

## 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:
9/10/24	1:35pm	2:16pm	10/8/24	1:30pm	Lyn Carden
<b>Meeting Location:</b>					
Virtual					
<b>Attended by:</b>					
Walt Bell Neal Christian Michelle Clements			Danny Brewington		
<b>Highlights:</b>					

- I. **Call to Order 1:35pm**
- II. **Roll Call -**
- III. **Facility Update**
  - A. General Facility Needs – Mr. Christian reported –
    - a. He praised the new Director of Facilities and reported that Southern Mechanical had been working with her to ensure she was fully trained and informed.
    - b. He reported on a leak in the secret garden that appears to be an issue coming from the churches irrigation system. He noted that the leak might be impacting the schools water bill.
    - c. The committee discussed challenges with the new church partnership in regards to opening the agreed space at the contracted time. He outlined the temporary solution the school has created while the issue is being resolved. Mr. Christian discussed invoicing issues the school was also having with the church. He noted that the school may have to solve their spacing issues in another way in the future.
  - B. Renovations and Repairs - Mr. Christian reported that Ms. Mccoy was doing her own assessment. He noted that needed repairs in the gym to cool is down were null for the moment and that it was an excessively hot summer combined with a metal roof.
    - a. He reported that Ms. McCoy was emptying the trailers.
    - b. The committee discussed fencing.

- c. Mr. Christian met with the police prior to the meeting to discuss hiring off duty officers for carpool.
- d. The committee discussed safety and possible implementation of the Cyntegex system. Mr. Christian reported he had already reached out to the company for a quote.
- e. The committee discussed the status of the pathway between the gym and main building as well as the doors that lead to the parking lot and playground.
- f. The committee discussed the pathway between the gym and the building and the doors by the parking lot and play ground.

#### **IV. Old Business**

- A. Enrollment Update - Mr. Christian provided an enrollment update. They discussed the waitlist and parents relocating.
- B. Operations Update
  - a. Staffing – Mr. Christian reported that they had hired 2 SPED teachers, at the urging of the SPED department, through an outside firm, however upon investigation he discovered that the school only needed 1. They are going to work with the other hire to potentially bring on as the EIP teacher they had been looking for. Mr. Christian reported that he had reached out to local colleges to get placement for student teachers and plans to speak with education majors at the school about BIA. Mr. Bell asked if the school was fully staffed. Mr. Christian reported that they continue to seek an EIP teacher, a Director of Operations and a replacement for a teacher who broke her contract and left.
- C. Technology Update – Mr. Christian is going to request of the board the purchase of 30 iPads to be used for the music department in conjunction with KSU. He also reported that the school was working with KSU on a fall and February break camp.

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

- a) SCSC Monitoring Report – Ms. Carden reviewed the process and provided an update.
- b) Mr. Stevens provided an audit update.

#### **V. Data Reporting**

- A. Data Reports Since Last Meeting
  - a. Education for Homeless Children Survey for Title 1 – signed off
  - b. Emergency Plans Submitted – Submitted. Mr. Christian reported the local authorities provided feedback, the school is making changes and will resubmit.
  - c. Student Data Cleanse – open – Mr. Christian reported that the DOE is doing something different this year and schools have to submit student records nearly monthly to prevent errors. He discussed FTE
  - d. Intruder Drill by Oct. 1 – He discussed the plan and timing. He provided the schedule of required drills.

**VI. Closing discussion** – Mr. Christian reported that the school was continuing to work with Norcross police to ensure safety for the staff and students.

**VII. Next Meeting:** October 8, 2024 at 1:30pm

**Adjourn** – 2:16pm