

## **COMMITTEE MEETING MINUTES**

### **Committee: Operations**

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

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
4/9/19	6:08pm	6:43pm	5/14/19	5:45pm	Lyn Carden
<b>Meeting Location:</b>					
IAS					

<b>Attended by:</b>	
Marie Davis Zinta Perkins	Lyn Carden via telephone
<b>Highlights:</b>	

#### **I. Roll Call**

#### **II. Committee Update**

#### **III. Old Business**

- Facilities Report- Ms. Perkins provided a facility update adding no more major repairs were currently scheduled. Ms. Perkins reminded the committee that the awning repair was on hold. She also said while the school had not seen any more leaks, that the evening's heavy rain will tell the story.
- Ms. Perkins said the equipment sale had been delayed because of other school level priorities, she said the committee would be notified when the school was ready for the sale.
- Ms. Perkins told the committee the new laptops have been delivered and the teachers were very happy.
- Ms. Perkins and Ms. Davis discussed the idea of creating a technology update plan, including interactive white boards. The committee agreed they needed a 2 – 3 year technology replacement plan.
- Ms. Perkins notified the committee that she was meeting with the schools technology consultant for a technology inventory adding she would provide the results when it was complete
- Georgia Cyber K-12 Network- March 20th Ms. Perkins attended this conference. One of the take aways was a plan to partner with the organization who conducted the conference to help identify opportunities to improve technology infrastructure. Ms. Perkins told the committee she was going to make an appointment to meet with them to learn more about these opportunities and would be report back after the meeting. She also told the

committee that she received information about E-Rates and would continue to research about those opportunities. Ms. Perkins told the committee that the conference organizer told her that as an SCSC school IAS should be receiving internet at no cost and that she would be researching that information.

- CPF Corrective Action Plan – The committee reviewed CPF CAP and strategy to make sure the school was on track

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

- Parent survey sent out and the school waiting on feedback. Ms. Davis suggested the upcoming PTA meeting be used as a venue to complete surveys and encourage those who completed a survey to find 2 others to fill one out.
- Vendor Review/RFPs for next year – Ms. Perkins suggested the school review the custodial contract and internet service provider
- Title 1 Significant Growth or Expansion – Not needed
- Title 1 - Deadline for LEA's to draft schoolwide plan – Ms. Brinker and Ms. Perkins have begun the plan and will have it submitted on time. There will not be significant changes but there will be some small revisions
- Preliminary Allocation Notice Title 1 Part C – Ms. Perkins shared the preliminary numbers.
- Marketing – The school has been reaching out to pre-schools and had some area pre-schools come to IAS for a kindergarten pep rally. 15 preschools have been contacted. The committee discussed the fact that misinformation that is hurting the school. Ms. Perkins noted that to combat and help promote the school they have been sending press releases and consistently on social media. The school has run some Facebook and Google ads and saw results, Ms. Perkins recommended that advertising continue. Ms. Perkins noted that the school will need to do Pre-K programs as early as possibly next year and looks forward to the publicity around in service projects and anything positive that's happening in the school. The committee discussed the need to improve the website. A time line and strategy was discussed. Ms. Perkins shared with the committee a plan to do a movie trailer, adding that they have started collecting photos and images of the school and are have identified people to work with to create it. Ms. Perkins also said they school had made the schools google site a business site so they can start getting reviews. Ms. Davis recommended considering buying an ad in the Atlanta Parenting and community magazines. It was also suggested that they drop off fliers and realtors office, kids clubs, boys and girls club, swim teams, etc.

#### **V. Next Meeting Date May 14, 2019 5:45pm**

**ADJOURNMENT 6:43pm**