Governing Board

Meeting Minutes for 11/20/2025 | 7p.m.

CALL TO ORDER
Call to order at 7:09p.m. by Adam Caskey.

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

I. **Administrative Functions**

Motion to approve agenda for November 11, 2025.
Alli Jett – 1st; Kelly Mandy – 2nd. Unanimous Approval.

Motion to approve Board meeting minutes, with correction to spelling of Ms. Jett's name, for October 9, 2025.
Allie Jett – 1st; Kelly Mandy – 2nd. Unanimous Approval.

Motion to approve Board meeting minutes from October 31, 2025.
Kelly Mandy – 1st; Walter Bell – 2nd. Unanimous Approval.

II. **Public Comment**
None.

III. **Academic Related Reports – Ms. Bradley**

Head of School Report

Academic Tracker
- Review of current enrollment, recent withdrawals and new enrollments.
- CCRPI score review. Comparisons between BIA and the State were reviewed.

Culture, Climate and Engagement
- STEM FEST at Georgia Tech and also brought this to BIA
- Student / Faculty / Staff of the Month (Gratitude)
- Native American Heritage Month was celebrated

Testing Calendar
- November: K – 2 uses Writing Advance; WriteScore – 3rd – 8th
- December: NWEA MAP K -8. Beacon ELA / progress Learning Science & Social Studies for 6th – 8th.

- January 2026. Additional Beacon testing.

Highlights

- Fall Festival
- Book Character Parade
- Fall 2025 STEM Fest at BIA

GA DOE Recognitions

- 2025 Literacy Leader
  - 3rd grade gateway growth
  - 6th grade gateway growth
  - 7th grade growth
- 2025Math Leader
  - 4th grade growth
  - 6th grade growth
  - 8th grade gateway growth
  - High school outstanding achievement

IV. **Finance Reports – Mr. Stevens**

Monthly Reports

- Review of financial data including Cash Flow report.
- BIA remains at a stable cash position for this time of year.
- Balance Sheet reviewed. BIA continues to pay down some accounts payable.
- Income Statement reviewed. Revenue is exactly where we would expect it to be. Expenses reviewed.
- FY '26 Actuals by Month reviewed.

V. **Operations Reports – Mr. Lashley**

Chief Operations Officer Report

- Staffing and HR updates discussed.
  - All job descriptions will be redrafted into a new format for any new postings for the rest of this year and going into next.
  - HR office hours to begin after Thanksgiving Break.
  - Several recommendations to be made through Committee; updates to the Handbook will be made for school year 2026 – 2027.
- School Nutrition
  - Discussion around Meal Manage software. Hoping for a quote for new food service software next month.
  - RFP to be released in February 2026 for next school year.
  - Staffing changes under Nourish. New chef started November 18.
  - Free and reduced lunch is participation is at 36.6%.
- Academics and Operations Technology
  - New Equipment. 200 Chromebooks. Shopping quotes and products will save us ~$46,000. $42K will be funded with Title I monies.
  - Technology Lab. Service and support system in place and patches for safety and security have been deployed.

    - MEBUS. 15 MacLab Workstations needed. Working on quotes through KSU contact (Sweetwater) and Omnia Partners. Approximately $55K
- Facilities Assessment & Needs
    - Housekeeping services. RFP drafted and posted on the 18th. Current daytime custodian has first right of refusal.
- General Updates
    - Extended playground surface installed Friday the 7th.
    - Met with Norcross Sport Court franchise on a proposed plan for the remaining area north of the playground and behind the gym.
    - Several recent electrical and plumbing repairs have been made.
    - Light packs will be installed on front of the building to increase safety for carpool lanes.
- Operations-related financial needs
    - Software research. Looking for K – 12 specific financial software packages.
    - Strategic planning. Tile, painting, bathroom remodels, playground extension, etc.
- Safety & Security
    - M6 Global Safety Assessment was completed on October 27. Summary report to be provide during Executive Session.
- Health Services
    - Dental. Working with two partners.
    - Diabetes support. School nurse attended Diabetes Caregiver Training. BIA has one Type I student.
    - Equipment. New batteries and pads installed on two AEDs (front office and gym). Recommend purchasing an additional AED for upstairs from remaining grant funds.
- MARCOMS & Capital Campaign
    - Marketing. MEBUS Integration and Expansion is the focus.
    - Communication. Website updates underway.
    - Upcoming grant applications. Charter School Growth Fund and Fundraising Plan in the works.
    - Recommendation 1: Director of Institutional Advancement to lead the Capital Campaign and Communications efforts for the next 3 years.
    - Recommendation 2: Create a 501c3 for "Friends of BIA" Foundation.
    - Review of Capital Campaign Funder Resources. Minimum goal is $3M.

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

- Site Monitoring, Audit and Annual Reports are coming up.
- Strategic planning and marketing plans discussed.
- Planned website updates discussed.
- SEO optimizations reviewed.
- Billboard advertising ideas and other marketing opportunities discussed.
- Garage Band and Logic plans discussed.
- Strategic Planning Meeting – January 10, 2026 @ 8:30a.m. – 2:30p.m. at BIA.

VII. **Old Business**

Site Monitoring and Reporting Update

Strategic Planning Update

- Both topics were documented under Consultant's Report.

VIII. **New Business**

Marketing Strategy

MEBUS Integration Update

- Both topics were documented under Consultant's Report.

IX. **Executive Session**

Motion to move into Executive Session for the purposes of discussing personnel and records related to the security assessment of BIA.

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

Motion to move out of Executive Session

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

X. **Required Actions Following Executive Session**

Motion to approve slate of new hires discussed during Executive Session

- Bryan Hamlet – Grade 3 Math / Science
- Adam Stillwagon – MEBUS Program

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

Motion to adjourn at 8:14p.m.

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

Next Regular Meeting Date: December 11, 2025 @ 7p.m.