

APPROVED



## KIPP Philadelphia Public Schools

### Minutes

#### KIPP Administrative Services Corporation Board of Trustees Meeting

November Board Meeting

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#### **Date and Time**

Wednesday November 3, 2021 at 4:00 PM

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A regular meeting of the KIPP Administrative Services Corporation Board of Trustees is held with Chair Leigh Whitaker presiding.

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#### **Committee Members Present**

J. Davidse (remote), L. Whitaker (remote), M. Carter (remote)

#### **Committee Members Absent**

*None*

#### **Guests Present**

A. Aerts (remote), A. Corona (remote), C. Benson (remote), E. Otuije (remote), G. Lewis (remote), H. Richman (remote), J. Cunningham Akoto (remote), N. Wiltshire (remote), S. Wilson Jones (remote), W. Jones (remote)

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

L. Whitaker called a meeting of the KIPP Administrative Service Corporation Board of Trustees Committee of KIPP Philadelphia Public Schools to order on Wednesday Nov 3, 2021 at 4:04 PM.

### **C. Approve September 8, 2021 Meeting Minutes**

M. Carter made a motion to approve the minutes from KIPP Administrative Services Corporation Board of Trustees Meeting on 09-08-21.

J. Davidse seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## **II. Consent Agenda**

### **A. Approve Jessica C. Akoto Contract**

J. Davidse made a motion to Ratify the approval of JCA contract.

M. Carter seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## **III. Regional Office**

### **A. RO New Hires, Exiting Staff, and Transitions**

J. Cunningham updated the board on the New Hires.

- Less turnover in the light of what is going on globally in this season
- Regional office positions are being filled thanks to ESSR Funds
- J. Cunningham updated the board on the Covid situation and the plans underway to control it in schools
- J. Cunningham informed the board on the reduction of attrition cases in the schools.

## **IV. Finance Update**

### **A. Finance Report**

W. Jones updated the board on Finance Report

- W. Jones informed the board that Development funds raised and how they affect financial statements will be in the December meeting update
- W. Jones explained to the board about the SY22 budget summary
- W. Jones informed the board Grants to community service organizations line item has gone up because of enrollment shortfalls across the schools with North & West being down a considerable amount and only 2 schools fully enrolled and 4 under-enrolled anywhere from minus 2 to minus 10
- W. Jones updated the board on Inter-Entity Activities Reconciliation and how it affects Bond Covenant for KASC to help the board make a final decision.

- In the light of many questions surrounding the Reconciliation, an offline meeting was deemed necessary by the board members.
- L. Whitaker suggested the issue be taken offline in a meeting with others to get more information before a call is made.

J. Davidse made a motion to Approve the Revised Budget.

M. Carter seconded the motion.

The committee **VOTED** unanimously to approve the motion.

## **B. Real Estate Update**

N. Wiltshire updated the board on Real Estate:

- Closing for financing occurred at the end of September
- Final budget included \$435K in increased costs. Of that, \$335K is KIPP's obligation.
- All abatement (lead and asbestos complete). Demolition continues on the lower level of the building.
- Currently operating on schedule for August 2022 delivery.
  
- Currently in bid process for construction contract. Extension was requested and given to 10/20.

## **V. Information**

### **A. New Business**

No new Business

### **B. Old Business**

No old Business

### **C. Announcements**

No announcements

## **VI. Closing Items**

### **A. Adjourn Meeting**

M. Carter made a motion to Adjourn the meeting.

J. Davidse seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:53 PM.

Respectfully Submitted,

L. Whitaker

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**Documents used during the meeting**

- KACS Board Exhibit Oct 2021 New Hires.pdf
- KIPP Administrative Services Corporation Revised SY22 Budget Proposal.pdf
- KASC Financial Statements through 09.30.2021.pdf
- MEMO - Inter-entity Reconciliations\_v2.pdf
- KASC Board Slides - 11.03.2021.pdf