KIPP ACADEMY LYNN PUBLIC CHARTER SCHOOL AND
KIPP ACADEMY BOSTON PUBLIC CHARTER SCHOOL
MINUTES OF THE MEETING OF THE PEOPLE COMMITTEE
9/5/2025 | 1:30 pm

[People Committee Meeting Notice and Agenda 9-5-2025]

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 *1:30 pm* on *9/5/2025 in-person and via Zoom*, held in compliance with open meeting law, at which a quorum of the committee members was present.

The following Committee members attended by Zoom: Dave Filias, Barbara Curran

The following Committee members attended in person: Shenkiat Lim, Paul Maleh

Additional participants: Kate Lobel, Shameka Coleman, Kate Kiley

The following committee members were not present: *N/A*

Shen called the meeting to order at 1:35 pm and presided throughout the meeting. He ascertained that sufficient Committee members were present at the meeting, and that, accordingly, a quorum existed.

1. Welcome and Overview

- Shen opened the meeting and shared updates from the recent full board meeting.
- Highlights included:
    - Enrollment is full.
    - Budget constraints due to rising healthcare costs and apparent errors in FTE data.
    - Goal remains to balance the budget and meet bank covenant requirements.

2. Approval of Minutes

- Motion to approve prior meeting minutes made by Shen.
- Seconded by Paul.
- Motion passed unanimously.

3. Committee Discussion: Supporting the Talent Team

- Kate L. provided a brief recap of last year's outcomes and staffing transitions (summarized here). Members discussed how to support Kate L. and the Talent team coming off of a year of transition and downsizing.
- Acknowledged need for increased committee involvement this year given reduced team capacity and budget challenges.
- Kate L. discussed some general priorities with the team for this year:
    - Managing team dynamics and adjusting to reduced regional staffing.
    - Addressing lack of data infrastructure: talent data currently housed in spreadsheets and trackers, historically tied to finance.
    - Concern about long-term visibility and analytics capacity.
    - Change management associated with likely benefits changes.

4. Data Systems and Infrastructure

- Barbara noted ADP WorkForceNow (KIPP's HRIS) offers robust capabilities and suggested exploring its potential.
- Committee discussed need for a modernized database and recruiting system:
    - Short-term: organize existing spreadsheets.
    - Long-term: transition to HRIS/ATS solution.
- Barbara offered support on Excel and database conversions.
- Shen suggested topical subcommittee meetings to address specific needs (e.g., HRIS, change management, employee value proposition).
- Barbara recommended assigning committee "owners" for priority areas.
- Dave suggested meeting more frequently than quarterly.
- Shen proposed one-off working sessions in addition to regular committee meetings.

5. Change Management and Benefits

- Committee agreed that focusing on managing staff communication and expectations around healthcare cost increases and supplemental leave policy will be critical this year.
- Barbara noted her organization's recent move to a 15/85 healthcare split.
- Shen acknowledged importance of (re)framing KIPP's evolving value proposition to staff.

6. Headcount Planning

- Paul stressed importance of a formal headcount planning process to align staffing and financial sustainability.
- Discussion points:
    - Current approach viewed as reactive; need for proactive guardrails.

    - Goal to establish principles and ratios to inform staffing decisions.
    - Alignment with finance leadership is critical; all committee members strongly recommended close collaboration with incoming CFO.
    - Barbara emphasized opportunity for People Committee to help lead development of headcount planning process.
- Consensus: headcount planning should be a committee priority this year. Kate L. added this to the 2025-26 goals doc here.

7. Committee Structure and Scheduling

- Agreed on informal touchpoints as needed and formal meetings quarterly.
- Key upcoming topics:
    - Open enrollment (late November/early December).
    - Supplemental leave decision (January).
    - Headcount planning (spring).
- Preferred schedule: Wednesdays at 9:00 a.m. (October/November, January, April).

8. Closing

- Kate L. closed by noting positive momentum and strong performance among the Talent team despite recent transitions.

Shen moved to close out the 9/5/25 People Committee Meeting at 2:20 pm.

Documents reviewed during meeting:
25-26 People Committee Goal Planning (September Board Retreat)