APPROVED

KIPP Memphis Public Schools

Minutes

Operations / Facilities Meeting

Date and Time
Wednesday February 14, 2024 at 4:00 PM

Location
Non-board members and non-staff are welcomed to attend this public meeting and are asked to pre-register to receive the meeting location details: KMPS Board Meeting Registration

Committee Members Present
L. Sweet (remote), M. Davis (remote), R. Crutcher (remote)

Committee Members Absent
A. Anderson, J. Neal

Guests Present
G. Phillips (remote), G. Williams (remote), J. Ward-Gill (remote)

I. Opening Items

A. Call the Meeting to Order

R. Crutcher called a meeting of the Operations/Facilities Committee of KIPP Memphis Public Schools to order on Wednesday Feb 14, 2024 at 4:04 PM.

B. Roll Call

C. Agenda Review

D. Approval of Minutes

R. Crutcher made a motion to approve the minutes from Operations / Facilities Meeting on 11-15-23.
M. Davis seconded the motion.
The committee **VOTED** to approve the motion.

II. Operations/Facilities Updates

A. Howell Windows Contract Amendment

Chief Phillips shared that the Howell campus windows contract amendment to accept a change order to include 16 additional window replacements and increase the budget not to exceed $500,000 with Wagner General Contractors was approved by the Finance Committee on February 7, 2024.

B. 2023-24 Enrollment Trend

Chief Phillips shared the enrollment trend for the region and by school as of the end of period 5 (which ended January 24, 2024).

C. 2023-24 Attendance & Absenteeism

Chief Phillips reviewed and gave an update on the following:

- Current Attendance & Chronic Absenteeism for KMCE, KMCM, KMCH and percentage for all schools.
- Chronic absence is calculated as 10% of total days a student is enrolled.

Question:
Board Chair Davis: Do we have a comparison on how KMPS did with attendance and absenteeism last year (2023).
Chief Phillips: In the November 15, 2023 meeting, data was shared for November 2022 versus year-to-date November 2023. We will share the comparison moving forward at each of the Operations Committee meetings.

D. 2024-25 Enrollment/Recruitment Update

Chief Phillips reviewed and gave an update on the following for all schools effective the week of February 12th.

- 2024-25 Total Enrollment Targets & Enrollment, Current Re-Enrollment and % to goal.
- KMPS target for re-enrollment is to have all existing students enrolled by March 18, 2024.

Question:
Board Chair Davis: Would like to know the strategy on how KMPS is going to get the extra students and how you're tracking your current efforts to know what yields an enrollment for a new student.
Chief Phillips: We are doing multiple enrollment and recruitment actions and can share more information in the next committee meeting.

E. Facilities Projects Update

Chief Phillips gave and update as follows:

- Henry Campus - HVAC Improvement Project is about 10% complete: Target Completion Date - 3/29/24
- Howell Campus - HVAC Improvement Project is 95% complete: Target Completion Date - 2/19/24

III. Operations/Facilities Chairperson Comments

A. Committee Member Crutcher facilitated the meeting for Committee Chair Member Anderson.

- Ms. Crutcher thanked KIPP Memphis staff for welcoming her to the SST Office.
- She reminded everyone of the Kicks with KIPP event on March 7, 2024. There will be Board representation and KIPP is shooting for 100% participation.

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 4:48 PM.

Respectfully Submitted,
J. Ward-Gill

The meeting was adjourned and the Committee went into Closed Session.