BIA Charter School
Operations Committee

Meeting Minutes
May 12, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:00PM	2:00PM	June 9, 2026	Heather Woitkovich
Attendees			
Board Members	**Staff**	**Other**	
Walt Bell Michelle Clements	Neal Christian Jennifer Bradley	Danny Brewington, Consultant Heather Woitkovich, Consultant Gregg Stevens, Consultant Keith Perissi, Consultant	

Call to Order: The meeting was called to order at 1:00PM.

I. Administrative Functions

- Approval of Agenda
  - Mr. Christian made a motion to approve the agenda as presented, the motion was seconded by Mr. Bell, motion passed unanimously.
- Approval of Meeting Minutes for
  - Mr. Christian made a motion to approve the minutes as presented, the motion was seconded by Mr. Bell, motion passed unanimously.

II. Public Comment: none

III. Overall Operations Updates – Mr. Christian reported.

- Enrollment**:**
  - Mr. Christian reported that current enrollment is 501 students and projected enrollment for next year is 525 students.
  - Mr. Christian verified that the enrollment goal remains 540 students.
- Staffing:
  - Mr. Christian reported that the school is making some organizational changes and noted that Ms. Bradley will be the new COO and Mr. Stephens will be the new Lower School Principal.
  - Mr. Christian noted that BIA will have a state funded literacy coach for next year and leadership will be working to fill several open positions.

- Operational Performance and Draft Dashboards:
    - Mr. Christian reported that the school will no longer hold Boosterthon but will begin working with a new fundraising platform that allows the school to keep all money raised.
    - Mr. Christian reported that the school hopes to have a new marketing position that would report to the COO.
- School Nutrition Update:
    - Mr. Christian reported that the school is gearing up to change nutrition vendors and is working to join the National School Lunch (NSL) Program.
    - Mr. Stevens reported on items still needed for the NSL program and reviewed next steps through the process.
    - Mr. Stevens reported that he will be presenting a draft RFP to the board for nutrition services under the national school program. He noted that this would allow the process to be finalized before the June board meeting.
- Operational and Academic Technology:
    - Mr. Christian reported that the Maclab equipment is arriving and will be ready for the next school year.
    - Mr. Christian reported that the school needs to refine the process of student repair/loss assessments.
    - Mr. Christian reported that the staff Chromebook cycle continues with 1/3 of the staff receiving new devices.
- Facility Updates and Planning for SY26-27
    - Mr. Christian reported that the school will continue utilizing classrooms in the church next year with possible additions based on enrollment and school needs.
    - Mr. Christian reported that the MEBUS Lab items are all ordered and will arrive over the summer to ensure the Lab is up and running at the start of the next school year.
- School and Data Reporting Updates:
    - Mr. Christian reported that the FY27 enrollment projection is due tomorrow and includes projected staff positions as well.
    - Mr. Christian reported that the Auditor Selection is due May 19th and end of year reporting is due June 16th.

IV. Consultants' Report:

- Planning and Deliverables for SY26-27: Mr. Brewington reported that EIP continues to support Ms. Bradley during the COO transition.

V. Old Business:

- Expansion Updates and Next Steps: Mr. Christian reported that the school continues to discuss and brainstorm school needs and expansion possibilities.
- Custodial Service Update:
    - Mr. Christian verified that the 60-day termination notice was issued to the current cleaning vendor and services will end on June 30, 2026.
    - Mr. Christian reported that the previous vendor, who also answered the original cleaning service RFP, will return as the cleaning vendor for the school in July.
- Safety Assessment Follow-Up: Mr. Christian reported that there is no update; however, it remains a priority over the summer.

VI. New Business:

- Summer Priorities for COO/Operations Team: Ms. Bradley reported that she will be walking through the school after Memorial Day with Ms. McCoy to assess facility needs and will be creating a priority list of repairs/needs to address over the summer.

VII. Next Regular Meeting Date: June 9, 2026

VIII. Adjourn: 2:00PM

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