**Governing Board**

**CALL TO ORDER**
**7:03**

In attendance: Walter Bell, Allie Jett, Adam Caskey, Michellle Clements, Kelly Mandy

Neal Christian, Jerry Lashley, Gregg Stevens, Jennifer Bradley, Danny Brewington

**Meeting Minutes for October 9, 2025**

**I. Administrative Functions**

- Approval of Agenda
  - Motion made by to approve the agenda as presented by Allie Jett, seconded by Michelle Clements. Motion passed unanimously.
- Approval of Meeting Minutes for September 11, 2025
  - Motion made by to approve the board minutes from September 11, 2025 by Walter Bell, seconded by Michelle Clements. Motion passed unanimously.

**II. Public Comment**

- No Public Comment

**III. Academic Related Report(s) – Mr. Christian**

- Head of School Report
  - Mr. Christian reported the school was a "Safe Routes to School" school and provided an overview as well as BIA's participation in Pedal Norcross.
  - Mr. Christian reported that enrollment is at 519 Students.
  - Mr. Christian provided Academic highlights of Student-Led Conference Day and STEM Fest/STEM Saturdays at BIA as well as the details of each. He also outlined how programs may align to the afterschool and other programs.
- Academic Report
  - Mr. Christian provided updates on the Academic Tracker, Culture Climate, and Engagement Activities
  - Academic Tracker - Mr. Christian provided an overview of enrollment and withdrawals. He walked through Benchmark Year for ELA and outlined the changes in the various grade levels. Mr. Caskey requested Mr. Christian to provide tracker information in the form of a database as well as improvement of the tracker.
  - Culture, Climate, and Engagement Activities – Mr. Christian outlined the themes for the month and outlined activities occurring during the month of October.

**IV. Finance Report(s) – Mr. Stevens**

- Monthly Reports

- Mr. Stevens reported on details from the dashboard and highlighted the ratios that are somewhat misaligned and addressed due to timing and ratio and spending.
- Mr. Stevens reported Debt to Asset Ratios are where they are needed. He also outlined the revenue and discussed the pattern spending. As far as operating expenses, Mr. Stevens outlined the various "bumps" by categories compared to last year. Debt Service is part of July and August due to debt and principal payments. He outlined the breakdown of debt payments and how they apply to next year. He also presented a breakdown of Operational Expenses and comparison spending over the years and highlighted some of the difference including maintenance and repair -also decreases in rental costs.
- Mr. Stevens presented current financials.
- Mr. Stevens provided a breakdown of BIA balance sheet.
- Mr. Stevens stated that October FTE should be consistent with QBE payments so far.
- Mr. Stevens provided the Bond Compliance Report. He indicated there is a need for an insurance assessment this year.

- Audit Update
  - Mr. Stevens provided a breakdown of the audit status and a breakdown of items. He indicated that SABITA and new standards for Leave Balances are left remaining.

**V. Operations Report(s) – Mr. Lashley**

- Chief Operations Officer Report
  - Mr. Lashley presented his report to include:
  - Enrollment – Mr. Lashley provided an overview of enrollment.
  - Staffing – Mr. Lashley reported that the MEBUS staff member position has been posted and moving forward with potential hire. He also shared that he was exploring substitute partnerships with other school as well as working on staff culture through provision of HR office hours.
  - School Nutrition – Mr. Lashley provided an update on family funds and the outstanding balance. He stated that he plans to draft an RFP for NSLP to be released in spring for next school year. He will work with provider to get a new software program that is more functional for stakeholder needs.
  - Academic and Operations Technology – Mr. Lashley reported that BIA is looking to purchase 200 new chromebooks. He discussed feedback from committee that emphasized trying to get best value in both maintenance and costs. He also reported that there is a current environmental review of every BIA owned device and environment.
  - Data Reporting and Afterschool – Mr. Lashley reported that all current reports up to date and the official student snapshot is complete. He discussed exploring after school options.
  - Facility Assessment and Needs – Mr. Lashley is working on a quote from vendor for cleaning services. Other updates – The truck has been moved off campus, awaiting approval on playground surface to determine budget. Consider installing alarms due to walker onsite. Should be addressed in safety assessment recommendations. Ms. McCoy is putting together a list of priority items.
  - Boosterhton – met goal and the school profit is a little over $21,000. Mr. Lashley provided an overview and breakdown of donors and year to year comparison and total over time which was about $200,000 over eight years. He presented a breakdown of fees and profit from Boosterthon. He discussed the services and value proposition of Boosterhon for consideration. The board discussed the pros and cons of Boosterthon. Other alternatives were discussed and will be a part of strategic planning.

- Operations Budget – after the break a budget will be created.
- Safety and Security – M6 Assessment in October, Fire Drills have have been completed. Lockdown
- Health Services – 100% of students were screened and 73 students received glasses. Dental – working with two potential partners to introduce screening as an extra way to get additional health services.

- Operations Committee Highlights and Requests (Minutes Attached) -

**VI. Consultants' Report(s) – Ed Innovation Partners**

- Mr. Brewington reported on progress of the marketing and strategic planning process.

**VII. Old Business**

- Site Monitoring Update
  - Mr. Brewington reported on the status of monitoring.
- Strategic Planning Update
  - Mr. Brewington reported on the status and trajectory of the planning process.

**VIII. New Business**

- Bond Document Amendment
  - Mr. Caskey presented the necessary changes to the bond document referencing a balloon payment. Mr. Caskey requested formal approval. Motion to approve by Kelly Mandy, Walter Bell seconded. Motion passed unanimously.
- Playground Service Installation
  - Mr. Lashley presented information on surface requirements and discussions around access. Requested change order on surfacing. Motion to approve the change order as presented by Kelly Mandy, seconded by Walter Bell. Motion passed unanimously.
- Chromebook Purchase
  - Mr. Lashley outlined the need and quotes provided. He requested approval with amount to not exceed $100K. Motion to approve by Walter Bell, Seconded by Kelly Mandy. Passed unanimously..
  - Mr. Christian requested up to $15K for STEM Fest Activities. Motion to approve the expenditure of up to $15K for STEM Fest Activities by Allire Jett, seconded by Kelly Mandy. Motion approved unanimously.
- Policy Updates
  - Financial Policy and Procedure Updates including
    - Emergency Purchasing to Allow Direct Wire Authorization
    - Credit Card Policy
    - Name in BIA Charter School
    - Motion to adopt as presented Allie Jett, Kelly Mandy seconded. Motion passed unanimously.

**IX. Executive Session** (if required)

- Walter Bell made a motion to move into executive session at 8:32, seconded by Kelly Mandy. Motion passed unanimously.
- Walter Bell made a motion to move out of executive session at 8:44, seconded by Kelly Mandy. Motion passed unanimously.
- Walter Bell made a motion to move back into regular session at 8:44, seconded by Kelly Mandy. Motion passed unanimously.

**X. Required Actions following Executive Session**

- Motion to approve agreement for preliminary conceptual design for potential expansion project as presented in executive session by Walter Bell, seconded by Kelly

Mandy. Motion passed unanimously.

**XI.** Next Regular Meeting Date: November 13, 2025

**ADJOURNMENT**