



**BIA Charter School
Finance and Operations
Joint Committee Meeting Minutes
October 2, 2025
1:30 pm**

Chair Jett called the October 2nd, 2025, BIA Charter School Finance and Operation Committee Meeting to order at approximately 1:38 pm. **MEMBERS PRESENT** include Finance Committee Chair Allie Jett, Operations Committee Chair Walter Bell, Finance Committee Member Neal Christian, Operations Committee Member Michelle Clements, Finance Committee Advisor Zennie Lynch, with Chief Operations Officer Jerry Lashley, and Business Manager Gregg Stevens. Danny Brewington and Heather Woitkovich were also present.

Meeting Item	
1	Review Minutes from Prior Committees
	Chair Jett provided the committee members a brief opportunity to review the meeting minutes from the prior committee meetings. Mr. Christian made a motion to approve the Finance Committee minutes that was seconded by Mr. Lynch. The motion was approved by a unanimous vote of those present.
2	Financial Dashboard and Annual Overview
	Mr. Stevens provided an overview of the revised Financial Dashboard that reflects updates to the SCSC Comprehensive Performance Framework. Mr. Stevens noted that, like much of the financial data presented on school's financial statements for August, the school's spending and financial ratios are skewed by the increased costs associated with the beginning of the school year. Next, Mr. Stevens presented an overview of the school's revenues and expenditures for the two previous years, highlighting the annual patterns in spending and annual revenue accrual. The committee then reviewed operational spending for facilities and related items for the previous two years.
3	Facility Update
	Mr. Lashley provided a concise update on ongoing facility projects, confirming that the playground installation had been completed, but that additional work is necessary to make the playground fully usable operational. Mr. Lashley also noted minor HVAC maintenance and plans to address some flooring issues during upcoming breaks. There were no major capital projects underway, and facilities were considered to be in good shape heading into the fall semester.
4	Operations Update
	Following the facilities discussion, Mr. Lashley provided an update on pressing operational matters. The operations update centered on the successful launch of the school year, with Mr. Lashley reporting smooth transportation, food services, and staffing transitions. He shared that the school's new timekeeping and payroll system was fully implemented, bringing efficiencies to HR and finance workflows. Additional work was underway to align purchasing practices with updated internal procedures.
5	Technology Update

	Chairman Bell then requested that Mr. Lashley discuss BIA's technology plans. Mr. Lashley noted that BIA recently finalized its onboarding with Technology Labs and that the school will have team members on site next week to support the transition. Mr. Lashley also explained that while the existing device inventory was stable, the new order was necessary to support incoming enrollment growth and to replace aging or damaged units in circulation. The purchase was aligned with the school's technology refresh plan and had been budgeted in advance as part of annual instructional technology expenses.
7	Review August Financial Statements
	Mr. Stevens provided a brief overview of the financial statements for the period ending August 29, 2025. Mr. Stevens discussed the school's balance sheet, noting changes to its investment accounts and SBITA liabilities before highlighting the BIA's recent debt service payments on its income statement. Mr. Stevens then presented the school's cash flow statements with projected days cash at the end of the year. Mr. Lynch noted that, while strong, the projected days cash for FY26 is a departure from the cash reserves in prior years.
8	Review Purchase Orders for Approval
	The committee discussed potential purchase orders to purchase new Chromebooks and remediate the playground area. Mr. Lashley explained that the purchase of additional Chromebooks with warranties will better support BIA's initiatives and ensure students have seamless access to technology with as little downtime as possible. After a thorough discussion regarding the value of Chromebooks and replacement warranties, the Committee reached a consensus to conduct additional research prior to the Board meeting. Committee member Christian made the motion to recommend the Purchase Order for Additional Chromebooks be considered by the Governing Board at its next meeting by Committee Member Christian that was seconded by Mr. Lynch and was approved by a unanimous vote of all members present. Mr. Lashley then presented the Purchase Order to prepare and finalize the playground surface. Mr. Lashley explained that the installation of the new playground met the minimum requirements of the contract and regulations, but that the site remained unsafe and unusable. The proposed Purchase Order would complete the surface preparation of the surrounding area. The committee discussed the increased cost and commitment from the contractor before noting that the additional investment was necessary to recoup the sunk cost of the unusable playground. Chair Jett made a motion to recommend that the Governing Board consider the Purchase Order to remediate and resurface the playground area that was seconded by Committee Member Clements and approved by a unanimous vote of those present.
9	Items for Information Prior to adjourning the meeting, Chair Jett asked Mr. Stevens to provide an update regarding proposed financial policies, compliance with bond reporting, and progress on the school's annual audit. FY25 Audit Report Mr. Stevens discussed the school's progress on its annual audit, noting that only a few items are outstanding. Financial Policy Review Mr. Stevens provided a brief summary of changes to BIA's proposed financial policies and procedures, noting that no changes were made since the previous meeting. Mr. Stevens explained that the three goals of the proposed changes were to 1) Clarify approvals required for disbursements, particularly related to payroll and insurance invoices; 2) Add the role of the Chief Operations Officer with approval equal to the Head of School; and 3) Adjust the school's name to BIA Charter School. Bond Compliance and Updates Mr. Stevens noted that BIA was in compliance with its Bond covenants and would need to obtain an evaluation of its insurance coverage to remain in compliance. SCSC Site Monitoring Finally, Mr. Stevens noted that SCSC site monitoring was ongoing and that all documents would be submitted by the October 31, 2025 deadline.

With no further business on the agenda, Chair Jett and Chair Bell concluded the meeting at approximately 2:41 pm.