

COMMITTEE MEETING MINUTES

Committee: IAS 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:
8/13/19	6:07pm		9/10/10	5:45pm	Marie Davis
Meeting Location:					
IAS					

Attended by:	
Marie Davis Zinta Perkins	
Highlights:	

I. Roll Call

II. Committee Update

III. Old Business

- Facility Review - Existing Roof/HVAC issue- Completed a dye test to try to determine the root of the issue. Based on the results, it appears the issue is with the HVAC. The hypothesis is that nothing is insulated. Will schedule a session with both vendors to continue investigation. Recommendation is that we no longer use Encore, instead use Southeastern Roofing.
- Renewal – Uploaded all info for the monitoring visit.
 - Submitted enrollment number (459), currently at 449
 - All items from previous visits have bene corrected
 - All outstanding policies & procedures are in place
- CPF Matrix worksheet

IV. New Business

- DOO Accountability Matrix- Shared the doc. Zinta will review to make edits to the standards and share details for the results
- Optimum use of facility to generate revenue
 - Looking Pre-K program
 - Daycare/Aftercare

- Home School Supplement
- Dobbin Airforce Base- To lease a classroom for their Robotics program
- Review SCSC Monitoring Handbook- There is a monitoring document/guide, should there be a handbook? Do we need to create one? Visit is scheduled for 10/9. All documents have been uploaded in the system. Visit will be between 2-4 hrs., interview, sampling of certain items
- Impacts of new organizational structure – Nothing new
- Reports due:
 - i. Child Find Report due 7/31 – Completed prior to due date

V. Next Meeting Date September 10, 2019 5:45pm

ADJOURNMENT