

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:
06/04/2025	1:34PM	2:28PM	07/01/2025	1:30PM	Heather Woitkovich
Meeting Location:					
Virtual					
Attended by:					
Walt Bell Neal Christian Michelle Clements		Gregg Stevens Heather Woitkovich			
Highlights:					

I. Call to Order: 1:34PM

II. Roll Call

III. Facility Update

A. General Facility Needs:

1. Mr. Christian discussed the need for painting the hallways and stairways this summer.
2. Mr. Christian reported that painting can begin after board approval at the next board meeting.

B. Renovations and Repairs:

1. Mr. Christian reported damage to one exterior door that will be undergoing repair.
2. Mr. Christian also noted that all other exterior doors are in good condition and locks are working.

IV. Old Business

A. Enrollment Update: Mr. Christian reported that there is no new information regarding enrollment, as the enrollment numbers and waiting lists remain the same.

B. Operations Update: Mr. Christian reported that the BIA leadership team is finalizing the hiring and vetting of candidates for new positions.

C. Technology Update

1. Intercom System Update:

- a. Mr. Christian reported that the Intercom System implementation is going well and was necessary for the new safety alert system.
- b. Mr. Christian emphasized the importance of the badges included in the safety alert system and explained that the badges link directly to the office and emergency services. Mr. Christian reported that teachers will receive training on the new intercom and safety systems.

2. Technology Labs Update

- a. Mr. Christian reported that BIA leadership is working within the 3-year cycle to ensure that all teachers have an updated laptop.
- b. Mr. Christian also reported that he is working closely with the Kennesaw State University team to develop spacing needs and curriculum for a music/technology partnership.

D. Food Service Vendor Update: Mr. Christian updated the committee on the food vendor RFP and reported that the school has received 2 vendor responses. He reported that the school continues to search for the best option for the upcoming school year.

E. Marketing Vendor Update: Mr. Christian reported that the first meeting with the marketing team was held on 6/2/25 and that the team is ready to begin the new BIA marketing campaign.

V. New Business

A. After School Program Review and Plan: Mr. Christian expressed the desire to host an in-house after school program for the upcoming school year. He also noted the need to review contracts for school clubs and after school activities.

B. Summer Camp Review and Plan:

1. Mr. Christian reviewed the summer camp structure and highlighted the combination of fun themes/activities with academic enrichment.
2. Mr. Christian also reported that the school is hosting a Milestones bootcamp over the summer before Milestones retakes.

C. New Playground Equipment:

1. Mr. Christian reviewed the needs and requirements for new playground equipment. He also noted the drainage concerns for the playground area that must be addressed before new equipment can be installed.
2. Mr. Christian noted that he will be working with the finance committee and prepare to present a proposal to the board for approval.

VI. Data Reporting

A. Inventory Audit:

1. Mr. Christian reported that the BIA team is working with the EIP team to complete the inventory process.
2. Mr. Christian noted the need to complete inventory tagging on the new K-3 curriculum teacher editions.

B. Reporting Deadlines: \Mr. Christian noted that all data reporting to the DOE is due on June 17th, and all reporting is on target for completion.

Next Meeting: July 1, 2025 at 1:30PM

Adjourn: 2:28PM