



KIPP DELTA PUBLIC SCHOOLS

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KIPP Delta Board of Directors Meeting

Tuesday, November 19, 2019; 1:00 – 4:00 p.m.

KIPP Delta Collegiate High School, 1200 Byrum Road, Blytheville, AR

1-877-668-4493; Password: 804728563

Objectives:

- The KIPP Delta Board will review organizational health and key areas of risk
- The KIPP Delta Board will review and approve the revised 2019-2020 school year budget.
- The KIPP Delta Board will review projected financials and identify key areas of focus.

Board Members in Attendance: Robin Houseworth, George Cotton, Vince Billingsley, Lisa John Adams, Chalk Mitchell, Kristen Wright, Ron Nurnberg (via phone)

Staff and KIPP Foundation Representatives in Attendance: John Alford, Raven Adams, Charity Hallman, Amy Charpentier, Carissa Godwin, Melany Shelton (via phone)

Agenda

- I. Welcome
 - a. Lisa John Adams called the meeting to order at 1:19 p.m.
- II. Consent Agenda: Robin Houseworth motioned for approval of the Consent Agenda as presented; George Cotton seconded the motion. The consent agenda was approved unanimously.
- III. Action Agenda
 - A. KIPP Delta Policy Approval & Adoption
 1. Carissa Godwin presented a proposed Tuition Reimbursement Policy to the board and answered questions related to the policy. George Cotton motioned to approve the policy as presented. Robin Houseworth seconded the motion. The motion passed unanimously.
 2. Lisa John Adams presented proposed revisions to KIPP Delta's Drug Free Policy and answered questions from the board related to the policy. George Cotton motioned to

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approve the policy as presented and Chalk Mitchell seconded. The revision was adopted unanimously.

B. Charity Hallman presented information related to the board's consideration of a resolution

in support of the conversion of a \$1.2MM line of credit into a long-term loan and answered questions regarding the resolution. Lisa John Adams motioned that the board adopt the resolution as stated below.

- The Executive Director or any Authorized Officer may sign all necessary documents needed in order for KDPS to enter into a long-term loan with an acceptable borrower.
- The long-term loan shall not exceed \$1,200,000, must have an amortization period of at least five years but should not to exceed ten years. The interest rate must be set at or below 5.25% for the majority of the term.
- The Executive Director and any Authorized Officer are also permitted to obtain an updated appraisal and title insurance on 1124 W. Moultrie Drive, Blytheville, AR 72315.
- The Executive Director and any Authorized Officer is hereby further authorized to take such other actions or to execute such documents, instruments, affidavits, agreements or certificates as may be deemed necessary or desirable in connection with the guaranty of the loan, all in furtherance of authorizations set forth in this resolution.

Robin Houseworth seconded. The resolution was adopted unanimously.

C. Charity Hallman presented information related to a ground lease with St. Francis Catholic Church of Forrest City and answered questions from the board. The board considered adoption of the following resolution:

- The Executive Director or any Authorized Officer may sign all necessary documents needed in order for KDPS to enter into a ground lease with St. Francis Catholic Church of Forrest City.
- The ground lease should not exceed a monthly cost of \$1000.
- The ground lease should allow for the termination of the contract within thirty days from the date the buildings are removed from the property.

Vince Billingsley excused himself from the meeting due to a conflict of interest. Lisa John Adams made the motion to adopt the resolution as presented. Chalk Mitchell seconded. The resolution was adopted unanimously.

D. Charity Hallman presented the ESS Act Assurances to the board for consideration of approval. Kristen Wright made the motion that the KIPP Delta board members will uphold the components of the ESS Act Assurances. Vince Billingsley seconded the motion and it was carried unanimously.

E. Lisa John Adams presented information related to key person life insurance for the interim Executive Director and answered questions from the board. She presented the following resolution for consideration by the board:

- Whereas the Board of Directors discussed life insurance policy options for Carissa Godwin, Interim Executive Director and gives the organization permission to purchase a policy not to exceed 1million dollars and an annual cost of \$3,000.

George Cotton made a motion to adopt this resolution and Vince Billingsley seconded the motion. The resolution was adopted unanimously.

F. Charity Hallman shared conflict of interest disclosures for two staff members and answered questions. The board discussed the recommendation to adopt a resolution to permit the Executive Director to pay for services performed by the following staff members in the 2019-2020 school year.

- Carla Johnson for t-shirt printing for a total of \$510.00 (former KDPS employee)
- Rodney Bennett for maintenance services for a total of \$625.00 (husband to staff member)

Kristen Wright made the motion to adopt this resolution. George Cotton seconded the motion and it was carried unanimously.

G. Lisa John Adams presented a recommendation to the Board of Directors to adopt the following resolution:

- To appoint Carissa Godwin as Interim Executive Director and Superintendent of KIPP Delta Public Schools through December 2020 or until a new executive director is selected by the Board of Directors.

Kristen Wright made the motion to adopt this resolution and George Cotton seconded the motion. All were in favor.

IV. Organizational Health Report

- a. Carissa Godwin presented the Organizational Health Report and answered questions from the board related to the report.

V. Revised 2019-2020 Budget Presentation

- a. Charity Hallman presented the revised 2019-2020 Budget and answered questions. Vince Billingsley motioned that the board approve the revised 2019-2020 Budget as presented. George Cotton seconded. Motion carried unanimously.

VI. Projected Financial Overview (FY21-FY 23) & Areas of Focus

- a. Charity Hallman presented a three year financial overview, shared information, and answered questions about KIPP Delta's projected enrollment and projected days of cash on hand for each year. Ms. Hallman also shared information on the financial areas of focus for the coming years and answered questions from the board.

This meeting was adjourned at 4:20pm

Respectfully submitted by Melany Shelton, December 2, 2019.