

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 an 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