



KIPP DELTA PUBLIC SCHOOLS

KIPP Delta Board of Directors Meeting January 18, 2022; 3:00 p.m.

Board Members in Attendance: Lisa John-Adams, Robin Houseworth, Vince Billingsley, Kristen Wright, George Cotton, Chalk Mitchell

Staff and KIPP Foundation Representatives in Attendance: Megan Stitzinger, Linda Murdock, Raven Robinson, John Alford, Carissa Holsted

Objectives:

- The KIPP Delta Board will review the 2021 Board Member Training Report and vote on an extension for resolution for board members not achieving the required hours by the end of December 2021.
- The KIPP Delta Board will review and consider presented revised financial policies, retention bonus plan, and FY23 School Calendar.
- The KIPP Delta Board will receive a Q2 Organizational Health Report
- The KIPP Delta Board will consider for approval the final FY22 budget

Agenda

- I. Welcome
 - A. Lisa called the meeting to order at 3:03 p.m.

- II. Consent Agenda
 - A. The Consent Agenda had one item (minutes from the November 16th, 2021 board meeting)
 - B. Chalk Mitchell motioned to approve the consent agenda as presented. Robin Houseworth seconded. The motion was approved unanimously.

- III. Action Agenda
 - A. Megan Stitzinger presented the 2021 Board Member Training Hours Report and shared that three board members did not complete the required 6 hours of board training during the 2021 calendar year, as required by law. After discussion, Vince Billingsley motioned that Kristen Wright, George Cotton, and Tequilla Brownie be granted an additional 30 days from the date of this meeting to complete the required hours. Chalk Mitchell seconded. All were in favor.
 - B. Raven Robinson presented Revised Financial Policies, which include revisions to purchasing thresholds and methods and credit card limits and spending. After discussion, Vince Billingsley motioned to approve the revised financial policies as presented. Robin Houseworth seconded. All were in favor.
 - C. Megan Stitzinger presented the proposed staff retention bonus plan. After discussion, Chalk Mitchell motioned to approve the staff retention bonus plan as presented. Vince Billingsley seconded. The motion passed unanimously.

- D. Megan Stitzinger presented the proposed FY23 School Calendar and answered questions from the board regarding the changes to the calendar, as well as the ADE's school year options. After discussion, Chalk Mitchell motioned to approve the FY23 school calendar as presented. Robin Housewright seconded. All were in favor.
- IV. Organizational Health Report (
- A. Megan Stitzinger presented information on the FY22 Student Recruitment goals and targets and answered questions from the board. No vote was needed on this item.
- V. FY22 Revised Budget Presentation & Approval
- A. Raven Robinson presented information on the year-end FY21 budget and answered questions.
 - B. Ms. Robinson also presented a revised FY22 budget. After discussion, Vince Billingsley motioned to accept the FY22 revised budget as presented. Chalk Mitchell seconded. The motion was approved unanimously.
- VI. Executive Session
- A. At 4:22 p.m., the Board moved to executive session to discuss board governance and personnel items. Lisa John-Adams invited Megan Stitzinger and Carissa Holsted to executive session.

The board meeting was adjourned at 4:54 p.m.

Minutes respectfully submitted by Carissa Holsted, January 19, 2022.



KIPP DELTA PUBLIC SCHOOLS

KIPP Delta Board of Directors Meeting November 16, 2022; 3:00 p.m.

Board Members in Attendance: Lisa John-Adams, Robin Houseworth, Chalk Mitchell, and Vince Billingsley
Staff Representative : Megan Stitzinger

Objectives:

- The KIPP Delta Board will review and discuss proposed Board and Organizational Goals and Priorities.
- The KIPP Delta Board will review the Board Chair succession plan.
- The KIPP Delta Board will discuss potential Board Membership Nominations.
- The KIPP Delta Board Members will complete remaining yearly paperwork.

Agenda

- I. Welcome
 - A. Lisa John-Adams called the meeting to order at 3:01 PM.
- II. Consent Agenda
 - A. Chalk Mitchell motioned to approve the minutes. Vince Billingsley seconded. The motion was approved unanimously.
- III. Action Agenda
 - A. Robin Housework motioned to approve the Board Chair Succession Plan. Chalk Mitchell seconded. The motion passed unanimously.
 - B. Vince Billingsley motioned to approved organizational goals. Robin Houseworth seconded the motion. The motion approved unanimously.
 - C. Vince Billingsley motioned to approve the board goals. Chalk Mitchell seconded the motion. The motion approved unanimously.
 - D. Board Membership Conversation

The meeting was adjourned at 3:47 PM.



KIPP: DELTA PUBLIC SCHOOLS

Board Member Training Report					
First	Last	Officer	Committee	2021 Training Hours	
Chalk	Mitchell	Vice Chair	G&N Committee	6	
Robin	Houseworth		Development Committee	6	
Lisa	John-Adams	Chair	Development Committee Chair	6	
Kristen	Wright		G&N Committee Chair		
Vince	Billingsley	Disbursing Officer	Finance Committee Chair	6	
George	Cotton		Development Committee		
Tequilla	Brownie		Academics Committee		

* Updated January 10, 2022

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KIPP Delta Policy Review Cover Page

Date: January 18, 2022

Title of Policies:

1. KIPP Delta Public Schools (KDPS) Financial Policy Manual – Revision. Proposed changes are highlighted in yellow.

Purpose of the Policies: The purpose of the policy is to describe and document KIPP Delta Public Schools' financial practices and guidelines. Implementing the financial policy ensures that KDPS complies with the standards and regulations governing internal controls, risk management, cash management, uses of funds, and other key financial components.

Policy Origination: KIPP Delta Public Schools' financial policy was last updated in November 2020. The policy must be reviewed and revised as financial regulations change.

Review Process: This policy will be reviewed by the Managing Director of Regional Operations and Executive Director. KIPP Delta staff do not believe the revisions contained in these policies necessitate an additional legal review of existing policy.

Revision Overview & Rationale: Annually, the Managing Director of Finance must review the financial policy and make any necessary revisions. Below outlines, the revisions needed, and the rationale.

- Purchasing Methods and Thresholds section – slight revision to adhere to the updated purchasing threshold for small purchases from \$21,283 to \$21,604 (Commissioner's Memo FIN-21-050); revision to the contract signatures matrix to ensure all contracts are reviewed by finance before acceptance
- Credit Cards section – a complete rewrite of the credit card limit matrix to adjust credit card holders and requirements for prepaid card usage.
- Payroll – slight revisions to reflect the current payroll process and updated 1099-MISC to the new 1099-NEC.

Congruence with other KIPP Delta Policies: This policy does not interfere with any existing policy.

Additional Information: Renamed chief roles listed in the policy to “senior leadership team” to avoid rewrites based on staff turnover and/or structural changes.

Management's Recommendation: Full adoption.

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Competitive Purchasing Methods and Thresholds

Described below are KIPP Delta's Competitive Procurement Policies.

1. **Micro Purchases** are defined as the sum of goods and services desired from a single vendor, which are estimated to cost between \$0 and \$9,999 over any point in time. Micro purchases do not require written quotes or bids to be obtained.
2. **Small Purchases** are defined as the sum of goods and services desired from a single vendor, which are estimated to cost between \$10,000 and \$21,604. Small purchases require at least two written quotes to be submitted with a purchase order request. If two quotes cannot be obtained, then the employee must explain in writing, using the sole source justification form, why this was not possible. To the extent practical, small purchases should be equitably distributed among qualified suppliers.
3. **Competitive Purchases** are defined as the sum of goods or services desired from a single vendor, which are expected to cost between \$21,605 and \$79,999 over any period of time. Unless a sole source justification applies, cooperative purchasing agreements or a competitive bid/proposal method must be utilized to purchase goods or services estimated to fall within this price range.

Contract Signatures Matrix

1. Any annual contract, of any value, must be reviewed by the Finance team prior to signing.
2. Any annual contract with a total value less than \$5,000 must be signed by the department director. Any annual contract with a total value between \$5,000 and \$21,604 must be signed by any member of the senior leadership team.
3. Contractual agreements with a total value between \$21,605 and \$174,999 must be signed by two members of the senior leadership team.
4. Contractual agreements with a total value that exceeds \$174,999 must be signed by the Executive Director, two members of the senior leadership team, and approved by the Finance Committee.
5. All contracts with a real or apparent conflict of interest must be approved by the Board of Directors.

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Credit Card Limit Matrix

Annually the Managing Director of Finance, involving the senior leadership team, will review credit card limits and adjust as deemed necessary.

- Members of the senior leadership team credit card limits should not exceed \$2,000.
- Prepaid cards can be used upon request and approval from the appropriate parties. The following are allowed uses of the prepaid cards:
 - Staff professional development travel (lodging, airfare, transportation, per diem meals)
 - Student trips (monthly and end of year field lessons)
 - KIPP Forward student and alumni trips and expenses
 - Approved maintenance supplies
 - All other charges must be approved prior to use
- A prepaid card will be held at the front desk of each school for use as needed. The operations team will handle the prepaid card like petty cash.
- All other prepaid cards will be held at the central office and handled like petty cash.
- Any other credit card requests, outside of what's listed above, must be approved by the Managing Director of Finance.

Payroll (slight revision)

1. All payroll liabilities are to be paid in a timely fashion. If a payment is late or a penalty is incurred the Executive Director. All penalties are to be paid from the account required in the state accounting handbook.
2. If KIPP Delta uses a third-party vendor to process payroll then the vendor's contract must contain language that addresses the reimbursement of fees and penalties.
3. Payment for services is made only upon the completion of the new hire paperwork. Failure to complete the required documents in a timely manner will result in delays in payroll processing for a newly hired employee.
4. Payroll deductions are made only upon receipt of written authorization forms from the employee. Appropriate forms are kept on file in the Human Resource Office.
5. Employees are paid on a semi-monthly basis.
6. The payroll calendar must be approved by the Managing Director of Finance.
7. Form W-2, Wage and Tax Statement (Form W-2), is required to be filed on a calendar-year basis for all employees. Form W-2 summarizes all wages and taxes withheld from the employee's pay during the calendar year. Forms must be provided to employees by January 31 of the following calendar year.
8. Taxable fringe benefits (which may be provided in kind or by cash payments from the school district) must be included in the Form W-2.

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9. An employee may not be an independent contractor. With respect to an individual providing services to a school district as an independent contractor, Form 1099-NEC, Non-Employee Compensation, must be filed. For such purposes, the amounts paid to the independent contractor are considered to be non-employee compensation.



KIPP DELTA PUBLIC SCHOOLS

RESOLUTION OF KIPP DELTA PUBLIC SCHOOLS BOARD OF DIRECTORS

Whereas the KIPP Delta Board of Directors met in an open and regularly scheduled board meeting on January 18, 2022.

Whereas ____ members of 7 were present by phone, video conferencing, or in-person and a quorum was declared by the chair.

Whereas KIPP Delta Public Schools has experienced difficulty consistently staffing schools and administrative offices due to the impacts of COVID-19 on the education sector. The ability to staff instructional and non-instructional positions is necessary for the safe and effective continued operations of schools.

Wherefore, KIPP Delta Public Schools shall make a one-time payment of \$1,500.00, subject to all applicable taxes and deductions, to each full-time and part-time employee that was employed by KIPP Delta Public Schools between July 1, 2021 and November 30, 2021. Payments will be processed and provided to eligible staff on January 28, 2022.

Full-time and part-time staff employed by KIPP Delta with a start date between December 1, 2021 and January 20, 2022 will receive a one-time payment of \$750.00, subject to all applicable taxes and deductions. Payments will be processed and provided to eligible staff on January 28, 2022.

Funds: ARP ESSER Funds, Program Code 160 - Additional Pay

Be it resolved by the Board of Directors of KIPP Delta Public Schools held a vote on the aforementioned resolution and ____ of ____ members approved.

Lisa John-Adams, Board President

Date

Board Member

Date



2022-2023 Calendar - DRAFT

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 4	Summer Break, 7/4 - 7/5
August 1	PD, 8/1 - 8/12
August 22	First Day of School for Students
September 5	Labor Day
September 21	Early Release Day for Students
October 6	Regional PD Day
October 7	Fall Break
October 19	Early Release Day for Students
October 26	End of Quarter 1
November 10	Q1 Report Card Day
November 16	Early Release Day for Students
November 21	Thanksgiving Break
December 7	Early Release Day for Students
December 19	Winter Break 12/19 - 1/2
January 3	Regional PD Day
January 16	Dr. Martin Luther King Jr. Day
January 23	End of Quarter 2
January 25	Early Release Day for Students
February 9	Q2 Report Card Night
February 15	Early Release Day for Students
February 20	Presidents' Day Holiday
March 8	Early Release Day for Students
March 20	Spring Break
April 4	End of Quarter 3
April 7	Spring Holiday
April 20	Q3 Report Card Night
April 26	Early Release Day for Students
May 10	Early Release Day for Students
May 15	End of Year Trips Begin
May 18	Tentative DCH Graduation
May 19	Tentative KBC Graduation
May 29	Memorial Day
May 31	Early Release Day for Students
June 16	Last Day for Teachers
June 19	Juneteenth Holiday
June 20	First day of summer school
	Data Day (No School)
	End of Quarter
	Holidays (No School for Staff and Students)
	Regional PD (No School for Students)
	Early Release

January 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

KIPP Delta Public Schools
FY23 Enrollment Goals

School	FY23 Projected Incoming Enrollment			FY23 Enrollment & Application Goals			Historical Reference
	Next Year's Grade	Current Enrollment Matriculating to the next grade	Exp. Size w/Attrition*	Enrollment Target**	est. # of new students needed	Target Application Number, assuming 45% conversion rate	# of applications received last year
BCPS	K	0	0	44	44	77	59
BCPS	1	40	34	44	10	17	30
BCPS	2	44	37	44	7	12	23
BCPS	3	41	34	45	11	19	12
BCPS	4	31	26	45	19	33	17
BCPS	5	29	24	45	21	36	14
BCPS	6	30	24	45	21	37	14
BCPS Application Goal		215	180	312	132	231	169
KBC	7	29	21	35	14	24	13
KBC	8	25	19	30	11	20	13
KBC	9	22	14	22	8	13	8
KBC	10	25	19	23	4	7	4
KBC	11	19	16	20	4	7	9
KBC	12	21	19	20	1	2	5
KBC Application Goal		141	108	150	42	74	52
Blytheville		356	288	462	174	305	221
ELA	K	27	22	66	44	76	67
ELA	1	65	57	66	9	17	31
ELA	2	67	53	66	13	23	20
ELA	3	68	61	75	14	25	18
ELA	4	70	56	75	19	33	12
ELA	5	66	53	75	22	39	15
ELA Application Goal		363	301	423	122	213	163
DCPS	6	57	54	75	21	36	18
DCPS	7	70	56	85	29	51	12
DCPS	8	79	66	85	19	33	9
DCPS Application Goal		206	177	245	68	120	39
DCH	9	65	60	65	5	9	11
DCH	10	68	57	62	5	9	3
DCH	11	52	42	44	2	4	5
DCH	12	43	42	42	0	0	2
DCH Application Goal		228	200	213	12	22	21
Helena		797	678	881	203	355	223
RDPS w/o PK		1153	966	1343	377	650	444

PreK							
ELA	PK3	0	0	26	26	46	40
ELA	PK4	26	22	27	5	9	57
PK		26	21.84	53	37	92	97
RDPS w/PK			987	1396	408	715	541

* Expected Attrition by grade, Jan - August

** KBC, DCHS, ELA, and DCPS targets are not max enrollment.

KIPP Delta Operating Budget

Revised FY22 (v. 01.18.22)

ADM (K-12 Only): Funding based on prior year	1214	1158	1158	
	Final FY20	Final FY21	Revised FY22	FY22 % Change
Operating Revenue:	\$21,497,363	\$20,028,311	46,233,163	57%
Operating Expenditures				
Total Salaries & Benefits	\$11,462,902	\$12,454,026	11,835,930	-5%
Staff Development & Associated Travel	464,792	277,212	432,595	36%
Acknowledgement & Retention Activities	20,220	31,547	22,120	-43%
Interns, Stipends & TFA Fees	56,006	149,279	369,348	60%
Staff Recruitment	84,082	30,767	19,131	-61%
Total Staffing Expenses	625,100	488,804	843,194	42%
Textbooks & Core Curricula	251,100	317,769	155,045	-105%
Library Books & Supplemental Instructional Mat.	174,099	428,076	290,157	-48%
Testing & Exam Supplies	33,794	8,595	8,067	-7%
Classroom Materials & Supplies	73,539	64,781	57,822	-12%
Parental Involvement Act. (required)	8,737	17,243	24,181	29%
Special Education	132,297	82,868	100,000	17%
Pupil Services		32,013	32,432	1%
Experienced Based Field Lessons (w/ transpo.)	55,666	632	195,000	100%
Student Activities (i.e. clubs, prom, yearbook)	34,266	45,337	54,581	17%
Student Uniforms	95,135	53,450	51,755	-3%
Student Recruitment	2,361	3,867	5,925	35%
Athletics & Athletics Transportation	38,453	-	110,000	100%
Homeless Children (required)	1,053	4,294	3,902	-10%
Nursing & Wellness Services	15,441	221,069	196,469	-13%
Total Student Services	\$915,940	\$1,279,994	1,285,334	0%
KIPP through College - Program	345,059	181,853	231,496	21%
External Affairs - Program	50,272	104,597	16,000	-554%
Custodial Services - Program	99,578	110,705	164,117	33%
Student Transportation - Program	398,675	248,534	439,578	43%
Child Nutrition - Program	755,973	373,234	1,625,845	77%
Total Departments	\$1,649,556	\$1,018,924	2,477,037	59%

	Final FY20	Final FY21	Revised FY22	FY22 % Change
Office Expenses	274,796	175,547	78,185	-125%
Other Travel Expenses	63,519	45,647	48,612	6%
Other Operating Expenses (license fees, etc.)	399,075	163,981	163,396	0%
Professional Services (audit, legal, consulting, etc.)	173,679	164,226	399,749	59%
IT & Communications Support	440,835	378,108	864,395	56%
Utilities	315,791	454,040	470,203	3%
Insurance	134,701	184,275	251,546	27%
Grounds	18,883	46,732	46,961	0%
Maintenance	196,427	209,072	245,965	15%
Total Operating & Professional Services	\$2,017,705	\$1,821,629	2,569,013	29%
Lease Payments	5,400	10,800	10,800	0%
Debt Service	1,300,364	901,036	888,171	-1%
Reserve	-	-	369,000	100%
Rainy Day/Growth	-	-	-	0%
Fixed Assets	49,051	50,025	9,606	-421%
All Other Assets Under \$1K	224,935	513,688	68,055	-655%
Total Debt Service & Assets	\$1,579,750	\$1,475,549	1,345,632	-10%
Total Expenditures	18,250,954	18,538,926	20,356,140	9%
*Net Income	3,246,409	1,489,385	25,877,022	94%

**Net income does not represent cash on hand and includes fully allocated federal funds that are paid on a reimbursable basis.*

