

## 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 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 the 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**