



90 High Rock St Lynn, MA 01902 – Phone: (781) 346-6258 – Fax: (781) 598-1639 – www.kippma.org

**KIPP ACADEMY LYNN CHARTER SCHOOL AND
KIPP ACADEMY BOSTON CHARTER SCHOOL**

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

1st day, February, 2017

[10:00 a.m.]

The People Team Committee meeting of the Board of Trustees of **KIPP ACADEMY LYNN CHARTER SCHOOL and KIPP ACADEMY BOSTON CHARTER SCHOOL** (collectively, the “Schools”) convened at 10:00 a.m. on February 1, 2017 using conference call number 800-882-3610, Passcode: 4345707#, held in compliance with the open meeting laws, at which a quorum of the Trustees was present. The Trustees present were Amanda Fernandez, Amanda Seider and Trinidad Flores. Also present were Shenkiat Lim, Ivelisse Gonzalez, Kevin Taylor, Julie McPhillips, and Jelissa Carias.

Amanda Fernandez, the chair called the meeting to order at 10:05 a.m. and presided throughout the meeting. Julie McPhillips, Director of Recruitment kept the minutes of the meeting. Amanda Fernandez, the chair ascertained that sufficient Trustees were present at the meeting, and that, accordingly, a quorum existed.

After welcoming the Trustees who were present at the meeting, Amanda Fernandez, the chair asked if any attendees would be recording the meeting. Kevin Taylor, Chief Operating Officer then presented the agenda as follows: (1) Hiring timeline goal (2) Hiring POC goal; (3) HR data collection goal; (4) Performance review and long term Talent goals.

1. Fully hired by 6/1 for all known positions as of 3/1

- a. We have moved the recommitment letter process up so that all letters are returned by late February in order to know of open positions by 3/1
- b. HR completed an MTEL audit in order to ensure that needed MTEL information is included in the recommitment letters (This includes an audit for the SEI Endorsement and is essential in allowing recruitment to know which positions to post for on 3/1)

2. 40% of new hires identify as people of color (The POC definition refers to persons who self identify as People of Color.)

- a. Targeting specific events and organizations to ensure that we are reaching a diverse candidate pool
- b. The goal surrounding hiring of POC is up 7% this year from 33% last year

3. Data Collection in HR

- a. Exit Surveys (The goal is for 100% of employees who depart are

completing Exit Interviews. The preference is for these to be done in person. In addition to the questions asked, there is also a google survey.)

- b. Staff experience data (We are compiling the staff experience years now. There is a difference in opinion surrounding this definition and we want to be consistent in this definition in order to ensure that we are all clear on where our staff are)
- c. DEI data collection through onboarding process (inclusive language)
- d. Intentional collection of qualitative data on staff member experience in order to inform quantitative data (Meeting with staff to discuss staff experience)

4. Performance reviews (This is a long term goal and the goal is to begin developing a progress monitoring system for this work and ensuring equitable performance management)

a. Additionally, when process is implemented, ensure there are no trends towards People of Color yielding a disproportionate amount of lower performance evaluations

The meeting adjourned at 11:00 a.m.

Listed of Documents used at the meeting:

- 1.23.17 People Team Committee Planning

Joel Abramson, Secretary