

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