

# KIPP Memphis Public Schools

## Minutes

### Operations / Facilities Meeting

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#### Date and Time

Wednesday April 12, 2023 at 4:00 PM

#### Location

via Zoom

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#### Committee Members Present

A. Anderson (remote), L. Sweet (remote), M. Davis (remote), T. Palacio (remote)

#### Committee Members Absent

C. Green, R. Crutcher

#### Guests Present

A. Burt (remote), J. Ward-Gill (remote), J. Worles (remote), T. Collins (remote)

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

A. Anderson called a meeting of the Operations/Facilities Committee of KIPP Memphis Public Schools to order on Wednesday Apr 12, 2023 at 4:02 PM.

#### C. Approve Minutes

L. Sweet made a motion to approve the minutes from Operations / Facilities Meeting on 02-15-23.

M. Davis seconded the motion.

Committee Chair Sweet noted corrections to the February 15, 2023 minutes. Ms. Ward stated she would make immediate corrections to the Minutes.

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

### II. Facilities Presentation

## A. Current Attendance

Chief Collins presented an overview of the **Current Attendance Rate** and **Chronic Absenteeism Rate** for all schools.

### Question:

**Board Chair Davis:** What is the definition of chronic absenteeism in Shelby County?

**CEO Burt:** Ten consecutive days for the entire year.

## B. Operations / Facilities Updates

Chief Collins presented Enrollment Updates - all Schools as follows:

- Targeted Enrollment, Budgeted Enrollment, January Milestone Goal, February Milestone Goal, March Milestone Goal, Retention Goal and 2023-2024 Enrollment

## C. Recruitment Efforts Underway

J. Worles updated the committee on current recruitments efforts that are presently underway.

## D. Deferred Maintenance Projects

### Henry Campus:

Timeline and Communication Plan (Barnes & Brower, Inc.)

- Upper-level windows started, and rear lower-level windows completed-April 6, 2023
- April 14-May 5th-work will stop until testing is completed (vendor will work on the project on weekends before and after testing)
- May 31, 2023 - Contract completion date.

### HVAC Project Update:

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

- March 9, 2023- Equipment ordered
- Estimated start of the climate control system installation- June 5, 2023
- Estimated completion- December 31, 2023

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### Howell Campus:

Project Timeline (Wagner General Contractors, Inc.)

- March 25, 2023- mock window installed
- May 26, 2023 - project start

- July 31, 2023 - Contract completion date

**HVAC Project Update:**

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

- February 27, 2023- Contractor demolished old equipment.
- Estimated start of the climate control component installation- June 5, 2023
- Estimated completion of climate control components- December 31, 2023
- Estimated 42 weeks lead time to receive air handling unit, chiller, cooling tower, and pumps
- February 29, 2024 -Contract completion date.

**E. Important OPs and Facilities Bids / Request for Proposals**

- School Nutrition Program (RFP for Food Service Management Company)  
Proposals due April 06,2023
- Tuckpointing and structural improvements at Henry campus BID will be posted in April 2023
- The internal lighting BID was postponed due to an emergency HVAC issue at the Howell Campus. When the vendor began the switch from heat to air, leaks were discovered which was cause for immediate repair and created the need for immediate action.

**III. 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 4:27 PM.

Respectfully Submitted,  
J. Ward-Gill