

# **KIPP Memphis Public Schools**

# Minutes

**Operations / Facilities Meeting** 

Date and Time Wednesday May 10, 2023 at 4:00 PM

Location Virtual Zoom

**Committee Members Present** A. Anderson (remote), L. Sweet (remote), R. Crutcher (remote), T. Palacio (remote)

Committee Members Absent C. Green, M. Davis

Guests Present J. Ward-Gill (remote), J. Worles (remote), T. Collins (remote)

# 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 May 10, 2023 at 4:04 PM.

# C. Approve Minutes

R. Crutcher made a motion to approve the minutes from Operations / Facilities Meeting on 04-12-23.

L. Sweet seconded the motion.

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

# II. Operations / Facilities Updates

# A. Enrollment Updates - Region Wide

Chief Collins presented and overview of the following:

Enrollment update for KMCE, KMCM and KMCM:

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

### **Question:**

**Committee Member Palacio:** Would it be possible to have a breakdown of the demographics at each school to know how many students and how many are traditional students?

**J. Worles:** We can work with Ms. Maxwell (Director Information & Knowledge Management) to see how many ELL students have registered for the next school year and get that information to you.

# B. Recruitment Efforts Underway

## School based execution of recruitment plans

- · Weekly Thursday regional recruitment meetings
- Continued promotion of Refer-A-Family Referral Campaign
- Rolling Recruitment Rallies (May 13, May 20, June 3)
- Paid Social Media Marketing Partnership w/ KIPP Foundation

### **Question 1:**

**Committee Member Sweet:** Rolling Recruitment Rallies, can you give me an example of what that entails?

**J. Worles:** The rolling recruitment rallies is our opportunity to bring KIPP to the community. We want to identify areas that aren't already in our universe of families.

# **Question 2:**

**Committee Member Crutcher:** Will KIPP track the traffic for each of the Rolling Recruitment Rallies?

**J. Worles:** Chief Collins and I are building out a strategic plan which is a key benchmark that is evaluating our strategies and tactics from the prior year so we can refine what our plan is for next year.

### **III. Facilities Updates**

### A. Vendor Selection & Info Ahead

## Vendors selected:

- ChartwellsK12 has been selected as the school nutrition services provider for the 2023/ 2024 school year.
- Barnes and Brower, Inc. was selected as the contractor to facilitate the tuckpointing and structural improvements at the Henry campus.
- SKB Janitorial Services will continue providing Janitorial services for 2023/2024.

### **Current Bids:**

- STEM Lab Construction | Howell Campus
- Cafeteria Tables and Installation | Howell Campus

## **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 4:44 PM.

Respectfully Submitted, J. Ward-Gill