

# KIPP Memphis Public Schools

## Minutes

### Operations / Facilities Meeting

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#### 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](#)

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#### Committee Members Present

L. Sweet (remote), M. Davis (remote), R. Crutcher (remote)

#### Committee Members Absent

A. Anderson, J. Maina

#### Guests Present

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

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### I. Opening Items

#### A. Call the Meeting to Order

R. Crutcher called a meeting of the 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 an 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

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