Board of Trustees' Meeting  
KIPP West Philadelphia Preparatory Charter School

Date: Wednesday, December 6, 2017  
Time: 4:00 PM  
Location: 5070 Parkside Avenue, Philadelphia PA (Regional Office)

CALL TO ORDER: A regular meeting of the KIPP West Philadelphia Preparatory Charter School Board of Trustees in joint session with regular meetings of the KIPP Philadelphia Charter School Board of Trustees, KIPP DuBois Charter School Board of Trustees, KIPP West Philadelphia Charter School Board of Trustees, KIPP North Philadelphia Charter School Board of Trustees, and KIPP Parkside Charter School Board of Trustees, was held at KIPP's regional office at 5070 Parkside Avenue, Philadelphia, Pennsylvania on Wednesday, December 6, 2017. The meeting convened at 4:05 PM, President Steve Casper presiding.

MEMBERS OF THE BOARD IN ATTENDANCE: Steve Casper, Jerry Davidse, Ann Aerts, Nancy Scharff, Wydia Simmons, and Samantha Wilson Jones, Gina Moore, Sam Whitaker, Rick Knowles (via phone)

MEMBERS NOT IN ATTENDANCE: Aldustus Jordan, Alisa Field, David Reuter, Natasha Boston, Gwen Coleman, Toya Algarin

OTHERS IN ATTENDANCE:
CMO Staff: Molly Eigen, Mike MacArthur, Kate Crossett, Vaneeda Days, Chris Johnson, Tasha Cannon, Reina Prowler, Natalie Wiltshire, Eugenie Elie, Leonard Buckner, Francie Middleton, Zoe Rankin, Caitlin Wood Sklar.

CMO Board: Susan Hollenstein, Mike Schaedle

Others: David Sekarak (Audit presenter), Ben Speicher (Founding School Leader KIPP North Charter School); Jessica Cunningham (KIPP Foundation); Hersh Richman (Leadership Council member)

SMILE. Update on two college students from KDCA's Founding Class

CONSENT AGENDA. S. Casper asked the Trustees if there were questions about the consent agenda. Trustees offered no additional questions or comments. S. Casper asked for affirmation of the following resolutions:

A. **KPCS**: RESOLVED that the KPCS Board of Trustees has reviewed and approved the items comprising the consent agenda, which include:
   - May 2, 2017 meeting minutes (Exhibit A1)
   - September 27, 2017 meeting minutes (Exhibit B1)
   - New hires (Exhibit C1)
   - Quarterly Report (Exhibit D1)
   - Federal Financial Policy Manual (E1)

B. **KWPP**: RESOLVED that the KWPP Board of Trustees has reviewed and approved the items comprising the consent agenda, which include:
   - May 2, 2017 meeting minutes (Exhibit A2)
   - September 27, 2017 meeting minutes (Exhibit B2)
   - Quarterly Report (Exhibit D2)
C. **KDCS**: RESOLVED that the KDCS Board of Trustees has reviewed and approved the items comprising the consent agenda, which include:
- May 2, 2017 meeting minutes (Exhibit A3)
- September 27, 2017 meeting minutes (Exhibit B3)
- New hires (Exhibit C2)
- Quarterly Report (Exhibit D3)
- Federal Financial Policy Manual (E3)

D. **KWPCS**: RESOLVED that the KWPCS Board of Trustees has reviewed and approved the items comprising the consent agenda, which include:
- May 2, 2017 meeting minutes (Exhibit A4)
- September 27, 2017 meeting minutes (Exhibit B4)
- New hires (Exhibit C3)
- Quarterly Report (Exhibit D4)
- Federal Financial Policy Manual (E4)

**Motion**: A. Aerts moved to affirm; J. Davidse seconded. The vote in favor was unanimous.

### Audit Presentation

- Audit conducted for all KIPP Philadelphia schools and KIPP Administrative Services Corp.
- Unmodified opinion (highest/best) for all five entities!
- KPPA had a single audit (based on higher federal support based on more students)
- All other entities were just a regular audit
- No difficulties in performing audits
- No disagreements with management
- No new significant accounting policies
- KPCS and KDCS had uncorrected misstatements

M. Mannella asked about deadline to submit and if KIPP was positioned to make that deadline. Answer: Deadline to submit is December 31st, our internal deadline is Dec. 22nd, and we are on track to make the deadline.

S. Casper asked the Trustees if there were questions about the audit presentation. Trustees offered no additional questions or comments. S. Casper asked for affirmation of the following resolutions:

A. **KPCS**: RESOLVED that the Board of Trustees has reviewed and approves the FY 16-17 audited financial statements, attached hereto as Exhibit G1.

B. **KWPP**: RESOLVED that the Board of Trustees has reviewed and approves the FY 16-17 audited financial statements, attached hereto as Exhibit G2.

C. **KDCS**: RESOLVED that the Board of Trustees has reviewed and approves the FY 16-17 audited financial statements, attached hereto as Exhibit G3.

D. **KWPCS**: RESOLVED that the Board of Trustees has reviewed and approves the FY 16-17 audited financial statements, attached hereto as Exhibit G4.

**Motion**: J. Davidse moved to affirm; W. Simmons seconded. The vote in favor was unanimous.

### Academics Update

- M. Eigen reviewed an update on school progress for the region.
- M. Mannella presented an updated plan for KPS growth, explaining that KNPCS K-8 will open in 2018, but all other growth will be paused until further consideration (KIPP Parkside and KIPP North High School)
Committee Reports - Governance Update

Strategic Planning Presentation

- H. Richman presented an updated timeline for informal board approval, including an additional phase to define KPS operating principles. The board approved, and will review updated KPS operating principles at the March retreat.

Committee Reports - Finance & Real Estate

R. Prowler presented on budget revisions. Budgets were approved by the Board in June and revised over the summer. Revenue and expenses remained largely flat from approved budgets.

S. Casper asked the Trustees if there were questions about the budget presentation. Trustees offered no additional questions or comments. S. Casper asked for affirmation of the following resolutions:

A. **KPCS:** RESOLVED that the Board of Trustees has reviewed and approves the revised 2017-18 budget as presented at the December 6, 2017 meeting of the board, attached hereto as Exhibit H1.

B. **KWPP:** RESOLVED that the Board of Trustees has reviewed and approves the revised 2017-18 budget as presented at the December 6, 2017 meeting of the board, attached hereto as Exhibit H2.

C. **KDCS:** RESOLVED that the Board of Trustees has reviewed and approves the revised 2017-18 budget as presented at the December 6, 2017 meeting of the board, attached hereto as Exhibit H3.

D. **KWPCS:** RESOLVED that the Board of Trustees has reviewed and approves the revised 2017-18 budget as presented at the December 6, 2017 meeting of the board, attached hereto as Exhibit H4.

Motion: N. Scharff moved to affirm; J. Davidse seconded. The vote in favor was unanimous.

Presentation on KAPS and MAPS: A request was made for the board to approve paying for students to go to approved private school placements, for students with significant emotional needs.

A. **KPCS:** RESOLVED that the Board of Trustees grants authority to the KIPP Philadelphia Leadership Team to enter into an agreement with Camelot for Kids (KAPS).

**KPCS:** RESOLVED that the Board of Trustees grants authority to the KIPP Philadelphia Leadership Team to enter into an agreement with High Road School (MAPS).

B. **KWPP:** RESOLVED that the Board of Trustees grants authority to the KIPP Philadelphia Leadership Team to enter into an agreement with High Road School (MAPS).

C. **KDCS:** RESOLVED that the Board of Trustees grants authority to the KIPP Philadelphia Leadership Team to enter into an agreement with High Road School (MAPS).

D. **KWPCS:** RESOLVED that the Board of Trustees grants authority to the KIPP Philadelphia Leadership Team to enter into an agreement with Camelot for Kids (KAPS).

Motion: N. Scharff moved to approve the additional expense for KAPS and MAPS special education placements; J. Davidse seconded. The vote in favor was unanimous.

Real Estate Presentation:
N. Wiltshire presented on building options for KIPP West Philadelphia Preparatory Academy and KIPP West Philadelphia Elementary Academy.

A. **KWPP:** RESOLVED that the Board of Trustees grants authority to the Executive Committee of the Board of Trustees to approve a lease with the School District of Philadelphia for KIPP West Philadelphia Preparatory Academy, once terms are negotiated by staff.

B. **KWPCS:** RESOLVED that the Board of Trustees grants authority to the Executive Committee of the Board of Trustees to approve a lease with the School District of Philadelphia for KIPP West Philadelphia Preparatory Charter School, once terms are negotiated by staff.

**Motion:** A. Aerts moved to approve the KIPP West Philadelphia Preparatory Academy Lease; J. Davidse seconded. The vote in favor was unanimous.

**Committee Reports - Development**  M. Mannella presented the board with a fundraising update.

**Announcements**

A. Aerts presented a Leadership Council Update:

J. Davidse presented a Young Friends Update:

**Adjournment**  The next Board of Trustees meeting will be held on March 7, 2017 at 5070 Parkside Avenue, Philadelphia, Pennsylvania 19131.

S. Casper moved to adjourn the meeting. A. Aerts seconded the motion. The December 6, 2017 meeting was adjourned at 6:59 PM.