BIA Charter School
Operations Committee

Meeting Minutes
February 5, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:35PM	2:38PM	March 5, 2026	Heather Woitkovich
Attendees			
Board Members	**Staff**	**Other**	
Walt Bell Michelle Clements	Neal Christian Jerry Lashley	Danny Brewington, Consultant Heather Woitkovich, Consultant Keith Perissi, Consultant	

Call to Order: The meeting was called to order at 1:35PM.

I. Administrative Functions

- Approval of Agenda
  - Mr. Bell made a motion to approve the agenda as presented, the motion was seconded by Ms. Clements, and the motion passed unanimously.
- Approval of Meeting Minutes for January 9, 2026
  - Mr. Bell made a motion to approve the Joint Finance and Operations Committee minutes as presented, the motion was seconded by Ms. Clements, and the motion passed unanimously.

II. Public Comment: None

III. Operations Report(s):

- Enrollment
  - Mr. Lashley reported that enrollment is currently at 507 with a total funding number of 520 students. This report included the three students that withdrew in January. Mr. Christian discussed the reasons each of these students withdrew.
  - Mr. Lashley reported that "Letters of Intent" went out to families. Mr. Lashley reviewed the number of intended returning students versus missing intent forms. Mr. Lashley reported the school is working to

have all missing "Letters of Intent" back to the school by the end of the month.

- Staffing
    - Mr. Lashley reported that "Intent to Return" letters were sent to all staff members via Monday Board and the deadline for the return of these letters is Friday, February 6th.
    - Mr. Lashley also reported that the school is working to update all job descriptions for 2026-2027 contracts.
- Operational Performance and Draft Dashboards
    - Mr. Lashley reviewed the Monday Dashboard availability for General Operations and Finance, Safety Assessment Priorities, Facilities Assessment Priorities, SY27 Enrollment Pipeline, and COO Work Tasks.
- School Nutrition
    - Mr. Lashley reported that the school has ongoing issues with Meal Manage regarding fund loading and inadequate meal counts; therefore, the school is transferring to Hot Lunch software for all POS and account management. He further reported that Nourish will handle all back-end transfers, including student/teacher rosters and existing balances.
    - Mr. Lashley reviewed the current meals counts, including serving times.
- Operational and Academic Technology
    - MEBUS
        - Mr. Lashley reported that 10 MacLab workstations will be created for MEBUS, with each station serving two students. He also reviewed the financial cost of each workstation that will be presented for approval to the finance committee before being presented at the February board meeting.
        - Mr. Perissi reviewed the breakdown of costs for each station, including all necessary technology.
        - Mr. Lashley also reported that the school is in the process of auditing all software used by instruction, operations, and technology to determine what is being used, where the school can save money, and where the school can be more efficient.
    - Safety and Security
        - Mr. Lashley reported that a survey was sent to all staff to gauge interest in serving on the Safety and Security Committee. He noted that the deadline for the survey is February 6, 2026.
        - Mr. Lashley reported that the school is working through quotes on priority items such as camera updates, upgraded locks, and access control systems. He also reported that the school is working on a quote to have access control badges.
- Facility Updates and Needs
    - Mr. Lashley reported that the school is prioritizing facility items seen as highest risk and is developing a working list of highest needs for the SY27 budget request.

IV. Consultants' Report(s)

- MEBUS implementation:
    - Mr. Perissi reported that the team is working to create the MEBUS integration plan. He further reported that the group is working to solidify a 5-year plan at both the K-5 and 6-8 levels.
    - Mr. Perissi noted that he hopes to have the plan ready to present to the board at the March board meeting.
- Marketing Plan:
    - Mr. Perissi reported that he is at the school every Friday with 2 interns to capture content, events, music classes, etc. and is working with the school to develop a 12-month plan for marketing, including fundraising.
- Mr. Brewington reported that the MEBUS implementation and marketing plans will be ready to be discussed at a detailed level with the board in March and will be ready for roll-out in the fall.

V. Old Business

- Expansion Updates and Next Steps
    - Mr. Lashley reported that the school is sourcing quotes for the procurement and installation of up to 6 modular classrooms to expand onsite capacity. He noted this would require the removal of the greenhouse.
    - Mr. Lashley reported that the school is awaiting a response from Hopewell Church regarding the formal proposal sent by Mr. Caskey.

VI. New Business

- SY27 Uniforms RFP
    - Mr. Lashley reported that the RFP for school uniforms has been successfully drafted and is ready for administrative review.
    - Mr. Lashley noted that the goal is to have the RFP go out in March.
- S.C.H.O.O.L Operations Framework
    - Mr. Lashley reported that he is creating a rubric/tool that will be used to evaluate potential vendors.
    - Mr. Lashley reviewed the S.C.H.O.O.L. concept and uses with the committee.
- Transportation Planning
    - Satellite Shuttle Program: Mr. Lashley reported that he has drafted a RFI for bus contractors to secure competitive pricing and route feasibility to begin research on the possibility of BIA providing transportation next year.

VII. Next Regular Meeting Date: March 6, 2026

VIII. Adjourn: 2:38PM