

KIPP Memphis Public Schools

Minutes

Operations / Facilities Meeting

Date and Time

Wednesday February 15, 2023 at 4:00 PM

Location

Virtual

Committee Members Present

L. Sweet (remote), R. Crutcher (remote), T. Palacio (remote)

Committee Members Absent

A. Anderson, C. Green, M. Davis

Guests Present

G. Johnson (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 Feb 15, 2023 at 4:07 PM.

C. Approve Minutes

II. Attendance Updates

A. Current Attendance

G. Johnson presented an overview of the attendance for all schools:

- Current Attendance Rate
- [Chronic Absenteeism](#) Rate

B. Enrollment Updates

J. Worles gave an update on the region wide enrollment for KMCE, KMCM, KMAM, KMCH as follows:

- Budgeted Enrollment - Targeted Enrollment - January Milestone Goal 50% - Retention Goal 80% - Current 23-24 Enrollment

C. Recruitment Updates

J. Worles presented an update of the recruitment strategies as follows:

- Each school has hosted at least one Open House and School Tour for current and prospective families.
- Gift baskets valued at \$100+ were raffled off to parents of current KIPPsters who registered their students by the Early Bird Deadline.
- SST staff phone banked and delivered recruitment materials to local Pre-K and daycare centers.
- SST staff tabled at several local school fairs, and community org. events.
- Schools have also hosted internal re-enrollment incentives for students and parents, competitions for staff to encourage re-enrollment, constant communication to families, and tabling at local schools and athletic events.
- School level distribution of flyers to current and new parents, partnership building with local organizations for recruitment and tabling at events and school fairs
- School level weekly office hours for parent registration supports
- Feb. 11 School Choice Fair
- Thursday regional recruitment meetings
- February Referral Campaign
- February Acceptance and Pending Denial Letters to Returning Families
- February phone banking to Community Centers & tabling sign-ups

III. Operations / Facilities Updates

A. Deferred Maintenance Projects

Henry Campus Windows Project (Barnes & Brower, Inc.)

- Due to weather conditions, estimated completion of upper level windows is by February 23rd - Will move to lower level windows by February 24th.
- March until May - Continue with project plan with focus on entry ways during Spring Break - no interruptions in learning during April TN Ready testing period.
- May 31, 2023 - Contract completion date.

B.

Roofing Update - Henry Campus

- **January 28th** - Project completed
- **January 30th** - Contractor began clean-up of KIPP premises

C. Windows Project Update - Howell

Project Timeline (Wagner General Contractors, Inc.)

- **February 17th** - Receive shop drawings.
- **March 10th** - Receive window sample for approval.
- **Next Steps:** Window sample approved by KIPP team and schedule pre-construction meeting with school leaders.
- **March 17th** - Upon approval, windows will be ordered—begins the estimated 15 weeks timeline for contractor receipt of windows and materials. [egress (emergency) windows have the ETA of 15 weeks
- **May 5th** - Mock window installed.
- **June 30th** - Windows and materials are received by the contractor.
- **July 1st** - Installation of windows.
- **August 31st** - Estimated 2 month completion date for installation/completion of project.

D. HVAC Project Update - Howell Campus

Project Timeline (Martin and White Mechanical Contractors, Inc.)

- **January 26th** - Contractor had a walk-thru with engineer.
- **February 3rd** - Contractor is developing plans for timeline to issue to KIPP Operations team to schedule pre-construction meeting with school leaders. (The inclement weather during the week of January 30th delayed their response to KMPS.)
- **April** - No interruptions in learning during TN Ready testing
- **February 29, 2024** -Contract completion date.

E. Important Operations and Facilities Bids or Requests

- Update on RFP for Maintenance Trade Disciplines/Minor Construction Services
- School Nutrition Program (RFP for Food Service Management Company)
- Custodial Services June 2023
- Security Services June 2023

Question

Committee Member Sweet: Whatever food services that are quoted /unquoted, does KIPP make money off of food services?

G. Johnson: Yes we do at this point. What KIPP is charged and based on what the state reimburses KIPP for breakfast, lunch and snack is more.

IV. Facilities Committee Chair Person Comments

A. Committee Member Sweet comments

Thank you everyone for the report/presentation and thanks you for the follow up in regards to the questions that were asked.

V. CEO Comments

A. J. Worles comments

Shavar Jeffries, the CEO of the KIPP Foundation, will be visiting KIPP Memphis for a full day on next Thursday, February 23rd. He's newly appointed to the role, so he is doing a tour of regions. Mr. Jeffries will get an assessment of what KIPP Memphis is doing, our growing pains, any highlights that we want to share, and touring our schools. He will meet with Dr. Burt and Chair Davis and we will do a philanthropic lunch at Hyde Family Foundation and meet with KIPP Executive Team.

We're very excited about Shavar Jeffries' visit to KIPP Memphis Public Schools.

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 4:41 PM.

Respectfully Submitted,
J. Ward-Gill