



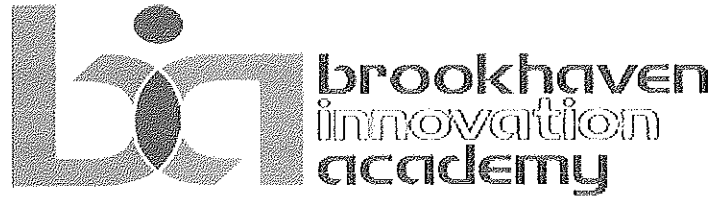
Brookhaven Innovation Academy Board of Directors
AGENDA

Meeting: October 13, 2016 at 3159 Campus Drive, Norcross, GA
7:00pm

1. Call to Order and Opening Remarks: Jennifer Langley
2. Approval of Agenda
3. Minutes Review and Approval
 - a. September 1, 2016 Meeting
4. Head of School Report: Laurie Kimbrel
5. Consultant Reports:
 - a. Prestige, Dave Faunce
 - b. True North, Walt Gill, Tom Draffin & John Joye
6. Committee Reports:
 - a. Finance Committee: Zennie Lynch
 - b. Facilities Committee: Andrew Hamilton
 - c. Fundraising Committee: Kevin Miller & Taryn Bowman
 - d. Personnel Committee: Michael Robertson & Kelly Mandy
7. New Business
 - a. Revision of 2016-2017 calendar to reflect parent teacher conference days: Laurie Kimbrel
 - b. Recommendation regarding after care program: Laurie Kimbrel
 - c. Recommendation to allow payroll deduction for voluntary membership in Association of American Educators (AAE): Laurie Kimbrel
 - d. Recommendation to hire Trevelino Keller PR to create BIA video for purposes of marketing and recruitment, not to exceed \$7,500: Jennifer Langley & Laurie Kimbrel
 - e. Personnel Recommendation: approve hiring of 1 full time Special Education Teacher
8. Public Participation
9. Executive Session

a. Personnel

10. Adjourn



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: October 13, 2016

Title of Agenda Item: Revision to 2016-2017 School Calendar

Submitted by: Laurie Kimbrel

Background and Summary:

The BIA Staff Committee for progress and grade reporting has made the recommendation that Parent Teacher Conferences be added on October 28th to discuss baseline MAP assessment results and student academic and behavior progress. Additionally, they have recommended that 1.5 days be allotted in March for student led conferences, which typically take more time than traditional parent-teacher conferences. Partnerships and effective communication with parents are essential elements of a high quality educational program.

Fiscal Impact:

None

Recommendation:

Approve the revised 2016-2017 calendar as presented.

Attachments:

2016-2017 Calendar

Brookhaven Innovation Academy - 2016/17 Calendar

2016

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2017

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				


March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

 No Students or Teachers in Attendance
 Parent/Teacher Conferences

 Professional Dev. Day - Staff Only

 First/Last Day of Semester for Students

July
July 4 - Holiday

August
Aug. 1 - Professional Dev. Day
Aug. 2 - First Day for Students
22 days of instruction

September
Sept. 5 - Holiday
21 days of Instruction

October
Oct. 6 - Professional Dev. Day
Oct. 7 - Fall Break
Oct. 10 - Fall Break
Oct. 28 - Parent -Teacher Conf.
No School for students
17 days of Instruction

November
Nov. 21-25 - Thanksgiving Break
17 days of Instruction

December
Dec. 21-30 - Holiday Break
Dec. 20 - Last Day of 1st Semester
14 days of Instruction

January
Jan. 2 - Holiday
Jan. 3 - Professional Dev. Day
Jan. 4 - First Day for Students
Jan. 16 - Holiday
19 days of Instruction

February
Feb. 20 - Holiday
19 days of Instruction

March
March 10 - Professional Dev. Day
March 30- Half day of instruction for student:
Parent -Teacher Conferences from
March 31 - Student led conferences from 7:
20.5 days of Instruction

April
April 3-7 - Spring Break
15 Days of Instruction

May
May 24 - Last day of school
18 days of instruction



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: October 13, 2016

Title of Agenda Item: After Care Program

Submitted by: Laurie Kimbrel

Background and Summary:

The BIA after care program began in August with over 60 students and has now dropped between 21-33, depending on the day of the week. Families choose to withdraw their students for a variety of reasons, but the primary reasons seem to be enrollment in a program closer to their home or that is open longer hours. This program is staffed by 3-4 hourly employees, again, depending on the day of the week.

Given the low numbers of students now participating in this program, it is no longer viable to continue. If we do not offer a program, staff would commit to helping families find alternatives, such as Boswell Academy, which is less than a block away and open to 7:00 pm.

Additionally, we would then commit to beginning an enrichment program that offers our students optional clubs and activities provided by outside vendors. This program would be from 3:30-4:30 on two-three days per week. Registrations and payments would be made directly to the outside vendors.

A revised aftercare program will be developed for the 2017-2018 school year. Activities and costs will be distributed prior to the start of the school year.

Fiscal Impact: Approximately \$8,000 – see attachment

Recommendation:

Approve discontinuation of aftercare program effective November 1, 2016 with the understanding that we will assist remaining families in finding a suitable alternative.

Attachments:

- Aftercare program September attendance.
- Fiscal impact spread sheet prepared by Dave Faunce.

Brookhaven Innovation Academy
2016-2017 Operating Budget

As of Date:
Fund:
Function:

10/11/2016
Enterprise
Enterprise Operations

07/01/2016 Through
09/30/2016

Revenues

Revenue - Local Sources

	Actual	% of Actual
After School Care Revenues	\$ 12,950.00	100.00 %
Total Revenue - Local Sources	\$ 12,950.00	100.00 %
Total Revenues	\$ 12,950.00	100.00 %

Expenses

Personal Services - Salaries

Other Administrative Personnel	\$ 4,457.88	34.42 %
Total Personal Services - Salaries	\$ 4,457.88	34.42 %

Personal Services - Benefits

FICA/Medicare	\$ 308.94	2.39 %
Unemployment Compensation	107.18	0.83 %
Total Personal Services - Benefits	\$ 416.12	3.21 %

Other Purchased Services

Other Purchased Services	\$ 5.00	0.04 %
Total Other Purchased Services	\$ 5.00	0.04 %

Supplies

Supplies - General	\$ 0.00	0.00 %
Computer Software	0.00	0.00 %
Purchased Food	0.00	0.00 %
Total Supplies	\$ 0.00	0.00 %

Total Expenses	\$ 4,879.00	37.68 %
Total Current Year Income/(Loss)	\$ 8,071.00	62.32 %

Internally Prepared ***UNAUDITED*** For Management Use
Created on:

BIA Sept 2016 AfterCare Attendance

Week of	Mon	Tues	Wed	Thurs	Fri
5-Sep	Labor Day	28	24	35	27
12-Sep	25	24	24	25	22
19-Sep	26	27	32	32	21
26-Sep	30	24	33	33	22
3-Oct	27	23			



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: October 13, 2016

Title of Agenda Item: Video for recruitment and marketing

Submitted by: Laurie Kimbrel

Background and Summary:

Video is a proven and effective tool that can be used to showcase our unique school and programming. Trevelino Keller PR is an established firm who has created videos for many other organizations. An example of their work:

<https://www.youtube.com/watch?v=XjJQBjWYDTs>

The video will be shot in a docu-behind the scenes style mixed with the studio look on a seamless backdrop and include both students and parents. The ultimate message would be "A Better Way to Learn." The video will feature both students and parents and will utilize a mixture of text on screen to highlight stats and interviews. The end result would ideally be a two minute informative and engaging video that addresses the issues with current education and highlights how BIA has a different approach.

Fiscal Impact:

Estimate is approximately \$5,000 but expenditure will not exceed \$7,500

Recommendation:

Approve expenditure not to exceed \$7,500 to hire Trevelino Keller PR to create BIA marketing and recruitment video.

Attachments: None



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: October 13, 2016

Title of Agenda Item: Voluntary payroll deduction for Association of American Educators

Submitted by: Laurie Kimbrel

Background and Summary:

The **Association of American Educators (AAE)** is the non-union professional educators organization, established in 1994 by nationally recognized educators who saw the need for a professional organization that focused on student achievement without an emphasis on partisan politics. More information is available at aaeteachers.org

15 BIA teachers have elected to join this organization and have requested that their dues be withheld from their paychecks. BIA would then submit dues on behalf of all 15 teachers to AAE.

Fiscal Impact:

None

Recommendation:

Allow voluntarily payroll deduction for teachers who elect membership in the Association of American Educators.

Attachments: None



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: October 13, 2016

Title of Agenda Item: Personnel

Submitted by: Laurie Kimbrel

Background and Summary:

When the 6th grade teacher resigned in August, the decision was made to collapse the class and move forward with two 6th grade classes. This created the opportunity to add a special education teacher so that we can better meet the needs of our students with significant disabilities and services mandated in their IEPs.

Fiscal Impact:

1 full time special education teacher salary & benefits

Recommendation:

Approve Janice Walton, Special Education Teacher – start date September 26, 2016

Attachments: Resume for Janice Walton

Janice Walton
5099 Highland Hills Pkwy
Stone Mountain, GA 30088
678-262-7891
Janice.Walton@gmail.com

OBJECTIVE

Seeking a career opportunity to contribute in educating children in Special Education, where education, experience and developed skills will be of value.

QUALIFICATIONS

- Provided math and social studies instruction in resource setting for grades 6-8 and addressed individual needs and learning styles
- Co-taught English and Language Arts, Math and Science for grades 6-8
- Provided teacher support and one-on-one instruction for grades 3-5 (autistic students).
- Knowledgeable of Georgia Performance Standards (GPS)
- Ability to work with teachers and administrators
- Provided teacher support Algebra, English, biology and History classes for students with disabilities in grades 9-12
- Participated and conducted parent-teacher conferences and IEP meetings, advised parents on child's progress and how to reinforce education
- Assisted students in small group settings for grades 3-5; 6-8 and 9-12
- Supervised class field trips
- Assisted and maintained classroom management
- Evaluated students' performance and implemented plans for improvement as appropriate
- Prepared daily lesson plans and activities in Social Studies, Science, and Math
- Provided after school tutoring

EMPLOYMENT

2015 – Present Administrative Clerk, The Salvation Army Territory Headquarters, Atlanta GA
2012 – 2013 Administrative Assistant, Housing Resource Center, Lithonia, GA
2008 – 2011 Teacher, Newton County Public Schools, Covington, GA
2007 – 2008 Teacher, Gwinnett County Public Schools, Snellville, GA
2006 – 2007 Paraprofessional, Gwinnett County Public Schools, Snellville, GA
2001 – 2005 Administrative Assistant, Spherion, Atlanta, GA
2000 – 2001 Paraprofessional, DeKalb County Schools, Decatur, GA

EDUCATION

The University of Tennessee, Chattanooga, Tennessee
Master of Business Administration, 1998

The University of Tennessee, Knoxville, Tennessee
Bachelor of Science in Education, 1990

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint), Outlook, Lotus Notes, Typing 55WPM