

# **KIPP Memphis Public Schools**

## Minutes

**Operations/Facilities Committee Meeting** 

### **Date and Time** Wednesday September 14, 2022 at 4:09 PM

**Location** Via Zoom

Committee Members Present A. Anderson (remote), L. Sweet (remote), M. Davis (remote), R. Crutcher (remote)

Committee Members Absent D. Lyles-Wallace, T. Palacio

Guests Present C. McGuire (remote), J. Ward-Gill (remote), J. Worles (remote)

## I. Opening Items

## A. Record Attendance

## B. Call the Meeting to Order

L. Sweet called a meeting of the Operations/Facilities Committee of KIPP Memphis Public Schools to order on Wednesday Sep 14, 2022 at 4:09 PM.

## C. Approve Minutes

A. Anderson made a motion to approve the minutes from Facilities Committee Meeting on 05-19-22.

L. Sweet seconded the motion.

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

## II. Operations, COVID Updates, and Facilities Update.

## A. Chief McGuire gave an update on the following:

#### 2022-23 Enrollment and Attendance for all Schools to include:

- Budgeted Enrollment, Registrations, Current Enrollment, Gap, and Attendance
- Recruitment & Enrollment Strategy
  - Earlier recruitment kickoff time frame started in September
  - The current student open enrollment period starts November January

#### COVID Policy and Update

- · COVID Protocol Updates (Students) | COVID Protocol Updates (Staff)
- Covid tracking is no longer required with the updates and the changes to the CDC policy

#### Facilities Update

- Introduction of Mrs. G. Johnson and Mr. C. White to support facilities work at KIPP Memphis.
- Facilities Summer Updates
  - Vendor Update, Deferred Maintenance for Henry and Howell Campus, and Branding Upgrades for all Schools.
- Facilities Update #2
  - Deferred Maintenance plan with work that began in September:
    - Howell Campus HVAC & Roofing
    - Henry Campus Windows, HVAC, Roofing
    - Timeline and Communication Plan Phase 1 (Windows & Roofing)
    - Timeline and Communication Plan Phase 2 (HVAC Begins)

Chief McGuire stated there is a possibility that the Facility Committee may have to meet again to acknowledge notification of the bid winners.

#### **III. Comments**

#### A. Questions from the committee in reference to the presentation.

**Committee Member Sweet:** What are the standing items that can be expected at each Facility Meeting?

**Chief McGuire:** The standing items that will be presented at the Facilities meetings are enrollment, attendance, and for the last 3 years COVID updates.

**Committee Member Sweet:** On the recruitment & enrollment strategy, was the strategy presented for this academic year or next school year? **Chief McGuire:** The recruitment & enrollment strategy is for the 2023-24 school year.

**Committee Member Sweet:** Could updates be given at each meeting regarding Facilities' YTD spending compared to budgeted spending? **Chief McGuire:** Will follow up.

**Committee Member Crutcher**: If Facilities Update #2 was the same information that was presented at the last meeting.

Chief McGuire: Yes it is, just more detailed information.

J. Worles reminded the committee to complete the board survey that was sent out on behalf of Board Chair Davis.

### **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 4:48 PM.

Respectfully Submitted,

J. Ward-Gill