

COMMITTEE MEETING MINUTES

Committee: Operations

Meeting need not be verbatim. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
10/9/18	6:05pm	7:17pm	11/13/18	5:30pm	Lyn Carden
Meeting Location:					
International Academy of Smyrna – Director of Operations Office					

Attended by:	
Pam Spalla, via teleconference Marie Davis, via teleconference Cornell Longino, via teleconference Zinta Perkins Toni Lewis	Lyn Carden, via teleconference
Highlights:	

I. Committee Update

II. Old Business

- Building damage expense estimates for the year – Ms. Perkins provided the committee with cost evaluation spreadsheet for both general maintenance and repair costs. Explaining plumbing is not completed on the spreadsheet because it cannot be predicted
- She reviewed with the committee the proposal from Capitol City provided regarding to the AC repair and maintenance.
- Ms. Perkins informed the committee that the school was already over budget in the costs of building damage and repair and the finance committee was going to need to account for that in their revised budget.
- Ms. Perkins provided the committee with a roof replacement estimate which was over \$244,000.
- Review of Technology vendor contract and scope – The committee reviewed the current technology vendor's contract. They asked Ms. Perkins to provide to them a list of specific duties performed by the vendor and specifically what the needs of the school are. The committee agreed an RFP will need to be issued, which would include giving the current vendor an opportunity to bid with a proposal that was more appropriate for the schools needs and capabilities. The committee discussed the fact that the last technology audit was 2 years old and that there was a need for the vendor to be timelier on that issue due to federal requirements. Ms. Perkins was asked to determine what is proprietary to the vendor that is currently being used by the school.

III. New Business

- EIP annual expense – The committee reviewed the EIP consulting contract. They agreed that it would be important, moving forward, to ensure the boards needs were in line with the contract offering and decided to review further.
- Reporting updates from Operations
 - i. CPI – On time
 - ii. Beginning of Federal Fiscal Year - Title Budgets Due – on time
 - iii. DEO46 - Late due to portal and budget timing issues
 - iv. Student Class Size Report – on time
 - v. Annual Charter Report – Due Nov 1, leadership is aware and plans to have complete on time
 - vi. CLIP Grant Audit report – On time
 - vii. FTE Count – Complete

Next Meeting Date – November 13, 2018 5:30pm

Adjournment