BIA Charter School
Operations Committee

Meeting Minutes
July 15, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:15PM	2:20PM	July 28, 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 1:15PM.

I. Public Comment: None

II. Operations Report(s):

- Enrollment/Marketing:
  - Enrollment: Ms. Bradley reported that current enrollment is 534 students with 179 on the waitlist.
    - Ms. Bradley noted that the BIA team has been working diligently to fill all spots and have increased the projected enrollment number, with the hopes of being fully enrolled on the first day of school.
    - Ms. Bradley also noted that 14 students have been offered a spot off the waitlist and currently have pending enrollment status.
  - Marketing: Ms. Bradley reported on the following items being utilized to promote and prioritize marketing for BIA enrollment:
    - In June, communication was mailed out to new families.
    - Creative Edge and Keith Perissi are marketing consultants working on multiple marketing strategies.
    - Weekly and monthly newsletters are being sent to new families

        - Summer camp numbers were not as high as hoped; however, they are being utilized as part of increased social media posts.
        - Increased social media posts through Creative Edge
        - Advertisements in Peachtree Corners magazine
        - Back-to-School marketing to current families
        - Bearathon Annual Fun fundraising event
        - School tours in June and July

- Staffing
    - Ms. Bradley reported that there are five full-time vacancies posted on Indeed and TeachGeorgia. These positions include:
        - Marketing Specialist
        - SPED Teacher
        - STEM Instructional Coach (offer outstanding)
        - Spanish Teacher (offer outstanding)
        - Grade 4 ELA teacher
        - Grade 5 Math teacher
        - Grade 3 Long term sub
    - Ms. Bradley reviewed the hiring practice for these vacancies and noted that Mr. Stevens of 21Cobalt is managing offer letters and Mr. Christian manages background checks.
    - Mr. Christian noted the salary discrepancy between BIA and public school pay scales, which could be impacting potential hires.
    - Ms. Bradley reported that the school continues to develop a strong pool of substitutes and Substitute Orientation will take place on July 24, 2026.

- Operational and Academic Technology
    - Ms. Bradley reported that the school will be purchasing MAC Neos for 1/3 of the staff. She noted that the purchase order was approved by finance at the 7/10/26 meeting and is ready to be presented to the board on 7?16/26.
    - Ms. Bradley also reported that all MEBUS equipment has been received and the lab is set-up and operational.
        - Mr. Bell asked about the ethernet concern discussed at the previous meeting. Mr. Perissi explained that the school was able to resolve the issue well under the estimated cost and all equipment is wired and working correctly.
    - Ms. Bradley reported that the school will be using 12 academic platforms and 12 administrative platforms for the upcoming school year.

- School Nutrition
    - National School Lunch Program:
        - Ms. Bradley reported that the school is well into the application process to join the National School Lunch Program. She noted that the first meeting was held today (7/15) with an onsite visit planned for July 22, 2026.
        - Ms. Bradley reported that the goal is to be on the program by Oct. 1, 2026.
    - Nutrition Vendor:
        - Ms. Bradley reported that the nutrition RFP was successfully

launched to secure a food service vendor for the 26-27 school year and the school received 6-7 responses.
        - Ms. Bradley stated that the school nutrition committee has reviewed all submissions and GaDOE is also reviewing all submissions as a required part of the application process.
        - Ms. Bradley highlighted that the school plans to move forward with SLA as the school's new nutrition vendor.
    - Ms. Bradley emphasized that school leadership is working on an initiative that will allow every student to eat free.
    - Ms. Clements inquired about potential kitchen equipment repairs mentioned at the previous meeting. Ms. Bradley reported that the school did have an audit of the equipment and is awaiting the report from this audit for potential needs.

- Data Reporting:
    - Ms. Bradley reported that all current reporting is ongoing. She noted that the last day to submit all student records is June 16, 2026, and CPI is due on July 23, 2026. Mr. Christian confirmed that CPI has already been submitted.

- Facility Updates and Needs
    - Ms. Bradley reported on the following maintenance, repairs and cleaning:
        - Painting upstairs and in other key areas will take place July 16-20 before teachers return.
        - Gutters were cleaned on July 14
        - HVAC drains were put in to repair ceiling leaks
        - Gym light fixtures and emergency lighting have been repaired
        - All fencing repairs are complete, and locks have been put on the necessary gates.
        - All floors and carpets were cleaned in June
    - Ms. Bradley noted that the previous cleaning service, HECNA, returned on 7/1/26.
    - Ms. Bradley reported that the school will not be utilizing classroom space at the church for the upcoming school year. She also noted that leadership has assessed what is needed to ensure that all staff have a work space.
    - Ms. Bradley reported that she will have pricing and more information about the intrusion film discussed in the safety assessment at the next meeting. She also reported that the school will also be looking to add a School Resource Officer.
    - Ms. Bradley noted the following immediate and long-term repair needs:
        - Immediate Needs:
            - 4 window replacements
            - Power wash some graffiti off the side of the building
        - Long-Term Needs:
            - Gym roof replacement

- Kitchen equipment in response to the kitchen audit
- Bathroom upgrades/repairs
- Intrusion film and SRO

III. Old Business

- Ms. Bradley reported that leadership is assessing the school website and how the school wants to utilize the website in the future.

IV. New Business

- Cognia Accreditation Renewal: Ms. Bradley reported that:
  - The school was selected for Quarter 1 (July-September) review.
  - All documents must be submitted by August 25, 2026.
  - Final presentation is scheduled for September 25, 2026.
  - Mr. Christian has emailed Ms. Hernandez the first document for review before submission.
- Policies and Procedures:
  - Ms. Bradley reported that leadership is reviewing staff and parent/student handbooks to address any potential updates and needs. She also noted that leadership is reviewing business office procedures.
- Fundraising:
  - Ms. Bradley reported that the school will be conducting its largest fundraiser of the year through Activate and it will be called the BIA Annual Bearathon. Ms. Bradley also reported that she will be working on the Peach Education Tax Credit and will be working with the BIA Parent Council to explore how the council can support school needs.

V. Next Regular Meeting Date: July 28, 2026 at 1:15PM

VI. Adjourn: 2:20PM

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