BIA Charter School
Operations Committee

Meeting Minutes
June 9, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:40PM	2:43PM	June 25, 2026	Heather Woitkovich
Attendees			
Board Members	**Staff**	**Other**	
Walt Bell Michelle Clements	Neal Christian Jennifer Bradley	Danny Brewington, Consultant Heather Woitkovich, Consultant Keith Perissi, Consultant	

Call to Order: The meeting was called to order at 1:40PM.

I. Administrative Functions

- Approval of Agenda
  - Ms. Clements made a motion to approve the agenda as presented, the motion was seconded by Mr. Christian, motion passed unanimously.
- Approval of Meeting Minutes for May 12, 2026.
  - Ms. Clements made a motion to approve the minutes as presented, the motion was seconded by Mr. Christian, motion passed unanimously.

II. Public Comment: None

III. Operations Report(s):

- Enrollment
  - Mr. Christian reported that current projected enrollment is 522 students with 187 students on the waitlist.
  - Mr. Christian reported that summer marketing continues for student enrollment.
    - He noted that school tour reservations are in place for 2 time slots on Thursdays in June and July.
    - He further noted that weekly communication occurs for

potential families and leadership continues to brainstorm for best recruitment marketing.

- Staffing
    - Mr. Christian reported that the school currently has 6 vacancies posted on Indeed and Teach Georgia.
    - Mr. Christian reported he manages background check and 21Cobalt is managing offer letters.
    - Mr. Christian reported that the school generated a robust substitute list last school year that they will be utilizing for the upcoming school year.
- School Nutrition
    - Mr. Christian reported that 21Cobalt is leading the process to join the National School Lunch Program and has issued the nutrition vendor RFP.
    - Mr. Christian also reported that he is working on an initiative to get all students on free lunch.
- Operational and Academic Technology
    - Mr. Christian reported that 26 new laptops are being provided to staff for the upcoming school year.
    - Mr. Christian also reported that MEBUS equipment continues to arrive at the school.
        - He also noted that a recent walkthrough identified the need for ethernet for the lab to function properly.
        - Mr. Perissi reported that he and his team are working to create the best solution for ethernet needs and is also collecting quotes for possible installation.
    - Mr. Christian reported that he has asked for a revised quote for Elite Live Gaming to reevaluate needs and costs for this pathway.
    - Mr. Christian spoke to the need for a possible high school Spanish program to support curriculum needs for this class.
- School and Data Reporting Updates
    - Mr. Christian reported that all current reporting is ongoing. He further reported that he has signed off on the school calendar as well.
    - Mr. Christian noted that the last day to submit all records is June 16, 2026.

IV. Consultants' Report(s)

- MEBUS and Marketing Updates:
    - Mr. Perissi reported that he and his team are working to finalize the MacLab and will have it ready for the appropriate summer camp week and upcoming school year.
        - He further noted that he is working to evaluate solutions to the current ethernet problem.
        - He also reported that he is preparing all keyboards to be sold.
    - Mr. Perissi further reported that he is working to support website improvements.
- EIP Update

- Ms. Woitkovich reported that the EIP team has been meeting with school leadership weekly to support summer project planning and preparation for the 2026-2027 school year.
    - Ms. Woitkovich also reported that the EIP team is supporting planning and coordination of work teams to address any needs.

- Ms. Woitkovich reported that the EIP team continues to support leadership through the COO transition, meeting with Ms. Bradley each week to ensure a smooth process.

V. Old Business

- Summer Priorities for COO/Operations Team Update:
    - General
        - Mr. Christian reported that summer camp is in full swing and has a different theme every week.
        - Mr. Christian reported that Ms. Bradley is finishing her duties as the Lower School Principal in preparation for her new role as COO. He further reported that Mr. Stephens is also preparing for his move into the Lower School Principal role.
        - Mr. Christian reported that he is working to update all handbooks, including the addition of new state requirements as well.
    - Facilities
        - Mr. Christian reported that the school will be painting upstairs and in other key areas in the school this summer.
        - Mr. Christian reported that HECNA will begin cleaning services on July 1, 2026. Ms. Bradley noted that she called the current vendor, Service Master, regarding the continued lack of quality service.
        - Mr. Christian reported that the school may need to utilize classroom space at the church for the upcoming school year; however, leadership is evaluating school needs before a final decision is made.
        - Ms. Bradley noted that leadership wants every teacher and staff member to have the appropriate classroom, office, etc. before pre-planning to ensure an efficient start to the school year.
        - Mr. Christian reported that he reached out to the Gwinnett County Sheriff's Office to discuss resource officer needs.
        - Ms. Bradley reported that she has completed a walkthrough with a contractor and Ms. McCoy to assess immediate facility needs and repairs.
        - Ms. Bradley also reported that she asked Ms. McCoy to procure an evaluation of kitchen equipment and provide repair/replacement needs.
    - Marketing: Mr. Christian reported that the school continues to work on website improvement and communication.

VI. New Business

- Operations Committee Structure and Meetings Moving Forward
    - Ms. Bradley discussed the possibility of moving the Operations Committee meetings to the fourth Thursday of every month at 1:00PM.
    - After discussion, the committee agreed to this meeting time.

- Cognia Accreditation Renewal Planning and Process:
    - Mr. Christian reported on the following information regarding the Cognia renewal process:
        - BIA was selected for Quarter 1 renewal that runs July-September of 2026
        - All documents must be submitted by August 25, 2026**.**
        - The final presentation is scheduled for Sept. 25, 2026.
    - Mr. Chrisitan noted that accreditation is essential for high school credits.

VII. Next Regular Meeting Date: Thursday, June 25, 2026 at 1:00PM

VIII. Adjourn: 2:43PM