



**International Academy of Smyrna
Operations Committee**

Meeting Agenda for January 8, 2018 5:45pm

I. Roll Call – 5:40

II. Committee Update

III. Old Business

- Facilities Report
- Building damage expense estimates
 - Mrs Restoration has finished- Chubb has taken care of their expense
 - Building Damage- Stairwell tower (leaks) Masonry sealing – Southeastern Roofing (\$7, 050 – Cost to us)
 - Additional potential exterior masonry work that is causing water to seep into the foundation. Completed patching, if this doesn't work, will likely be about a \$15K cost
- HVAC repair and maintenance
 - HVAC- New contract with McKinney Mechanical as of Jan 2019
 - Quarterly Maintenance- Annual \$9659 & \$4326- Condenser cleaning
- Roofing update
 - Roofing Update, need to get the awning leaking quoted and repaired
- Technology RFP
 - Technology- IT InterConnet (\$65K budget) contract expires on July 31st 2019 – **Discussions around hiring a FTE onsite to handle issues**
- Other operations RFP's
- Sell of Old Building Materials
 - Was approved to sell all on premise extra information

IV. New Business

- SESC
 - i. Details required to be returned by March 7th for issues that needed to be remediated from the onsite visit
- Marketing strategic plan
 - i. CC with Forum to discuss no/low cost items to consider

1. No Cost- Open House, Online Reputation Management, Social Media (I Love IAS), School Tours
 2. Low Cost- Email campaigns, mailings, etc.
- ii. Jan 15- Feb 22- Registration
 - iii. Lottery the following week
 - iv. Deliverables- Need a marketing strategy- Package the it- Web-site write up, slogan, elevator pitch, marketing collateral, mail-out, PPT for open house, billboard
- Facilities/Maintenance Plan and budget for next Year
 - i. Need to have a budget for to presentation March 19th board meeting
 - School Tours/ Informational Sessions Update
 - i. School Tours- weekly during the registration period
 - Parent survey
 - i. We need to get copies of the read-out from the focus group and surveys
 - Review Safety Drills
 - i. Conducted monthly

V. Next Meeting Date TBD

ADJOURNMENT – 6:59pm