BIA Charter School
Operations Committee

Meeting Minutes
October 6, 2026

Meeting Logistics			
Start Time	**End Time**	**Next Meeting**	**Preparer**
1:17 PM	2:02PM	November 3, 2026	Heather Woitkovich
Attendees			
Board Members	**Staff**	**Other**	
Walt Bell Michelle Clements	Jennifer Bradley	Danny Brewington, Consultant Heather Woitkovich, Consultant Gregg Stevens, Consultant Keith Perissi, Consultant	

Call to Order: The meeting was called to order at1:17PM.

I. Administrative Functions

- Approval of Meeting Minutes for: June 9, 2026; July 15, 2026; August 4, 2026; and September 1, 2026
    - Ms. Bradley made a motion to approve the minutes as presented, the motion was seconded by Ms. Clements, motion passed unanimously.

II. Public Comment: None

III. Operations Report:

- Security:
    - Ms. Bradley reported that the Norcross Police Department will provide two four-hour shifts at the school each week.
    - The scope of work will include campus patrols, drills, and traffic direction as needed.
- Enrollment:
    - Ms. Bradley reported that current enrollment is at 529 students with 97 students on the waitlist.
    - Mr. Stevens noted that 529 students is the school's funded amount for FTE this year, so the school is on enrollment target.

- Marketing/Fundraising
    - Ms. Bradley reported on the following plan for 2027-2028 Enrollment:
        - Offering monthly tours, with additional dates scheduled as needed.
        - Hosting Open House in coordination with the Fall Festival on October 24.
        - Launching a social media campaign.
        - Focusing next year's enrollment efforts on converting inquiries into applications and applications into enrolled students.
    - Ms. Bradley noted that the school will continue working with Keith Perissi and Creative Edge for marketing and fundraising needs.
        - Mr. Perissi reported that he will update the website to support enrollment promotion.
        - Mr. Perissi also reported that his team will be working to develop "Bear in Mind," a series of student-led videos promoting the school.
- Staffing:
    - Ms. Bradley reported that the school is fully staffed, and she would like to revisit a marketing specialist position for next year.
    - Ms. Bradley reported that hiring practices now include updated HR procedures and automated functions through Paycor
- Benefits:
    - Ms. Bradley reported that Open Enrollment is complete and was effective on 10/1.
    - Ms. Bradley noted that Paycor begins 10/15.
- School Nutrition:
    - Ms. Bradley reported that the National School Lunch Program Application is complete and awaiting review. She noted that we do not have a new start date goal.
- Operational and Academic Technology
    - Ms. Bradley reported that the school does not have any staff devices in reserves.
        - She noted that the school received 26 Mac Neos; however, they are having issues with Technology Lab setting up the devices.
        - Ms. Bradley also noted frustration with Technology Lab response time, need for excessive tickets, inefficiency, and issues with uncommunicated security updates.
        - Mr. Bell recommended escalating the matter to an appropriate authority to address the vendor's failure to fulfill its contractual responsibilities.
        - Ms. Clements asked Ms. Bradley to document all communications, requests, responses, and instances of nonresponse to create a historical record of the vendor's fulfillment of its contractual duties. Ms. Bradley agreed and will proceed with the request.

- Facilities: Ms. Bradley reported on the following facility updates, repairs, and/or quotes:
    - Pest Control: The school has switched from Orkin to Massey with an initial cost of $568 and $304/month.
    - Gutter: Gutter repairs have been completed at a total cost of $6030.
        - Additional gutter repair recommendations total $7850
    - Roof: The school received a quote to repair the roof for $7850; however, Ms. Bradley wants to dig deeper into what the quote covers.
    - HVAC: Repairs are in process and will be completed over Fall Break
        - Repairs include:
            - Gym interior Coils and Charge Units- $2830
            - Replace P-tac unit in Gym Office-$3100
    - Cafeteria:
        - Replacement of cove molding in the freezer and cooler is complete.
        - Repair and repainting of wall will be completed over Fall Break
    - Painting: Peeling paint will be repainted over Fall Break
    - Window Repair: Replacement of 4 windows and one windowsill will occur over Thanksgiving Break.
    - Landscaping:
        - The Parent Council secured a pine straw donation, and Dads-on-Deck spread the donated pine straw.
        - Ms. Bradley will be meeting with a landscaping company this week to discuss planting for erosion control in front of the school.
    - Breezeway Doors:
        - Ms. Bradley reported that she met with a contractor about the breezeway doors and the contractor quoted the following:
            - Realign Doors
            - Upgraded commercial hinges
            - Total cost: $8050
        - Ms. Bradley noted that the repair will help with pest control and climate control in the breezeway; however, she noted that the doors are not an emergency or safety issue.
        - Ms. Clements recommended waiting on the breezeway repair until further information is acquired about the roof repair quote and needs. Ms. Bradley agreed to postponing the breezeway repair and reevaluating after the first of the year.
- Business Office Update:
    - Ms. Bradley reported that the school has updated its 3rd party vendor policy to include:
        - The school will no longer receive cash payments.
        - All vendors must follow outlined business practices with the correct paperwork which will result in vendors receiving payment within 10-14 days of service.

IV. New Business:

- SCSC Site Visit
    - Ms. Bradley reported that there was an SCSC site visit today and

excellent news was there were no Findings to report!

- Ms. Bradley reported it was an overall success; however, they did note the following needs:
    - Evacuation maps and procedures posted in all rooms
    - Bully Free Zone signage on the exterior building entry
    - Ensure all fire extinguishers remain current, as many will expire this month
    - Clinic files moved to a fire safe location
    - Storage items a minimum of 18" from the ceiling
    - Updated contact list in the Emergency Binder

V. Next Regular Meeting Date: November 3, 2026 at 1:15PM

VI. Adjourn: 2:02PM

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