

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:
2/04/2025	1:35PM	2:07PM	3/04/2025	1:00PM	Heather Woitkovich
Meeting Location:					
Virtual					
Attended by:					
Walt Bell Neal Christian Michelle Clements Gregg Stevens			Danny Brewington Lyn Carden Heather Woitkovich		
Highlights:					

I. Call to Order: 1:34PM

II. Roll Call: Ms. Carden notified the committee that she would be leaving at 1:40 due to a scheduling conflict.

III. Facility Update

A. General Facility Needs

i. Locker Plan:

1. Mr. Christian discussed the concern about aging lockers in the school. He reported the need to replace the aging lockers with new ones that will also minimize damage to floors.
2. Mr. Christian also discussed the need to paint behind any lockers removed from the building and to repair any damage to the floors.
3. Mr. Christian reported that teachers prefer having lockers for the students because they reduce clutter in the classroom; however, the school is still considering what grade levels need lockers.

B. Renovations and Repairs

i. Painting Update:

1. Mr. Christian reported that the school is awaiting quotes from Certipro Painters and from a general contractor for painting needs within the school.
2. Mr. Christian also reported that the quotes will also include different estimates for “spot-painting” versus painting the entire wall in some areas. He stated that high-traffic areas and railings are in the most need of painting.

3. Mr. Christian also discussed ideas to mitigate damage to walls in high-traffic areas, such as:
 - a. Using washable paint
 - b. Painting the walls in two tones with a darker hue on the bottom half of the wall.

IV. Old Business

A. Enrollment Update:

- i. Mr. Christian reported that enrollment for the current school year stopped on January 31, 2025, and the current enrollment is at 522 students.
- ii. Mr. Christian also reported that they are calculating seats for the school lottery that will take place on March 6, 2025.
- iii. Mr. Christian noted a concern about future growth and facility size. He specifically discussed the need for more 6th grade classrooms in the next two years.

B. Operations Update:

- i. Food Service RFP
 1. Mr. Christian reported on the need for a food service RFP. Mr. Christian notified the committee that he has spoken with different vendors about options available for the school.
 2. After Mr. Bell asked about a potential selection date, Mr. Christian notified the committee that a decision will be made in April before spring break.
 3. Mr. Bell asked about a white van parked by the kitchen. Mr. Christian reported that it belongs to Charter One and does leave at various times to serve other schools.
- ii. Cleaning Service RFP
 1. Mr. Christian expressed concern about the current cleaning vendor's lack of communication in the changing of personnel and in the services included in their contract.
 2. Mr. Christian reported that the school is planning to issue an RFP for a new cleaning service.

C. Technology Update:

- i. Mr. Christian reported that an additional order for Chromebooks was placed, and the school is assessing if Mr. Hines needs additional support to serve all students in the school.
- ii. Mr. Christian also reported that all teachers and students will have cycled through new Chromebooks by next year.

D. School Tours and Lottery Preparation:

- i. Mr. Christian notified the committee that all school tours are now taking place on the second Thursday of the month at 10:00AM. This new schedule allows for larger tour groups that promote positive climate for prospective families.
- ii. Mr. Christian reported that the school hosted an Open House on 2/2/2025. Current students and families provided tours and answered questions to generate excitement about the school and promote enrollment.

- iii. Mr. Christian also reported that the school has hired a videographer to generate more videos of students, teachers, staff, and families sharing positive experiences at the school.

E. After School Program Update

- i. Mr. Christian reported that the current ASP provider is working to get recertified by the state and has requested a map of the school that includes square footage.
- ii. Mr. Christian also reported the desire to potentially bring ASP in house.

V. New Business: No new business was discussed.

VI. Data Reporting: Mr. Christian reported that the school has completed the most recent literacy data that was due February 7, 2025. He also reported that he is on schedule to complete the FTE and Civil Rights Data Collection that is due in March.

VII. Next Meeting: March 4, 2025 at 1:00PM

VIII. Adjourn- 2:07PM