

DRAFT



## The Meliora School

### Minutes

#### Operations Committee

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#### Date and Time

Saturday March 7, 2026 at 8:00 AM

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#### Committee Members Present

L. Hooda (remote), P. Flinch (remote), Z. Mahmuda (remote)

#### Committee Members Absent

*None*

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#### I. Opening Items

##### A. Record Attendance

##### B. Call the Meeting to Order

L. Hooda called a meeting of the Operations Committee of The Meliora School to order on Saturday Mar 7, 2026 at 8:05 AM.

#### II. Operations

##### A. Create a Record Retention Policy for the school

L. Hooda made a motion to recommend adoption of retention policy to the Board.

Z. Mahmuda seconded the motion.

The committee **VOTED** unanimously to approve the motion.

##### B.

*Polly Flinch*

Signed by Polly Flinch on 3/7/2026

**Review written notification via USPS mail and email to GaDOE of the charter school's opening**

Laila to check with Dr. Keck to confirm she is handling this.

**C. Personnel Policies**

Operations committee reviewing the personnel policies. Meeting to be held on 10 March to finalize and vote on recommending approval to the board.

**D. Next Steps**

Personnel policy working session to be held on 10 March to finalize personnel policies and vote on recommending approval to the board.

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:06 AM.

Respectfully Submitted,  
L. Hooda

*Polly Flinch*

Signed by Polly Flinch on 3/7/2026