

**KIPP ACADEMY LYNN CHARTER SCHOOL AND
KIPP ACADEMY BOSTON CHARTER SCHOOL
MINUTES OF THE MEETING OF THE JOINT FINANCE-FACILITIES COMMITTEE
OF THE BOARD OF TRUSTEES**

**November 29, 2017
9:00AM**

The meeting of the Joint Finance-Facilities Committee of the Board of Trustees of **KIPP ACADEMY LYNN CHARTER SCHOOL and KIPP ACADEMY BOSTON CHARTER SCHOOL** (collectively, the “Schools”) convened at 9:00 a.m. on November 29, 2017, at 37 Babson Street, Mattapan, Massachusetts, at which a quorum of the Trustees was present. The Trustees present were Matt Fates. Trustee Eric Svenson joined via conference line. The Trustees absent were Dawn Foye. Also present were Liz Dignan, Kevin Taylor, Lindsay Richard, and Stephanie Oliveras. Additionally, Bob Baldwin and Michaela Goodwin joined via conference line.

Matt Fates, the chair, called the meeting to order at 9:00 a.m. and presided throughout the meeting. Liz Dignan, Senior Director of Finance, kept the minutes of the meeting. Fates ascertained that sufficient Trustees were present at the meeting, and that, accordingly, a quorum existed.

After welcoming Trustees who were present at meeting, Fates presented the agenda as follows 1) Welcome and Introductions; 2) Wheeler Street Update; 3) Facilities Manager Discussion; and (4) Finance Team Org Chart.

1. Welcome and Introductions

Matt Fates, Chair, opened the meeting by introducing the committee and guests.

2. Wheeler St. Update

Fates directed the attention of the committee to Robert Baldwin, Managing Principal with Qroe Preservation Development. Baldwin updated the committee on the progress of the Wheeler Street project and the financing of the project with Kevin Taylor, Chief Operating Officer, facilitating the discussion.

3. Facilities Manager Discussion

Fates directed the attention of the committee to the Facilities Manager Discussion. Taylor facilitated a discussion the potential hiring of a Facilities Manager and the responsibilities of that would go along with such a role.

4. Finance Team Organizational Chart

Fates directed the attention of the committee to the Finance Team organizational chart, where it was decided to hold discussion until the next meeting of the Joint Finance-Facilities Committee.

The meeting adjourned at 10:50 a.m.

List of Documents Used at the Meeting

- Memo from Qroe Preservation Development
- Email from Esther Addo, Regional Director of Operations, on Preventative Maintenance Quotes

[Joel Abramson, Secretary]