



# KENNESAW CHARTER SCIENCE & MATH ACADEMY

**GEORGIA CHARTER SCHOOLS, INC.**  
**Operations Committee Meeting Minutes**  
***Date September 12, 2019***

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
9/12/19	5:30pm		10/10/19	8:00am	Shaun Kerr
<b>Meeting Location:</b>					
KCSMA					

<b>Attended by:</b>	
Jacquelyn Oduselu Anette Higgins Dr. Kenya Walker Michael Crowder	Shaun Kerr, EIP (via Phone)

## I. Roll Call

## II. Old Business

### a. Facilities Report

- Facilities report: new facilities manager has hit the ground running and is helping to change the landscaping of campus.
- Annette shares that there are phone issues that will cost nearly \$1,000 to fix. It's not completely known to Mrs. Higgins what the issue is with the phones.
- Batteries were stolen from the security system. Mrs. Higgins replaced them at a cost of \$50.
- Fire safety plan has been implemented and shared with the fire marshal. Active shooter and school safety plans have been filled with the chief of police in Kennesaw.

## III. New Business

### a. Climate Survey

- CCSD has communicated with Mrs. Higgins that they need to start sending out an annual school climate survey. Mrs. Higgins has decided to craft and distribute two surveys: one for parents and one for faculty. CCSD wants 85% of parents to fill out the survey and 90% of the faculty.
  - Mrs. Oduselu asked that the climate survey be finalized and ready to distribute in a week at the board meeting.
  - Emails for parents need to be updated.
- b. Vendor service agreement
  - Mrs. Oduselu asked for a waiver of liability for the school to give to vendors in case an employee gets injured on campus.
- c. Marketing updates
  - Parent outreach and recruiting is ongoing.
- d. Grant updates
  - Quotes for exterior furniture and playground mulch are being solicited so funds from a past awarded grant can be distributed.
  - No new grant information to share with the committee per Mrs. Higgins.
- e. Reporting updates
  - Emergency Plans Submitted
    - See Old Business
    - Mrs. Oduselu asked that a presentation be made to the Board showing the emergency plans at a future board meeting. She asked that the presentation be ~5 minutes in length.

#### **IV. Adjournment**

Next academic committee meeting will be the second Thursday in October at 8am