

APPROVED



KIPP Academy Massachusetts

Minutes

KIPP MA People Committee Meeting

Date and Time

Friday September 5, 2025 at 1:30 PM

Location

9 Stonegate Drive, Westwood, MA and <https://kippma-org.zoom.us/j/81700012342>

Committee Members Present

D. Filias (remote), P. Maleh, S. Lim

Committee Members Absent

None

Guests Present

B. Curran (remote), J. Fetbroth, K. Kiley, K. Lobel, S. Coleman

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

S. Lim called a meeting of the People Committee of KIPP Academy Massachusetts to order on Friday Sep 5, 2025 at 1:35 PM.

A member of the committee opened the meeting and shared updates from the recent full board meeting.

Highlights included:

- Enrollment is full.
- Budget constraints due to rising healthcare costs and apparent errors in FTE data.
- Goal remains to balance the budget and meet bank covenant requirements.

C. Approve Minutes

S. Lim made a motion to approve the minutes from KIPP MA People Committee Meeting on 05-07-25.

P. Maleh seconded the motion.

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

II. 24-25 People Committee

A. 24-25 People Review

- A member of the Talent Team provided a brief recap of last year's outcomes and staffing transitions (summarized [here](#)). Members discussed how to support the Managing Director of Talent and the Talent team coming off of a year of transition and downsizing.
- Acknowledged need for increased committee involvement this year given reduced team capacity and budget challenges.
- A member of the Talent Team discussed some general priorities with the team for this year:
 - Managing team dynamics and adjusting to reduced regional staffing.
 - Addressing lack of data infrastructure: talent data currently housed in spreadsheets and trackers, historically tied to finance.
 - Concern about long-term visibility and analytics capacity.
 - Change management associated with likely benefits changes.

B. 25-26 People Committee Goals

A member of the Committee noted ADP WorkForceNow (KIPP's HRIS) offers robust capabilities and suggested exploring its potential.

The Committee discussed need for a modernized database and recruiting system:

- Short-term: organize existing spreadsheets.
- Long-term: transition to HRIS/ATS solution

A member of the Committee offered support on Excel and database conversions.

Another suggested topical subcommittee meetings to address specific needs (e.g., HRIS, change management, employee value proposition). Assigning committee "owners" for priority areas was recommended, as was meeting more frequently than quarterly.

A member of the Committee proposed one-off working sessions in addition to regular committee meetings.

C. 25-26 People Strategy

The Committee agreed that focusing on managing staff communication and expectations around healthcare cost increases and supplemental leave policy will be critical this year.

A member of the Committee noted her organization's recent move to a 15/85 healthcare split.

A member of the Committee acknowledged importance of (re)framing KIPP's evolving value proposition to staff.

The importance of a formal headcount planning process to align staffing and financial sustainability was stressed.

- Current approach viewed as reactive; need for proactive guardrails.
- Goal to establish principles and ratios to inform staffing decisions.
- Alignment with finance leadership is critical; all committee members strongly recommended close collaboration with incoming CFO.
- A member of the Committee emphasized opportunity for People Committee to help lead development of headcount planning process.

Consensus: headcount planning should be a committee priority this year. This was added to the 2025-26 goals doc [here](#).

III. Additional Items

A. Additional Items

- Agreed on informal touchpoints as needed and formal meetings quarterly.
- Key upcoming topics:
 - Open enrollment (late November/early December).
 - Supplemental leave decision (January).
 - Headcount planning (spring).
- Preferred schedule: Wednesdays at 9:00 a.m. (October/November, January, April).

Positive momentum and strong performance among the Talent team despite recent transitions was noted.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:30 PM.

Respectfully Submitted,
S. Lim

Documents used during the meeting

None

Documents reviewed during the meeting:
- 25-26 Committee Goal Planning