Rogers
- Seconded: Doug Kahn
- All Approved

Executive Session