

COMMITTEE MEETING MINUTES

Committee: BIA Operations Committee

Meeting need not be verbatim. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
12/03/24	1:42pm	2:21pm	01/07/25	1:30pm	Lyn Carden
Meeting Location:					
Virtual					
Attended by:					
Walt Bell Neal Christian Michelle Clements			Gregg Stevens Danny Brewington Lyn Carden		
Highlights:					

I. Call to Order 1:42pm

II. Roll Call

III. Facility Update

- A. General Facility Needs – Mr. Christian noted at this point in the school year there was not very much new to report regarding needs for the facility.
- B. Renovations and Repairs
 - a. Mr. Christian reported that he met with a painting company to discuss paint touch up needs around the building.
 - i. The company suggested that the kind of paint that was used previously may not have been commercial grade.
 - ii. The committee reviewed locations that paint touch up would be needed.
 - iii. They discussed timing.
 - b. Mr. Christian report there were no pressing repair needs and the moment.
 - c. The school installed a bike rack to accommodate the large number of daily riders from the neighborhood.
 - d. Mr. Christian reported that in the future the school was going to need to consider the gyms metal roof, because the HVAC units are not equipped to handle the summer heat.
 - e. Mr. Christian reported that the school changed pest control companies and the new company move their treatment schedule up to twice per month. However, he was receiving reports that part of the building was still having issues. He told the committee

that Ms. McCoy was going to do a walk through with the vendor to ensure they are getting the trouble spots.

IV. Old Business

A. Enrollment Update – Mr. Christian reported on enrollment numbers and new students enrolling effective after the break.

B. Operations Update

a. Mr. Christian said the school was full staffed. He reported on a potential issue with a staff member currently on leave that Mr. Stevens was examining the issue.

i. The committee discussed FMLA.

b. Charter One Update – Mr. Stevens reported that the school was investigating options.

i. He provided an update on back payments and continued issues the school was having with the provider.

ii. The committee discussed short term and long-term solutions.

iii. They discussed timelines.

iv. They discussed the history of the school's arrangement with the provider.

v. They discussed past due fees owed by parents.

vi. They discussed the RFP process.

vii. They discussed the vendor's current contract.

viii. The committee worked through a worst-case scenario plan.

C. Technology Update

a. Inventory Management Technology – Mr. Christian reported on EIPs work with Ms. McCoy to identify the school's inventory through Destiny and to streamline the process for the future.

i. The committee discussed the importance of this project.

V. New Business

a) After school Programming – Mr. Christian reported on the current vendors.

i) He discussed their recertification process and his frustration with the current contract.

ii) He discussed meetings with three other vendors who were willing to pay the school for space rental as a part of their contract.

iii) Mr. Bell asked about internal programming at the beginning of the school year next year.

iv) Mr. Christian discussed plans for summer camp.

b) Mr. Christian reported on an opportunity the school might have to partner with First Student.

i) He discussed bus services with First Student offered.

c) The committee discussed the funds raised from the Boosterton, that were allotted for the purchase of a 15-passenger van. Mr. Christian noted he was working to identify a van using the \$30,000 raised.

- i) The committee discussed the structure of the Boosterthon and suggested identifying an alternate provider or moving it to an internal event in the future.

VI. Data Reporting

- a) Data Reports Since Last Meeting – Mr. Christian reported on the Annual Georgia Charter Schools Report.
- b) Mr. Stevens reported on the Federal Indirect Cost Worksheet.
- c) Mr. Christian provided an update regarding the Civil Rights data collection

VII. Additional Discussion

- A. Mr. Christian told the committee that December 12th at 9am the school was conducting a Partners In Education event at the school. They have invited every company and entity that partners with BIA to attend for breakfast and a school success presentation. He requested the committee and Governing Board attend as well.

VIII. Next Meeting: January 7, 2025 1:30pm

IX. Adjourn – 2:21pm