BIA Charter School
Operations Committee

Meeting Minutes
September 4, 2025

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:32PM	2:27PM	October 2, 2025	Heather Woitkovich
Attendees			
Board Members	**Staff**	**Other**	
Walt Bell Michelle Clements	Neal Christian Jerry Lashley	Danny Brewington, Consultant Heather Woitkovich, Consultant Gregg Stevens, Consultant	

Call to Order: The meeting was called to order at 1:32PM.

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 June 12, 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 the current total enrollment is 520 students. He noted that he will begin working with the leadership team to start pulling students off the waitlist.
  - Mr. Lashley reported that the waiting list is currently at 158 students.
- **Staffing-**
  - Mr. Lashley reported that the school is fully staffed at this time. He also noted that the school did have two teacher vacancies that were filled quickly with a staffing agency.

- Mr. Christian reported that they are expecting a teacher vacancy in December and are working to fill that upcoming position.
- Mr. Lashley noted that he will be working to update all school policies.
- Mr. Lashley reported that he is exploring relationships with other Atlanta-metro charter schools to build a collaborative substitute teacher network.

- **School Nutrition-**
  - Mr. Lashley noted that the new vendor, Nourish, has been doing an excellent job with food quality and service.
  - Mr. Lashley reported that the school is working to transfer family balances and debts from the previous vendor to the current vendor. He also noted that he will be drafting a letter to parents explaining that students are selecting extra items at lunch that are adding to lunch balances.
  - Mr. Lashley reported that he will be researching the National School Lunch program as a possibility for BIA in the future.
- **Operational and Academic Technology-**
  - Mr. Lashley reported that Monday.com has been purchased for administrative tracking and project management.
  - Mr. Lashley reported that Education Technologies will be working with BIA to support technology needs in the school.
- **Facility Updates and Needs-**
  - Mr. Lashley reported that he is reviewing the site assessment that was completed in January 2025. He noted that he will resend the assessment to all board members.
  - Mr. Lashley noted some concerns with the current cleaning vendor. He reported that he will be researching new vendor options for future needs. He noted that he will be meeting with HECNA to create rotating schedules and focus work more efficiently.
  - Mr. Lashley reported that the new playground installation has begun, and the hope is to have students on the playground by the end of September.
  - Mr. Lashley reported that Servpro has been contracted for removal of molded materials in two trailers behind the school. Once complete, the trailers will also be removed from school property.
  - Mr. Lashley reported that towing services have been contacted to remove the old box truck from the back of the BIA campus.
  - Mr. Lashley noted that the 50 chairs ordered for Upper School have been delivered.
- **School and Data Reporting Updates-**
  - Mr. Lashley reported that there are no current updates. He further reported that the official student count snapshot will take place on October 1.
  - Mr. Lashley noted that after school programs have begun and more than 200 students have signed up for a total of 19 clubs.

IV. Consultants' Report- Ed Innovation Partners

- **CPF Areas of Support, Updates, and Progress-** Mr. Brewington reported that EIP is supporting BIA across all areas and with data reporting as well.
- **Site Monitoring Overview and Action Steps-** Mr. Brewington noted that the Site Monitoring Webinar will take place on September 15 and the portal will open on September 16.

V. Old Business

- **MEBUS Implementation-** Mr. Lashley noted that a job description for the MEBUS partnership with Kennesaw is being finalized and will be posted this week.

VI. New Business

- **Strategic Planning for Marketing, Communications, Recruitment, and Operations-**
  - Mr. Lashley reported that he is working with the EIP team to create a comprehensive strategic plan to support future expansion and financial preparedness. He noted that the plan will include all aspects of school operations and instruction.
  - Mr. Lashley reported that a full draft of this strategic plan will be presented at the October committee meetings.
- **Boosterthon 2025-**
  - Mr. Lashley reported that Boosterthon 2025 began today with a goal of $40,000. He noted that the school will receive 43% of all earnings.
  - Mr. Lashley noted that he will be researching in-house fundraising options for future years.
- **Safety and Security Assessment-**
  - Mr. Lashley presented a proposal to the committee for a third-party security assessment. He discussed what the assessment would include, financial cost, and possible grant funding options. The security assessment proposal will be presented as an action item at the September board meeting.
  - Mr. Lashley reported that the school has conducted two fire drills since the first day of school and he will be addressing any areas of concern noted during the drills.
- **Expansion Updates and Next Steps-**
  - Mr. Lashley reported that he has met with Norcross Economic Development Director, EIP, and other interested parties to discuss expansion needs.
  - He noted that he will keep the committee and board members updated on any movement in expansion discussions.
- **Operations-Related Financial Needs-** Mr. Lashley reported that he will be creating an operational budget and purchasing financial software to track funding, spending, and budgets.
- **Finance and Operations Committee Schedule for SY2026**
  - Mr. Lashley discussed the possibility of combining Operations and

Finance committees in the future.

- Committee members agreed to a trial meeting in October. Mr. Lashley will also present this idea to the Finance Committee for approval.

VII. **Next Committee Meeting Date:** October 2, 2025 at 1:30PM

VIII. **Adjourn-** 2:27PM

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