

**KIPP ACADEMY LYNN CHARTER SCHOOL AND
KIPP ACADEMY BOSTON CHARTER SCHOOL
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
JOINT FINANCE-FACILITIES COMMITTEE**

**April 2, 2019
9:00 a.m.**

The meeting of the Joint Finance-Facilities Committee of the Board of Trustees of **KIPP ACADEMY LYNN CHARTER SCHOOL and KIPP ACADEMY BOSTON CHARTER SCHOOL** (collectively, the “Schools”) convened at 9:00 a.m. on April 2, 2019 at 90 High Rock St. in Lynn, MA.

The following Trustees were present: Matt Fates, Luis Gondelles, and Paul Ketterer.

The following Trustees joined by phone: N/A

The following Trustees were absent: Dawn Foye and Caleb Dolan

Additional participants: Stephanie Oliveras, Stephen Pizzimenti, Majestee Baker, Ken Berktau, Mekka Smith, Cindy Marie, Lindsay Richard.

Fates called the meeting to order at 9:04 a.m. and presided throughout the meeting. Fates ascertained that sufficient Trustees were present at the meeting, and that, accordingly, a quorum existed. Pizzimenti led participants through the meeting agenda: (1) Welcome and introductions; (2) Wheeler Street project – March 2019 Update; (3) FY19 Budgeting/Spending/Forecast Review and Financial Dashboards; (4) FY19 Finance Goals; (5) Intercompany debt, line of credit, and due to/from; (6) FY20 budget review; (7) Closing.

1. Welcome and Introductions

Fates and Pizzimenti welcomed committee members and staff members.

2. Wheeler Street project – March 2019 Update

Richard led the discussion on the following topics: the main stairwell is nearing completion (mid-April), and progress with the roof replacement. The water issues from the roof are originating from the façade and high roof replacement is a priority moving forward; in June they will have a better picture of full projections and will have a real cost for the replacement of the high roof. Currently the project is on time and on budget.

3. FY19 Budgeting/Spending/Forecast Review and Financial Dashboards

The committee reviewed all financial dashboards. Pizzimenti reviewed key elements of the financial dashboard, including focus areas to examine debt covenants, internal metrics, and a DESE dashboard. Pizzimenti led the committee in a conversation about what to do with potential additional funds. The committee decided to put aside any extra money because to satisfy the \$4.5M cash as required by the bank. The committee discussed gaps between the FY20 projection and the private fundraising progress.

4. FY19 Finance Goals

Pizzimenti shared an update on his team's work in FY19. Baker and Berktau answered questions about the progression of their work.

5. Intercompany debt, line of credit, and due to/from

The committee reviewed the line of credit proposals, including paying off the Lynn line of credit, closing the Lynn line of credit, or closing the Boston line of credit.

6. FY20 Budget Review

Pizzimenti shared the FY20 budget process and discussed the FY20 revenue and expense assumptions. The committee reviewed the budget summary by district and discussed the FY20 risks and challenges such as, is the approach to facilities costs for the new high school appropriate? How much contingency funds should be held and used? The committee decided what content they would present to the full board at the April 10, 2019 meeting.

7. Closing

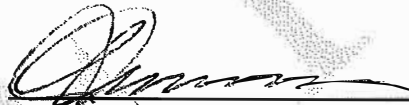
There were no closing discussion topics.

The meeting adjourned at 11:00 a.m.

List of Documents Used at the Meeting *(These documents must be retained by the public body, but do not need to be physically stored with the meeting minutes.)*

- KIPP at Wheeler Construction Budget Update - March 2019
- KIPP at Wheeler Monthly Update - March 2019
- KIPP MA FY19 Budget Forecast for Board 2019-04-10

- KIPP MA Unaudited Statement of Financial Position - Balance Sheet 2-28-2019
- KIPP MA Unaudited Statement of Financial Position - Balance Sheet by Entity 2-28-2019
- KIPP MA Financial Dashboards 4-2-2019
- KIPP MA Debt Covenants Dashboard 2-28-2019
- FY19 Budget vs. FY19 Forecast as of 4/10/2019
- Development Update to the Finance Committee
- Mid-year Audit Review and Finance Goals Progress Monitoring
- Debt topics for Finance and Facilities Joint Committee 4-2-19
- FY20 Budget Summary for Finance and Facilities Joint Committee 4-2-19
- KIPP MA FY20 Budget by District
- KIPP MA FY20 Budget by School
- KIPP MA FY20 Budget vs FY19 Budget
- KIPP MA FY20 Budget vs. FY19 Forecast



[Matt Fates, Finance Committee Chair]

[Paul Ketterer, Facilities Committee Chair]

[Joel Abramson, Secretary]

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