

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:
03/04/2025	1:44PM	2:26PM	04/01/2025	1:30PM	Heather Woitkovich
Meeting Location:					
Virtual					
Attended by:					
Neal Christian Walt Bell Michelle Clements Gregg Stevens			Danny Brewington Lyn Carden Heather Woitkovich		
Highlights:					

I. Call to Order- 1:44PM

II. Roll Call

III. Facility Update

A. General Facility Update: Mr. Christian reported that there is no painting update at this time.

B. Renovations and Repairs:

1. Mr. Christian reported that 2 gas leaks were identified by a routine plumbing inspection on Friday, February 28, 2025. He further reported that both leaks were fixed by Monday, March 3, 2025.
2. Mr. Christian also reported that despite repairs, the breezeway is still leaking. Mr. Christian reported that the school is reaching back out to the contractor to address this leak.
3. Mr. Christian stated that he will be asking Ms. McCoy to attend a future meeting to discuss ongoing school repairs.

IV. Old Business

A. Enrollment Update/Lottery Update:

1. Mr. Christian reported that there is no new school enrollment.
2. Mr. Christian noted that the 2025-2026 school lottery will take place on March 6, 2025.

B. Operations Update:

1. Food Service RFP update:

- a. Mr. Christian informed the board that a Food Service RFP has been created.

- b. Mr. Stevens reported that the RFP must be posted for a minimum of 30 days. Ms. Carden reviewed the RFP process and noted that the Board must approve the RFP before being made public.
 - c. Mr. Bell requested the Food Service RFP and selection process be complete by April 30, 2025.
- 2. Cleaning Service RFP Update:
 - a. Mr. Christian reported that the current cleaning service is doing well, and an RFP is not necessary at this time.
 - b. Mr. Christian also reported that the current cleaning contract is month-to-month and can be reassessed at any time.
- 3. Technology Update:
 - a. Mr. Christian reported that the school received 150 new Chromebooks. He further reported that any broken devices have been replaced, and all new students have received a Chromebook
 - b. Mr. Christian informed the board that a minimum of 75 Chromebooks will be reserved as back up for state testing needs.
- 4. After School Program Update:
 - a. Mr. Christian reported that the ASP provider has been given all necessary information for recertification.
 - b. Mr. Christian discussed various camps being offered in the summer and shared the desire to also host in-house summer camps.
 - c. Mr. Christian reported that the school will be conducting a parent survey to gauge interest in possible summer camps.

V. New Business

A. Staff Letters of Intent Update:

- 1. Mr. Christian reported that 53 teachers have responded to the Letter of Intent stating their desire to return to BIA.
- 2. Mr. Christian discussed that teacher contracts will have the same salary as the current school year; however, a new contract will be provided and available to sign after the 2025-2026 budget is complete.

B. Ms. Clements asked to be updated on current Kindergarten staffing. Mr. Christian reported that Kindergarten is fully staffed.

VI. Data Reporting

A. Mr. Christian reported that data reporting begins on March 6, 2025, and all reports are on target for completion.

B. Mr. Stevens reported that the Non-Profit Corp. Registration is currently due.

VII. Next Meeting: April 1, 2025 1:30PM

VIII. Adjourn- 2:26PM