

## **COMMITTEE MEETING MINUTES**

### **Committee: BIA Operations Committee**

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

<b>Date:</b>	<b>Start</b>	<b>End</b>	<b>Next Meeting:</b>	<b>Next time:</b>	<b>Prepared by:</b>
1/07/25	1:35pm	2:06pm	2/04/25		Lyn Carden
<b>Meeting Location:</b>					
Virtual					
<b>Attended by:</b>					
Walt Bell Neal Christian Michelle Clements Gregg Stevens Jennifer Bradley Eddie Lovett			Lyn Carden		
<b>Highlights:</b>					

- I. Call to Order - 1:35**
- II. Roll Call** – Ms. Clements notified the committee that Mr. Bell was running a bit late due to a personal emergency and she would conduct the meeting on his behalf until he arrived.
- III. Facility Update**
  - A. General Facility Needs
    - a. Painting update. Mr. Christian reported the painting estimate was delayed. He noted the painting is the priority and they were considering days in the near future to have it completed.
    - b. He discussed the issues the school was having with their aging lockers and said they were considering what grades need lockers if they were to be replaced.
  - B. Renovations and Repairs
    - a. Mr. Christian reported on the first Partners in Education Breakfast.
    - b. He told the committee the school was grateful – they received to large donations from parent/benefactors. One will be used to purchase testing devices. The other was in-kind furniture donation. Mr. Christian outlined the locations the new furniture was being used.
- IV. Old Business**
  - A. Enrollment Update – Mr. Christian reported the enrollment numbers for December and January, noting an increase of 10 new students. He reminded the committee that the last day of January

was when the school closes enrollment for this year to open up the lottery process for prospective parents for FY26.

#### B. Operations Update

- a. Charter One Update – Mr. Christian notified the committee that the school was planning to issue an RFP for a new food service vendor for next school year. He noted that school had not decided to release the current vendor, but would consider a new offering. The committee discussed the debt accumulated by the current vendor and Mr. Christian noted the school had not resolved it.
- b. Cleaning Services – Mr. Christian reported that as it is the end of his third year, he felt that the large school vendors needed to be reviewed. He reported that the school was planning to issue an RFP for a new cleaning service as well, that they will invite the current vendor to apply, but that the school should review large contracts and consider options that are in the best financial interest of the school.

#### C. Technology Update

- a. Mr. Christian reported that in meeting with the administrative team they had identified a staffing challenge regarding technology in that the current technology lead is doing the job of three people. He said the leadership team was reviewing ways to provide support.

#### D. After School Program

- a. Mr. Christian reported he was meeting with the ASP provider and the leadership team is reviewing the current parent satisfaction survey regarding ASP. The board has requested school leadership evaluate the value and cost of the current provide and potentially bring ASP in house.

### V. New Business

#### a) School Tours and Information Sessions

- i) Still ongoing 2<sup>nd</sup> Thursday at 10am. The school has had an open house and plans to have another. In the meantime, they have invited prospective parents to other school events to allow them the opportunity to see the activities of the school.

- b) Facilities and Maintenance Plan Budget for Next Year – Mr. Christian reported they have been working with southern mechanical to identify priority needs. Mr. Stevens reported he has been working with the bond holder to create a ‘savings plan’ for the aging building and that the school is setting aside an additional portion for future repairs and replacements using the building assessment results to outline priorities. He noted that a great deal of work has already been complete but that they school is budgeting for a large expense for roof repair in the FY26 budget.

### VI. Data Reporting

#### a) Data Reports Since Last Meeting

- i) School Climate Survey – Ms. Bradley reported on the progress and future plans of the climate survey.

### VII. Additional Discussion

- A. Mr. Christian reported on the new reading curriculum requirements for grades K-3. The instructional coach is reviewing all the options. He noted this relates to the new standards and dyslexia requirements.

- a. They discussed the benchmark testing changes.

B. The committee discussed the school's grievance process.

**VIII. Next Meeting: February 4, 2025 1:30pm**

**IX. Adjourn – 2:06pm**