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**BIA Charter School**  
**Operations & Finance Committee Meeting Minutes**  
**January 9, 2025**

**11:15 am**

Chair Jett called the joint Operations and Finance Committees to order on January 9th, 2026, at 11:20 am. BIA Charter School Finance Committee Members present were Allie Jett, Zennie Lynch, and Neal Christian. Operations Committee Members Present were Walter Bell and Michelle Clements. Chief Operations Officer Jerry Lashley, Business Manager Gregg Stevens, Danny Brewington and Heather Woitkovich were also present.

Meeting Item		
1	<b>Review Minutes from Prior Meetings</b>	<a href="#">Minutes</a>
	Chair Jett provided the committee members a brief opportunity to review the meeting minutes from the prior Finance committee meeting. Mr. Lynch made a motion to approve the Finance Committee minutes that was seconded by Chair Jett. The motion was approved by a unanimous vote of those present.  Chair Bell provided the committee members a brief opportunity to review the meeting minutes from the prior Operations committee meeting. Ms. Clements made a motion to approve the Operations Committee minutes that was seconded by Chair Bell. The motion was approved by a unanimous vote of those present.	
	<b>Operations Items</b>	<a href="#">Operations Report</a>
	Mr. Lashley provided the Operations report beginning with current student enrollment.	
2	<b>Enrollment</b>	
	Mr. Lashley reported current enrollment of 513 students as of December 19, prior to winter break. The committee discussed several student withdrawals during November and December, with most attributed to transportation challenges or family relocation. Administration noted ongoing efforts to increase enrollment through outreach and follow-up with prospective families, with a goal of returning to the 520-student range later in the year.	
3	<b>Staffing</b>	
	Next, Mr. Lashley detailed that three new staff members began work in early January, including a third-grade math teacher, a special education teacher, and an occupational therapist. With these additions, the school is fully staffed. Leadership also discussed plans to distribute intent-to-return letters to current staff later in January to support staffing projections for the upcoming school year.	
4	<b>Operational Performance</b>	

	Mr. Lashley then provided an update on the development of operational dashboards and key performance indicators. Draft dashboards covering staffing, facilities, enrollment, compliance, and other operational areas have been created, with ongoing work to populate historical data and establish target benchmarks. Administration emphasized the dashboards' role in improving transparency, accountability, and long-term planning, and invited committee feedback on additional metrics to include.	
5	<b>School Nutrition</b>	
	Regarding school nutrition. Mr. Lashley, that outstanding student meal balances totaled approximately \$4,600 prior to winter break, largely due to difficulties families experienced accessing the current meal payment platform. The school has begun outreach to families and will issue balance notices for higher balances. The committee discussed a planned transition to a new meal management system to improve accessibility and transparency for families. Leadership also clarified that while free and reduced-price meals cover standard lunches, additional food items may generate charges, and communication to families will be updated accordingly.	
6	<b>Operational and Academic Technology</b>	
	Next, Mr. Lashley discussed BIA's technology needs, including replacement of aging devices, updates to the Mac lab, and procurement of additional Chromebooks. Administration noted that some previously issued vendor quotes were outdated and are being refreshed. Lifecycle expectations for instructional technology were discussed, with an anticipated replacement cycle of approximately five to seven years.	
7	<b>MEBUS and Marketing</b>	
	The Administration discussed ongoing work to align marketing, communications, and strategic planning efforts, including coordination with upcoming capital campaign planning. Draft materials are expected to be shared with committee members for review and feedback prior to finalization.	
8	<b>Safety and Security Update</b>	
	The committee then reviewed progress on safety and security initiatives, including completion of assessments and prioritization of high-risk items such as access controls, camera upgrades, and intrusion prevention measures. Administration reported challenges with vendor responsiveness and noted plans to explore alternative providers. Updates will continue as projects advance and as expenditures approach approval thresholds.	
9	<b>Facilities Update</b>	
	The committee concluded the operations portion of the meeting focused on prioritization of life-safety and high-criticality facility items, including doors, drainage, roofing considerations, and HVAC planning. Leadership explained that many facilities needs will be addressed over a multi-year horizon, with near-term focus on urgent repairs and longer-term planning incorporated into future budgets and the capital campaign. The committee discussed balancing current needs with financial constraints and long-term sustainability.	
	<b>Finance Items</b>	
10	<b>Review November Financial Statements</b>	<u><a href="#">October Statements</a></u> <u><a href="#">November Statements</a></u>
	Mr. Stevens began the presentation of the monthly financial statements by revisiting the concerns from the December Finance Committee regarding the amount of donations collected by BIA. Mr. Stevens provided an examination of BIA's local revenue by source and emphasized that Boosterthon, categorized as fundraising, is the school's primary means of charitable giving during the first semester. Mr. Stevens went on to detail trends in BIA's revenue, expenses, and available cash, noting that BIA is departing from its fiscally conservative track record.	

	Mr. Stevens then discussed the school's financial statements for the month ending November 30, 2025. The committee reviewed the November financial statements, including balance sheet, cash flow trends, and revenue and expense comparisons. Administration highlighted declining unrestricted cash balances driven by increased expenditures related to safety, facilities, technology, and instructional investments. The committee discussed year-over-year growth in expenses relative to revenue growth, the importance of distinguishing one-time versus ongoing costs, and the impact on cash-on-hand metrics. Leadership emphasized the need for continued monitoring, prioritization, and disciplined spending to maintain financial stability.	
11	<b>Review Purchase Orders for Approval</b>	<a href="#">Purchase Orders</a>
	No purchase orders requiring formal action were presented for approval at this meeting.	
12	<p><b>Items for Information</b></p> <p>Before concluding the meeting, Chair Jett requested that Mr. Stevens provide brief informational updates.</p> <p class="list-item-l1">a. Bond Compliance</p> <p>Mr. Stevens reported that required bond-related disclosures and compliance activities remain on schedule, with upcoming reporting deadlines noted.</p> <p class="list-item-l1">b. Budget Update</p> <p>Mr. Stevens noted that updated projections will be presented at the February meeting and emphasized the importance of aligning budget decisions with strategic priorities and cash-flow considerations.</p>	<a href="#">Items for Information</a>

**Committee Member Bell made a motion to adjourn the meeting at approximately 12:13 pm that was seconded by Mr. Lynch and unanimously approved by those present.**