BIA Charter School
Operations Committee Meeting

Meeting Minutes
September 1, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:16PM	2:15PM	October 6, 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 1:16PM.

I. Public Comment: none

II. Operations Report(s):

A. Safety Assessment: Ms. Bradley reported on the status of the safety assessment items below:

1. Door Security
    a. Camera Upgrades: Ms. Bradley reported that the school had received a quote for camera upgrades totaling $23,739. She noted that the school currently has functioning cameras throughout the building and playground; however, the quote includes additional cameras, improved imaging, and replacement/upgrade of existing cameras that may have sustained normal wear and tear.
    b. Exterior Door Contact: Ms. Bradley reported that the addition of alarms on exterior doors would total $8603.00.
    c. Lite Software-remote access: Ms. Bradley reported that the addition of remote access software that would allow an alarm to be deactivated off school grounds would total $1782.
        i. Mr. Bell and Ms. Clements inquired into the necessity of this software. Mr. Christian and Ms. Bradley noted that it is not a necessity; however, it would provide flexibility for contractors and/or sports and activities held outside normal school hours.

d. The operations committee members agreed that the camera upgrades, exterior door contact, and remote access software are not necessities at this time; however, they will be on a list of possible priorities for the future.
e. Ms. Bradley noted that the damage caused by a lightening strike before school started has been repaired and there are currently no service interruptions with door access and badge entry.

2. Student Resource Officer
    a. Ms. Bradley reported that Mr. Christian has reached out to Gwinnett Sherriff's office; however, they are nonresponsive.
    b. Ms. Bradley provided the following quotes for potential SRO's:
        i. Norcross Police Department:
            • $144,000/180 days
            • Also has arrest capabilities
        ii. Third Party Security
            • $62,000/180 days
            • Includes safety training, CPR training, and will facilitate all drills
        iii. SRO job description with Gwinnett County Schools includes a salary range of $49,435-$92,392/200 days
3. Training Gaps: Ms. Bradley provided the following training that all faculty and staff have and will receive:
    a. Preplanning training
    b. Ongoing updates and training from state and local emergency services
    c. Locked doors and access to the building has been addressed with staff and reinforced multiple times.
4. Mental Health: Ms. Bradley reported on the following mental health support provided to students and/or staff:
    a. The use of Go Guardian for student support
    b. On site support: Partnering with a parent, Dr. Anthea Johnson
    c. School Counselor
5. Door Locks: Ms. Bradley reported that magnet locks have been installed on all locks and all doors remain locked at all times.
6. Intrusion Film: Ms. Bradley reported that intrusion film has been identified as unsuitable for building specifications.
7. Exterior Access-Breezeway:
    a. Ms. Bradley reported that a contractor inspected the breezeway door on 8/27 and noted that the door does lock; however, there are some gaps that can impact heating/cooling and pest control. Therefore, the school will be working to identify repair needs for the door.
        i. Ms. Bradley noted that by the next operations meeting, she will provide quotes and options for repair of the breezeway door.
    b. Ms. Bradley also reported that the school has hired a contractor to replace 4 broken windows and a windowsill.
8. AED's
    a. Ms. Bradley reported that there are now three AED's on school grounds located in the main office, upper school office, and in the gym.
    b. Ms. Bradley noted that all staff are CPR certified and trained on AED's.

9. Safety Drills
    a. Ms. Bradley reported that all staff received training during preplanning and all classrooms have emergency folders that include drill procedures, protocols, and class rosters.
    b. Ms. Bradley reported that all drills have been scheduled for the year and 2 soft lockdowns occurred at the school in the past month.

B. Enrollment:
1. Ms. Bradley reported that the current enrollment number is 530 students with 106 on the waitlist.
2. Ms. Bradley noted that the school will continue to reach out to families on the waitlist to fill any open enrollment spots.

C. Marketing/Fundraising:
1. Ms. Bradley reported that the school continues to work with Keith Perissi and Creative Edge for Marketing and Fundraising support.
2. Ms. Bradley reported that the Bearathon Fundraiser has a goal of $30,000 and currently has received 1 Silver and 5 Family Sponsorships. The campaign kick-off begins 9/15.
3. Ms. Bradley noted that the school continues to utilize Peachtree Corners Magazine for marketing needs and included an enrollment focus this month.

D. Staffing:
1. Ms. Bradley reported that the school is fully staffed and continues to create a substitute list that can be utilized to fill any day to day needs.
2. Ms. Bradley noted that there have been HR procedure updates and consultant support to fill any gaps in HR needs.
3. Ms. Bradley provided an update on insurance and benefits. Mr. Brewington noted that a side-by-side comparison of insurance/benefit options will be provided to the board at the next meeting for a board decision.

E. School Nutrition: Ms. Bradley reported that the school is currently uploading necessary documents to GaDOE for the National School Lunch Program.

F. Operational and Academic Technology:
1. Procedural/Policy Update:
    a. Ms. Bradley reported that the school now has help ticket capabilities for all students and staff. She further reported that all student devices are managed through Destiny and there is a support kiosk in the upper schools.
    b. Ms. Bradley reported that the platform directory and rostering is up to date and all staff devices have been ordered with 26 Mac Neos arriving in mid/late September.

G. Operations:
1. Business Office Procedural Updates:
    a. Ms. Bradley reported on the following updates to procedures:
        i. Supervisor Approvals
        ii. POS for all expenditures
        iii. Budget Verification: All spending must be pre-approved.
        iv. Standardized Processes

H. Facilities:
1. Pest Control: Ms. Bradley reported that the current provider, Orkin, is no longer providing services and is non-responsive; therefore, the school is working to acquire quotes for a new vendor.

2. Kitchen:
    a. Equipment Repairs: Ms. Bradley reported that the school assessed kitchen equipment and identified the following repair needs:
        i. Dishwasher Repair: $2146.63
        ii. Slicer: $159
        iii. Steamer: $3202.86
        iv. Stove: $6107.36
            • Ms. Bradley noted that she has found a quote for the stove with a different company for $1600. She further noted that the lower quote includes plumber installation of the stove.
    b. Ms. Bradley stated that she is not recommending the dishwasher, slicer, or steamer repair at this time; however, she is recommending the stove replacement. The Operations Committee members agreed with this assessment to present to the board.
    c. Health Inspection:
        i. Ms. Bradley reported that a health inspection was conducted on 8/31 and SLA received a score of 100.
        ii. Ms. Bradley noted the following feedback from the inspection that will be addressed:
            • The wall by the back door is water damaged and needs to be painted with high gloss paint.
            • The refrigerator and freezer bottom base tile is coming off and needs to be repaired.
3. HVAC:
    a. Ms. Bradley reported on the recent HVAC expenses and noted that she will be reviewing the vendor contract to ensure they are fulfilling all items in the contract.
    b. Ms. Bradley reported that the HVAC vendor is recommending the following repairs:
        i. Gym interior coils and charge units: $2830
        ii. Replace P-tac units in the gym office: $3100
4. Gutters: Ms. Bradley reported that the quote for gutter repairs is $6030
5. Landscaping:
    a. Ms. Bradley reported that the Parent Council is assisting with landscaping needs and provided a landscaping plan and 70 bales of pine straw at no charge.
    b. Ms. Bradley noted that the school hopes to complete planting in the front of the school for erosion control and hope that the Parent Council will be a resource to assist with this project.

III. Next Regular Meeting Date: October 6, 2026

IV. Adjourn: 2:15PM

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