

KIPP Vision for Excellence in School Operations

Our vision is to build a network of strong public institutions that are built to last. High-quality school and regional operations ensure that schools are safe and efficient, regions are financially healthy, and resources are readily available and aligned to educational priorities to enable the highest level of teaching and learning.



School Operations Leadership

Financial and operational responsibilities stay off of SL's, AP's, and teachers' plates so that they can focus on teaching and learning.



Facilities & Maintenance

Our buildings are well planned and maintained. They are clean, safe, and welcoming. Floors sparkle!



Student Services

Students receive the services they need to be fully present and engaged in school.



Finances & Purchasing

Our school has adequate resources to realize our school vision. We manage the budget to ensure that our resources are aligned with academic priorities and we stay within our means.



Technology & Equipment

All KIPP-provided and managed technology is reliable. When things break, they are fixed quickly and replaced appropriately.



Student Info & Testing

The Principal, teachers, and staff have complete and accurate student information they need to be successful.



Student Recruitment & Enrollment

We are serving the students who need us most and we are fully enrolled.



Risk Management, Compliance, and HR

Students are safe and schools are able to review, sustain, and expand charters.

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School Operations Leadership

Financial and operational responsibilities stay off of SL's, AP's, and teachers' plates so that they can focus on teaching and learning.

- The School Leader is ultimately responsible but does not own day-to-day execution of operations because a strong, capable ops team is in place.
- The School Operations Leader (SOL) is an active, productive member of the school leadership team. S/he is on the same level as APs.
- Teachers and parents trust that they will get the same answer going to the SOL as the Principal for all non-instructional questions/issues.
- Operations roles and responsibilities are clearly defined and understood by all stakeholders (SL, SOL, regional team).
- The regional office calls the SOL first for any operations-related issues and trusts that they have decision-making authority.
- Operations team members are warm/demanding, proactive and customer service-oriented, systems, planning and process oriented, and empathize with teachers and students.



Facilities & Maintenance

Our buildings are well planned and maintained. They are clean, safe, and welcoming. Floors sparkle!

- Systems and processes for facilities maintenance result in timely repairs. Capital improvements are prioritized and budgeted for appropriately.
- The SOL regularly conducts facilities walkthroughs and liaises with custodial staff/vendors to ensure that the facility looks the best it can.
- Consistent and joyful building aesthetics promote teaching, learning, and student engagement.
- The school's culture promotes responsibility and shared accountability for cleanliness.
- There are shared space agreements for co-located schools and easy-to-use systems for staff to reserve common spaces.
- There are adequate access controls, fencing and gates, guards, and police presence to ensure that the school is safe.
- The main office is neat, organized, welcoming, and has all important parent facing materials.



Student Services

Students receive the services they need to be fully present and engaged in school.

- Student transportation is safe and runs on time. When it is late, there is a clear system for parent and staff notification. Arrival, dismissal, and transitions maximize instructional time; require minimal staffing or intervention; and run smoothly.
- The cafeteria serves healthy and tasty food. Meal times run smoothly. Meals are appropriately tracked according to regulation and minimize cost overruns.
- Parents and community members are actively engaged in the school. Parents receive regular communications.
- There are adequate facilities, security, and partnerships to support extracurricular and athletic programs.
- The SOL owns all logistics (e.g. transportation, lodging, meals, staffing plan, etc.) of all off-site field trips and all on-site special events (Report Card Nights, Performances, Graduation, staff celebrations, etc.).



Finances & Purchasing

Our school has adequate resources to realize our school vision. We manage the budget to ensure that our resources are aligned with academic priorities and we stay within our means.

- The SOL leads the budget planning process by taking the Principal's vision and bringing it to life through the budget.
- The SOL and Principal review budget-to-actuals on a monthly basis, resulting in the school operating within its planned budgets (variance of no more than +/- 5%).
- There are clear purchasing processes/systems so that all students and staff have the materials they need when they need it.
- All staff are paid accurately and timely.
- All staff understand and adhere to the region's financial policies and procedures in support of financial health and sustainability.

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Technology & Equipment

All KIPP-provided and managed technology is reliable. When things break, they are fixed quickly and replaced appropriately.

- Wifi is reliable and has adequate bandwidth. Teaching and learning is not interrupted by outages.
- Copy machines, fax machines, and phones are reliable. Staff is notified when there is an interruption of service.
- The technology procurement and inventory process is reliable, efficient, and secure.
- Student technology is sufficient to support instructional goals. Staff and students are trained to use technology properly.
- Student accounts are provisioned quickly and reliably.



Student Info & Testing

The Principal, teachers, and staff have complete and accurate student information they need to be successful.

- The SOL says with 100% confidence that student records and data in the student information system (SIS) is clean and up to date
- Basic data reports (such as student attendance by grade) are proactively produced as needed.
- The SOL works in conjunction with deans on report cards/progress reports/transcripts and create a project plan that delivers these reports on time based on instructional timelines.
- The Ops team manages all logistics of student test administration including ordering materials, scheduling, and setting up the classroom.



Student Recruitment & Enrollment

We are serving the students who need us most and we are fully enrolled.

- Recruitment strategy reaches the students who need KIPP most and enrollment process leads to high conversion rates.
- Parent info sessions, school tours, and the lottery and enrollment process are tightly planned and executed.
- Schools collaborate on transitions through feeder patterns (ES-MS-HS).



Risk Management, Compliance, and HR

Students are safe and schools are able to review, sustain, and expand charters.

- Schools have a complete school safety plan that every staff member can execute on in an emergency.
- School staff have complete, current, and accurate employee files and certifications. All personnel interacting with students have background checks on file.
- Schools comply with all areas of legal compliance (e.g. HR, FERPA, etc.)
- Student activities are aligned with insurance policies.