



## Kairos Academies

### Facilities Committee Meeting

Published on February 18, 2025 at 1:51 PM CST

Amended on February 19, 2025 at 2:13 PM CST

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#### Date and Time

Wednesday February 19, 2025 at 2:00 PM CST

#### Location

Virtual - Zoom

<https://us06web.zoom.us/j/83971047756>

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>2:00 PM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approve Minutes	Approve Minutes		1 m
<b>II. Facilities Committee Goals SY 24-25</b>			
<b>III. Chief Operation Officer Updates</b>			<b>2:02 PM</b>
<b>A.</b> Current Building Updates			5 m

	Purpose	Presenter	Time
<b>IV. Chief Strategy Officer Updates</b>			<b>2:07 PM</b>
A. Bingham Updates			5 m
<b>V. Enter into Closed Session</b>			<b>2:12 PM</b>
A. SMO 610.021(2)	Discuss		10 m
2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.			
<b>VI. Closing Items</b>			<b>2:22 PM</b>
A. Adjourn Meeting	Vote		

# Coversheet

## Current Building Updates

**Section:** III. Chief Operation Officer Updates  
**Item:** A. Current Building Updates  
**Purpose:**  
**Submitted by:**  
**Related Material:** ODTR Facilities Committee Update.pdf



Below is an overview of the facilities maintenance plan for the February inservice week:

**1. Tuesday:**

- a. Custodians completed sweeping and mopping steps.
- b. All bathrooms were mopped with bleach, as no students were present.

**2. Wednesday – Wall Cleaning:**

- a. Each custodian will be assigned a designated floor and will be responsible for wiping down the walls on that floor in addition to regular cleaning practices.

**3. Thursday – Furniture Disposal & Paint:**

- a. Each custodian will be responsible for 1.5 floors.
- b. Any broken furniture identified will be removed and discarded.
- c. Paint Contractor coming to the building to re-paint and patch a wall in the high school space
- d. UIC Contractor coming to patch a wall in the new high school space (new build).

**4. Friday – Task Completion & Quality Control:**

- a. Custodians will complete any unfinished tasks from earlier in the week.
- b. Additional tasks will be assigned as needed to ensure quality standards are met.

**Additional Notes:**

- The **night crew** is responsible for classroom maintenance, including wiping down desks and chairs and vacuuming.
- The **facilities team** will conduct an inventory of all classroom furniture.
- An **ODTR Stepback meeting** will be held to review BOY (Beginning of Year) priorities and refresh plans.

**General Refresh for a potential second site Action Plan:**

- February- Inventory and Bid Preparation
- March- Vendor Expansion, Bid Posting for cleaning contracts/dining services
- April - Room Allocation Finalization
- May- Move planning and 2 site schedule creation
- June- Utilities finalization, rent payment system, maintenance plan and inspections

*an integrated community of self-directed learners, leaders, and citizens*