

## COMMITTEE MEETING MINUTES

### Committee: IAS Operations Committee

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:
2/25/19	6:09pm		3/12/19	5:45pm	Marie Davie
<b>Meeting Location:</b>					
IAS					

<b>Attended by:</b>	
Marie Davis Zinta Perkins	
<b>Highlights:</b>	

#### I. Roll Call

#### II. Committee Update

#### III. Old Business

- Facilities Report
  - Roof Tower Leak- \$2320- Completed a Roof Coating System- Took care of most of the leaks, the company will return on Wed to address last small area
  - McKenney is in place as the new HVAC vendor. They have completed the first semi-annual inspection
  - Awning Leak- Roof on awning needs to be replaced. Will be installing a new TPO roof system. We anticipate that this will resolve all future leaks. The team has also removed all sagging paint from the under belly of the awning as it was safety hazard for those walking below. Anticipated cost \$17K
  - Brick Design- Exterior Masonry work to be completed. This will resolve the issue faced when the rain is coupled with wind and approaches the school at an angle. Water can get between the brick and cause additional damage. Anticipated cost \$15K
  - Leak in nurse's office- Recommendation is that we need a 12" rain leader piping and elbow. Anticipated cost is at least \$9K
- Technology personnel update
  - Concern of having a new person the year that we are renewing our charter
  - Concerned that the available 60K may not provide for a resource with the correct skillset. Investigating bringing the person on as a contractor for the first year to avoid loading benefits

- Will look to open a req. so that we can see what the marketplaces affords, will target the resource for next school year
- Sell of Old Building Materials
  - Will target the spring to begin the sale. Will need to set up a payment service
- Facilities/Maintenance Plan and budget for next Year
  - Completed analysis of current cost of on-call maintenance, YTD 10K. May look to leverage the same resource with an additional maintenance aspect to his current role
- IT Services
  - In process of getting teacher devices (HP laptops)
  - Need to look at updating interactive boards
  - March 20th meeting in August focused on technology

#### **IV. New Business**

- Compliance log
  - Financial compliance log will be created beginning 3/1, the first 30 days will be trial that will be used to tweak the process to begin Q2
- After School Program Review
  - Revenues on track based on the budget
- Student Safety Audit
  - No major issues to report
  - Seasonal illnesses (Flu, Step, etc.). All desks are sanitized during each break
  - Started a safety committee and completed 1<sup>st</sup> safety assessment. Will make improvements based on committee recommendations
    - Looking at more lights in the rear
    - Adding a ring for weekend drop offs
    - Science lab safety procedures
    - Carpool during inclement weather
- Lottery Results Due to DOE (2/28)
  - On track
- Annual Non-profit Corp. Registration
  - Will partner with Finance Team
- Website Development
  - Still in process

#### **V. Next Meeting Date** March 12, 2019