

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:
3/23/29	5:52pm	6:11pm	4/9/10	5:45pm	Marie Davis
Meeting Location:					
IAS – Zinta Perkins Office					

Attended by:	
Marie Davis Zinta Perkins	
Highlights:	

- I. **Roll Call-** Marie Davis and Zinta Perkins
- II. **Committee Update** – None
- III. **Old Business**
 - Facilities Report- Same as previous week
 - 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) to be delivered 3/18/19
 - Need to look at updating interactive boards
 - Georgia Cyber K-12 Network- March 20th meeting in Augusta focused on technology

IV. New Business

- CPF Corrective Action Plan
- Review of employee contracts format
 - i. Will try to get them out after the board meeting on 3/12. Will look for them to be return on 3/29
 - 1. We anticipate a reduction of 4 teaching roles, 1 para from student enrollment projections
 - 2. We know 3 teachers will not return (1 moving on a mission trip, 1 is misplaced, 1 will relocate)
 - 3. Anticipate that we will need to hire 2 Special Ed teachers
- Screen/Post new positions
 - i. Posted 1 Special Ed position
 - ii. Working with Indeed to fine tune the posting
- Student Class Size Report
 - i. K- 22.6/class for 3 teachers
 - ii. 1st- 21.75/class for 4 teachers
 - iii. 2nd – 26.6/class for 3 teachers
 - iv. 3rd – 23/class for 3 teachers
 - v. 4th – 26.6/class for 3 teachers
 - vi. 5th/6th – 22/class for 5 teachers

V. Next Meeting Date – April 9th @ 5:45

ADJOURNMENT