

KIPP Jacksonville
Board Meeting Minutes
January 16, 2018

A KIPP Board meeting was held at KIPP Jacksonville on January 16, 2018.
1440 McDuff Avenue North Jacksonville, FL 32254
12:00 PM – 2:03 PM

Directors in Attendance

Gary Chartrand
Dan Edelman
Cheryl Fountain
Joe Barrow
Wayne Clark
Gary Norcross
Tim Groover
Will Ketchum
Charlie Zimmer via phone

Staff Members Present

Jennifer Brown
Zach Rossley
Stephanie Salustro
Lize Pierre

12:00 PM Gary Chartrand called the meeting to order.

Motion was made to approve minutes from the previous meeting. Motion was seconded and approved.

Executive Director Update

Jen discussed the KIPP Jacksonville Annual Goals for 2017-2018 and went over the metric line items on the handout in the board package. Cheryl mentioned that the dashboards formerly provided to the board were very helpful and other Board members agreed and asked that dashboards be included for future meetings.

Zach gave a financial recap. He said they have applied to the State for funds and discussed the state budget process. He also spoke more about Schools of Hope.

Stephanie said they are on target to hit their fundraising goal. Dan suggested engaging the entire Board in fundraising. Gary Chartrand asked Stephanie to send the Board a list of donors whose pledges will be fulfilled soon so they can be contacted and re-engaged.

Gary Chartrand discussed potential low-interest loans for Schools of Hope. Dan cautioned that they should look very closely at the conditions of such loans.

Jen informed the Board that Melissa Fullmore will become KIPP's Chief Schools Officer effective in the summer of 2018. Jen also discussed the current school leaders in place. She spoke about the need for teachers to get their certifications and said the principals track and encourage teachers to complete their certifications.

Jen talked about the TNTP Insight Survey, which is given twice a year (fall and spring), and said their results were higher than the KIPP average.

Jen told the Board they have engaged an external consultant, Bonnie Upright, to conduct an analysis of communications, both internal and external. Gary Chartrand asked if the consultant audits communications to the parents and Jen said she does and that upon completion of the audit, she will present a strategy.

Jen discussed the growth strategy as KIPP continues to grow. She introduced the idea of using the main building as a high school and moving all elementary students to one building, with an annex. Several Board members said that sounded like a good plan.

Jen said at the start of the academic year they focused on a Strong Start to be deliberate about establishing the culture. They continued this with a Strong (Re)Start at the beginning of the calendar year.

Jen also discussed the KIDS Hope Alliance Board and asked the Board members to invite a KIDS Hope Alliance Board member to visit KIPP.

Education Committee

Cheryl gave a brief update of the Education Committee.

Finance Committee

Dan gave an update on the Finance Committee. He said they continue to work on repaying debt. He discussed the audits and Form 990 tax return, which were included in the board package.

VOTED: Motion was made to approve the FY17 annual audits and the Form 990 tax return for filing. Motion was seconded and approved.

Stephanie spoke about the luncheon introducing Jen to donors, which was held November 16, 2017. This was a successful event and she would like KIPP to host another function.

She gave an update on the end-of-year appeal and said the current response to date is very close to last year's total. Dan suggested she send the Board members a list of donors.

Joe asked Jen if she was able to spend much time in the community, and she said she'll be able to do that more once Melissa Fullmore arrives.

Zach informed the Board that they have received School Recognition Funds and plan to use it in classrooms for supplies and equipment per staff approval. Board approval is required for use of these funds.

VOTED: Motion was made to approve use of School Recognition Funds for classroom supplies and equipment. Motion was seconded and approved.

1:47 PM Jen, Zach, Stephanie, and Lize left the meeting.

Executive Session

1:54 PM The Board went into Executive Session. Gary Chartrand asked proposed new Board member Will Ketchum to introduce himself. Will spoke about how he became aware of KIPP as well as his background and the specific areas in which he might be helpful.

VOTED: Motion was made to approve appointing Will Ketchum to the Board. Motion was seconded and approved.

Mr. Ripley, the KIPP Voice music instructor, brought a group of KIPPsters into the meeting. They are rehearsing for an upcoming performance and treated the Board with singing and dancing.

2:03 PM Meeting Adjourned

Minutes taken by Linda Powers