



KENNESAW CHARTER SCIENCE & MATH ACADEMY

GEORGIA CHARTER SCHOOLS, INC.
KCSMA Operations Committee Meeting Minutes
Date January 16, 2020

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
1/16/20	8:21am	9:25am	2/13/20	8am	Lyn Carden
Meeting Location:					
KCSMA					

Attended by:	
Jacqueline Oduselu Annette Higgins Kenya Walker Michael Crowder	Lyn Carden, EIP (via telephone)

I. Roll Call

II. Old Business

- a. Facilities Report – Ms. Higgins notified the committee that the spending on the facility grant is nearly complete with the shade structure being installed January 17th, weather permitting, in the playground
- b. HR Handbook Review – tabled
- c. Review enrollment & lottery policy – tabled
- d. The committee suggested the school send an email with school choice information by the end of the week.
- e. Technology Safety Audit – The committee was told school leadership had previously met with the technology specialist to inform him that they need a technology audit. Mr. Crowder is going to follow up. The committee discussed what the audit would like and are going to follow up with the process. Ms. Oduselu requested a printed report from the electronic tracking system by next month.

III. New Business

- a. Facilities/Maintenance Plan and budget for next Year – tabled
- b. Inventory – The committee discussed inventory of assets as well as the strategy for inventory. Ms. Higgins told the committee that the teachers were already assigned inventorying their classrooms. The committee agreed on a deadline of March 11th, 5pm.
- c. Parent survey – The committee was told the parent survey was underway and requested the survey be added back to the agenda next month
- d. Review Safety Drills – Safety drills are being completed as required.
- e. Legal action – Ms. Higgins updated the committee on the workers compensation settlement.
- f. The committee discussed communication outside of the building.

IV. Adjournment