



**KIPP ACADEMY LYNN PUBLIC CHARTER SCHOOL AND
KIPP ACADEMY BOSTON PUBLIC CHARTER SCHOOL
MINUTES OF THE MEETING OF THE PEOPLE COMMITTEE
10/5/2022 | 10:30 am**

The meeting of the People Committee of **KIPP ACADEMY LYNN PUBLIC CHARTER SCHOOL and KIPP ACADEMY BOSTON PUBLIC CHARTER SCHOOL** (collectively, the “Schools”) convened at 10:30 AM on 10/5/2022 virtually, held in compliance with open meeting law, at which a quorum of the committee members was present.

The following Committee members attended by Zoom: Ive Gonzalez, Shenkiat Lim

Additional participants: Lauren Adams, Kate Lobel, Stephen Pizzimenti

The following committee members were not present:

Shen called the meeting to order at 10:30 and presided throughout the meeting. He ascertained that sufficient Committee members were present at the meeting, and that, accordingly, a quorum existed.

1. Lobel led a team builder exercise with the committee
2. Lobel led a discussion on the mentorship program that Lobel and Adams launched with KIPP MA staff in September. [Mentor/Mentee Kick-off 9.26.22 EXTERNAL](#). The program is targeted to New to KIPP staff who are new to the regional office or who are new to managing at KIPP MA.
 - a. Lobel and Adams have asked all mentors and mentees to complete surveys after each touch point to monitor how it’s going
 - b. Next step is to build out more resources to ensure that their touch points are meaningful, especially if they need additional prompting to get to know each other
 - c. Lobel and Adams put together a template and bank of resources for people to use
 - i. [KIPP MA Mentor Program Resource Bank](#)
 - d. Lobel and Adams asked for input from the committee member about how to build out the resource bank
 - i. Lim asked what the objectives are for the program
 1. Lobel responded with text from the presentation with staff

2. Purpose: The KIPP MA Mentoring Program pairs targeted new-to-KIPP staff (mentees) with more seasoned staff (mentors) to provide ongoing support, connection, and perspective to integrate newcomers into KIPP culture. The SY22-23 KIPP MA mentoring program will focus on NTK managers and RO staff. Mentorship is an important opportunity for employee support, development, engagement and retention.
3. The SY22-23 mentorship program seeks to:
 - a. Provide tailored and timely support and resources to NTK managers and RO staff to support their integration into KIPP culture.
 - b. Promote belonging, connection and engagement.
 - c. Provide new-to-KIPP manager mentees a safe place to troubleshoot the complexities of people management issues.
 - d. Provide mentors with a leadership growth opportunity.
- ii. Gonzalez suggested that we have a session for the mentors to get together and swap ideas
- iii. Gonzalez suggested that we ensure that if a mentee has a development plan that the mentor is made aware of it
 1. Suggestion was made for the mentor and manager to connect so that mentor understands what the mentee is working on
- e. Lim said he would share resources with Lobel and Adams that he has access to; for examples, guides for how to structure the questions and conversations
3. Pizzimenti led a discussion about the teacher compensation system review year 2
 - a. Last year we connected with Staff, what counts as a full year versus half year
 - b. Last year we also identified six areas where the teachers and staff through the subcommittee, how do we compensate for the additional criteria, since we know it required further discussion:
 - i. [Draft email teacher compensation system 2022-23](#)
 - ii. The teacher is fluent in a language other than English that is widely spoken in the community being served
 - iii. The teacher participated in a professional development program such as Generation Teach that primarily serves students of color
 - iv. The teacher is a KIPP MA alum
 - v. Pursuing and obtaining professional licensure
 - vi. Tuition related to pursuing a relevant advanced degree

- vii. After completion of a pre-approved external professional development opportunity
 - c. Looking for a few more people to join this year's subcommittee
 - d. Will have more information during the next meeting, we will want some more input and where we are at with this process.
 - e. The more it is complex the harder it will be to assess.
4. Lobel led a conversation about our manager training PD Calendar for this school year
- a. [PD for School-based Leadership Teams](#)
 - b. This year we are starting monthly pushing into school leadership teams to provide refreshers.
 - c. Flex PTO was completed in August; performance management and progressive discipline starting with school leadership teams starting tomorrow
5. Adams led a conversation about our updated phone screen template for KIPP MA candidates
- a. [SY22-23 Phone Screen Template \(Recruiter, Candidate, Grade/subject\)](#)
 - b. Adams is getting feedback from talent team, executive leadership team, families, and also people committee
 - c. We want them to walk away with no doubt about what we prioritize
 - d. Adams asked the committee to read through the template and leave comments
 - e. Gonzalez offered perspective about language we are using
 - f. Lim advised that we be mindful of demographic data that we are collecting
 - g. Lim agreed that it was a good idea to have questions that ask candidates to demonstrate the behaviors that we are looking for.

Shen moved to close out the 10/5/2022 Committee Meeting at time.

Committee Chair Signature