



**BIA Charter School
Operations Committee**

**Meeting Minutes
December 4, 2025**

Meeting Logistics			
Start Time	End Time	Next Meeting	Preparer
1:32PM	2:28PM	January 9, 2025	Heather Woitkovich
Attendees			
Board Members	Staff	Other	
Walt Bell Michelle Clements	Jerry Lashley	Danny Brewington, Consultant Heather Woitkovich, Consultant Gregg Stevens, Consultant Keith Perissi, Consultant	

Call to Order: The meeting was called to order at 1:23PM.

I. Administrative Functions

- Approval of Agenda
 - Mr. Bell made a motion to approve the agenda as presented, the motion was seconded by Ms. Clements, motion passed unanimously.
- Approval of Meeting Minutes for October 2, 2025
 - Mr. Bell made a motion to approve the minutes as presented, the motion was seconded by Ms. Clements, motion passed unanimously.

II. Public Comment: None

III. Operations Report(s):

- Enrollment
 - Mr. Lashley reported that enrollment is currently at 514 and leadership is moving through the waiting list to fill any available spots.
 - Ms. Clements asked Mr. Lashley to provide data in the upcoming months regarding reasons students unenroll from the school.
- Staffing
 - Mr. Lashley reported that the school is fully staffed and further noted that school leadership discussed the possibility of hiring two

- cafeteria/hall monitors.
 - Mr. Lashley notified the committee that contracts for the next school year will go out to teachers in January.
- Operational Performance and Draft Dashboards
 - Mr. Lashley reported that he created metrics and KPI's for teams within the school that will be presented next week. Mr. Lashley presented the dashboard to the committee and noted that it will be available for their review at any time.
- School Nutrition
 - Mr. Lashley reported that he is working with Nourish to move to a new software package that will allow families to properly view accounts and will also allow the school to manage accounts as needed.
 - Mr. Lashley further noted that an RFP for the nutrition technology/software will be released in February.
 - Mr. Lashley reported that the school hired a new chef who is making a positive impact on the school lunch process.
 - Mr. Lashley reviewed school nutrition numbers, including free and reduced lunch totals.
- Operational and Academic Technology
 - Mr. Lashley reported that the Chromebooks approved by the Board have been ordered and should be delivered by 12/22/2025.
 - Mr. Lashley noted that MEBUS Lab workstations are still needed at this time.
- Facility Updates and Needs
 - Mr. Lashley reported on supply and service/repairs expenditures. He noted that the service/repairs items are being prioritized based on most immediate needs.
 - Mr. Lashley noted an insufficient budget to address every service/repair need; however, he is working with Ms. McCoy to prioritize remaining items.

IV. Consultants' Report(s)

- MEBUS implementation
 - Mr. Perissi reported that he will be attending the partner's lunch on 12/6/25 and be at the school on 12/11/2025 to present MEBUS to parents and the community on how the program will be rolled out.
- Marketing Plan
 - Mr. Perissi presented "the BIA Marketing Budget and Timeline" to the committee for their review. This plan will also be presented to the Board at the next Board meeting.
 - Mr. Perissi emphasized the importance in collaboration of events and timeline moving forward to ensure all events are marketed well.
 - Mr. Bell asked if the proposal was within the school budget. Mr. Stevens noted that this proposal would not need a budget amendment, as it would be covered in the communications budget.
 - Ms. Clements and Mr. Perissi discussed the potential of using some of the proposed digital budget for digital billboards.

V. Old Business

- Expansion Updates and Next Steps
 - Mr. Lashley reported that the school met with the church leadership to discuss expansion possibilities. He further noted that this is an ongoing conversation.
- Finance and Operations Committee Schedules for SY2026
 - Mr. Lashley proposed two joint Finance and Operations Committee meetings and provided possible dates for approval. The committee approved the proposed joint meeting dates.

VI. New Business

- Review and Approve Recommendation for Housekeeping Vendor
 - Mr. Lashley reported that the Housekeeping RFP was created and released on Nov. 18 and the school received three responses to the RFP. Mr. Lashley noted that the current vendor was notified that the current contract was terminated, if they wanted to submit a response to the new RFP.
 - Mr. Lashley presented the three responses to the committee.
 - The committee agreed to recommend Service Master Clean for approval by the Board.
- Review and Discuss Facilities and Operations Recommendations Related to the Safety Assessment
 - Mr. Lashley reviewed the Safety Assessment and identified priorities within the assessment. Mr. Lashley presented the assessment dashboard to the committee and noted that they will have continued access to the dashboard for review.

VII. Next Team/Committee Date- January 9, 2025

VIII. Adjourn- 2:28PM

NOTICE: The board chairman reserves the right to change the order of the agenda.