

KIPP: TULSA

PUBLIC CHARTER SCHOOLS

Special Board Meeting Minutes
Tuesday, February 28th 2023 | 12-1pm
KIPP Tulsa University Prep | 541 S. 43rd W. Avenue, Tulsa, OK 74127

Board members present: Bianca, Raj, Brett, Jacob, Dr. Dickens and Lewana.

Board members absent: Melvin

Staff present: Dr. Darius Kirk, Dr. Charter, Damien Myers, Mayra Burke, Thomas Boxley.

Bianca called the meeting to order at 12:03pm.

There were no public comments.

Bianca presented the consent agenda and asked if there were any questions. There was a question about why the board is approving new hires when that is a staff function. Bianca pointed out that until the updated bylaws are approved, the board has to approve. Going forward, this is a staff function that the executive director approves. A question was asked if our calendar for the school year 2023-24 met the state minimum days and Dr. Kirk said that it did. Jacob moved to approve the consent agenda and Raj seconded. All were in favor and the motion passed. The following items were part of the consent agenda:

- Approval of employment agreements & new hires:
 - Wyeth Hall, Substitute Teacher
 - Leticia Taylor, Substitute Teacher
 - Jawan Johnson, 6th Grade Writing Teacher
- Approval of 2023-24 School Calendar
- Approval of General Fund Purchase Orders:
 - Nov 2022 149-166
 - Dec 2022 none
 - Jan 2023 167-176

Bianca moved to board committee reports. Jacob presented the finance committee report that included the following items:

- Approval of November 2022 and December 2022 Financial Statements
- Approval Vendor Contract for Bledsoe, Hewett & Gullekson CPA
- Approval of OSDE State Contract for Audit

A question was asked about our overage on administrative fees and Jacob and Dr. Kirk explained that there was a coding error in how some positions were coded as administrative and shouldn't have been. Unfortunately, we are only able to code correctly going forward and are not able to correct past coding errors.

Jacob moved to approve the 3 items in the finance committee report. Raj seconded. All were in favor and the motion passed.

Lewana yielded to Ray'Chel to begin the development committee report. Ray'Chel gave a general event update about the KIPPStar Talent Show and Gala on April 20th. She also gave an update about the Golf Tournament. Bianca asked that Ray'Chel share a list of past sponsors with board members to connect peers to the KIPP Tulsa. Ray'Chel also gave an update of pending grant applications and asked board members to pass along any other leads they have for grant opportunities.

Bianca presented the governance committee report and turned the floor over to Bill Hickman to review the following items:

- Approval of Amended Bylaws
- Approval of Board of Directors: Governance Policy
- Board of Directors: Roles and Responsibilities
- Board of Directors: General Duties Policy

Dr. Carter asked a question about if the board was required to approve staff for compliance and Bill clarified that was the responsibility of the executive director and the board is responsible for hiring the executive director.

Jacob moved to approve all 4 documents in the governance committee and Raj seconded. All were in favor and the motion passed.

Bianca gave the floor to Dr. Kirk for the Executive Director report. Brett asked a question about what is required of the board members and their role in upholding the goals per our charter contract. Bianca asked Damien to send more information regarding this to the board members.

Dr. Kirk mentioned that Donterrio Marzett is in San Diego for the KIPP School Leader retreat and receiving his KIPP Six award.

Dr. Carter mentioned that the Oklahoma State Department of Education drop out report was part of the board packet and we need to ensure all board members were able to review.

Thomas gave a brief overview of recruitment efforts in grades 6th - 12th. He said that we participated in a Smart Choice shared lottery application with Tulsa Public Schools.

Raj moved to adjourn the meeting at 1:20pm and Jacob seconded the motion. All were in favor and the motion passed.