

COMMITTEE MEETING MINUTES

Committee: BIA 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:
8/6/24	1:42pm	2:33pm	9/10/24	1:30pm	Lyn Carden
Meeting Location:					
Virtual					
Attended by:					
Walt Bell Neal Christian Michelle Clements Gregg Stevens			Lyn Carden		
Highlights:					

- I. **Call to Order-** 1:42pm
- II. **Roll Call**
- III. **Facility Update**
 - A. General Facility Needs – Mr. Christian reported on a meeting he had with a facilities director candidate.
 - B. Expansion – Mr. Christian reminded the committee that the school did not expand, but did agree to the three additional classrooms at the church for pull out. He noted that the school is considering other expansion options.
 - C. Renovations and Repairs – Mr. Christian reported on the completed work on the enclosure to the gym. He told the committee there are door gaps that need to be addressed. Mr. Stevens noted that the final payment hadn't gone out in case there was follow up work.
 - a. The committee discussed the new security fencing and gate.
 - D. Mr. Christian reported on the facilities assessment.
- IV. **Old Business**
 - A. Enrollment Update – Mr. Christian reported on enrollment for day 5. He noted the school was following up with no show registrants and challenges with claiming new students from their home district.
 - a. The committee discussed student transfers after the school year begins.
 - B. Operations Update
 - a. Staffing – Mr. Christian updated the committee on outstanding positions in staffing. He reported offers made and accepted. He reported on the plan Director of Operations position

and staffing alignment. He noted the importance of cross training staff. The committee discussed the current facility substitute position.

C. Technology Update – Mr. Christian reported on locations of projectors and television monitors.

V. New Business

- a) After school program review – The committee discussed options of bringing afterschool in house. Mr. Christian reviewed the challenges and the reasons it's a good opportunity. The committee agreed it would be something to consider for next school year. Mr. Bell requested a timeline and plan as to when we will make the decision. Mr. Christian reported on a meeting with KSU and afterschool opportunities.
- b) Master Schedule – Mr. Christian reported on some issues the school was resolving with the schedule.
- c) New staff orientation – Mr. Christian reported on a plan for a mentoring program for new teachers.

VI. Data Reporting

A. Data Reports Since Last Meeting

- (1) CPI Cycle Three Transmission (Due July) - Complete
 - (2) CLIP Submission Deadline (July 31) – Submitted CLIP and revisions
 - (3) Student Growth Report from DOE – Mr. Christian reported that would be ready in September because of GMAS delays.
 - (4) Entrance & Exit to identify ELL within 30 days enrollment – Mr. Christian reported the school had 1 ½ teachers providing this service.
 - (5) Student Class (SLDS profile) –Mr. Christian reviewed the process of SLDS claiming
 - (6) Parent "Right to Know" notification (within 30 day of 1st day) – Mr. Christian reported that had already been provided to parents, he reviewed what the right to know the notification is
 - (7) Upcoming year CCEIS/CEIS Plan (Child Find) (July 31) – Completed – he reviewed Child Find requirements. Discussed a plan to support students with challenges.
 - (8) Fire Drill (by 10th day of school) – Reported on drill schedule, reviewed school safety plan
 - (9) McKinney Vento notification letters out – They discussed the McKinney Vento requirements and services provided and reporting requirements
- ii) **Additional Discussion**
- (1) The committee requested an update on the trailers behind the school. Mr. Christian reported the school had decided to hold on to them a little longer because they were being used but would have them removed when they were no longer using them.
 - (2) Mr. Christian told the committee about a larger group of 6th graders than expected due to an roster error. The school has ordered additional furniture to accommodate.
 - (3) Mr. Stevens reported on plans to finalize the DOO and facilities director job descriptions.
 - (4) Mr. Bell confirmed the board meeting is 8/15 and Mr. Christian noted it was the same night as curriculum night.

VII. Next Meeting: September 10, 2024 at 1:30pm

Adjourn – 2:33pm