



**BIA Charter School
Governing Board**

**Meeting Minutes
September 11, 2025**

Meeting Logistics			
Start Time	End Time	Next Meeting	Preparer
7:09PM	8:55PM	October 23, 2025	Veronica Johnson
Attendees			
Board Members	Staff	Other	
Adam Caskey Michelle Clements Kelly Mandy Walter Bell Allie Jett Veronica Johnson	Neal Christian Jennifer Bradley Jerry Lashley Gregg Stevens		

CALL TO ORDER

Call to order at 7:06p.m. by Adam Caskey.

MEMBERS PRESENT: Neal Christian, Jennifer Bradley, Jerry Lashley, Danny Brewington, Gregg Stevens, Adam Caskey, Kelly Mandy, Veronica Johnson, Walter Bell, Michelle Clements, Allie Jett

I. Administrative Functions

Motion to approve Board meeting minutes from August 14, 2025.
Kelly Mandy – 1st; Walter Bell – 2nd. Unanimous Approval.

II. Public Comment

None.

III. Academic Related Reports

Head of School Report

➤ Highlights

- Boosterthon planned for September 15 – 24, 2025.

- Fundraising goal of \$40,000 to buy an activity van for scholars.
 - Vendor cost. Boosterthon retains 43% of earnings.
 - Recommendation. Operations recommends research to bring this activity in-house and possibly establish a BIA Foundation with a dedicated FTE for fundraising.
 - International trip to Spain is underway.
 - Mr. Christian to follow up with EF tours regarding international unrest regarding tourists to ensure proper safeguards are in place.
 - Clubs have started meeting for the 2025 – 2026 school year.
- **Enrollment**
- Review of school enrollment numbers and waitlisted students. 520 students are currently enrolled with 158 on the waitlist.
- **Academics**
- Math / Science Observation / Modeling Protocol
 - Teachers, including Mr. Christian, switch teaching classes and learn from one another and get mentoring from others on both teaching and classroom management. Mr. Christian gets the opportunity to work with other students besides his own.
 - In prior years, Mr. Christian did not have the space in his schedule to do this; tasks are being distributed to other, appropriate team members to relieve workload.
 - WriteScore Fall Benchmark
 - State of GA has changed how we test. Grades 4, 6 and 7 complete peer revisions now as a part of the writing. Grades 3, 5 and 8 continue to write essays based upon prompting.
 - High School Course Enrollment
 - Algebra – 23 students
 - Physical science – 20 students
 - Ninth Grade Lit – 20 students
 - Spanish I – 25 students
 - Digital Learning Day scheduled for 9/19/2025.
 - Professional development for teachers and staff during that time.
- **Academic Committee Report – Adam Caskey**
- Academic Tracker
 - It was a light month for data reporting.
 - Benchmark assessments were reviewed.
 - Scores for this year compared to last year, we are seeing significant jumps in growth.
 - Mr. Christian is looking at utilizing Fall (3rd week in October) and Summer breaks to offer academic camps to help students retain their learning gains. This is dependent upon getting teachers who are willing and able to teach / tutor.

- Professional Development
 - Digital Learning Day: 9/19/2025
 - Georgia Council of Teachers of Mathematics Conference: 10/22/2025 to 10/24/2025. Three teachers will go for Social Studies.
 - Endorsement / Certification Programs: ESOL, gifted, reading, etc. endorsements. There are fees associated with the courses. Looking at requiring a certain number of years' commitment from teachers if we help sponsor their education.
 - Partnerships with Universities: Several schools have reached out about partnering in different ways with BIA.
- Technology Update and Needs
 - All iPads for K have been received and placed in use.
 - EliteGamingLive resources have been received.
- Culture, Climate and Engagement Updates and Activities
 - Monthly Theme: Rocketing Into Learning
 - Continuing monthly spotlights of student / faculty / staff of the Month
 - Grandparent Read Aloud Days: 9/8/2025 to 9/12/2025
 - Boosterthon begins Monday: 9/15/2025 to 9/24/2025
 - Hispanic Heritage Month: 9/15/2025 to 10/15/2025
- Master Schedule
 - Typically scheduled during the Summer.
 - There are always challenges with 9 grades sharing Specials classes. By law, we are required to provide Specials. It is a heavy workload for teachers to cover grades for 520 students.
 - Looking into options to address like adding paraprofessionals to help alleviate the workload.
- Testing Calendar
 - BIA maintains a calendar displaying all schoolwide testing. Mr. Christian will add a link to it somewhere in the Academic tracker.
- MEBUS Implementation
 - Job description finalization
 - Finance Approval (salary)
 - Start Date is TBD. Will proceed with the background check once we are given the go.

IV. Finance Committee Report – Gregg Stevens

- Monthly Reports
- Finance Committee Highlights and Requests
 - Looking to get a financial score of 90. We are exactly where we want to be, financially.
 - Grant available for school replication available from the State.
 - The SCSC returned about \$6800 to the school from last school year.
 - Reviewed funds invested in CD accounts.
 - Operating income of around \$500K.

- Audit Update
 - Met with auditors on Wednesday and the process is in progress.
- Bond Report Update

V. Operations Reports – Jerry Lashley

- Operations Committee Highlights and Requests
- Chief Operations Officer Report
 - **Staffing and Human Resources**
 - **Current Status:** The school is fully staffed at this time. Ms. Crespo started as Receptionist and is fitting in nicely with the team, staff and families.
 - **Recent Changes:** Two teacher vacancies were backfilled quickly with our staffing agency within the first month of classes.
 - **Job Description:** A job description for the MEBUS partnership at Kennesaw State University is being finalized and will be posted this week.
 - **Substitutes:** We are strategically exploring partnerships with other Atlanta-metro charter schools to build a collaborative substitute teacher network.
 - **School Nutrition**
 - **Nourish Performance:** The new vendor has been doing an excellent job with food quality and service.
 - **Family Funds:** A total of **\$3,059** in family balances from the prior Meal Manage system needs to be transferred to Nourish.
 - **Debt Resolution:** Charter One Foods is working to transfer these credits, but BIA may assume the debt to expedite the process.
 - **New Policy:** A policy is needed to limit accumulated balances, as families owed **\$3,042** to Charter One at the end of the last academic year. Will draft a new policy to bring to the October committee and Board meetings.
 - **SY26-27:** Will look at advantages of participating in National School Lunch Program (NSLP) to recapture funding vs BIA subsidizing meals. Funding could be used elsewhere. COO is reaching out to GADOE and will report back findings and recommendations to discuss.
 - **Academic / Operations Technology**
 - **New Platform:** Monday.com has been purchased for administrative tracking and project management. Originally, Monday.com was created as a project management tool; it has expanded to being able to do things like sending reminders of tasks to be completed to applicable team members and makes task management more efficient.
 - **Key Uses:** The platform will be utilized for processes such as staff onboarding and offboarding, as well as a new Operational Tracker.
 - **Efficiency:** This system will provide dashboards with red, orange, yellow, or green status indicators and improve efficiency in assignments, approvals, and reporting.
 - **Strategic Planning:** Technology Lab held its kickoff meeting last week with BIA COO and technology director, Mr. Scott Hines.
 - **Communications:** Will have a weekly status call and regular check-ins regarding internal communications. A project management board will be rolled out for regular meetings, tasks and deliverables.

- Governance: Revised Policies & Procedures will be developed over this year.
- **Data Reporting & After-School Programs**
 - Reporting: All current reporting is complete.
 - Snapshot Date: The official student count snapshot date is October 1, 2025. We are planning events to ensure maximum student attendance on that day.
- **Facilities Assessment & Needs**
 - Site Assessment: A site assessment was completed in January 2025 for the Board.
 - Cleaning Services: ABM Education proposed a cleaning service that would cost approximately \$90K per year more than our current providers, HECNA Cleaning and Southern Mechanical. The building's needs must be prioritized to effectively spend the funding for this year, which is approximately \$100K for building repairs and updates. Talking to Service Magic, HQ'd in Atlanta, next for informal proposal.
 - General Updates
 - ServPro contracted for the mold removal of items from the two storage trailers. Removal completed Friday, 9/5. Trailers have been scheduled for pickup no later than 9/16.
 - Old box truck has been removed from the back of campus.
 - Continue work on housekeeping improvement. Met with HECNA to create rotating schedules and focus work more efficiently to have the building appear cleaner.
 - 50 chairs ordered for Upper School; delivered on 9/4/2025.
 - Will look to install door alarms on non-primary exit doors due to student attempts to walk out.\
 - New playground installation is complete as of this past Monday. Surrounding surface is not safe, however, for students. Many sharp and jagged rocks now exist with the land being leveled for the install. Reached out to a colleague who has installed surfaces for me in the past will provide an update as soon as possible.
- **Boosterthon** planned for September 15 – 24, 2025.
 - Fundraising goal of \$40,000 to buy an activity van for scholars.
 - Vendor cost. Boosterthon retains 43% of earnings.
 - Recommendation. Operations recommends research to bring this activity in-house and possibly establish a BIA Foundation with a dedicated FTE for fundraising.
- **Expansion Update**
 - Met with the Norcross Economic Development Director, David Versel.
 - Next steps - meet with other interested parties (Hopewell Church), Mayor Newton, Councilmembers (Councilman Myers scheduled), and Director of Public Works – Len Housley (9/9/25). The primary purpose is to develop relationships with all interested parties and be a good neighbor and community partner. Expansion is the end goal, however.
 - Ed Seltzer (St John Consulting Group) met with COO and EIP on Sept 4th. Reviewing the current building plans to build middle school building on the parking lot and providing feedback. A strategic plan must be in place to better

plan for expansion needs. The idea is that programs drive the plan and needs. This will give us solid direction and timeline accountability, along with financial needs.

- Operations-related Financial Needs
 - **Budgeting:** An operational budget is being created, as one does not currently exist.
 - **Timeline:** Operations is working with Gregg Stevens on a budget kickoff and timeline for FY26-27. Each grade level, subject, and separate organization needs to be budgeted and accounted for down to the dollar.
 - **Software Research:** The Operations team recommends obtaining informal quotes for K-12-specific financial software packages like PowerSchool's eFinance+ and Skyward ERP.
 - **Action:** Will need to create an RFP and post/send to providers.
 - **Governance:** Operations and Finance will hold an initial joint meeting on Thursday, October 2nd, and will decide from there if a combined committee would be more efficient for all.

VI. **Consultant's Report (Ed Innovation Partners) – Danny Brewington**

- DK Brand Strategy. Review of branding and school name change. Significant costs are associated with changing names, logos, etc. Current focus should be more on making sure the city knows we are here.

VII. **Old Business**

- Site Monitoring Update (Ed Innovation Partners)

VIII. **New Business**

- School Safety Assessment
 - **Cost:** An agreement from M6 Global Defense for \$10,000 has been received, which is a savings of 50%. Costs covered under the remaining funds from a GADOE safety grant in the amount of \$34,000. Remaining funds will cover items identified in the assessment.
 - **Leveraged Relationship:** The CEO will personally perform the assessment with one of his contracted staff.
 - **Partnership:** This serves as a pilot for their expanded K-12 division to possibly work with a cooperative of Atlanta-area charters.
 - **Action:** Approve the COO to enter a contract with M6 Global Defense, in the amount of \$10,000 to perform a comprehensive safety assessment. Scope of Work
 - **Fire Drills Completed:** August 5, 2025 and September 4, 2025. Need to update the reunification maps, as there are too many locations. Go to a primary and a secondary with grades organized together by teacher.
- Strategic Plan
 - **New Plan.** A comprehensive strategic plan is being drafted to support future expansion and financial preparedness.
 - **Inclusions.** The plan will include all aspects of school operations and academic programs with timelines, deliverables, financial plans and metrics. Primary focus will be on MEBUS partnership.

- **Communications.** A survey will be sent next week to all families, upper school students, potential families, school leadership, Board of Directors and community partners. Goal is to get feedback on current programs, what they would like to see for new programs, cultural norms, etc.
- **Timeline.** A first draft is expected for review by the October committee meetings with completion by December 2025.
- **Tentative Date** set for Board to meet in person to discuss Strategic Plan on **November 8, 2025.**

➤ **Committee Meeting Schedule Adjustments**

Motion to authorize Mr. Lashley to enter into school safety agreement for safety assessment.

Kelly Mandy – 1st; Allie Jett – 2nd; Unanimous Approval.

Motion to amend agenda to remove Committee Meeting Schedule adjustments and Strategic Planning from the agenda.

Walter Bell – 1st; Allie Jett – 2nd; Unanimous Approval.

IX. Executive Session

Motion to move into Executive Session for the purposes of discussing personnel.

Walter Bell – 1st; Kelly Mandy – 2nd; Unanimous Approval.

Motion to move out of Executive Session

Walter Bell – 1st; Allie Jett – 2nd; Unanimous Approval.

X. Required Actions Following Executive Session

Motion to approve Head of School new hire discussed during Executive Session

Daisha Williams – Parapro / Second Step Instructor and Admin Support

Walter Bell – 1st; Allie Jett – 2nd; Unanimous Approval.

Motion to adjourn at 8:55p.m.

Kelly Mandy – 1st; Allie Jett – 2nd. Unanimous Approval.

Next Regular Meeting Date: October 23, 2025 @ 7p.m.