

APPROVED

# KIPP Memphis Public Schools

## Minutes

### Board of Directors Meeting

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#### Date and Time

Thursday April 20, 2023 at 4:00 PM

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#### Directors Present

A. Anderson, C. Green, D. Lyles-Wallace, H. Coleman, M. Davis, R. Crutcher (remote), S. Isabell

#### Directors Absent

D. Hopson, L. Sweet, T. Palacio

#### Guests Present

A. Carr, J. Alford (remote), J. Ward-Gill, J. Worles, K. Brown (remote), L. Brooks, L. Tate, S. Gatson (remote), T. Brittmon, T. Collins

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

M. Davis called a meeting of the board of directors of KIPP Memphis Public Schools to order on Thursday Apr 20, 2023 at 4:05 PM.

#### C. Approve Minutes - December 8, 2022

C. Green made a motion to approve the minutes from Board of Director Meeting on 12-08-22.

S. Isabell seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### D. Approve Minutes - February 23, 2023

D. Lyles-Wallace made a motion to approve the minutes from Board of Directors Meeting on 02-23-23.

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

**Chief Carr presented to the Board an overview of the following:**

- Fiscal Policy Revision– Finance Committee approval is an internal requirement which requires no action or adherence on the part of Investment Companies.
- Approved Contracts:
  - Henry Campus HVAC – Martin and White Mechanical Contractors, Inc.
  - Instructional Temporary Classroom Teacher Services – Delta-T Group Tennessee, Inc. & Spur Staffing, Inc.
  - Managed Information Technology Services – Technology Lab
- February 2023 Financial Update
- 2023 - 2024 Initial Budget
  - KMAM Recommendation
  - 2023 – 2024 Enrollment
  - Tennessee Investment in Student Achievement (TISA)
  - Initial Budget Overview

### B. Academic Excellence

**Academic Committee Chair Green presented to the Board an overview of the following:**

#### **Achievement Goals:**

- Success Rate (All Campuses) On Track & Mastery
  - ELA, Math, Science, and Social Studies
  - 3rd Grade & 7th Grade - ELA & Math
  - 9th Grade - ALG 1 & ENG 1
  - Attendance, COS, Cohort, Graduation Rate

**Senior Graduation Rate is 87%**

#### **• Academic Data Progress Toward Goals**

- Mock TCAP Assessments
- PSAT Results
- **Strategies for preparing for EOC/TCAP**
  - Action Plan
  - TCAP Blitz
  - Instructional Focus Calendars
  - TCAP Window (April 17th - May 2, Elem)- (April 17 - May 5 Middle/High)
- **KIPP Forward**
  - Dual Enrollment
  - FAFSA Eligible Completion

**Question:**

**Board Chair Davis:** Does KIPP have any information that can be given to the board on where students have accepted to go to school/college.

**Dr. Burt:** Ms. Durham, Director of KIPP Forward, can get the information and we can send it to the Board upon actual completion.

- **Areas of Focus**
  - Portrait of 3rd Grader
  - Computer Science Requirements

**C. Facilities**

**Chief Collins presented to the Board an overview of the following:**

- Current Attendance for all schools: Current Attendance and Chronic Absenteeism Rate
- **Enrollment Updates** - Region Wide for all schools:
  - Targeted Enrollment, Budgeted Enrollment, January Milestone Goal, February Milestone Goal, March Milestone Goal, Retention Goal and schools' 2023-2024 Enrollment
  - Recruitment efforts continue to be underway.
- **Deferred Maintenance Projects**
  - Henry Campus: Upper-Level windows started, and rear lower-level windows completed - April 6, 2023.
    - April 14 - May 5th - Construction has stopped until testing is completed. Scheduled contract completion date is May 31, 2023.
  - **Howell Campus:** .
    - Mock Window installed. Project Start May 26, 2023 with a scheduled completion date of July 31, 2023.
    - HVAC Project Update: Estimated start of the climate control component installation is June 5, 2023 with a estimated completion

date of December 31, 2023. Contract completion date is February 29, 2024.

◦ **Important Bids:**

- 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.

**D. Governance**

**J. Worles presented to the Board an overview of the following:**

**Two actions were approved by the Governance Committee and brought to the Board for final approval:**

1. Parent Recommendations for Board of Directorship
2. KIPP Memphis Academy Middle Recommendation for consolidation

**KIPP Memphis Strategic Planning w/Attuned**

- June 1st - 2 hour virtual Strategic Plan meeting with Attuned
- June 8th Board Meeting - Reflective discussion
  
- Board Certification Training Reminder
- September 29th Board of Directors Retreat
- Finalizing 2023/2024 Board of Directors and Committee Meeting schedule

**IV. Chief Executive Officer Report**

**A. Strategic Plan**

**CEO Dr. Burt presented to the Board an overview of the following:**

- KIPP Memphis Strategic Plan and Next Steps
- KIPP Memphis Portrait of a Graduate
- CEO Lunch Conversations with Students
- 22-23 SY Board of Directors Reflection: Gratitude for Service | Onward Commitment

**V. Request for Action [Vote]**

**A.**

**KIPP Memphis Parent: Penny Alvarez recommendation for Boardship**

D. Lyles-Wallace made a motion to approve Penny Alvarez - KMCH parent to the Board of Directors.

A. Anderson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. KIPP Memphis Parent: Jane Maina recommendation for Boardship**

C. Green made a motion to approve Jane Maina - KMCE Parent to the Board of Directors.

A. Anderson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**C. KIPP Memphis Academy Middle Recommendation**

It is recommended that the KIPP Memphis Board of Directors approve the decision to discontinue operation of KIPP Memphis Academy Middle School (KMAM) beyond the 2022- 2023 school year. This decision is based on the following factors:

- Enrollment at KMAM has decreased over the last few years. To be sustainable, we believe it is in our best interest to operate one middle school.
- KIPP Memphis Collegiate Middle School (KMCM), located at 230 Henry Avenue, will have enough space for every KMAM student next school year.
- Operating one middle school provides the opportunity for more robust academic programming and greater access to community resources.

C. Green made a motion to discontinue operation of KIPP Memphis Academy Middle School (KMAM) beyond the 2022-2023 school year.

A. Anderson seconded the motion.

The board **VOTED** unanimously to approve the motion.

**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 5:30 PM.

Respectfully Submitted,

J. Ward-Gill