BIA Charter School
Operations Committee

Meeting Minutes
April 14, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:04PM	2:18PM	May 12, 2026	Heather Woitkovich
Attendees			
Board Members	**Staff**	**Other**	
Walt Bell Michelle Clements	Neal Christian Patricia McKoy	Danny Brewington, Consultant Heather Woitkovich, Consultant Gregg Stevens, Consultant Keith Perissi, Consultant	

Call to Order: The meeting was called to order at 1:04 PM.

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 March 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 the current enrollment is holding steady at 502 students.
- Staffing:
  - Mr. Christian reported that 2026-2027 school year contracts will be going out to teachers soon. He noted that the contracts will include current salaries until a final budget for the upcoming school year is approved.
  - Mr. Christian also reviewed the salary steps with the committee.

- School Nutrition:
    - Mr. Christian reported that the school may be considering a new school nutrition vendor due to interest in enrolling in the National School Program for next year.
    - Mr. Christian reported that 21Cobalt will be supporting the school in the National School Program enrollment and the school will also need an in-house liaison to coordinate with the program as well.
- Operational and Academic Technology
    - Mr. Christian reported that the school is ready for Milestones from a technology perspective.
    - Mr. Christian noted that the technology inventory survey and staff social media policy are due April 15, 2026.
- Facility Updates:
    - Mr. Christian reported that he and Ms. McKoy met with the current cleaning vendor to review the current contract and discuss concerns with the services being provided to the school. Mr. Christian reported that the contract includes a 60-day notice of termination.
    - Mr. Christian noted that the school is going to proceed with the 60-day notice of termination with the current cleaning vendor. He further noted that the school will resume using the previous vendor that also responded to the original cleaning vendor RFP.
- School and Data Reporting Updates:
    - Mr. Christian reported that all data reporting is up to date, with final reporting deadline for the current school year due in June and July.
    - Mr. Bell requested all data reporting deadlines be reshared with the committee.

IV. Consultants' Report(s)

- Strategic Planning Update:
    - Mr. Perissi reported that the MEBUS integration plan is complete and ready to be shared with the board at the April meeting.
    - Mr. Perissi reported that he is coordinating with Mr. Christian and Mr. Stevens to complete the MacLab over the summer break.
    - Mr. Perissi reviewed current marketing strategies including:
        - Sharing the video of Mr. Christian as Charter School Leader of the year on social media
        - The start of the "No Cap with the Superintendent" podcast
        - Porchfest
        - Social Media Ads
        - Website updates
    - Mr. Perissi reported that he is working with Mr. Brewington on the capital campaign strategies and is prepared to share a collegiate example with the Board on Thursday.
    - Mr. Brewington reported that EIP, Mr. Perissi, and BIA leadership continue to meet every week to discuss Marketing and MEBUS integration. He noted that the team is prepared to present these reports at the strategic planning session on Thursday and receive feedback from the Board.

V. New Business

- Safety Assessment Status, Next Steps, and Timeline: Mr. Christian reported.
    - Mr. Christian reviewed the safety assessment highlighting the following items:
        - Door Security: Mr. Christian emphasized that doors remain locked at all times, with the front doors only being propped open during morning arrival and afternoon dismissal. The counselor's office door is locked from the inside; therefore, there is no entry from the outside.
        - SRO: The school has reached out to the Gwinnett Sheriff's office, the City of Norcross, and a private company for SRO services. Mr. Christian reported that the Gwinnett Sheriff's office is the best fit and he has reached out for a quote for a full-time SRO.
        - Training Gaps: Mr. Christian noted that all teachers must include emergency plans in all lesson plans left for substitute teachers. He further noted that there are three staff members in the building trained in de-escalation.
        - Appointing Security Lead: Mr. Christian reported that he is the designated lead and submits required reports to FEMA and emergency services.
        - Mental Health Staff: Mr. Christian reported that the school has a counselor and bilingual staff to support student needs. He also reported that the City of Norcross will provide mental health counselors as needed.
        - Door Locks: Mr. Christian reported that he feels every door should be kept locked at all times. Ms. Clements noted that providing FlipLoks for every classroom is a good extra measure of protection. Mr. Christian agreed that continued review of extra measures for the future is important.
        - Intrustion Film: Mr. Christian agrees that intrusion film would be a good addition for the front office windows and most lower-level classrooms.
        - Exterior Access: Ms. McKoy noted that she feels the new breezeway from the gym to the main building should have badge access reentry.
        - AEDs: Mr. Christian noted that all AED batteries are functioning and in good order. He reported that the school will be getting 3 additional AEDs for the school and 1 for traveling as well.
        - Fire Drills: Mr. Christian reported that all fire drills occur every month at required intervals. He also noted that every teacher has a folder with current rosters to take with them for any drill or emergency.
    - Mr. Christian reported that next steps for the security assessment are for him and the leadership team to summarize and prioritize needs and financial aspects of these needs.
- Ms. Clements and Mr. Bell thanked Ms. McKoy for all her efforts and services for the school.

VI. Next Regular Meeting Date: May 12, 2026

VII. Adjourn: 2:18PM

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