

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:
11/12/19	5:52pm	6:34pm	12/10/19	5:45pm	Shaun Kerr
Meeting Location:					
IAS					

Attended by:	
Javier Smith Marie Davis Zinta Perkins	Gregg Stevens, EIP Shaun Kerr, EIP
Highlights:	

I. Roll Call

II. Committee Update

“Thanksgiving cleaning” needs will be finalized next week. The school also bought antiseptic “bombs” to deploy where multiple students have come down with similar illness

III. Old Business

- Facility Review
 - i. Ms. Perkins provides and update on the locations of leaks in the roof and what the quotes to fix the leaks are.

IV. New Business

- Cross Functional Monitoring
 - i. Ms. Perkins discusses the corrective action plans the school is putting into place. She is working on getting teachers correctively coded. Ms. Perkins notifies the committee that that draw-downs were not done punctually and is working on a corrective action plan. Ms. Perkins tells the committee she is concerned about finding all the proper paper work for CFM.
 - ii. Mr. Smith requests that all the dates on the CFM are updated
- Review enrollment & lottery policy
 - i. Ms. Perkins recommends the school place a freeze period for new enrollees after the first FTE count to allow the numbers to match the estimates. Ms. Davis

request that discussion be added to the upcoming board meeting agenda so a decision can be made quickly.

- ii. Ms. Perkins tells the committee she is preparing for the schools audit in the Spring.
- Reporting Update:
 - i. Negligent and Delinquent Annual Report
 - 1. Ms. Perkins notifies the committee IAS doesn't filing that report
 - ii. Resource Allocation Methodology Plan Due
 - 1. Submitted
 - iii. Budget Completion Reports
 - 1. Submitted on time
 - iv. End of Federal Fiscal Year - Title Budgets
 - 1. All Title programs submitted and approved. Ms. Perkins tells the committee she is hoping for some additional Title funds.
 - v. Title VI, Part B Budget
 - 1. Ms. Perkins told the committee she was not sure but believes it was submitted.
 - vi. Free & Reduced Meal report to DOE
 - 1. The school is in the process of submitting this report. The committee is told the school is in the 65-70% range for free/reduced.
 - vii. PTO has an event this weekend that needs to be moved indoors due to weather.
 - viii. Post Thanksgiving break activities were discussed (eg cookies with Santa, singing at retirement home, etc.)

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

ADJOURNMENT