



# KIPP DELTA PUBLIC SCHOOLS

## CENTRAL OFFICE

415 Ohio Street  
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[www.kippdelta.org](http://www.kippdelta.org)

## KIPP Delta, Inc.

### Minutes of the Board of Director's Meeting

**Date:** December 15, 2009  
**Time:** 5:01 p.m.  
**Place:** KIPP Delta Public Schools  
210 Cherry Street, Helena, AR 72342  
**Attendance:** Chris Allen, Randy Zook, and Chalk Mitchell were present. Brent Black, Ron Nurnberg, and Mark Nichols attended via conference call. Amanda Johnson, Jemar Tisby, Luke VanDeWalle, Ginny Blankenship, Anika Baltimore, Matthew Colburn, and Patrick Allen were also present. Princess Burnside took notes.

#### I. Introduction

Mr. Chalk Mitchell called the meeting to order at 5:03 pm and noted that there was a quorum.

#### II. Minutes from the October and November Board Meetings

Mr. Mitchell asked that the minutes from the October and November meetings be reviewed. After this, Mr. Zook made a motion that both sets of minutes be approved as presented. This was seconded by Mr. Nichols. Unanimous.

#### III. School Reports

##### A. Elementary Literacy Academy

Mrs. Amanda Johnson reported that there are 101 students at ELA. One student did leave but another student enrolled. There are 51 kindergarteners and 50 first graders.

The first grade schedule has changed significantly since last month. All first grade students are in group for 1 ½ hour in the afternoon for group. They receive forty-five (45) minutes of phonics instruction and forty-five (45)

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minutes of math instruction. There are no more than eight (8) students in the groups. The students who are reading at the lowest level are reading in groups of four (4). There is also intervention available during the writing block as well.

The kindergarten schedule has not changed much. There are two (2) teachers in the classroom during the literacy block. There is also forty-five (45) minutes of math block every day with thirteen (13) students in the class.

There is always ongoing improvement and Mrs. Johnson has been working with Linda Farrell, a literacy expert, to help with the phonics for the students. Mrs. Johnson spent three (3) days with Ms. Farrell to get more clarity on how to increase the effectiveness of the instruction. The goal is to complete phonics before the end of the second grade. Mrs. Johnson is also looking for more math instruction.

MAP testing will begin in January and Mrs. Johnson expects to have some results at the next Board meeting. Students will retake literacy assessments and take math unit assessments before the December 18<sup>th</sup> break. This will give some information on how the students have grown since the beginning of school.

On Friday, December 12<sup>th</sup>, there was a Holiday Arts concert. Each class performed. The last day of the quarter is December 18<sup>th</sup>. There will be an ELA Holiday Program with students performing and reciting poems. Parents have been invited to attend. The third quarter will begin on Tuesday, January 5, 2010. There will be a Professional Development day of January 4, 2010.

After her report, Ms. Allen made a motion to accept the report of the ELA. This was seconded by Mr. Zook. Unanimous.

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## B. KIPP Delta College Preparatory



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Mr. Jemar Tisby reported that there have been a lot of teacher and schedule assignment changes for continuity of the English and Social Studies departments. One teacher is now in charge of Language Arts and Social Studies at both grade levels. This will enable the focus to be on reading and writing instruction.

There is now a full time person in the Arts and music department. They are teaching art this semester and will focus on music next semester. The Christmas decorations and the bulletin boards were made possible through this staff change, as well as the Christmas card that is being sent out.

There is also a full-time Physical Education teacher at the fifth and sixth grade level. The instructor visited Rogers, Arkansas for a district wide "P.E. for Life". The focus was on trying to teach students that fitness is part of their whole life.

There was a dress-up day before Thanksgiving Holidays. This was a nice event and it showcased the benefit of having an in-house cafeteria. The students acknowledged the staff to show appreciation.

Research for Better Teaching was completed several weeks ago. This consisted of six (6) classroom days and a portfolio assignment. This will be implemented more in the future. Two (2) teachers went to the Science Retreat in Denver, Colorado. There was great exposure including keeping Science journals and logs.

Some of the staff went to a Boarding School Fair along with eight (8) students. The students are looking forward to visiting and possibly attending a boarding school. Mr. Tisby has been in touch with representatives from different boarding schools to visit KIPP in the spring to speak to the kids about attending. He has also been having off-site meetings with Team Leaders to discuss different visions of their teachings.

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Some of the changes that still need to be addressed include articulating, initiating, and following through on the changes necessary for the Middle School. This will help define the school as a distinct institution. There is a big push to achieve on the practice Benchmark tests.

There was a class picture day. Final exams are taking place this week. This has resulted in lots of students staying after school to complete their assignments and projects. There will be a practice Benchmark on Thursday and Friday. There were some of the highest sets of scores with the third set of Benchmark scores. The areas were fifth grade literacy with 48% passing. Sixth grade literacy scores went up as well.

After the report, Ms. Allen made a motion that the report be accepted. This was seconded by Mr. Zook. Unanimous.

### C. KIPP Delta Collegiate

Mr. Luke VanDeWalle reported that there are 156 students enrolled. There have been some more college acceptances since the last report to the University of Memphis, Lyon College, and the University of Central Arkansas. Two (2) representatives from the U.S. Naval Academy have visited the school.

Lt. Green, an admissions officer, has secured three (3) spots for KIPP students during their summer program. The underclassmen are also encouraged to apply to summer programs including Vanderbilt, MIT, and U of A, and the Naval Academy.

Mr. VanDeWalle is pushing for more summer programs at different colleges. A representative from the Governor's School program has visited the school. The Lyon College president has also volunteered to come and talk to the students about the importance of going to college.

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Mr. Randy Alexander, Executive Director of Housing at the University of Arkansas-Fayetteville also came and talked about summer programs that are available.

Mr. VanDeWalle reported that some students' grades are too low. He will be focusing on an advisory structure in the upcoming semester. The teachers are implementing strategies to get students to demonstrate the knowledge and skills they have acquired in an effort to raise their grades before the end of the semester.

After the report, Mr. Zook made a motion that the report be accepted. This was seconded by Ms. Allen. Unanimous.

## D. KIPP Blytheville College Preparatory

In Ms. Wright's absence, Mr. Shirey presented a Blytheville report. Things are progressing well. There is a lease in place. KIPP has been approved to operate in Blytheville. Ms. Wright will be moving to Blytheville in January. She does have some prospective teachers under consideration.

There needs to be \$120,000.00 in facilities for operations the school year. Mr. Shirey will be visiting with citizens tomorrow to get rolling on fundraising for this amount. There is six (6) months left to raise the funds and get the building ready.

After the report, Mr. Zook made the motion to accept the report as presented. This was seconded by Ms. Allen. Unanimous.

## IV. Finance Committee Report

### A. Expenditure Summary & Cash Flow Analysis-October and November

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Ms. Anika Baltimore reported that there are two (2) sets of reports to review and approve, October and November.

The key areas that were highlighted include that the school is doing well on expenditures. The cash flow is under budget by about \$56,000.00. She is continuing to track expenditures to make sure the expenses are on budget for Charter School Growth Fund milestone.

There is a gap in revenue of about \$300,000.00 on year-to-date. The big causes of that are fundraising and Title 1. Ms. Baltimore has spoken to Annette Carlson. She is the fundraising contact with Title 1. She informed her that KIPP should start receiving payments.

The Earmark installments of \$50,000.00 should be received by Friday. This will be credited to the account before year end. There was also a start-up grant proposal sent to the Walton Foundation for the Blytheville school in the amount of \$250,000.00.

After Ms. Baltimore's report, Mr. Zook made a motion that the report be approved. This was seconded by Ms. Allen. Unanimous.

## V. Executive Director Update and Actions

### A. Fundraising Updates

Mr. Shirey issued an invitation to the Board members to visit the school and observe. There was also a reminder about the Staff Christmas party on Friday from 5:30 to 8:00 pm. It will be held at the Edwardian Inn. The Board members are invited.

Mr. Shirey directed the Board to the last of the packet and gave an update on technology funding. Mr. Ignacio Gonzalez applied for over \$1 million dollars in technology funding through E-Rate. E-Rate pays 90% of the budget. In total, KIPP applied for \$869,000.00 funding and

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\$728,000.00 has been approved. KIPP is the fifth largest application in the state. Of the \$869,000.00 funded, KIPP will only pay about \$100,000.00 of this.

Also, Mr. Gonzalez worked on an EETT grant that totaled about \$199,975.00. This will allow KIPP to share information through KIPP, the Central Office and Blytheville. This is also part of the stimulus money.

Mrs. Ginny Blankenship also gave the Board an update on the fundraising plans for the upcoming year. Ms. Blankenship presented a donation report for November and December as well as the current fiscal year.

\$203,550.00 has come in since July 1 through December 14<sup>th</sup>. There is also a list of donors and the breakdown by individual donors and corporations. Mrs. Blankenship also gave an update on the Annual Reports and the Christmas cards. The Christmas card was designed by one of the KIPP students.

She is also working on a grant to help cover the costs of start-up funds. This grant can be used for salaries, advertising, recruiting, and advertising. However, it cannot be used for salaries.

There was also an Entergy grant check for \$15,000.00 received on yesterday. This was achieved with the help of Board member Chris Allen.

Teachers are also encouraged to visit [donorschoose.org](http://donorschoose.org) and submit applications for donations for their classrooms.

There is also a need to raise \$36,000.00 a month for fundraising to meet obligations. This amount has been taken care of for December but need to get rolling for January. There has been discussion of having some time of fundraising during BluesFest.

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## B. Facilities Update



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Mr. Matt Colburn reported that things are running smoothly with the beginning of construction and modular buildings. Last week there were interviews with four (4) companies for construction managers. The job went to Nabholz to manage the project.

There has been conversation and a visit by Williams-Scotman representative this week. The modulares are available for purchase through the purchasing cooperative and KIPP is already a member. This will also reduce the paperwork and mention the cooperative and KIPP's membership to meet state and federal compliance. This is for the competitive bidding for the buildings.

Mr. Mixon of Mixon and Associates has been meeting with construction crews as well as the Planning Commission. That is going well and the Commission is supportive and approves of the plans to move forward.

There may be an issue with a 12 inch water line that may have to be moved on the property to accommodate the campus. There is lots of work to be done and Mr. Colburn is working with the Civil Engineer on this project.

Mr. Colburn also showed the plans for the new site. Board members not in attendance will be emailed a version of the plans. The plans are for the new campus to run parallel to Missouri Street. This will allow for the use of a permanent high school facility.

There has been praise for the way the modulares are being set up. They will also have a permanent look to them. It will take about two (2) months to build the campus and two (2) months to install all else. The materials will be coming from Texas or Oklahoma.

For future use, the center court yard area could be enclosed and used for other performances.

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At this time, Ms. Allen made a motion to accept the report from the Executive Director. This was seconded by Mr. Zook. Unanimous.

## C. Tax Forms

Ms. Baltimore also reported on the 990 Tax Return received from the auditors. There is an electronic form available. The numbers on the form are pretty consistent with the Annual Report.

There is a list of annual contributors to different campaigns included. There is information on Board members and key employees included as well. Mr. Shirey needs to sign the form and it can be mailed.

There does not need to be Board approval. However, they do need to be aware of the report.

KIPP is applying for a Medicaid number to bill the state for vision and hearing tests done on the students. The Board of Directors' information is needed to submit the application. This included their date of birth, address, Social Security Number and percent of interest. Ms. Baltimore will contact each Board member for this information.

This would be funds of approximately \$50,000.00 for the school as costs from last year are eligible to be submitted.

The school also had to attend a Legislative Audit. Mr. Shirey and Mr. Black attended. There was a question on why there was a repeat finding from the auditors. The repeat finding was that some things from the 2009-2010 expense should have been listed as accounts payable.

Mr. Shirey reminded the Board that if items are bought in a certain fiscal year they should be paid for before that fiscal year ends. The meeting did not last more than five (5) minutes.

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## VI. Other Topics of Discussion

Mr. Patrick Allen wanted to speak to the Board about starting a PTO organization. Mr. Shirey has been speaking to school leaders and they will have Saturday meetings to discuss issues similar to this request. He anticipates having something in place by the spring. This will be a priority and he will have more information at the next meeting.

## VII. Adjournment

There being no further business, Mr. Zook made a motion to adjourn the meeting. This was seconded by Ms. Allen. The meeting ended at 6:03 p.m.

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Chalk Mitchell,  
Board President

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Scott Shirey,  
Executive Director

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