BIA Charter School
Operations Committee

Meeting Minutes
March 5, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:34PM	2:45PM	April 2, 2026	Heather Woitkovich
Attendees			
Board Members	**Staff**	**Other**	
Walt Bell Michelle Clements	Neal Christian	Danny Brewington, Consultant Heather Woitkovich, Consultant Gregg Stevens, Consultant Keith Perissi, Consultant	

Call to Order: The meeting was called to order at 1:34PM.

I. Administrative Functions

- Approval of Agenda
  - Mr. Christian made a motion to approve the agenda as presented, the motion was seconded by Ms. Clements, motion passed unanimously.
- Approval of Meeting Minutes for February 5, 2026
  - Mr. Christian 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. Christian reported that enrollment is currently at 506 with the goal of 546 for the 26-27 school year.
  - Mr. Christian noted that the enrollment lottery was beginning soon.
- Staffing
  - Mr. Christian reported that there are two open positions for this school year that currently have long term substitutes. The leadership team is now interviewing for the ESOL and Spanish teacher positions.

    - Mr. Christian noted that teacher positions are posted for vacancies that are already known for next year.
- Operational Performance and Draft Dashboards: no update
- School Nutrition:
    - Ms. Clements noted that the current company is charging sales tax and/or fees outside of school cost. Mr. Stevens reported that this should not be included in student charges. Mr. Christian reported that he will follow up with the current vendor to discuss the additional fees.
    - Mr. Christian reported that he will be following up with applying for the National School Lunch program for next year.
- Operational and Academic Technology:
    - Mr. Christian reported that the school has received the latest round of Chromebooks and are preparing for upcoming testing.
    - Mr. Bell inquired about the transition from the previous COO. Mr. Christian noted that the leadership team and school is keeping up with the moving pieces from this transition.
- Facility Updates and Needs:
    - Mr. Christian reported that the school does not have a signed contract with the current cleaning vendor. Mr. Christian discussed concerns with the current vendor and reported that he will follow up to ensure there is a signed contract with an effective cleaning vendor.
    - Mr. Christian reported that the school is in discussions with the church to rent 7 additional classrooms in the church building to expand and serve the current enrollment needs. He also noted that this will allow for 6 open classrooms in the main school building.
- School and Data Reporting Updates:
    - Mr. Christian noted that FTE opened today, so the school is in the homestretch to the final March count. He further noted that the school is aware that the March count will be lower than the original count.
    - Mr. Christian reported that deadline for all data reporting is March 26.

IV. Consultants' Report(s)

- Strategic Planning Update:
    - Mr. Brewington reported that BIA leadership, EIP, and Mr. Perissi are meeting weekly to discuss MEBUS integration, Marketing, and strategic planning.
    - Mr. Brewington noted the plan to lock down strategic planning dates before spring break.
- COO Search Process:
    - Mr. Brewington presented the timeline for the COO search.
- Operations "Bridge" work:
    - Mr. Brewington reported that EIP is working with the BIA leadership team to bridge any gaps during this transition time.
- MEBUS implementation:
    - Mr. Perissi reported that grades 6-8 are now scheduled for MEBUS integration into specials in the upcoming school year. He further reported that the curriculum will be finalized before spring break.
    - Mr. Perissi noted that he will be meeting with Ms. Bradley to lock down lower grade MEBUS scheduling for the upcoming school year.

- Marketing Plan:
    - Mr. Perissi reported that his team currently has a large amount of content and is working with Ms. Bradley and Ms. Johnson to strategize social media posting.
    - Mr. Perissi discussed the desire to use social media ads for further marketing of BIA.
    - Mr. Perissi reported that he will be following up with Mr. Christian regarding a potential podcast, is going to promote summer camps through marketing strategies, and also discussed potential BIA involvement in the Norcross Porchfest.

V. Old Business

- SY27 Uniforms RFP:
    - Mr. Christian presented the potential for working with a current partner to create BIA uniform shirts for the upcoming school year. Mr. Stevens reported that this did not require an RFP but is best practice to get competing quotes.
    - Mr. Christian reported that he will follow up with the team regarding uniform quotes.
- S.C.H.O.O.L Operations Framework:
    - Mr. Christian reported that the school will not be using this rubric to evaluate vendors in the future.
- Transportation Planning:
    - Mr. Christian reported the need to outsource potential SY27 transportation needs.
    - Mr. Stevens verified the need for a transportation RFP.
    - Mr. Christian reported that the team will move forward with creating the RFP for board approval.

VI. Next Regular Meeting Date: April 2, 2026

VII. Adjourn 2:45