

# KIPP: TULSA

## PUBLIC CHARTER SCHOOLS

Special Board Meeting Minutes  
Tuesday, August 29th 2023 | 12-1pm  
KIPP Tulsa University Prep  
541 S 43rd W Ave, Tulsa, OK 74127

Board members present: Jacob, Bianca, Dr. Dickens, Bianca, Brett  
Staff members present: Dr. Darius Kirk,, Mayra Burke, Keet Finley, Donterrio Marzett, Melissa Stotler  
Guests present: William Hickman (Via Zoom) and Eric Doss (OPSRC)

The meeting was called to order at 12:15pm.

There were no public comments.

Jacob presented the consent agenda and read the following items for approval:

- Approval of General Fund Purchase Orders
  - June 196 - 205
  - July 1-117
- Approval of Gifts Fund Purchase Orders
  - June 6 - 10
  - July 1-2
- Approval of Activity Fund Purchase Orders
  - June 74 - 77
  - July 1-7
- Approval of Building Fund Purchase Orders
  - June n/a
  - July 1-2
- Approval of KIPP Tulsa grade changes from 5th - 12th to 6th - 12th.
- Approval of Employee Handbook
- Approval of Student Handbooks
  - KTCP
  - KTUP
- Approval of Gifted & Talented Handbook
- Approval of shared employment agreements/contracts:
  - Dr. Debra Knight, Director of Virtual Learning
- Approval of 2024 Board Meeting Dates
  - Tuesday, January 30<sup>th</sup>
  - Tuesday, February 27<sup>th</sup>
  - Tuesday, March 26<sup>th</sup>
  - Tuesday, April 30<sup>th</sup>
  - Tuesday, May 28<sup>th</sup>
  - Tuesday, June 25<sup>th</sup>
  - Tuesday, July 30<sup>th</sup>
  - Tuesday, August 27<sup>th</sup>

- Tuesday, September 24<sup>th</sup>
- Tuesday, October 29<sup>th</sup>
- Tuesday, November 26<sup>th</sup>

Bianca moved for approval of the consent agenda as presented and Dr. Dickens seconded. All were in favor and the motion passed.

Jacob then moved to the Finance Committee report and said that he and Brett would present together. Jacob first presented a budget summary and referred to the budget in the board packet. Brett moved to accept the 2023-24 KIPP Tulsa College Preparatory budget and Jacob seconded. All were in favor and the motion passed.

Jacob then spoke about the Project Codes document and the Estimate of Needs in the board packet. There was no discussion but board members reviewed the documents. Bianca moved to approve both the Activity Fund Project Codes and the Estimate of Needs and Brett seconded the motion. All were in favor and the motion passed.

Jacob noted that the approval of new board members would be tabled for now. Jacob then presented the other items, Maternity Leave Policy, Transportation Policy and changing our grades from 5th - 12th to 6th - 12th. Jacob moved to accept these three items and Brett seconded. All were in favor and the motion passed.

Dr. Kirk listed the new staff members for the Executive Director report. They are:

- Jeff Levy, US History Teacher
- Arlando Jasper, 7th Grade Social Studies Teacher
- Dr. Telmesa Porter, Behavior Interventionist
- Terry Malone, Paraprofessional
- Ronald Chaz Stephens, Instructional Assistant
- Fredrick Baker, Paraprofessional

Jacob then moved that the board enter Executive Session and Bianca seconded the motion. All were in favor and the motion passed. All the staff left the room. Board members stayed as well as William Hickman and John Kalafatas (virtually).

Jacob moved to exit Executive Session and Bianca seconded. All were in favor and the motion passed.

Bill Hickman read the executive session minute note. The attendees of the executive session were board members Jacob, Bianca, Dr. Dickens and Brett and guests William Hickman and John Kalafatas (virtually).

Jacob went through each item in the agenda:

Jacob moved to accept the resignation of Dr. Darius Kirk as Executive Director and Bianca seconded. All were in favor and the motion passed.

Jacob moved to accept the resignation of Tara Hall as Chief of Staff and Bianca seconded. All were in favor and the motion passed.

Jacob moved to accept the resignation of Dr. Charlotte Carter as Chief Operating Officer and Bianca seconded. All were in favor and the motion passed.

Jacob moved to accept the separation agreement for Dr. Darius Kirk as Executive Director and Bianca seconded. All were in favor and the motion passed.

Jacob moved to accept the separation agreement for Tara Hall as Chief of Staff and Bianca seconded. All were in favor and the motion passed.

Jacob moved to accept the separation agreement for Dr. Charlotte Carter as Chief Operations Officer and Bianca seconded. All were in favor and the motion passed.

Jacob moved to name Donterrio Marzett the Interim Superintendent and:

The single sign-on District officer; and the single sign-on grants management administrator; and assigning the Interim the following:

- Warrant and deposit responsibilities
- Federal programs, school personnel, and other administrative duties;
- Encumbrance authorization request signature duties per board policy;
- Federal program inventory duties;
- Sylogist student information system administrator and business software administrator duties;
- The duty to notify the SDE and OMES of all changes in authority and duties as directed by the board with the request to make these changes immediate.

Jacob moved to allow the board chair to negotiate an employment agreement with Donterrio Marzett. Bianca seconded. All were in favor and the motion passed.

Bianca moved to adjourn the meeting and Dr. Dickens seconded all were in favor and the motion passed. The meeting was adjourned at 1:06pm.