

Facilities Committee

Minutes

Tuesday, September 22, 2020

1:00 p.m.

Moton Charter School

Call to Order: The Facilities Committee meeting was called to order at 1:00 by committee chair Terry Clay.

Adoption of Agenda: Motion Passed

Approval of Minutes: Minutes were not available

Agenda Items: Old Business

1. **Kaboom Grant:** Ms Randolph stated the item is on hold due to COVID.
2. **Entry/Exit Procedures:** Ms Randolph spoke on the present school, teacher, student protocols. Masks, separation, transitional sanitary activities. Ms. Randolph stated Mr. Holmes was trained on how to mix the cleaning chemicals by his predecessor.
3. Question raised on COVID guidelines vs Hospital sanitation practices.
4. Question raised on COVID guidelines for buses and whether they were adhering to standards. Know definitive answer.
5. **Unresolved construction:** Mr. Holmes stated there is a lot of work that has not been completed. Insulation in walls, Painting, temperature control. Mr. Zanders and Ms Randolph suggested Senergy and BAS need work together to resolve issues. Mr. Zanders and Ms Randolph informed the committee the problem with leaking and temperature control had been resolved by Senergy. Ms Randolph informed the committee on the reduction in energy payment from 14,000 to 8,000 a month.

New Business

1. **COVID entry/exit procedure:** Ms Randolph informed the committee of school practice regarding entry/exit procedure. The question was raised again regarding COVID guidelines.
2. **Cleaning and Sanitizing:** Mr. Holmes explained his process for making sure the building would be sanitized using hospital sanitizing practices. Mr. Zanders and Ms Wallace raise the issue of having enough workers to effectively sanitize the areas while children are at school?
3. **Clean team vacancies:** The committee was informed there are four full time vacancies. These vacancies can be made into part-time positions. Mr. Zanders and Ms. Wallace suggested the position be fill immediately for the protection of the children. Ms. members suggested a planned hiring approach.
4. **Glass Plastic/Safety Shields:**
5. **OPSB annual inspection Timeline and Tasks:** Mr. Zanders and Ms. Randolph made a commitment to email the information to the chair for review. The discussion centered on accountability and forward responsibility for an in-house inventory list.

Adjourned: Motion by Ms. Beaco and Second by Ms. Sonnier passed.

PROPERTY AND EQUIPMENT

Inventory Management

The CEO/Principal is responsible for ensuring that an accurate record of all school-issued instructional materials and technological equipment is maintained. Upon issuing any property that qualifies as instructional materials and technological equipment, the employee issuing the materials or equipment is responsible for completing the **Property/Equipment Distribution Report**.

Robert Russa Moton Charter School Property/Equipment Distribution Report			
Department/Grade Level:		Employee:	
Location Code/Room No.		Date:	
Description of Material or Property:			
Name of Recipient	Item Tag or Serial #	Date Received	Signature
1)			
2)			
3)			
4)			
5)			
I CERTIFY THAT THIS IS A COMPLETE AND ACCURATE LISTING OF ALL PROPERTY/MATERIAL DESCRIBED ABOVE AND LOCATION CODE FOR WHICH I AM RESPONSIBLE.			
Signature, Responsible Employee: Date: _____			

Theft, Loss, or Damage to Property and Equipment **Employee**

The employee is responsible for the care and condition of school-issued instructional materials and technological equipment. If an employee is acting in good faith when materials/equipment is damaged, stolen, misplaced, or not returned, the school may not require the employee to pay except in limited circumstances. If found not to be acting in good faith, the employee assumes financial responsibility for materials/property usage off school property or outside of a school-related activity or for personal business.

Student/Parent or Guardian

The student/parent or guardian is responsible for the care and condition of school-issued instructional materials and technological equipment. If found to be responsible for the theft, loss, or damage to any school-issued property/equipment, a student may be fined, disciplined or lose the right to free instructional materials and technological equipment until the student or the student's parent or guardian make restitution for the damaged, or unreturned items. For a low-income family, the fee may be waived or reduced. In that case, the student will be allowed to use instructional materials and technological equipment at school during the school day.