



**KIPP ACADEMY LYNN PUBLIC CHARTER SCHOOL AND  
KIPP ACADEMY BOSTON PUBLIC CHARTER SCHOOL  
MINUTES OF THE MEETING OF THE PEOPLE COMMITTEE  
3/29/2023 | 10:00 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 10:00 AM on 3/29/2023 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:** Shenkiat Lim, Ive Gonzalez, Paul Maleh, Dave Filias

**Additional participants:** Lauren Adams, Kate Lobel, Stephen Pizzimenti

**The following committee members were not present:**

Shen called the meeting to order at 10:00 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. Pizzimenti shared the meeting minutes from the 1/11/23 committee meeting for the committee to review. Shen motioned for the minutes to be approved, Maleh seconded, and there was unanimous approval for the minutes.
3. Lobel presented to the committee about the Talent Hub that the KIPP MA talent team has been developing over the past year. It has been piloted this year on a smaller scale, and will be built out to be more robust beginning in 2023-24. Lobel asked for feedback from the committee, and the committee members shared feedback about what is being planned and developed.
  - a. Gonzalez noted that they have an intranet at her company with similar information, and they include any policies, benefits, specific info about benefits, etc. It acts as a self service portal for folks to easily find answers to frequently asked questions.
  - b. Shen suggested finding an automated solution to generating org charts, such as with pingboard.com.

- c. Maleh noted that they also do their compliance through their intranet - for example, cyber compliance, am I up to date individually with compliance items, etc.
  - d. Filias asked how it would be kept updated over time. Lobel noted that KIPP MA's executive director made a similar point about ensuring information remains current or it won't be trusted by staff
    - i. Maleh suggested trying to populate it with things that don't change that often, just maintain a foundational element
    - ii. Pingboard allows you to refresh the data easily with downloads/uploads
  - e. Committee does not recommend making this portal or HR policies in general available to non-personnel or prospective staff
4. Adams updated the people committee with anticipated percentages of staff who plan to return for the 2023-2024 school year.
- a. As of the date of the committee meeting, 89% of staff were planning to return, 9% of staff were not planning to return, and 2% of staff are unsure.
  - b. As of the date of the committee meeting, KIPP MA talent leadership is projecting a retention rate of 79% across the organization.
  - c. 100% of KIPP MA staff completed the ITR survey this winter.
  - d. Filias asked how the organization has been able to create the culture that staff are honest on these surveys. Adams and Lobel responded.
    - i. Adams talked about intentionality, building relationships with staff, etc.
      - 1. Ensuring that leaders aren't making staff feel guilty if they decide not to return
      - 2. The talent team offers additional supports to staff who are exiting, including resume reviews and mock interviews
    - ii. Lobel talked about our overall shift to be more people-centered, caring about the individual person and not only the organization
      - 1. Previously the messaging used by KIPP schools was that we needed to know their ITR status in order to fill vacancies, but now the shift has been to center the person who is exiting and their future plans
5. Adams updated the committee on the search for a new CAO, which included a talent culture audit conducted by a search firm. The search firm is now conducting this search.
- a. Other openings include Director of Retention, Director of Special Education, and MD of Academics
  - b. Recently hired were MD of Equity, Director of Academics for Literacy, and Human Resources Manager

6. Pizzimenti shared with the committee about the updated structure for paying out performance bonus for roles that are eligible for them (chiefs, managing directors, and principals)
  - a. Currently the entirety of the bonus is paid out in October following the school year in which the work is completed
  - b. Going forward, senior leaders may receive payment for up to 50% of their bonus in June, provided that they have earned that amount based on meeting their annual goals
  - c. Goals will be broken out to determine what percentage of a staff member's performance bonus is tied to that goal. This will lend clarity in general and for what can be paid out in June.
7. Pizzimenti shared that the next committee meeting would need to be in person in order to comply with open meeting law. Currently participants are able to be virtual through March 31, 2023. However, regulations are also being discussed by the state to continue this for another 2 years through March 2025.

**Shen moved to close out the Committee Meeting at 11:00 am.**

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Committee Chair Signature