COMMITTEE MEETING MINUTES

Committee: **SAIL Operations Committee Meeting**

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:
12/3/20	5:34pm	6:48pm	1/6/20	5:30pm	David Clark
Meeting Location:					
SAIL					
Attended by:					
David Clark PJ Campanaro Jessie Morlan Niaya Burnley Michael Vaughan					
Highlights:					

CALL TO ORDER

I. Committee Updates

II. Resource Development

- Golf Tournament - Golf Tournament Spring Date - reaching out to West Lake for options. Mr. Morlan will get Bell Meade contact to Ms. Campanaro.
- Casino Night - Date rescheduled. Tom Allgood is the contact for Partridge Inn. Reaching out to firm the date. Mr. Morlan will lead.
- Capital Campaign - Training for board initially in progress.

III. Old Business

- Facility Update - Clearing the retention pond and keeping it maintained. Completed next week. Maintenance and supply contracts in process. HVAC issues being addressed possibly claimed on insurance. Bottle fillers broken. Hand dryers are fixed.
- Operations Update - September reporting was done. Federal Programs Audit in progress. Audit to hopefully be completed by end of December. Moving to portal driven benefits. Verify benefits/policy end governance. Milk cooler is out, waiting on warranty decision.
- Learning Cottages – Ms. Campanaro request a review of all contracts for this project by the board including any addendums and/or change orders, BOM and minutes to verify billing costs. Clarity on Process to ensure all construction is complete before scholars move in.

IV. New Business

- EGAEA - Email Address Guideline - Details given to committee by Mrs. Burnley. Committee request this be redone to conform to Group Email (collaborative mailbox). Committee recommends school representative being moderator for content incoming and outgoing. Committee made editing recommendations in preparation for board review.

- JE – Attendance Policy – Committee made editing recommendations in preparation for board review.
- JFB – Lottery Policy – Committee made editing recommendations in preparation for board review.
- KFB – Use of Facilities Policy – Committee made editing recommendations in preparation for board review.
- Outside vendor events at the school – Committee discussed fee structure
    i. Insurance coverage -
- Reporting
    i. 990 filing - 990 filing extension submitted by Prestige, verification and submission in process
    ii. Class size Report – Completed on time
    iii. FTE Count - Complete

V. Next Meeting Date January 6, 2021

ADJOURNMENT 6:48pm