



# KIPP TULSA PUBLIC CHARTER SCHOOLS

## KIPP Tulsa Public Charter Schools - Special Board Meeting

June 27, 2025

Published on June 24, 2025 at 10:17 PM CDT

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### Date and Time

Friday June 27, 2025 at 12:00 PM CDT

### Location

KIPP Tulsa University Prep High School  
541 S. 43rd W. Ave.  
Tulsa, OK, 74127

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*Members of the public shall be allowed to submit requests to address the board of directors. To expedite requests to comment, the public may send those requests to the board at [kfinley@kippok.org](mailto:kfinley@kippok.org) at least 1 hour prior to the start of the meeting. The final determination of whether an item will appear as a public comment will be at the discretion of the board chair. Comments will take place in the order they were received via email, will be limited to three (3) minutes, and must be related to an agenda item or topic. Your comment can be heard when the Board Chairperson acknowledges you. A spokesperson must be selected when several people wish to address the same subject. The Board Chairperson may interrupt and terminate any comments that do not meet these criteria. Board members may not respond directly to speakers' comments.*

### Board Members:

Jacob Odom, Dewayne Dickens, Raj Basu, Michael Epps, Darnell Blackmon, Brett Krieg, Kim Boyd, Kyara Smith

### School Representatives:

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Donterrio Marzett, Superintendent; Keet Finley, School Operations Support; Mayra Burke, Finance Specialist; Sienna Scott, Director of Teaching and Learning; Janey Nemard, Development Director; Jamia Irons, Principal; Melanie Rathod, Principal and; Bill Hickman, Legal Counsel

Access to the board agenda will be posted on the KIPP Tulsa Website: <https://www.kipptulsa.org> \*Click on the KIPP Tulsa drop-down menu, then click on Tulsa Board of Directors, and scroll down to Meeting Dates, Agendas & Minutes of scheduled meetings for the agenda.

Official action can be taken only on items that appear on the Agenda. The KIPP Tulsa Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Board or the Chair may refer the matter to the Superintendent or Legal Counsel. The Board may also refer items to staff or committees for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

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## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>12:00 PM</b>
<b>A.</b> Call the Meeting to Order	Approve Minutes	Jacob Odom	1 m
<b>B.</b> Welcome		Dewayne Dickens	1 m
<b>C.</b> Roll Call		Dewayne Dickens	1 m
<b>D.</b> Agenda Review		Dewayne Dickens	2 m
<b>II. Public Comment</b>			<b>12:05 PM</b>
<b>A.</b> Public Comment	FYI	Dewayne Dickens	5 m
<b>III. Special Presentation</b>			<b>12:10 PM</b>
<b>A.</b> TPS Performance Framework Annual Report	FYI	Sean and Kelly	10 m
Tulsa Public Schools presents its annual performance report on KIPP Tulsa as part of its oversight responsibilities outlined in the charter agreement. This report evaluates			

	Purpose	Presenter	Time
KIPP Tulsa's performance across the core components of the Charter School Performance Framework, which includes:			
<ul style="list-style-type: none"> <li>• Academic Achievement</li> <li>• Student Growth</li> <li>• College and Career Readiness</li> <li>• Organizational Compliance and Governance</li> <li>• Financial Health</li> </ul>			
<b>IV. Board Committee Reports</b>			<b>12:20 PM</b>
<b>A.</b> Finance Committee	FYI	Brett Krieg	10 m
<b>B.</b> Academic Committee	FYI	Dewayne Dickens	10 m
<b>C.</b> Development Committee	FYI	Raj Basu	7 m
<b>V. Executive Director Report</b>			<b>12:47 PM</b>
<b>A.</b> Compliance Update	FYI	Keet Finley	5 m
<b>B.</b> Executive Director Updates	FYI	Donterrio Marzett	4 m
<a href="#">Executive Director Report</a>			
<b>VI. Consent Agenda</b>			<b>12:56 PM</b>
Motion and vote on recommendations.			
<b>A.</b> Approve April 29, 2025 Regular Board Meeting Minutes	Approve Minutes	Dewayne Dickens	1 m
<b>B.</b> Approval of the April, May, and June Financial Reports	Vote	Brett Krieg	3 m
<b>C.</b> Approval of General Fund Purchase Orders and any changes to any prior existing purchase orders	Vote	Dewayne Dickens	1 m
<ul style="list-style-type: none"> <li>• PO 2025-11-174 through 2025-11-180 and 2025-11-50098 through 2025-11-50099</li> <li>• PO 2025-11-100 from \$1,444.77 changed to \$4,677.97 - SignsNow</li> </ul>			

	Purpose	Presenter	Time
	<ul style="list-style-type: none"> <li>• PO 2025-11-84 from \$140,842.33 changed to \$210,284 - TPS CNP KTCP</li> <li>• PO 2025-11-85 from \$84,415.54 changed to \$124,415 - TPS CNP KTUP</li> <li>• PO 2025-11-124 from \$0 changed to \$9,380 - Apple</li> <li>• PO 2025-11-115 from \$2,452.5 changed to \$3,346.25 - Yolatrice Collins</li> <li>• PO 2025-11-159 from \$2,290.4 changed to \$2,497.01 - Donor Perfect</li> <li>• PO 2025-11-14 from \$5,000 changed to \$13,763.98- Financial Commercial Card</li> <li>• PO 2025-11-13 from \$5,000 changed to \$9,128.45- Financial Commercial Card</li> <li>• PO 2025-11-16 from \$5,000 changed to \$18,177.58- Financial Commercial Card</li> <li>• PO 2025-11-97 from \$5,000 changed to \$15,998.76- Financial Commercial Card</li> </ul>		
<b>D.</b>	Approval of Activity Fund Purchase Orders	Vote	Dewayne Dickens
	<ul style="list-style-type: none"> <li>• PO 2025-60-90 through 2025-60-114</li> <li>• PO 2025-60-10 from \$7,136.95 changed to \$8,000 - SAIED</li> <li>• PO 2025-60-8 from \$5,515.21 changed to \$7,315.21 - Amazon</li> </ul>		
<b>E.</b>	Approval of Building Purchase Orders	Vote	Dewayne Dickens
	<ul style="list-style-type: none"> <li>• PO 2025-21-12 through 2025-21-19</li> </ul>		
<b>F.</b>	Approval of Gift Fund Purchase Orders	Vote	Dewayne Dickens
	<ul style="list-style-type: none"> <li>• PO 2025-81-6 through 2025-81-7</li> </ul>		
<b>G.</b>	Routine Staffing Items	Vote	Dewayne Dickens
	Approve Routine Staffing Items		
<b>H.</b>	Approval of Fundraiser for KIPP Tulsa University Prep and KIPP Tulsa College Prep	Vote	Dewayne Dickens
	High School Volleyball team - Carwash fundraiser High School Girls Basketball team - Carwash fundraiser High School Football team - Carwash fundraiser Middle School Football team - Carwash fundraiser		

	Purpose	Presenter	Time
	High School Girls Basketball team - Fill-my-calendar fundraiser		
	High School Boys Basketball team - Fill-my-calendar fundraiser		
	High School Volleyball team - Fill-my-calendar fundraiser		
	High School Football team - Fill-my-calendar fundraiser		
	Middle School Football team - Fill-my-calendar fundraiser		
	Middle School Football Team - Gas Card Supporter Giveaway		
	High School Volleyball Team - Gas Card Supporter Giveaway		
	High School Girls Basketball Team - Gas Card Supporter Giveaway		
	High School Boys Basketball Team - Gas Card Supporter Giveaway		
	High School Football Team - Gas Card Supporter Giveaway		

<b>I.</b>	<b>Approval of Vendor Contracts</b>	<b>Vote</b>	<b>Dewayne Dickens</b>	<b>3 m</b>
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Administration recommends board approval of vendor contracts as outlined in the attached documentation. These contracts support operational, instructional, and programmatic needs for the upcoming school year and have been reviewed for compliance with procurement policies and budget availability.

- Landmark Service Group - lawn care
- Therapy Works
- Amplify
- NWEA
- SylogistED
- Curriculum Associates
- Summit K-12
- Imagine Learning
- Learning Ally
- Progress Learning
- Novel Education Partners
- Horizon
- Alliant
- Wired Technology Partners

<b>VII.</b>	<b>Action Agenda</b>			<b>1:13 PM</b>
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<b>A.</b>	<b>Approval of the 2025–2026 Annual Budget</b>	<b>Vote</b>	<b>Brett Krieg</b>	<b>3 m</b>
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The Board of Directors is asked to review and approve the proposed operating budget for KIPP Tulsa Public Charter Schools for the 2025–2026 fiscal year. The budget has

	Purpose	Presenter	Time
	<p>been developed based on projected enrollment, staffing needs, strategic initiatives, and available federal, state, and philanthropic funding.</p> <p>The proposed budget supports our academic priorities, facilities planning, and organizational sustainability while maintaining a balanced financial position. It includes allocations for personnel, instructional materials, student support services, operations, and reserves.</p>		
<b>B.</b>	Approval of City Year Agreement with KTUP for the 2025–2026 School Year	Vote Donterrio Marzett	3 m
	<p>KIPP Tulsa University Prep (KTUP) is to enter into a new partnership with City Year Tulsa beginning in the 2025–2026 school year. This collaboration represents a strategic initiative to enhance student outcomes, provide robust academic and socio-emotional support, and invest in the long-term development of a local teacher pipeline.</p> <p>City Year Tulsa, an AmeriCorps program, places trained, near-peer mentors—called AmeriCorps members—in schools to provide individualized academic support, mentorship, and whole-school initiatives focused on improving student achievement and engagement. Starting in Fall 2025, these members will serve full-time alongside KTUP educators to support students both inside and outside of the classroom.</p>		
<b>C.</b>	Approval of the custodial services contract with Office Express for all KIPP Tulsa campuses for the 2025–2026 school year	Vote Mayra Burke	2 m
	<p>With Tulsa Public Schools ending custodial support for sponsored charter schools, this contract is critical to ensure uninterrupted facility maintenance and cleanliness across all campuses. Office Express offers a dependable and high-quality solution that aligns with KIPP Tulsa’s operational and health standards.</p>		
<b>D.</b>	Approval of KIPP Tulsa Student Cell Phone Policy in Compliance with SB 139	Vote Donterrio Marzett	2 m
	<p>In alignment with <b>Oklahoma Senate Bill 139</b>, which requires school districts to adopt policies regulating student use of cell phones and other personal electronic devices during school hours, KIPP Tulsa has developed a <b>Student Cell Phone Policy</b> for implementation in the 2025–2026 school year.</p> <p>The policy is designed to support a focused learning environment, minimize distractions, and ensure student safety. It outlines when and where cell phone use is</p>		

	Purpose	Presenter	Time
	permitted or restricted, procedures for violations, and expectations for students, staff, and families.		
	<b>Key Components of the Policy Include:</b> <ul style="list-style-type: none"> <li>• Prohibition of cell phone use during instructional time unless explicitly authorized by a teacher for learning purposes</li> <li>• Guidelines for the storage of phones during the school day</li> <li>• Disciplinary steps for non-compliance</li> <li>• Communication to families and training for staff</li> </ul>		
<b>E.</b>	Approval of the Employee Leave Policy Amendment	Vote Mayra Burke	2 m
	Administration recommends board approval of the amended Employee Leave Policy, effective July 1, 2025. The amendment updates provisions related to sick leave, paid time off, vacation accrual, parental and maternity leave, and leave transfer eligibility. These changes align with best practices, ensure compliance with state requirements, and provide greater clarity and consistency for all staff.		
<b>F.</b>	Board Member Nominations and Appointments	Vote Dewayne Dickens	5 m
	The Board of Directors will consider nominations, appointments, and re-appointments to fill current or upcoming vacancies on the KIPP Tulsa Board. This process is part of our commitment to ensuring strong, mission-aligned governance and maintaining compliance with board membership requirements.		
	The Governance Committee has reviewed prospective candidates and will present recommendations for nomination and appointment. The board will discuss qualifications and vote on any appointments as appropriate.		
	Reappointment of the following board members.		
	<ul style="list-style-type: none"> <li>• Jacob Odom - 3 years</li> <li>• Dewayne Dickens - 3 years</li> </ul>		
	Appointment of Jumoke Akingbola to the board of directors.		
<b>G.</b>	Election of Board Officers	Vote Dewayne Dickens	5 m
	Discussion and possible action to elect officers of the KIPP Tulsa Board of Directors for the following positions, in accordance with the organization's bylaws:		

1. President
2. Vice-President
3. Treasurer

**Action Item(s):**

- Consideration and possible action to elect a President of the Board.
- Consideration and possible action to elect a Vice-President of the Board.
- Consideration and possible action to elect a Treasurer of the Board.

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| <b>H.</b> Approval of Lease Agreements with Tulsa Public Schools for KTCP and KTUP Campuses | Vote | Donterrio Marzett | 2 m |
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The Board of Directors is asked to review and approve the lease agreements between KIPP Tulsa Public Charter Schools and Tulsa Public Schools (TPS) for the continued use of the KIPP Tulsa College Prep (KTCP) and KIPP Tulsa University Prep (KTUP) campuses for the 2025–2026 school year.

These agreements outline the terms of occupancy, maintenance responsibilities, rental rates, and facility access for both campuses and are essential to ensuring continuity of operations and student learning. Legal counsel has reviewed the agreements to confirm compliance with applicable laws and charter authorizing requirements.

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| <b>I.</b> Approval of the Food Service Management Company contract with Keystone Food Service | Vote | Mayra Burke | 1 m |
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OSDE requires board approval of the contract with Keystone Food Service to provide meal services for the 2025–2026 school year. Keystone was selected through a competitive procurement process in compliance with USDA and state regulations. This contract will ensure continued access to nutritious, compliant meals for all students.

<b>VIII. Executive Session</b>	<b>1:38 PM</b>
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| <b>A.</b> Executive Session for Superintendent Evaluation | Vote | Dewayne Dickens | 5 m |
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Consideration and possible action to move to enter executive session pursuant to 25 O.S. Section 307B(1) to discuss the evaluation and employment of the KIPP Tulsa Superintendent.

1. Vote to convene into executive session;
2. Vote to acknowledge the Board’s return to open session; and



	Purpose	Presenter	Time
3. Statement of the executive session minutes.			
4. Consideration and possible action(s) on the item discussed in the executive session.			
<b>B.</b> Approval of the 2025-2026 KIPP Tulsa Superintendent's Contract	Vote	Dewayne Dickens	2 m
<p>The board is asked to review and approve the employment contract for the Superintendent of KIPP Tulsa Public Charter Schools for the 2025–2026 school year. The proposed contract reflects performance expectations, compensation, and terms aligned with KIPP Tulsa’s mission, goals, and budget.</p> <p>The contract has been reviewed by legal counsel and reflects the board’s intent to ensure strong, stable, and visionary leadership for the upcoming school year.</p>			

## IX. New Business

## X. Closing Items

<b>A.</b> Adjourn Meeting	Vote	Dewayne Dickens
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*This agenda was posted by Mayra Burke at [kipptulsa.org](http://kipptulsa.org) and at the front entrances of KIPP Tulsa College Preparatory and KIPP Tulsa University Prep on 6-25-25 at 5:00 pm in compliance with the Oklahoma Open Meeting Act.*

Special Meeting, June 27, 2025