



Governing Board

Meeting Minutes for August 14, 2025 at 7:00pm

CALL TO ORDER

Call to order by Adam Caskey at 7:09 pm.

MEMBERS PRESENT: Adam Caskey, Kelly Mandy, Veronica Johnson, Allie Jett, and Michelle Clements were present. Head of School Neal Christian, Jennifer Bradley, Eddie Lovett, Danny Brewington, and Gregg Stevens were also present.

I. Administrative Functions

- Approval of Agenda
Chairman Caskey called for a motion to Approve the Agenda
Motion to Approve the Agenda
1st – Allie Jett; 2nd – Kelly Mandy; Unanimous vote of those present
- Approval of Meeting Minutes for June 12, 2025 - [Link](#)
Motion to Approve the Meeting Minutes of June 12, 2025
1st – Kelly Mandy; 2nd – Allie Jett. Unanimous vote of those present.

II. Public Comment

None

III. Academic Related Report(s)

- Head of School Report
Mr. Christian reported a strong start to the new school year, highlighting that enrollment stood at 537 students, just shy of the full enrollment target. He expressed confidence in closing the gap soon, citing consistent interest and a healthy waitlist of approximately 80 students. Academically, the school saw impressive results on the 2025 Georgia Milestones Assessments, with particularly high performance in 3rd-grade reading, 6th-grade math and reading, and record-setting scores in 8th grade math. Operationally, the year launched smoothly, with the facility and nutrition services functioning well. Mr. Christian also noted the successful hiring of a full-time gifted teacher for the first time, which he described as a meaningful improvement. The school environment had seen physical upgrades too, including freshly painted hallways and a playground installation expected to be completed by the end of the week. He concluded by expressing appreciation for the staff's efforts and a sense of optimism about the year ahead, emphasizing that the tone across the building was positive and focused.
- No Committee Meeting in August

IV. Finance Report(s)

- Monthly Reports as of June 30, 2025 - [Link](#)
Mr. Stevens presented the financial reports as of June 30, 2025, noting that the fiscal year closed on a strong financial footing. The school's cash position remained healthy, and key metrics aligned closely with budget expectations. He highlighted that year-end financial reconciliations were complete, and journal entries for capitalization, salary accrual, and some prepaid expenses need to be completed, setting the stage for a smooth audit process. The board was informed that the school had maintained solid spending discipline throughout the

year, with most categories tracking within projected ranges. Although a few areas such as contracted services ran higher than budgeted—largely due to necessary special education and facilities expenses.

- **Auditor Update**
Mr. Stevens confirmed that all documentation required for the upcoming audit was either complete or in final preparation, and he anticipated no issues meeting the state’s November 1 reporting deadline. The board had no major concerns and approved the financial statements as presented.
- **Committee Report/Updates** - [Link](#)

V.

VI. **Operations Report(s)**

- **COO Report**
Mr. Lashley, the Chief Operations Officer, provided an update on recent operational improvements and cost-control initiatives. He reported that the school had recently completed multiple facilities upgrades, including the repainting of all interior hallways and the near-completion of the new playground, which was expected to be fully installed by the end of the week. He shared that the school is continuing to evaluate all expenditures across key areas such as facilities maintenance, food services, and technology, with an emphasis on long-term cost savings and sustainability. Mr. Lashley noted that BIA was also exploring financial software specifically designed for charter schools to improve integration across departments, especially for HR and timekeeping. As part of a broader strategic plan, he emphasized the school’s intent to develop a more detailed and collaborative budgeting process, including grade-level and subject-specific budgets starting in January.
- **No Committee Meeting in August**

VII. **Consultants’ Report(s)**

- **Ed Innovation Partners**
Danny Brewington provided a brief report focused on instructional support and academic strategy for the new school year. EIP has been collaborating with BIA leadership to analyze recent assessment data and identify areas of instructional improvement. Early-year efforts centered on supporting teacher planning, curriculum alignment, and strengthening the implementation of instructional frameworks. The report emphasized a continued focus on data-informed instruction, with particular attention to building on the gains reflected in the latest Georgia Milestones scores. Ed Innovation Partners also noted their role in facilitating leadership coaching and professional development aimed at increasing instructional consistency across grade levels. Their ongoing work is intended to ensure that teachers have the tools and guidance needed to sustain high levels of academic growth.
- **MEBUS Report**
Mr. Brewington also provided an update on the continued work supporting BIA’s media and communications efforts. Their report highlighted recent initiatives to improve the school’s brand visibility and storytelling, including efforts to showcase student achievements and positive culture through enhanced digital content. MEBUS shared plans to assist with video production and social media strategy, helping the school craft compelling messages for both internal and external stakeholders. They also discussed their involvement in shaping communication materials aligned with BIA’s broader strategic goals, including enrollment marketing and community engagement.
- **DK Brand Strategy**
Finally, Mr. Brewington delivered an update focused on the school’s rebranding and identity alignment efforts. He shared that DK had been working closely with BIA leadership to define and refine the school’s core messaging, visual identity, and community voice. This process involved developing clearer articulation of BIA’s mission, values, and distinctiveness in the educational landscape. DK Brand Strategy emphasized that the goal was to build a brand that authentically reflects the school’s culture and aspirations, while also resonating with prospective families and stakeholders. The team discussed their ongoing work on branding materials, digital presence, and storytelling assets, aiming to support both enrollment growth

and community engagement.

VIII. Old Business

- School Nutrition Contract - [Link](#)

Next, staff presented a contract with Nourish Meal Service for structured nutrition services designed to enhance food quality and operational efficiency while maintaining compliance with state and federal regulations. The partnership and contract is a step forward to the school's continued access to reimbursable meal funding, helping to reduce financial strain on the general budget. The discussion acknowledged improvements made to food service operations over the summer and positioned the contract as a key component of BIA's broader efforts to improve student experience and fiscal sustainability.

Motion to Approve the School Nutrition Contract with Nourish as Presented

1st – Kelly Mandy; 2nd – Veronica Johnson; Unanimous vote of those present

IX. New Business

- Managed Services agreement with TechnologyLab - [Link](#)

School staff then recommended approval of a proposed Managed Services Agreement with Technology Labs longtime technology support vendor for charter schools. The agreement outlined IT support, including help desk services, device management, system monitoring, and infrastructure maintenance. School staff recognized Technology Lab's consistent support over recent years and discussed the importance of maintaining reliable technology services, especially as the school increases its dependence on digital platforms for instruction and operations. Mr. Stevens provided assurance that the scope and pricing of the contract remained aligned with market conditions, with no material changes in service levels or cost structure.

Motion to Approve the Managed Services Agreement with Technology Lab

1st – Allie Jett; 2nd – Michelle Clements; Unanimous vote of those present.

- Student Handbook - [Link](#)

The board then reviewed updates to the Student Handbook, which incorporated minor policy revisions and clarifications aimed at improving clarity and alignment with school expectations. These changes included updates to discipline procedures, dress code language, and attendance policies. The board acknowledged that the revisions were necessary to reflect evolving student needs and recent regulatory guidance, and no concerns were raised about the content.

Motion to Approve the 2025–2026 Student Handbook

1st – Veronica Johnson; 2nd – Kelly Mandy; Unanimous vote of those present.

- Employee Handbook - [Link](#)

The board next considered updates to the Employee Handbook, which focused on refining internal procedures and incorporating legal and compliance-related updates. The changes clarified expectations around staff conduct, professional responsibilities, and internal reporting protocols. Mr. Stevens and other administrators confirmed that the revisions were based on legal counsel and aligned with current HR best practices. The board members expressed appreciation for the clarity and completeness of the updates and supported the motion to approve:

Motion to Approve the 2025–2026 Employee Handbook

1st – Michelle Clements; 2nd – Allie Jett; Unanimous vote of those present.

X. Executive Session (if required)

None.

XI. Required Actions following Executive Session

There being no additional business before the Board, Chairman Caskey called for a motion

to adjourn the meeting.

Motion to Adjourn.

1st – Allie Jett; 2nd – Veronica Johnson; Unanimous vote of those present.

XII. Next Regular Meeting Date: September 11, 2025 at 7pm

ADJOURNMENT