BIA Charter School
Operations Committee

Meeting Minutes
August 4, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:18PM	2:12PM	Sept. 1, 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 1:18PM.

I. Public Comment: None

II. Operations Report(s):

- Enrollment: Ms. Bradley reported that the current enrollment for the first day of school is 541 students with 153 on the waitlist.
  - Ms. Bradley noted that the school has reached out to parents who did not attend Meet the Teacher, as well as no-shows on the first day of school to verify enrollment.
  - Ms. Bradley reported that leadership hopes to keep enrollment at or above 530 students.
- Marketing: Ms. Bradley reported on the following marketing strategies being used to promote BIA:
  - Working with Creative Edge for the Bearathon Fundraiser
  - Weekly and Monthly newsletters to new families
  - A social media campaign with Creative Edge most posts and Mr. Perissi supporting.
  - School tours will continue on one Thursday a month during the school year.

- Staffing:
    - Ms. Bradley reported that the school is fully staffed, with Mr. Christian also fulfilling the math and science instructional coach roles.
    - Ms. Bradley reported on the following:
        - Leadership is putting a hold on the marketing specialist position.
        - The newly hired Spanish teacher will start next week.
        - The school is working to finalize HR and business office procedures and hopes to have all procedures available to staff this week.
- School Nutrition:
    - Ms. Bradley reported that the new vendor, SLA, began today and the first day of breakfast and lunch service went well. She further reported that the school is still working to align a new payment system with the vendor and will be using MyPayments Plus POS moving forward.
    - Ms. Bradley reported that the school is well into the application process to join the National School Lunch Program and hopes to be enrolled by October 1, 2026.
    - Mr. Bell inquired as to whether the school would be reimbursed for lunches prior to October 1, 2026. Ms. Bradley reported that the school would not be reimbursed and that the expense would be coming out of the general fund of the school budget.
    - Ms. Bradley reported that she will have more information on MyPayments Plus at the next Operations Committee meeting.
- Operational and Academic Technology:
    - Ms. Bradley reported that school ordered the approved 26 laptops for staff and hopes to have a shipping date soon.
    - Mr. Perissi reported that all MEBUS technology, curriculum, and lesson plans were ready for day one and he will be coordinating any needs and support with the school this week.
    - Ms. Bradley reported that all academic platforms are up and running and used on day one of learning. She noted that all teachers received professional development for the platforms as well.
        - Ms. Bradley noted that all platforms have been verified and no duplicate functions exist.
- Facility Updates and Needs:
    - Ms. Bradley reported on the following facility items and repairs:
        - Upstairs painting has been completed; however, she has asked the painter to return to fix chipping on the front doors.
        - Gutter cleaning occurred; however, they have identified necessary roof repairs that she will be looking into for priority level.
        - HVAC concerns: ceiling drain leaks in the music room and cafeteria were repaired.
            - Ms. Bradley inquired about the necessity of repairing condensation leaks and reported that the HVAC contractor advised they were not necessary to repair. She noted she will continue to monitor on

a case-by-case need.
        - Ms. Bradley noted that an HVAC panel was also recently replaced.
    - All fencing is in good shape with repairs and locks completed.
    - HECNA cleaned all carpets and waxed floors.
    - Continued Immediate Needs:
        - Repair broken windows
        - Pressure wash the building
    - Continued Long Term needs:
        - Gym roof
        - Kitchen equipment
        - Student bathroom repairs and upgrades
        - Security additions, such as additional cameras
- Mr. Bell and Ms. Clements requested a priority list of remaining repairs and needs.
- Ms. Bradley reviewed that all classrooms and office space have been assigned to staff and the school will not be utilizing any space in the church.
- Ms. Bradley reviewed that she will continue to speak with vendors and gather information on the intrusion film and SRO needs.

III. New Business

- Cognia: Ms. Bradley reported that Mr. Christian continues to work on Cognia documents that are due on August 25.
- Policies and Procedures:
    - Ms. Bradley reported that she continues to work on employee and parent/student handbooks to ensure they have the most accurate and updated policies.
    - Mr. Bell inquired into the possible completion date, and Ms. Bradley hopes to have them ready by the end of August.
- Fundraising:
    - Ms. Bradley reported that the school is using Activate to support the BIA Bearathon.
    - Ms. Bradley noted that she wants to clarify expectations, procedures, and support from Parent Council. She further noted she would like them to take a more active role in supporting fundraising needs and volunteers.
    - Mr. Bell asked Mr. Christian for an update on fundraising efforts. Mr. Christian reported that leadership has been working to prepare for the first day of school but understands fundraising is a priority moving forward.
- After-School Program: Mr. Bell inquired on the status of the After-School Program. Ms. Bradley reported that the school will continue to utilize the third-party company to host the program.

IV. Next Regular Meeting Date: September 1, 2026 at 1:15PM

V. Adjourn: 2:12PM

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