APPROVED

KIPP Memphis Public Schools

Minutes

Board of Director Meeting

Date and Time
Thursday December 8, 2022 at 4:00 PM

Location
Lipscomb & Pitts
2670 Union Avenue Ext., Suite 100
Memphis, TN 38112

Directors Present
A. Anderson (remote), A. Schuyler (remote), C. Green, D. Lyles-Wallace, H. Coleman, L. Sweet, S. Isabell

Directors Absent
D. Hopson, M. Davis, R. Crutcher, T. Palacio

Guests Present
A. Burt, A. Carr, C. McGuire, J. Alford (remote), J. Ward-Gill, J. Worles, L. Brooks

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Lyles-Wallace called a meeting of the board of directors of KIPP Memphis Public Schools to order on Thursday Dec 8, 2022 at 4:06 PM.

C. Approve Minutes

C. Green made a motion to approve the minutes from Board of Directors Meeting on 09-22-22.
S. Isabell seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Public Comments

A. The floor opened up for public comments.

There were no public comments.

III. Committee Reports

A. Finance

Finance Chair Sweet presented the Finance Report as follows:

Fiscal Policies and Procedures
Emergency Contracts

- Henry Campus Roof Renovation - Insulated Roofing System, Inc.
  - The funding source for the project is the Capital Facilities Grant.
- Henry Campus Window Replacement - Barnes & Brower, Inc.
  - The funding sources for the project are both ESSER, Capital Facilities Grant, and School Nutrition Program.

2022-2023 Adjusted Budget
- Adjusted budget enrollment is based on the September 19th enrollment.
- General Fun positions: Positions that are not funded by ESSER or Grants.
- Adjusted budget shortfall will be covered with KMPS cash reserves.

2022-2023 Cash Projections
- KMPS is projected to have 52 days of cash on hand as of June 2023.

2023-2024 Budget Calendar
- The enrollment assumptions will be based on actual enrollment as of the third enrollment period on November 7, 2023.
- Enrollment will continue to be monitored through the budget process and adjusted as needed.
- Update on the 2023-2024 enrollment and revenues will be shared with the Finance Committee in March 2023.
- The budget will be presented to the Finance Committee and the Board in April 2023.
- 2023-2024 proposed budget will be presented to the Finance Committee in May and to the full Board in June 2023.

2023 - 2024 Budget Priorities
- Career and Technical Education: Provide access to high-quality CTE programs and courses
- School Facilities: Address deferred maintenance needs
- Social and emotional support for students

- Expanded academic intervention & support
- Staff Professional Development

- KMPS will receive a per pupil capital allocation for each school in January that will be based on enrollment.

B. Academic Excellence

Chief Brooks presented the Academic Excellence Report as follows:

- **Achievement Goals**
  - On-Track& Mastery All Campuses: ELA & Math - 20% **|** Science & Social Studies - 30%
  - On-Track & Mastery 3rd and 7th grade: ELA & Math - 25% **|** 9th grade ALG1 - 20 % and 9th grade ENG 1 - 20%
  - Attendance: COS All Campuses - 25% or less **|** Cohort: Graduation Rate - Seniors 87%
- **Benchmark data grades 1-12**
  - Chief Brooks gave an overview of the Benchmark Assessment data that KMPS is using to make assessments about where they are now with academic performance.
- **After-School Tutoring Updates**
  - After-School tutoring is on Tuesdays and Thursdays at each campus.
  - The ACT workshop to increase the ACT data for the high school will take place in the spring of 2023.
- **STEM Program Updates**
  - KMPS had STEM Night at the Henry and Howell Campus. Various community vendors were present for STEM night to watch the students present their projects. It was an opportunity for the students to share with their parents. The focus is to have the students engaged, to get them excited about coming to school and starting from a young age. The next STEM Nights will be January 10th at the Henry Campus and January 12th at the Howell Campus.
- **KIPP Forward Updates**
  - KIPP Memphis has met the KIPP Foundation's class of 2023 total and balanced wish list goals for KIPPsters in the 3.0+ GPA/16+ and 2.0-2.99 GPA/16+ ACT academic bands.

C. Facilities

Chief McGuire presented the Facilities Committee presentation as follows:

- Enrollment and Recruitment Updates

- Re-enrollment and recruitment campaign launched on November 1st. KMPS's goal for getting returning families to come back to KMPS and recommit to kids is 80%

• Deferred Maintenance Projects
- Henry Campus Roof Renovation Project | Insulated Roofing Systems, Inc.
  - It is recommended that the KIPP Memphis Public Schools Board of Directors ratifies the emergency contract to Insulated Roofing Systems, Inc. for the Roof Renovation Project at the Henry Campus. The funding source for the project is the Capital Facilities Grant.
- Henry Campus Windows Replacement Project | Barnes & Brower, Inc.
  - It is recommended that the KIPP Memphis Public Schools Board of Directors ratifies the emergency contract to Barnes & Brower, Inc for the Windows Replacement Project at the Henry Campus. The funding source for the project is both ESSER and Capital Facilities Grant.

• Contracts and Bids for additional work at Howell & Upcoming Bids
- Bids for Mechanical, Plumbing, electrical, and general contracting will launch in January 2023.

Sabrina Dawson: Are there going to be any disruptions during the contract work?
Chief McGuire: What is anticipated is only one classroom at a time being relocated. If there's noise, where it's going to be a lot of disruption, that one class would be moved, but also making sure that we're intentional about one class not having to be moved multiple times through the process.

D. Governance

Jasmine Worles presented the Governance Committee report as follows:

Parent Recommendation for Board of Directorship Update

- 3 parent recommendations were received from school leaders
- The KIPP Memphis leadership team is relaunching the parent recommendation process to source parents who are not currently employed by KIPP Memphis to prevent any conflicts in sharing information with the board of directors.

TCSC Board Training Certification Status

- All of the pre-existing board members have fulfilled all of their hours. As of now, the board is in compliance with board certifications. New board members must complete their certification hours by June 1, 2023.

KIPP Memphis Strategic Planning process w/Attuned Education Partners

- Attuned Education Partners was approved to be the vendor of choice for KMPS strategic planning process. They have outlined the timeline of the plan to attack

toward a strategic plan in three pieces. The information gathering stage, synthesizing stage, and then ultimately a report producing stage.

- Attuned is now transitioning to the synthesizing stage, reviewing input and feedback from focus groups, surveys, and working groups to produce an org. diagnostic that will ultimately inform the strategic plan. The strategic plan is set for completion in the spring.

IV. Chief Executive Officer Report

A. Dr. Antonio Burt

Dr. Burt gave an update on the following:

- **MSCS Charter Grievance Meeting**
  - KMPS was able to overturn a recommendation around revocation for both middle schools (Collegiate Middle and Academy Middle).
  - KMPS will be participating in the renewal process for Collegiate Middle which is up for 10-year renewal this year.
- **External Engagement**
  - Varsity Spirit Partnership
  - KMCH Business Club Series
  - Wolf River Conservancy Bird House Auction
  - Grizzlies Season of Giving
  - 20th Anniversary Block Party
  - Bluff City College Tour
  - Higher Education Partnership
- **Second Semester Expectations**
  - Strengthen KIPP Memphis brand
  - Family Engagement
  - RecruitmentLaser focus on academics

V. Board Renewal

A. Mikara Davis

It is recommended that the KIPP Memphis Board of Directors approve the renewal of Mikara Davis to the board, for a second term, consisting of two years. The approved two-year term will begin in December 2022 and will expire in December 2024.
L. Sweet made a motion to approve the renewal of Mikara Davis to the board.
S. Isabell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Dr. Laritha Sweet

It is recommended that the KIPP Memphis Board of Directors approve the renewal of Dr. Laritha Sweet to the board, for a second term, consisting of two years. The approved two-year term will begin in December 2022 and will expire in December 2024.
S. Isabell made a motion to approve the renewal of Dr. Laritha Sweet to the board.
C. Green seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Emergency Policy Revision

In the case of an emergency, a purchase or service may be approved by the Chief Executive Officer without prior approval of the Finance Committee. An emergency is defined as an event that a) cannot reasonably be foreseen, b) demands correction by immediate action, and c) threatens a substantial economic or academic loss to KMPS, or the health and safety of students and staff if not immediately resolved. The CEO must notify the Finance Committee Chair and Board Chair of emergency purchases/services > $100,000 within 48 hours of determining the need for the purchase/service, which would normally require prior approval of the Finance Committee. The emergency purchase shall be presented for ratification at the next regular scheduled Finance Committee meeting and presented for awareness at the next Board of Directors meeting.
H. Coleman made a motion to the CEO that they must notify the Finance Committee Chair and Board Chair of emergency purchases/services > $100,000 within 48 hours of determining the need for the purchase/service, which would normally
require prior approval of the Finance Committee. The emergency purchase shall be presented for ratification at the next regular scheduled Finance Committee meeting and presented for awareness at the next Board of Directors meeting. .
L. Sweet seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Howell Campus HVAC Renovation Project (Martin and White Mechanical Contractors, Inc)

It is recommended that KIPP Memphis Public Schools Board of Directors approves the contract to Martin and White Mechanical Contractors, Inc. for HVAC Renovatio Project at the Howell Campus. The project includes replacing the HVAC equipment for the auditorium and music rooms to restore HVAC to those areas in the building, as well as providing a building automation control system with controls for each classroom. The bid solicitation process was facilitated for the project, and the term of the contract will be upon execution until February 29, 2024. The funding sources for the project are both ESSER and Capital Facilities Grants.
L. Sweet made a motion to approve the Howell Campus HVAC Renovation Project.
H. Coleman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Davis	Absent
R. Crutcher	Absent

Roll Call

A. Schuyler	No
D. Lyles-Wallace	Aye
C. Green	Aye
H. Coleman	Aye
S. Isabell	Aye
L. Sweet	Aye
T. Palacio	Absent
A. Anderson	Aye
D. Hopson	Absent

VI. Chairman's Report

A. Next Board Meeting

The next Board of Directors meeting is February 23, 2023.

VII. 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 6:00 PM.

Respectfully Submitted,
J. Ward-Gill