

KIPP Memphis Public Schools

Minutes

Governance Committee Meeting

Date and Time

Tuesday May 17, 2022 at 4:00 PM

Location

Via ZOOM

Committee Members Present

D. Hopson (remote), D. Lyles-Wallace (remote), M. Martin (remote), R. Crutcher (remote), R. Gibbs (remote), S. Isabell (remote)

Committee Members Absent

None

Guests Present

A. Burt (remote), A. Carr (remote), C. McGuire (remote), C. Owens (remote), J. Ward-Gill (remote), T. Todd (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Martin called a meeting of the Governance Committee of KIPP Memphis Public Schools to order on Tuesday May 17, 2022 at 4:02 PM.

C. Approve Minutes

D. Hopson made a motion to approve the minutes from Governance Committee Meeting on 04-06-22.

D. Lyles-Wallace seconded the motion.

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

II. Requests for Action [VOTE]

A. Tennessee Department of Education Charter Schools Program Monitoring

Charter Schools Program Monitoring - Partially Met Indicator: Record Retention & Disposal

Recommended Policy for Board Approval:

All financial and programmatic records are maintained for the minimum periods or until the resolution of any litigation, claim, negotiation, audit, or other action involving records.

- Books, records, documents and other supporting evidence including paid, cancelled or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employees' timesheets and other public documents are retained for **five** years after the original entry date, unless clearly defined by another entity, **(i.e. Title I, which has a six year minimum retention requirement)**.
- Leases and agreements are retained for seven years after the completion or expiration of lease or agreement.
- Cash Books and Cash Journals, including receipts and disbursements, are retained for ten years.

D. Hopson made a motion to adopt the policy.

R. Crutcher seconded the motion.

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

Charter Schools Program Monitoring - Partially Met Indicator: Inventory, Property & Equipment 1A

Recommended Policy for Board Approval:

- A numbered barcode tag identifies items recorded in the equipment inventory database. The primary purposes of tagging is to provide an accurate method of identifying assets as Regional property, control the location of all physical assets, and provide a link to asset records for physical inventories. A Regional asset barcode label is assigned and affixed to the items upon receipt. The asset record will show the funding source, physical location, current status, unit cost, and description of the item.

D. Hopson made a motion to adopt the policy.

S. Isabell seconded the motion.

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

Charter Schools Program Monitoring - Partially Met Indicator: Inventory, Property & Equipment 1C

Recommended Policy for Board Approval:

Inventory Management: Inventory personnel are responsible for the monitoring and safeguarding of inventory in accordance with the following guidelines:

- Conduct required Regional inventory audits at all Regional locations to include warehouses, schools, maintenance facilities, office locations, etc.

- Compile data from sources such as contracts, purchase orders, invoices, to maintain inventory records.
- Compile and maintain inventory records as needed for tracking, auditing, and maintaining inventory.
- Verify that all inventory purchased by schools and departments is processed according to procedure.
- Complete required reports in accordance with Regional, state, and federal requirements.
- Review files to determine recommendations for surplus, obsolete, and non-functioning inventory.

D. Hopson made a motion to adopt the policy.

R. Crutcher seconded the motion.

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

Charter Schools Program Monitoring - Partially Met Indicator: Inventory, Property & Equipment 1D

Recommended Policy for Board Approval:

Inventory personnel and school principals are responsible for tracking, monitoring and safeguarding all inventories within the Region. Tracking of all inventories will increase accountability and avoid potential loss, replacement, and displacement.

- Inventory is not to be altered, removed, or destroyed without appropriate Regional Office approval.
- Inventory is not to be loaned or rented without appropriate Regional Office approval.
- Inventory purchased with categorical funds for special programs is not to be transferred outside the program area without Regional Department approval.
- A complete inventory of all classrooms and offices is to be done at the end of each school year to verify inventory accuracy. This is to include all fixed assets, critical control assets, textbooks, etc.

R. Gibbs made a motion to adopt the policy.

R. Crutcher seconded the motion.

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

Charter Schools Program Monitoring - Partially Met Indicator: Inventory, Property & Equipment 2

Recommended Policy for Board Approval:

At the end of each school year, all Principals shall furnish a list of all inventories that have been damaged, broken, or have no useful life to Regional personnel for inventory control. They will then be reviewed and disposed of accordingly. Once there is documentation with the appropriate signatures verifying that equipment has been sold, donated, missing, stolen or otherwise no longer in the system, it may be deleted from the system via the Equipment Deletion Form.

R. Gibbs made a motion to adopt the policy.

D. Hopson seconded the motion.

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

Bylaws Amendment

KIPP Memphis Bylaws Current Language

Directors may serve one (1) or more consecutive terms. Despite the expiration of a Director's term, he or she shall continue to serve either until his or her successor is elected and qualified or until there is a decrease in the number of Directors.

KIPP Memphis Bylaws proposed Language

Change: No Director shall serve no more than (3) consecutive terms

Add: After the election, the directors may not reduce except for cause or by a vote of a majority in the interest of the current board members.

R. Gibbs made a motion to adopt the changes to the Bylaws.

D. Lyles-Wallace seconded the motion.

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

Board Officer Slate of Candidates

- **The Board Chair and Board Vice-Chair shall disclose their various business attributes.**

D. Hopson made a motion to disclose the various business attributes for the Board Chair and Board Vice-Chair.

R. Crutcher seconded the motion.

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

FY 23 Committee Chair Recommendations

Academic Excellence Committee Chairperson: Cheryl Green

Finance Committee Chairperson: Laritha Sweet

Governance Committee Chairperson: Dorsey Hopson

Development Committee Chairperson: Amity Schuyler

Facilities Committee Chairperson: Alfred Anderson

R. Gibbs made a motion to recommend the directors be approved by the Governance Committee for a two-year term effective July 1, 2022.

S. Isabell seconded the motion.

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

III. Committee Questions

A. Committee Member Dawson

Clarify the Governance Committee has decided the Board Chair and the Board Vice-Chair will provide disclosures concerning any businesses that they may have related to Charter Schools.

Board Chair Gibbs stated that disclosures will be ongoing.

IV. CEO Comments

A. CEO Burt Comments

- C. Owens to send the document to the board members to respond back if they would like to serve on a particular committee.
- Fund Raiser at Committee Chair McKinley's home from 2:30 - 5 pm on June 11, 2022. Ask that each board member invite 2 - 3 guests that they think will be advocates for KIPP and want to be part of the crusade to help save the lives of students in the North Memphis Quarter.
- Thanked the committee for donating to the Isabell family of the young man and the mother that was killed.

V. Governance Chairperson Comments

A. Fund Raiser at the home of Committee Chair McKinley.

Confirm a total of 50 guests to attend the event.

Thanked everyone for attending the Governance Committee Meeting.

VI. 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 5:34 PM.

Respectfully Submitted,
J. Ward-Gill