

## **COMMITTEE MEETING MINUTES**

### **Committee: BIA Operations Committee**

*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:
05/07/2025	1:41PM	2:40PM	06/03/2025	1:30PM	Heather Woitkovich
Meeting Location:					
Virtual					
Attended by:					
Walt Bell Neal Christian Michelle Clements		Gregg Stevens Danny Brewington Heather Woitkovich  Connor O’Neil James Pope			
Highlights:					

#### **I. Call to Order- 1:41PM**

#### **II. Roll Call**

#### **III. Facility Update:**

##### **A. General Facility Needs:**

1. Mr. Christian reported that painting remains the most immediate need for facility upkeep.
2. Mr. Christian noted that the school has asked for an updated painting quote before beginning the process. He further noted that there are multiple dates available for painting to be completed over the summer.
3. Mr. Christian noted a need for reviewing the HVAC contract with the desire to include upkeep/preventative measures rather than solely including repairs.

##### **B. Renovations and Repairs:**

1. Mr. Christian reported that he will be reaching out to the company that fixed the breezeway leaks to address continued leaks in that area.
2. Mr. Christian further noted that the interior doors in that same area need to be fixed again so they lock properly at all times.

#### **IV. Old Business:**

##### **A. Enrollment Update:** Mr. Christian reported that enrollment remains at 519 with continued efforts to promote enrollment for the next school year.

##### **B. Operations Update:**

1. Mr. Christian reported that all contracts have been given to teachers and paraprofessionals and the school has received signed contracts for all those returning next school year.
2. Mr. Christian noted that all job openings have been posted and are actively engaged in the hiring process.

C. Technology Update:

1. New Intercom System: Mr. Christian noted that the new intercom system is installed and working. He further noted that the new system partners with the emergency system and can be heard throughout the buildings and grounds.
2. Technology Lab Presentation: Mr. Stevens introduced Technology Lab representatives, Connor O'Neill and James Pope, to the committee. Mr. O'Neill and Mr. Pope reviewed their technology assessment of BIA and presented how they could serve and support technology for the school.
3. Mr. O'Neill and Mr. Pope left the meeting after the presentation was complete.

D. Food Service RFP:

1. Mr. Christian reported that 2 vendors applied for the RFP.
2. Mr. Stevens will follow up with a panel to meet with the vendors and move forward with the process.

E. Marketing Update:

1. Mr. Christian reported that the school has 2 finalists in the marketing company search and gave an overview on each of the finalists.
2. Mr. Stevens reported that the team will be reaching out to one of the finalists for clarification on certain questions.

F. COO Update:

1. Mr. Christian reported that there are 3 COO finalists and Mr. Caskey will be meeting one-on-one with each candidate this week.
2. Mr. Christian noted that all three candidates will come to the school next week for a tour and follow-up meeting.

V. **New Business:** Mr. Christian reported that parent and student surveys have been completed and met the threshold defined by GaDOE. Mr. Christian reported that he will be following up with Ms. Carden on further surveys.

VI. **Data Reporting since Last Meeting:** Mr. Christian noted that all data reporting has been submitted by the required deadlines and is current as of the meeting date.

VII. **Next Meeting:** June 3, 2025 at 1:30PM

VIII. **Adjourn:** 2:40PM