



**International Academy of Smyrna
Operations Committee**

Meeting Agenda for December 4, 2018 5:30pm

I. Roll Call

II. Committee Update

III. Old Business

- EIP contract
- Facilities Report
- Building damage expense estimates
- HVAC repair and maintenance
- Roofing update
- Technology
 - i. List of duties performed by the vendor vs specifically what the needs of the school
 - ii. Proprietary technology provided by current vendor
 - iii. Technology RFP

IV. New Business

- Budget considerations
- Review enrollment & lottery policy
- HR Handbook Review
- RFP Timeline for Technology services
- Reports
- Sell of Old Building Materials
- Reporting updates from Operations
 - i. Completion Report Submitted
 - ii. Annual Charter School Report Submitted
 - iii. Budget Completion Reports Due 10/3
 - iv. End of Federal Fiscal Year - Title Budgets Due 10/31
 - v. Title VI, Part B Budget Due 10/31
 - vi. Free & Reduced Meal report to DOE - 11/28
 - vii. Negligent and Delinquent Annual Report
 - viii. Resource Allocation Methodology Plan Due

V. Next Meeting Date - January 8, 2019 5:45pm

ADJOURNMENT

