Brookhaven Innovation Academy Board of Directors
AGENDA
Meeting: November 3, 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
    b. October 13, 2016

4. Head of School Report: Laurie Kimbrel

5. Committee Reports:
    a. Finance Committee: Zennie Lynch
    b. Facilities Committee: Andrew Hamilton
    c. Fundraising Committee: Kevin Miller & Taryn Bowman

6. New Business
    a. First reading of policies (Discussion):
        i. Child Find
        ii. English Language Learners
        iii. Homeless Services
        iv. Discipline
        v. Child Abuse and Neglect Reporting
        vi. Board Conflict of Interest
    b. 2017-2018 Recruitment and Lottery Schedule (Discussion)
    c. Recommendation to connect Line of Credit and Checking account for automatic sweep for pay down. (Action)
    d. Playground safety issues and recommended corrections. (Action)
    e. Personnel Recommendation (Action)
        i. Approve hiring of .5 Office Assistant
        ii. Accept resignation of 1.0 special education paraprofessional

7. Public Participation

8. Information Items

a. Student Demographic Information
b. Student Enrollment Update

9. Executive Session
    a. Personnel

10. Adjourn

brookhaven innovation academy

3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

___Consent

_X__Action

___Discussion

___Information

Board Meeting Date: November 3, 2016

Title of Agenda Item: Minutes from September 1, 2016 and October 13, 2016 meetings.

Submitted by: Jennifer Langley

Background and Summary:

Fiscal Impact:

Recommendation: Approve Minutes from September 1, 2016 and October 13, 2016 meetings.

Brookhaven Innovation Academy Board of Directors
MEETING MINUTES
Meeting: September 1, 2016 at 3159 Campus Drive, Norcross, GA

Board Members present included: Jennifer Langley, Michael Robertson, Taryn Bowman, Zennie Lynch and Ed Lindsey.

Andrew Hamilton, Danielle Trost, Kelly Mandy, and Kevin Miller not present.

Also present, Dr. Laurie Kimbrel, BIA Head of School.

Call to Order and Opening Remarks: Jennifer Langley called to order at 7:05 pm

Consultant Reports: Prestige, Dave Faunce
Dave reported a log in utilizing Intacct is now available for Board members to have up to minute financials. BIA is working on a reimbursement protocol for expenses with a cash flow concern for July and August. Stack of expenses within the payables and cash flow is presented with current bank balance. Plan to end annual year in December with a positive cash flow. Beginning balance has some fundraising donations that were already collected. Proposed updated budget, "Budget 10", to be acted on tonight.

Dave discussed that Prestige is now transitioning into more of a checks and balances, compliance oversight, and monitoring Charter and Charter contract. Prestige sent updates needed for Charter compliance. Will continue to manage finances. Discussion of Prestige and payables to Prestige that are within budget.

Consultant Reports: True North, Tom Draffin & John Joye
True North is assisting with issues regarding plumbing and electrical. Working through options to properly fix plumbing issues, lights in rear of building, and tripping electrical box. Will send the total costs accrued by True North to BIA. Interest payments to True North will likely begin in October. Bathrooms must be fixed by the landlord and working with him to develop a plan and timeline.

Minutes Review and Approval: Ed Lindsey

Motion by Zennie to approve the June 2, 2016 meeting minutes.
Second by Michael.
Motion passes.

Motion by Zennie to approve the July 15, 2016 meeting minutes with the following amendments:

a) to add "build out of Campus Drive location" following the words "$200,000 owed".
b) Update "Furniture ordered and delivered" to say "$130,000 for Furniture ordered and delivered."

Second by Ed.
Motion passes.

Motion by Zennie to approve the August 4, 2016 meeting minutes with the following amendments:

a) Change "exceptional education" to "special education"
b) Change "planning of Cyprus trees" to "planting of Cyprus trees"
c) Change "QBE in separate account" to "Prestige has reserved a QBE in case"

Second by Ed.
Motion passes.

Ed requested that board members use BIA emails for communication.

Ed discussed he is putting together a Grievance Committee for the Board to include himself, Michael Robertson, possibly Anne Blanton and Mary Pike. He will bring a slate to the Board for review and approval.

Legal counsel consideration included Dentons, Krevolin Horst & McGuire Woods. Ed brought forth the recommendation to retain Robert Fortson of McGuire Woods. Robert is a leader in charter school field, represents multiple charter schools, has the amount of insurance requested by BIA, $250/ hour rate which is conservative on billing. Require a $1,000 retainer to be applied toward last bill due to them.

Motion by Michael to approve the selection of Robert Fortson, McGuire Woods.
Second by Taryn
Motion passes.

Committee Reports:

Facilities Committee: Jennifer Langley on behalf of Andrew Hamilton

1) Teacher laptops 100% rolled out
2) Student notebooks - 100% rolled out
3) Student tablets - roll out in progress

Many hours have been spent identifying issues with phone and internet connectivity. Internet is usable, but unstable. Phones are not tolerant to bad internet Quality Of Service (QOS) and have been mostly unavailable.

We put a team together this week onsite to work on hardening our internal network. During this exercise we have confirmed that our ISP (Comcast) are experiencing issues and working to resolve these on their side, outside of our network.

We will continue to monitor progress and escalate with Comcast to ensure our network is stable and usable for both internet and phones.

Fundraising Committee: Taryn Bowman and Kevin Miller
Kevin, Zennie, Jennifer and Taryn met recently to discuss fundraising. Zennie asked to step down from the committee, but will continue to be Finance Committee Chair to oversee the efforts of the committee. Kevin & Taryn agreed to co-chair the Fundraising Committee.

Committee is meeting the following Wednesday to discuss different levels of giving, a Fall party for donations over $500 with a tentative date of October 14, 2016. Taryn is working on a master list for all donations. Jennifer requested to use the BIA online form to track pledges.

Finance Committee: Zennie Lynch
Dave, Zennie and CFO of Prestige have review the budget line by line. Using an estimate of 375 enrollment. Should exceed that number with added enrollment. Fundraising revenues are $81,000 to date. To reach the Fundraising Committee's goal of $500,000 an additional $419,000 must be met. After school revenues originally projected were over shot.

The Finance Committee has used estimates to lock into a budget and accept it on conservative revenues but liberal estimated expenses.

Reporting headcount to SCSC in October and December headcount for Federal filing. $7,833/child is the base rate. Revenue per child can vary depending on the make up of the special needs children. In future years, projecting income will be less of a challenge because of the historical perspective.

Afterschool shifted in both income and expense due to actuals.

Version 8 of the budget was the last one voted on and approved. Version 9 budget is a 3 year budget. The one presented during the board meeting is Version 10.

Motion made by Ed to approve Version 10 Budget.
Second by Taryn.
Motion passes.

Personnel Committee: Michael Robertson & Kelly Mandy
Michael requested to move the Personnel Committee's report to the Executive Session.

Head of School Report: Laurie Kimbrel
Presently at 385 total enrollment.
k- 67
1 – 61
2- 60
3- 52
4- 56
5 – 42
6 – 47

Capacity at 400 now with the collapse of 6th grade class.

Project based learning is less structured and a few families are opting out.
Laurie and Tracy are providing multiple tours a week.
2017-18 recruitment will start with events in October for recruitment.

August 2nd to Sept 1st went from 293 enrolled to 385. Families beginning to come from the Norcross area as well. Could have over 400 due to a few grades over filled and could add 25 more students.

Two staff members will be liaison for the Fundraising Committee.

Lunch vendor presently contracted dropped us because of low student participation. They agreed to one month of service, but Laurie researching other food service providers to begin in October.

Parent Council is underway and meeting often, having over 100 parents at the first meeting. PBL updates are being provided via social media featuring the professionals who are speaking with students about projects. October 6, 2016 is Professional development day and she would like Buck Institute to provide some training.

Compass going well but need the map testing to create personalized learning pathways for students. Some inconsistency in the internet but improving.

Special needs and para professionals on board and the school has all of the 1 to 1 aides needed. Do have students with significant needs. Some students didn't provide IEPs and should have. Laurie will update on this at the next Board meeting.

Old and New Business: Jennifer Langley
No report.

Public Comment

Motion made by Ed to move into Executive Session for personnel reasons.
Second by Zennie.
Motion passes.

No action taken in Executive Session.

Motion to move out of Executive Session by Zennie.
Second by Taryn.
Motion passes.

Motion to adjourn by Michael.
Second by Zennie.
Motion passes.

Adjournment at 9:07 pm

Brookhaven Innovation Academy Board of Directors
MEETING MINUTES
Meeting: October 13, 2016 at 3159 Campus Drive, Norcross, GA

Board Members present included: Kelly Mandy, Jennifer Langley, Michael Robertson, Taryn Bowman, Andrew Hamilton, Zennie Lynch, and Kevin Miller.

Also present, Dr. Laurie Kimbrel, BIA Head of School.

Ed Lindsey and Danielle Trost not present.

Call to Order and Opening Remarks: Jennifer Langley called to order at 7:04 pm

Motion made by Michael to approve the agenda.
Second by Taryn.
Motion passes.

Minutes Review and Approval: Jennifer deferred approval to the November 3, 2016 board meeting in Ed's absence.

Head of School Report: Laurie Kimbrel
Teacher spirit activities are underway. Curriculum and Grades Committee formed to work on format for progress reports which will be discussed with parents on October 28th at the Project Exhibition evening. Conference sign up sent today. Empowering staff to make decisions.

MAP testing complete and teachers have analyzed data using a specific protocol.
Teachers using an objective grade protocol.
Small group instruction beginning for targeted instruction.
Need high quality curriculum materials.
Creating a MAP board to show grade level goals.
January 2017 second MAP test to show growth.

Compass – no curriculum for lower achieving students below a 150 score – no materials known of for their level. Laurie will contact Compass to learn more and find out why. Small percentage of students, but it does exist as a problem.

Rosetta Stone has large pictures within the content which causes a lag time with internet download. Soon adding high achieving 1st graders to Rosetta Stone as well.

Professional development day last week with Buck Institute training review of current projects, what worked well, building new project for Fall to include coding.

All systems are being implemented so all Charter statements being met.

Haiku demonstrations underway with parent log in and student log ins being provided. Teachers have a cover page and all parent communications, grade books and proficiency scales in an interface that is

easy to work with. All parents have been invited and 100% of teachers are using and proficient. Takes the place of other work for planning and Laurie has access to their teaching plans in real time.

Teacher morale was hard at first in start up mode but now going well. Parent Council has great ideas and provided Laurie with their proposed budget. Board congratulated Laurie on teacher engagement with only one teacher dissatisfied and resigning.

Enrollment up with 2 additional kindergarteners this week. Parents coming in via word of mouth. Tours available once a week and planning December and January tours encouraging interested people to subscribe via email.

Compliance work is extensive and Tracy is working diligently on the requirements needed for the SCSC and GaDOE. Also working diligently on obtaining the additional IEPs needed for students. Found some additional ones via the GaDOE reporting system.

Consultant Reports: Prestige, Andrew Ciclone
No report. Board asked if Prestige was helping with compliance and reporting needed for SCSC and Laurie reported they were not – it is all being done in house.

Zennie reported that Jennifer, Laurie and he would have a "start/stop/continue" task force and meeting soon to understand Prestige vs. the school's purview. Defining this will allow for accountability to be reassigned to the appropriate person/s. Goal is to have a recommendation to the Board by the November 3, 2016 Board meeting.

Consultant Reports: True North, John Joye
Assising BIA with plan for tree planting. Tom Draffin will get with the GDOE to confirm if BIA can delay the required tree planting due to the lack of rain. True North will follow up regarding the painting needed at the school.

Committee Reports:

Finance Committee: Zennie Lynch
Review of actual vs. budget reports vs. full year budget. All Board members have received log in credentials for Intacct to view budgets in real time.

Zennie, Laurie, Dave to set up a meeting soon with Terrance Washington of SCSC. Initial funding was set at 392 enrollment and we are at 385. There will be a "clawback" by the State for the difference. An account has been set up with monies necessary for this potential payment in case it's needed.

Cash flow is an issue.

After school deposits are being uploaded in remote deposits by BIA's office manager.
Committee will develop strong process around payables, receivables, deposits, accounting and financial processes and procedures.

Donation line item is for the pledges made and fulfilled.
Fundraising revenue line item for money given with no previous pledge.

Task force by the Fundraising Committee will look at gaps in donation reporting and will reconcile the line items.

Question raised by Board for the amount we are paying Prestige for their services. Approximately

$20,000/month they are amortizing over 5 years.

Facilities Committee: Andrew Hamilton

Facilities

- Continue to experience failures with some furniture and fixtures including chairs, makers space table, lockers and whiteboards – Working with supplier to resolve
- Furniture that has been ordered (sixth grade desks, rocker chairs and larger student chairs) have not yet been received. Working with Georgia Specialty on this.
- Identified need for handy man to resolve minor damage/issues as they arise within the school
- Working on location/securing new facilities and corresponding timelines
    - Preference inside 285 in Chamblee/Brookhaven area
    - Meeting with our development partner next week

Technology

- Received notice from ATT that we have been chosen for free high speed fiber from DOE. Working on plan to move from Comcast to ATT in next few weeks
- Current network is stable, but moving to high speed fiber will be more reliable
- All devices have been configured and now in-service
- Returned some tablets and exchanging for student laptops
- Investigating issues with Rosetta Stone
- Andrew has remote monitoring for the ability to see real time connectivity

Fundraising Committee: Taryn Bowman & Kevin Miller

The Committee presented the following timeline and plan:
Previously held Phonathon on Sept. 29th to outreach to parent community and was a successful event raising $37,866 in donations. A second Phonathon will also include a Hispanic outreach planned for October 20th.
Oct 4 parent follow-up email in BIA newsletter.
Oct 13 patron party email invite to be sent out by Jennifer.
Oct 20 patron party announcement in BIA newsletter.
Oct 27 patron party to be held at Atlanta Tech Village.

The Committee is also focused on corporate involvement and creating relationships for BIA in the business community. They are working to solidify a partnership with David Cummings of Atlanta Tech Village and others. The plan includes:
Corporate lunch and learn tour days.
Corporate sponsorship levels with applicable benefits.
Field trips to company locations for students.
Employee volunteer and participation opportunities.
Corporate "day in the life" events at BIA.

A total year to date of donations is $126,507 which includes opening year donations.
Laurie is focusing on fundraising efforts at this time and not yet pursuing grants.
An RFP may be putout by the Fundraising Committee for assistance in fundraising efforts.

Personnel Committee: Michael Robertson & Kelly Mandy

Board members are required to go through proper training. 15 hours required for new board members over an 18 month period.

New Business: Jennifer Langley & Laurie Kimbrel

A)Revision of 2016-2017 calendar to reflect parent teacher conference days.
Motion made by Zennie to accept changes to school calendar.
Second by Andrew.
Motion passes.

B)After school started with 60 students, then lowered to mid 40s, and now between 20-30 students. More buses are picking up students for other after school options. They are working on enrichment ideas and planning for 2017-2018. Question presented as to whether or not BIA should run the after care program as an expense. Decision made to leave the program as is and to revisit as an agenda item for the November 3, 2016 Board meeting.

C) Recommendation to allow payroll deduction for voluntary membership in Association for American Educators (AAE) by Laurie.
Motion made by Zennie to accept AAE membership recommendation.
Second by Kelly.
Motion passes.

D) Recommendation to hire Trevelino Keller PR to create BIA video for purposes of marketing and recruitment, not to exceed $7,500 by Jennifer and Laurie.
Deferred to November 3, 2016 Board meeting to review recommendation brought to the board by Laurie & Jennifer after obtaining additional bids for video production.

E) Personnel Recommendation to approve the hiring of 1 full time Special Education Teacher.
Motion made by Michael to accept hiring of Special Ed teacher recommendation, Janice Walton, but request that the Personnel Committee be informed of any hires or changes to staffing before the Board meetings in the future.
Second by Taryn.
Motion passes.

Public Comment

Motion made by Michael to move into Executive Session.
Second by Kelly.
Motion passes.

No action taken in Executive Session.

Motion made by Michael to move out of Executive Session.
Second by Kelly.
Motion passes.

Motion made by Andrew to adjourn the meeting.
Second by Michael.
Motion passes.

Adjournment at 9:55 pm

brookhaven innovation academy

3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

___Consent

___Action

_X__Discussion

___Information

Board Meeting Date: November 3, 2017

Title of Agenda Item: First Reading of Policies

Submitted by: Laurie Kimbrel

Background and Summary: BIA does not have a policy manual that has been approved by the Board of Directors. As Head of School, I recommend that we add a standing agenda item for policy so that the board may review and adopt a SCSC and GaDOE compliant policy manual over the course of this school year. The attached policies were chosen as the starting point because they are necessary for the SCSC Compliance Review.

- Child Find Policy
- ESOL Policy
- Homeless Student Policy
- Discipline/Due Process Policy
- Student Discipline Due Process Policy
- Child Abuse and Neglect Reporting Policy and Procedure
- Board Conflict of Interest Policy and Exhibit

Policies
Principles adopted by the board to chart a course of action. They tell what is wanted and may include why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-after-day problems; they are to be narrow enough to give the administration clear guidance.

Procedures
Detailed directions usually developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.

By definition, policies are actions of the board, while procedures are actions of the administration, undertaken to implement actions of the board. A policy may provide sufficient direction by itself, and, as a consequence, it may not be accompanied by regulation. Procedures, however, do not exist in the absence of policies. Therefore, every regulation is written to implement a policy adopted by the board.

Exhibits
Forms that are to be used to implement a policy.

Fiscal Impact: None

Recommendation: The Board consider the attached policies, procedure and exhibit as a "first reading". These policies will be brought back in December for approval.

Brookhaven Innovation Academy

Policy – Child Find

Child Find is a process that schools and districts use to identify, locate and evaluate all children who are suspected of having disabilities that may result in a need for special education and related services. Brookhaven Innovation Academy recognizes its obligation to ensure that all suspected students with disabilities, including those who are homeless or wards of the state, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located and evaluated.

Interventions Prior to Referral
The screening of children by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services.

Prior to referring a student for consideration for eligibility for special education and related services, a student must have received scientific, research or evidence based interventions selected to reduce the academic, social or behavioral problem(s) the student is having.

Student referrals must be accompanied by documentation of scientific, research or evidence based academic and/or behavioral interventions that have been implemented as designed for the appropriate period of time to show effect or lack of effect that demonstrates the child is not making sufficient rate of progress to meet age or State approved grade-level standards within a reasonable time frame.

Exceptions may be made in circumstances where immediate evaluation and/or placement is required due to a significant disability that precludes access to instruction. This exception should be an infrequent and rare occurrence and the evidence for the need clearly documented in the eligibility decision.

Georgia Student Achievement Pyramid of Interventions
For children in Kindergarten through 12th grade enrolled in public schools, Child Find is accomplished though the Georgia Student Achievement Pyramid of Interventions, which is a framework of instructional interventions that begins with standards-based classrooms serving as the foundation for teaching and learning. The Pyramid facilitates the Child Find process for students in public schools. All students in Georgia participate in evidence based instruction that is developed based on Georgia Performance Standards.

1. The Pyramid represents the process of continually implementing "progress monitoring" and then providing layers of more intensive interventions so that students can be successful and progress in their learning.
2. This proactive approach does not wait until students have large gaps in their learning that are too great to overcome.

3. This approach focuses on determining when students are struggling and then providing scientific, research or evidence based interventions to address their areas of need and documenting students' strengths.

Child Find is a critical part of the special education process for all children suspected of having disabilities. With the implementation of the Pyramid and the focus on progress on progress monitoring and response to interventions, only those students who are not making progress, despite evidence-based instruction, will be referred to special education to determine their eligibility.

Legal Reference O.C.G.A. 20-2-152;20-2-240

Brookhaven Innovation Academy

Policy – English Language Learners

Brookhaven Innovation Academy will provide an educational support program to help English Learners overcome language barriers and participate meaningfully in the schools' educational environment?

Eligibility for entry into and exit from language assistance

1. Prior to entry into a school, each student's parent or guardian shall complete a Home Language Survey or an equivalent to determine if a language other than English is used in the home or is the student's native language or first language. All students whose native language, first language or language of the home includes a language other than English shall be assessed for English language proficiency using the state-adopted English proficiency screening measure.

2. Initial eligibility for language assistance services shall be determined by the student's score on the state-adopted English proficiency screening measure.

   A. Students who have an English language proficiency score below proficient on the state- adopted English proficiency screening measure shall be determined to be English Learners (ELs) and shall be eligible for language assistance services.

   B. Students who have an English language proficiency score at or above proficient on the state- adopted English proficiency screening measure shall be considered English proficient and shall not be eligible for language assistance.

3. All ELs shall be assessed annually on the state-adopted English proficiency measure to determine English language proficiency. Students who score at the developing level or below on the state-adopted English proficiency measure shall continue to be eligible for language assistance services.

4. Exiting from ESOL services.

   A. Students who score at the proficient level on both the state-adopted English proficiency measure and on the state reading assessment shall be considered English proficient.

B. Students who score at the proficient level on either the state-adopted English proficiency measure or the state reading assessment but not both shall have their continued eligibility for language assistance determined through a Language Assessment Conference (LAC). The LAC shall be attended by the student's classroom teacher(s), the teacher providing language assistance services, and other relevant parties.

C. Students who are considered English proficient shall not be eligible for continued language assistance services and shall be exited from language assistance services.

D. Students that are considered English proficient for two years after exit from language assistance service will receive continued monitoring. The monitoring process shall consist of a documented review of report card grades, state assessment results, classroom performance and teacher observations for the purpose of ensuring the successful transition to the general classroom.

Language assistance service delivery models

Brookhaven Innovation Academy will deliver services to ELs through GaDOE approved instructional delivery models:

Pull-out model – students are taken out of a general education class for the purpose of receiving small group language instruction from the ESOL teacher,

Push-in model (within reading, language arts, mathematics, science or social studies) – students remain in their core academic class where they receive content instruction from their content area teacher along with targeted language instruction from the ESOL teacher.

Legal Reference O.C.G.A. 20-2-150, 20-2-156, United States Code § 1703

Brookhaven Innovation Academy

Policy - Homeless Students

In accordance with the requirements of federal law, including the McKinney-Vento Homeless Assistance Act, state law, and State Board of Education Rules, Brookhaven Innovation Academy will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to the enrollment and attendance of homeless students not currently attending school.

The Head of School shall designate an appropriate staff person to be the school liaison for homeless students and their families. The liaison's responsibilities include compiling data collected on children and youth in transition, determining and arranging for needed services, facilitating enrollment, and settling disputes.

IDENTIFICATION OF HOMELESS STUDENTS:

The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. § 11434a(2)et seq., defines homeless students as those who lack a fixed, regular and adequate nighttime residence. This includes:

Children and youth who:

1. Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason;
2. Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
3. Live in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Are awaiting foster care placement;
6. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
7. Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting; or
8. Migratory children who qualify as homeless because they are living in circumstances set forth in Items 1, 2, and 3 above.

ENROLLMENT/WITHDRAWAL OF HOMELESS STUDENTS:

1. A homeless student should be enrolled immediately even if the student lacks records normally required for enrollment.
2. If a homeless student arrives at school without a parent/guardian, the unaccompanied youth shall be enrolled immediately. The Head of School shall contact the parent/guardian and complete the enrollment process. Students must meet the School's age eligibility criteria for enrollment.
3. Homeless students qualify for free lunch.
4. When students enroll without records (i.e transcripts/grade reports, birth certificate, immunizations/health records) the Principal or designee shall:
   a. Contact the former school to request the student's records.
5. Parents/guardians shall provide the school with contact information.

Withdrawal:
Homeless students often leave school without officially withdrawing. If the school is contacted by another district for a homeless student's records, requested information shall be provided and school records sent within 15 days to the receiving school district.

SERVICES

Comparable Services

Each homeless child or youth shall be provided services comparable to services offered to other students at BIA such as:

- Transportation services
- Educational services for which the child or youth meets eligibility criteria such as ESL or special education programs
- Programs for "at risk" students
- Programs for gifted and talented students
- School nutrition programs
- Title I services
- Before and After school programs

Nutrition Programs

Homeless students automatically qualify for free breakfast and lunch at BIA. Families do not have to fill out an application or provide proof of income. Homeless students will be added to the free meals program as soon as they have been identified.

Professional Development for All School Staff

All administrators, teachers and employees of the school will be provided professional development on the identification, services and sensitivity necessary when dealing with homeless children and youth. All identified or suspected homeless children and youths will be referred to the school's homeless liaison.

Professional Development will be provided to all staff as the need arises.

Process for Monitoring

Per the school handbook, families are informed to contact their homeroom teacher (or the Homeless Liaison directly) if they are homeless. In addition, this information is sent out via email in our Monthly Parent Newsletter. Teachers then refer students to the homeless liaison when necessary through BIA's email system. The homeless liaison reviews the homeless students list and address any homeless student needs. The homeless liaison works very closely with the teachers to ensure accommodations are made to address the student's homeless status (extra support, extended deadlines, transportation to testing, etc.). Also, as needed, the homeless liaison will meet with Business Manager and the Title I director to follow up on any additional services that may be requested.

Transportation

Per the McKinney-Vento Act, Local Education Agencies must provide transportation to homeless students to and from their school of origin. BIA, where (a) feasible, (b) applicable, (c) at the request of the parent/guardian, and/or (d) in the best interest of the homeless children, shall provide transportation to students experiencing homelessness to ensure the students are able to stay at BIA during the duration of their homelessness. BIA may work with the student's district of residence or other agencies, including the Georgia Department of Education, to provide transportation services.

ROLE OF THE HOMELESS LIAISON:

The role of the School Homeless Liaison is to provide that:

1. Homeless students and unaccompanied youth:
    a. Are identified by school personnel;
    b. Enroll in and have an equal opportunity to succeed in school
    c. Receive educational services for which they are eligible;
2. Parents/guardians of homeless students are made aware of educational and related opportunities available to their children and are provided with a meaningful opportunity to participate in their children's education;
3. Enrollment disputes are remediated in accordance with the McKinney-Vento Homeless Assistance Act;
4. Students who do not have immunization or medical records are assisted;
5. Collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

E. ENROLLMENT DISPUTE RESOLUTION PROCESS

In a case where a dispute occurs regarding the enrollment of a homeless child or youth, the following process must be used:

Step 1

If a disagreement arises over school selection or enrollment, the student must be immediately enrolled in the school in which he/she is requesting enrollment, pending resolution of the dispute. Enrollment is defined as "attending classes and participating fully in school activities." The parent or unaccompanied youth must file a request for dispute resolution with BIA's homeless liaison by submitting a letter that initiates the dispute resolution process.

BIA will refer the parent or unaccompanied youth to its homeless liaison to carry out the dispute resolution process as expeditiously as possible. The homeless liaison must ensure the dispute resolution process is followed for unaccompanied youth.

Within five (5) business days of receipt of the letter, BIA's Principal, or other designee, shall provide a written explanation of the School's decision regarding enrollment to the parent or unaccompanied youth. The written explanation shall be complete and simply stated.

Step 2

If the parent or unaccompanied youth disagrees with the decision, (s)he may notify the homeless liaison within ten (10) school days of his/her intent to appeal the decision to the BIA Governing Board. The homeless liaison will forward all written documentation and related paperwork to the Board. The Governing Board will review the information and provide a written decision to the parent or unaccompanied youth within fifteen (15) school days of receipt.

Step 3

If the dispute remains unresolved or is appealed following the final decision by the Board, the homeless liaison will forward all written documentation and related paperwork to the Georgia Department of Education's Homeless Program Consultant for charter schools for final disposition of this matter.

Legal Reference O.C.G.A. 20-02-0150 O.C.G.A. 20-02-0293 O.C.G.A. 20-02-0690.1 O.C.G.A. 20-02-0694 Rule 160-5-1-.28, 42 USC 11431

BROOKHAVEN INNOVATION ACDEMY

POLICY - DISCIPLINARY HEARING

A student may be referred for a Disciplinary Hearing for determination as to whether a long term suspension or expulsion is appropriate as defined in the discipline policy. A long term suspension means denial to a student of the right to attend school and take part in any school function for any period of ten (10) school days or more. Expulsion shall mean removal of the student from enrollment at the School for the remainder of the school year or longer.

A long term suspension or expulsion will normally follow a short term suspension. There are exceptions, however, that could prompt the school administrator to move forward with the immediate dismissal of a student. Examples of such violations include, but are not limited to, bringing a weapon to school, assault on a student or school personnel, or other chargeable offenses.

A decision to impose a long term suspension will be the result of a Disciplinary Hearing before an independent hearing officer(s). The purpose of the Disciplinary Hearing is to receive and evaluate testimony and other evidence concerning the disciplinary violation. The school principal or his/her designee will present the case for suspension or expulsion to the Hearing Officer(s). In order for a long term suspension or expulsion to take place, the following steps must be taken:

(1) The school administrator recommending the long term suspension or expulsion will furnish to the Hearing Officer(s) a written statement of charges against the student, accompanied by any supporting statements or other relevant evidence identified in the tribunal dossier discussed below;

(2) The administrator shall notify the student and his/her parent or guardian of the recommendation for long term suspension or expulsion; and

(3) The Hearing Officer(s) shall notify the student and his/her parent or guardian with the following information:

Written Notice of Hearing: The notification shall include the following:

a. A brief statement of the act(s) student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated.
b. The maximum penalty which may be administered for the alleged misconduct, and a recommendation for discipline.
c. A copy of this document.
d. The date, time and place of the hearing.
e. The names of witnesses expected to be called at the hearing and a short summary of evidence that may be presented.
f. A statement that a hearing is required unless the parent/guardian/student 18 years old or older waives the hearing.
g. A statement that at the hearing the student is entitled to be represented by an advocate (spokesperson) of his/her choice, including an attorney if so desired; and that the student may subpoena witnesses and utilize other compulsory process upon request.

h. A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.

Delivery of Notification: The notice of hearing shall be delivered to the student and his/her parent/guardian either in person, by first class mail, certified mail return receipt requested, and/or delivery confirmation, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.

Disciplinary Hearing

Within ten school days after the beginning of the suspension, unless the parties mutually agree to an extension, the Hearing Officer(s) will meet at the appointed time and place to review the case. As this time, the school administrator will present the facts of the case against the student as well as the reason for the recommendation. The student, parent or guardian, or other appointed representative present for the hearing will be able to ask questions and present arguments against the recommendation.

At the conclusion of the hearing, the Hearing Officer(s) will determine if the accused student has violated the School's Disciplinary Policy. The Hearing Officer's decision will be based solely on the evidence presented at the hearing. If the Hearing Officer determines that a student has committed a disciplinary violation, he/she may impose a range of sanctions that include reinstatement into school to permanent expulsion, as long as the sanction complies with the school's established policies.

The Disciplinary Hearing is a closed and confidential proceeding. Friends or relatives of the students or other members of the public who are not witnesses will not be allowed in the hearing room. Any representative(s) of the family other than the student and parent or guardian must be approved by the principal in advance. If a family wishes to bring a lawyer, they must notify the principal in advance so that the school can ensure its legal counsel is present.

Appeal

Once the Hearing Officer has informed the school administration of the decision, the school administration will immediately inform the family and mail a letter of decision to the family.

Once a decision has been rendered, the student may appeal directly to the School's Board of Directors. To do so, he/she must inform the school administration of the intent to appeal within ten working days of the date of the Hearing Officer's decision. The school administrator will supply all records from the previous hearing including, if available, written statements, minutes and audio recordings of the Disciplinary Hearing. The Board of Directors will evaluate all information and will make a decision solely on the facts presented in the record from the hearing. The student and the school administrator may provide a written statement identifying any reasons why they believe the Hearing Officer' decision was valid or invalid based on the evidence presented at the Disciplinary Hearing. There will not be an opportunity for additional testimony or argument. The Board will render its decision within 20 working

days of receiving the appeal. Once the Board renders a decision on the appeal, the school administration will immediately mail a letter of decision to the family.

Tribunal Dossier Checklist

___ Administrator's summary statement describing:
- ___ Chronology of the incident(s)
- ___ How it rose to the level of long term suspension/expulsion consideration

___ Detailed report of current incident including:
- ___ Witness statements (with other students' names redacted)
- ___ Overview of situation
- ___ Steps taken to resolve the incident
- ___ Communication with parent/guardian
- ___ Any follow up actions taken

___ Full discipline file from the time of student's enrollment (with other students' names redacted)

___ Student's Individualized Educational Plan or 504 Plan and record, if one exists.*

___ Student's counseling/social work file, if one exists.

___ File of the student's SST plan, if one exists

___ Existing school disciplinary policy

___ Copy of Written Notice of Hearing and Receipt Confirmation

This checklist is a guide. Depending on the situation, it is possible that there could be more information or less information presented. The intent is to provide any and all evidence and student history at the Disciplinary Hearing to ensure the student is given proper due process.
**** If student has an IEP, a Manifestation Determination Review should be performed prior to holding this hearing to determine whether the behavior was a manifestation of a disability.***

Brookhaven Innovation Academy

Policy – Reporting Child Abuse or Neglect

Brookhaven Innovation Academy recognizes the serious problem of child abuse, neglect, and dependency and the crucial role of school personnel in regard to this problem. Therefore, any school employee or volunteer who has cause to suspect that any child is abused or neglected must report the case of such child to the Head of School or his/her designee, as is required by Georgia law. The Head of School shall issue rules addressing the manner and timing of this report.

In a school setting a child is observed daily by numerous people who have the opportunity to identify significant differences or changes in the child's appearance or behavior. Therefore, school employees are in a unique position to identify and to help abused or neglected children. All school employees should constantly be on the alert in observing changes that might indicate abuse or neglect.

Definitions

"Child abuse" includes, but is not limited to, physical injury; death; neglect; exploitation; sexual abuse and sexual exploitation (including prostitution or sexually explicit conduct); verbal, psychological, or emotional abuse. O.C.G.A. § 19-7-5.

IReporting Child Abuse or Neglect

All school employees or volunteers are required to report known or suspected cases of child abuse or neglect. The report should be made within twenty-four hours of the time the employee or volunteer has reasonable cause to believe that a child has been abused or neglected. The employee should make the report to the Head of School or his/her authorized designee. The Head of School or designee is responsible for making the report or causing the report to be made.

Information regarding suspected cases of abuse or neglect is confidential; therefore, employees must use discretion in discussing suspected cases with other employees. Such information should be discussed with other employees only when necessary to promote the best interests of the student. The employee must not discuss the information with non-Brookhaven Innovation Academy personnel except as required by law or authorized by the employee's immediate supervisor.

The report shall be made by the Head of School or designee to a child welfare agency providing protective services, as designated by the Division of Family and Children Services of the Department of Human Services (DFCS), or, in the absence of such agency, to an appropriate police authority or district attorney. When a report is being made by electronic submission or facsimile to DFCS, it shall be done in the manner specified by DFCS. Oral reports shall be followed by a later report in writing, if requested.

Such report shall contain (1) the names and addresses of the child and the child's parents or caretakers, (2) if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and (3) any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. Photographs of the child's injuries to be used as documentation in support of allegations may be taken without the permission of the child's parent or guardian. Such photographs shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority.

Immunity Provisions

In accordance with Georgia law, any school personnel or volunteer making, or causing to be made, a report of suspected child abuse or neglect to a child welfare agency or policy authority shall be immune from any civil or criminal liability, provided that such participation is made in good faith

Brookhaven Innovation Academy
Procedure - Reporting Child Abuse and Neglect

Responsibilities of Teachers, Staff Members and Volunteers:

Georgia law deems school employees or volunteers to be mandated reporters. If a teacher, staff member or volunteer has reason to believe that a child has suffered: (1) physical, non-accidental injury or injuries by a parent or caretaker, (2) neglect or exploitation by a parent or caretaker, (3) sexual abuse, or (4) sexual exploitation, the following procedure must be used to ensure proper notification takes place.

If a child or other individual tells an employee or volunteer about a situation that seems like it might require reporting, these steps must be followed:

1. Find the Head of School or, if not available, the Assistant Principal ("Responsible Administrator"), and make a verbal report of the alleged incident of abuse/neglect in person (no written notes, e-mail, or text messages). Unless requested by the Responsible Administrator, do not provide written documentation to other personnel, even the child's classroom teacher.
2. If a Responsible Administrator is unavailable, call one of them on the phone (but do not text message information to them). If the student is with you, please have them sit in the Special Education Director's office so that they are supervised, and so that you have privacy to make your call. If the Special Education Director is not available, please have the student sit with the (in descending order): Special Education Teacher, ESOL Teacher, Receptionist.
3. If you choose, you may make a note in your personal record of the date, time and brief nature of the alleged incident of abuse/neglect reported to the Responsible Administrator. Your personal record does not include school records. This is solely for your benefit, to keep track of when the alleged incident of abuse/neglect was reported and to whom it was reported. This information is not to be shared.
4. A staff member who makes a report to the Responsible Administrator is deemed to have fully complied with the law.
5. The responsibility for following up with the student, other staff members, family members, etc., DOES NOT lie with you. **DO NOT conduct your own investigation.**
6. If asked about the situation later, the Responsible Administrator will provide no details regarding the incident other than to confirm that they are aware of the situation. There are matters of confidentiality and privacy in any alleged incident of abuse/neglect. This

is for the protection of everyone involved, including the person who initially reported the incident.

7. Failure to comply with this protocol is actionable and penalties may range from a verbal warning to a written warning to non-renewal of contract or even termination.

Responsibility of School Administrator:

A Responsible Administrator who receives an oral report or other information giving them reasonable cause to believe that a student has been abused or neglected shall immediately, but in no case later than 24 hours, report by telephone or otherwise and followed by a report in writing (if possible) to a child welfare agency providing protective services or, in the absence of such agency, to an appropriate police authority.

Such report shall contain (1) the names and addresses of the child and the child's parents or caretakers, (2) if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and (3) any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. The Mandated Reporter form is available at https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/MANDATED%20REPORTER%20INTAKE%20FORM%207%2010%2014.pdf

Photographs of the child's injuries to be used as documentation in support of allegations may be taken without the permission of the child's parent or guardian. Such photographs shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority.

The Responsible Administrator can make a Report using one of the following options:

- Option One: An oral report by telephone to 1-855-422-4453. This is a 24-hour reporting line. Oral reports shall be followed by a later report in writing if possible, and Responsible Administrator shall also document date/time of call and to whom the oral report was made.
- Option Two: A written Mandated Reporter Form by electronic submission to cpsintake@dhs.ga.gov
- Option Three: Facsimile of Mandated Reporter Form to 229-317-9663

If a Responsible Administrator receives such report or information and determines that (s)he does not have reasonable cause to believe abuse or neglect has occurred, (s)he shall within 24 hours notify the Board Attorney or the Board Chair to establish a plan for investigating this incident. However, if the reporting staff member or volunteer insists that the matter be

reported to the appropriate authorities, a Responsible Administrator shall not have discretion to deny this request and must report the incident immediately.

Brookhaven Innovation Academy
Board Code of Ethics and Conflicts of Interest Policy

Adopted on _____Last Reviewed On _____ Last Revised On _____

The Board of BIA adopts the following policy which shall be effective on the date that the policy is adopted by the Board. If applicable, once adopted this policy replaces any previously approved school policy currently in place that provided direction on the items in this policy.

This policy establishes expectations of ethical conduct by members serving on the school's Board or on any committee of the Board. The school's Board collectively and its members individually shall at all times operate in the most ethical and conscientious manner possible.

The term of "Board," as used in this policy, includes any committee of the Board.

CODE OF ETHICS. Each member of the Board agrees that he or she will:

A: Governance Structure

1. Recognize that the authority of the Board rests only with the Board as a whole and act on behalf of the Board only in a quorum with other Board members at a Board meeting and not with individual members and act accordingly. Members may not speak or act for the Board unless otherwise directed by a majority of the Board or performing duties of an officer as authorized by state law. Also, no individual Board member may make commitments or promises that anticipate future actions that may be taken by the Board.
2. Support the delegation of authority for the day-to-day administration of the charter school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the Board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any member of the Board may bring to the Board.

B: Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the charter school.
2. Participate in all planning activities to develop the vision and goals of the Board.
3. Work with the Board and the school leader to ensure prudent and accountable uses of the resources of the charter school.
4. Render all decisions based on available facts and his or her independent judgment of the best interests of the school and its students and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of

Education and the Board.

C: Board and Community Relations

1. Seek regular and systemic communications among the Board and students, staff, and the community.
2. Communicate to the Board and the school leader expressions of public reaction to Board policies and charter school programs.
3. Be an advocate for public education in the community, informing community members on the needs of the school as well as actions of the Board and accomplishments of the school's educational program. Also, be responsive to the public and communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

D: Policy Development

1. Work with other Board members to establish effective policies for the charter school.
2. Make decisions on policy matters only after full discussion at publicly held Board meetings.
3. Periodically review and evaluate the effectiveness of policies on charter school programs and performance.

E: Board Meetings

1. Attend and participate in regularly scheduled and called Board meetings. If a Board member is unable to attend a meeting, the member shall notify the Board Chair prior to the meeting. Failure to attend 2 consecutive Board meetings or 3 Board meetings in a calendar year (except for emergencies or as excused by the Chair) may result in removal from the Board of Directors in accordance with the Bylaws.
2. Be informed and prepared to discuss issues to be considered on the Board agenda.
3. Model the type of respectful, informed and open-minded discussion and consideration of issues that Board members would like to see reflected throughout all levels of the school. Specifically, Board members should encourage the free expression of opinions by all Board members, and seek and maintain open lines of communication between the Board, school employees, and the community.
4. Vote for a closed executive session of the Board only when applicable law or Board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the Board and the charter school during executive session of the Board.
6. Make decisions in accordance with the interests of the charter school as a whole and not any particular agreement thereof.
7. Voice his or her opinion but must give open-minded and fair consideration to the views of the other Board members, and thereafter support the majority decision of the Board.

F: Personnel

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leader.
2. Support the employment of persons best qualified to serve as employees of the charter school and insist on regular and impartial evaluations of charter school staff.
3. Comply with all applicable laws, rules, regulation, and all Board policies regarding employment of family members.

G: Conduct as a Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the Board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow Board members.
4. Take no private action that will compromise the Board or charter school administration.
5. Participate in all required training programs developed for Board members by the Board or the State Board of Education.
6. In the annual report, submitted to the Department, disclose the status of Board member compliance with the Code of Ethics.

H: Disclosure of Conflicts of Interest

1. Announce potential conflicts of interest before Board action is taken.
2. Comply with the conflicts of interest policy of the Board, all applicable laws and State Board of Education Standards, rules and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the Board. The Board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused Board member may bring witnesses on his or her behalf to the hearing, and the Board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the Board that the accused Board member has violated this Code of Ethics, the Board shall determine an appropriate sanction. A record of the decision of the Board to sanction a Board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the Board.

CONFLICTS OF INTEREST

A: Financial Conflicts of Interest

1. No Board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, employment for himself or herself, any of his or her immediate family members, or others.

2. No Board member shall act in his or her official capacity in any matter in which he or she, any of his or her immediate family members, or any business organization in which he or she has a material financial interest, that would reasonably be expected to impair his or her objectivity or independence of judgment.

3. No Board member shall solicit or accept or knowingly allow any of his or her immediate family members or any business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that board member in the discharge of his or her official duties. For purposes of this paragraph, a gift, favor, loan, contribution, service, promise, or other thing of value shall not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of Code Section16-10-2.

4. No Board member shall use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, any of his or her immediate family members, or any business organization with which he or she is associated.

5. No Board member or any of his or her immediate family members or any business organization in which he or she has an interest shall represent any person or party other than the charter school governing board in connection with any cause, proceeding, application, or other matter pending before the charter school governing board on which he or she serves.

6. No Board member shall be prohibited from making an inquiry for information on behalf of a community member if no fee, reward, or other thing of value is promised to, given to, or accepted by the board member or any of his or her immediate family members in return therefor.

7. No Board member shall be deemed in conflict with these provisions if, by reason of

his or her participation in any matter required to be voted upon by the charter school governing board, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.

8. No Board member may also be an officer of any organization that sells goods or services to that charter school unless the organization providing goods or services is a Nonprofit membership organization or there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase of goods or services that is equal to or greater than $10,000 shall be approved by a majority of the members of the board in an open public meeting.

9. No Board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the Board, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.

10. The Board may not do business with a bank or financial institution where a Board member is an employee, stockholder, director or officer when such member owns 30% or more stock in that institution.

11. No Board member may have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the board, or sell gasoline to the board from a corporation in which the board member is a shareholder.

12. No Board member shall accept a monetary fee or honorarium in excess of $101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity which directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.

B: Conduct As Board Member

1. No Board member shall disclose or discuss any information which is subject to attorney- client privilege belonging to the charter school governing board to or with any person other than other board members, the board attorney, the school leader, or persons designated by the school leader for such purposes unless such privilege has been waived by a majority vote of the whole board.

2. No Board member shall vote on the employment or promotion of any of his or her immediate family members. No immediate family member of a board member may be employed or promoted unless a public, recorded vote is taken separately from all other personnel matters.

3. No Board member may be employed in any position in the charter school in which they serve.

4. No Board member shall be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.

5. No Board member shall serve simultaneously on the governing body of a public local school district or of a private elementary or secondary educational institution that actively seeks funding from any government entity or private entity from which the charter school seeks funding.

Each member of this Board understands and acknowledges that no person shall be eligible to serve on the Board unless he or she:

(1) Has read and understands the code of ethics and the conflict of interest provisions applicable to members of charter school governing boards and has agreed to abide by them; and

(2) Has agreed to annually disclose compliance with the State Board of Education's policy on training for members of charter school governing boards, the code of ethics of charter school governing boards, and the conflict of interest provisions applicable to members of charter school governing boards

I (print name)_____ will meet the conduct expectations outlined in the above policy as a member of the BIA Board of Directors or a Committee of the Board and I understand failure to do so may result in removal from the Board or a Committee of the Board in accordance with the Bylaws. I further agree that if at any time, I am unable fulfill the commitments as a member of the Board, I will give appropriate notice of resignation to the Chair of the Board.

Signature

Date

Brookhaven Innovation Academy
Exhibit - Annual Conflict of Interest Disclosure

Brookhaven Innovation Academy (BIA) requires Board Members and Key Personnel to complete annual Conflict of Interest Disclosures during their service to the school. For purposes of this disclosure:

- **"Board Members" means individuals serving on the governing board of directors or on a committee of the Board of BIA.**
- **"Board Chair" means the individual serving on the DAAE governing board who has been elected and serves as the chair pursuant to the DAAE Bylaws**
- **"Key Personnel" means individuals serving as employees of the school in a management capacity.**

This Annual COI Disclosure is to be completed and returned to the school by September 1 of each year

A conflict of interest occurs when your personal interests interfere, or appear to interfere, in any way, with the interests of BIA. A conflict of interest can arise either when you have interests that may make it difficult for you to fully perform your obligations or when you otherwise take action for your direct or indirect benefit, or the direct or indirect benefit of someone else that is inconsistent with BIA's interests. Conflicts of interest also arise when you, or a member of your family, receive improper personal benefits as a result of your position at BIA. You have an obligation to disclose any fact, relationship or transaction that could reasonably be viewed as a potential conflict of interest. Please also consult the BIA Bylaws.

Name: _____
First Middle Last

Mailing Address: _____

Home Phone: (_____) _____-_____ Cell Phone: (_____) _____-_____

Email Address: _____

Please complete the following section by indicating yes or no. If you answer "yes" to any question(s), please provide an explanation on a separate page. Label explanations with the number of the corresponding question.

1. When answering **Yes or No** to the following questions you must consider past, present or future occurrences of the events detailed below involving you or blood or marital relations. Are you, have you or do you plan to:

   a. Enter into contractual agreements other than employment contracts (FOR KEY PERSONNEL) with BIA or any company contracted by BIA — YES☐ NO☐

   b. Have any ownership interest, directly or indirectly, in any company contracting with BIA — YES☐ NO☐

   c. Lease or sell real property to BIA or any company contracted by BIA — YES☐ NO☐

   d. Sell any supplies, materials, equipment or other personal property to BIA or the management company contracted by BIA — YES☐ NO☐

   e. Guarantee any loans for BIA or provisions for any money — YES☐ NO☐

f. Have employment with BIA or any company contracting with BIA (BOARD MEMBER ONLY) YES☐ NO☐

g. Have a personal or business relationship with a current BIA board member, staff or faculty member YES☐ NO☐

h. Receive, directly or indirectly, any payments, gifts, or anything else of value from BIA, any company contracted by BIA, or from anyone acting on behalf of either BIA or its vendor(s) YES☐ NO☐

2. Does or will any other individual, board, group or corporation believe it has a right to control or have input on votes you will cast as a member of BIA board? YES☐ NO☐

3. Do you currently serve as a member of the board of any public school district or charter school other than BIA's board? YES☐ NO☐

4. Do you have any experience in, or association with, local, state or federal government (exclusive of elective public office but including advisory, consultative, honorary or other part time service or position)? If yes, please list dates of service. YES☐ NO☐

5. Have you served as a public official since your last appointment anniversary date? (If you do not serve as a public official in any other capacity than BIA's board, please select "No" as your response.) YES☐ NO☐

6. To the best of your knowledge, are there situations not described above which may give the appearance of a conflict of interest between you or a member of your immediate family, or would make it difficult for you to discharge the duties of your office in an independent manner? YES☐ NO☐

Certification

I recognize that all information submitted with this Annual Conflict of Interest Disclosure becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I agree to release, hold harmless and indemnify BIA, its board, officers, employees, or authorized agents from liability for the disclosure of any information related to my representation contained herein.

I hereby certify that all information contained in this document is true and complete to the best of my knowledge and agree to notify BIA of any change that may create a conflict of interest. Upon disclosure of actual or potential conflicts of interest, I understand that I may need to meet additional requirements as determined by BIA in order to remain on the board or be employed by the school. Further, I recognize that falsification or failure to submit a complete Annual Conflict of Interest Disclosure may result in my removal.

_____ _____

Signature Date

brookhaven innovation academy

3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

___Consent

___Action

_X__Discussion

___Information

Board Meeting Date: November 3, 2016

Title of Agenda Item: 2017-2018 Enrollment Timeline and Lottery Process

Submitted by: Laurie Kimbrel

Background and Summary: The 2016-2017 lottery and initial enrollment process was handled by Prestige Charter School Solutions prior to BIA staff being hired. We propose that the lottery and enrollment process now be handled on site by administrative staff as described in the attachments. Elisa Falco from the Georgia Charter School Association was consulted in the development of these documents. Also, this process aligns with the SCSC Best Practices for Lotteries Handbook.

Timeline and lottery comparison data are also included in the attachments.

Fiscal Impact: None

Recommendation: Board discussion and feedback on Enrollment Timeline and Lottery Process

Comparison Data - Enrollment and Lottery

School	Authorizer	Enrollment Period	Lottery
Academy for Classical Education (ACE)	Bibb	January 1-31	Feb16
Atlanta Classical Academy	APS	January 4-February 28	TBD
Atlanta Heights	SCSC	February 1-28	March 9
Drew	APS	TBD	May
The Globe Academy	DeKalb	February 6-17	March 1
International Charter School of Atlanta	SCSC	January 9-27	Feb 13
Liberty Tech	SCSC	January 3-February 3	Feb17
The Museum School	DeKalb	January 29-February 2	Feb 17

brookhaven innovation academy

2017-2018 Enrollment Timeline

November & December 2016
Enrollment timeline and information reviewed by the Board of Directors, posted on BIA website and distributed to families.

January & February 2017
School Tours and Information Sessions – limited capacity. Parents will need to sign up for one tour via form on BIA website.

- January 12 – 9:00 am
- January 17 – 9:00 am
- January 26 – 9:00 am
- February 2 – 9:00 am
- February 9 – 9:00 am

Enrollment Information Evening Session – Interested parents should sign up for one session on website:

- January 26 – 6:30 pm
- February 9 – 6:30 pm (Spanish Speaking Families)

Admission Form Available on BIA website

- January 17, 2017 – February 17, 2017. This form does not guarantee acceptance, but rather includes child's name in lottery.
- Students currently enrolled in BIA do not need to enter the lottery. Intent to continue at BIA forms will be sent to parents to parents during the first week of January and are due on February 17.
- All individuals who have submitted an Intent to Enroll Form will be notified by Friday, February 24 that their form was received.

March 2017

- The lottery will be held Thursday, March 1, 2017
- Upon conclusion and verification of the lottery of the lottery results, individuals will be notified of their admission or their order on the wait list.

- Parents who are present during the lottery may pick up their Registration Packet. Parents not in attendance will be notified by e-mail provided on the Admission Form within no more than one week following the lottery.
- Lottery results and wait list are posted on BIA website within a week of the lottery.
- Registration packets including required documents for students selected in the lottery are due by 3:30 pm on March 24. Packets may be sent via USPS or hand delivered to the school. Students for whom a registration packet is not received by the deadline will forfeit their spot.

March – June 2017

- When an opening becomes available in a grade level, the first applicant on the wait list will be contacted via e-mail. The parent/guardian will be given 72 hours (3 days) to respond. If there is no response, the next applicant on the wait list will be contacted.
- Admission forms will continue to be made available on the BIA website for submission to the wait list. Names will be added to the wait list in the order they are received. The wait list is active until the next lottery is held.
- The registration packet will also be made available on the website. Individuals notified of their acceptance from the wait list have three weeks from the date of notification to submit their completed packet and required documents or they will forfeit their spot.

July 2017

- When an opening becomes available in a grade level, the first applicant on the wait list will be contacted via e-mail. The parent/guardian will be given 48 hours (2 days) to respond. If there is no response, the next applicant on the wait list will be contacted.
- The registration packet will also be made available on the website. Individuals notified of their acceptance from the wait list have five days from the date of notification to submit their completed packet and required documents or they will forfeit their spot.

2017-2018 Admissions and Lottery Process

Admission Process:

All residents of the State of Georgia are eligible to enroll in BIA. BIA will serve students in Kindergarten through Seventh Grade during the 2017-2018 school year.

Brookhaven Innovation Academy (BIA) will open its admission process on **January 17, 2017**. All parents/guardians who wish to enroll their child(ren) at BIA should complete one Admissions Form for each child. If the number of applicants exceeds the capacity at any grade level by the initial application deadline of **February 17, 2017**, BIA will ensure that applicants have an equal chance of being admitted through a random-selection lottery.

- To participate in the lottery, a student's Admission Form must be received prior to the initial application deadline **of 11:59 pm on February 17, 2017.** All individuals who have submitted an Admission Form will be notified by **Friday, February 24, 2017** that their form was received.

The lottery will be held on **March 1, 2017**. The lottery will be open to the public and advertised on the BIA website in advance.

All Admission Forms received after **February 17, 2017** will be assigned to a class on a first-come, first serve basis or added to the end of any wait list in the order it is received.

When a student is admitted into the school, a completed Registration Packet and supporting documents must be returned by the date indicated on the materials, or the student will forfeit their spot and move to the end of any wait list.

BIA will give enrollment priority to the following categories of applicants:

1. A sibling of a student enrolled at BIA
2. A student whose parent/guardian is a full time teacher, professional or other employee at BIA
3. A student whose parent/guardian is a member of the Board of Directors

Sibling by definition is a:

1. Biological (including half sibling)/adoptive sibling within the State of Georgia
2. Step sibling residing in the same household
3. Foster children residing in the same household

Admission Procedure:
Upon closing of the initial admissions period **(February 17, 2017),** all qualified students will be directly admitted into the school, unless the number of students enrolled exceeds the available spaces in a certain grade.

If the number of qualified applicants exceeds the number of available spots for any or all grade levels, a random selection lottery, which shall be open to the public shall be conducted. All qualified applicants will be contacted with the date, time and place of the lottery via e-mail and web posting.

Per the school's enrollment preferences, prior to the lottery, siblings of students currently enrolled in the school, children of Governing Board members and full time staff members will be placed in available spots in their respective grades.

For the grades that do not exceed the number of available seats, all qualified applicants will be placed on the school roster. The, any siblings of these directly enrolled students will be placed into the available spaces in their respective grades.

Parents are responsible for ensuring the information provided to BIA is accurate. If inaccurate information is provided regarding grade or sibling status, it is the parents'/guardians' responsibility to correct it PRIOR to the close of the Initial Admissions period in order for the student and/or sibling to be included in the admissions lottery.

Prior to the lottery, qualified students will be given a number one through the total number of applications received for that grade level. The assigned number will be recorded on an application roster along with the student's name, grade level, and siblings. Families will be contacted with their student's assigned number prior to the lottery. Families with multiple children will be assigned one number to identify all siblings applying for admission. This practice promotes a more equitable lottery across families and eliminates dilemmas for families in cases in which some children are selected while others are not.

Admissions Lottery:
It is not necessary for an applicant's parent/guardian to be present at the lottery in order for an applicant to participate in the lottery.

The procedure will be explained to the audience:
- Preferences
- Grade Order
- Drawing to Select the Students
- Wait List Procedures

- Notification Procedures
- Registration Procedures

Announce the Grade Order:
Grades will be drawn one at a time, beginning with the lowest grade level that is oversubscribed.

Drawing to Select Students:
The random lottery to select the students will be conducted by drawing all numbers/names from each grade level before moving to the next grade level. One person will draw the number and another will verify that it is being read correctly.

- As each student is selected, that student's assigned number will be placed on the class list, and that student's sibling(s) will be added to the appropriate class list for that grade or any other grades. A sibling will be placed based on available space. If the class is at capacity, the sibling receives preference on the waiting list by moving up on the waiting list based on their original order. Sibling preference applies only when the sibling is placed on the class list, as opposed to placement on a waiting list.
- The numbers will be recorded as they are pulled until all seats at that grade are filled. Once all seats are filled, all remaining numbers/names will be placed on the waiting list in the order in which they are drawn.
- A student cannot lose his/her seat on the class list after it has been awarded.

Applications received after the initial admissions period will be placed at the end of the waiting list after the lottery has concluded, in the order in which they were received.

If a class is not at capacity at the end of the lottery additional students will be added as qualified applications are received, in the order they are received.

If additional seats become available after the lottery, they will be filled from the applicants, in order, on the waiting list.

Applications are only valid for one year. New applications for the following year need to be submitted for the next year's consideration. The waiting list does not carry over from year to year.

Enrollment:
Upon admittance to the school, applicants will be required to return a completed registration packet, along with requested materials by the date indicated on their registration packet or the student will forfeit their spot and move to the end of the waiting list.

Required Registration Documents:

1. Fully completed registration forms in a legible format. Incomplete forms will not be accepted.
2. Certified birth certificate

3. Parent/guardian photo identification
    a. Parent Identification will be verified with the birth certificate
    b. Proof of custody or guardianship will be required if not the birth parent
4. Social Security Card
    a. Social Security card will be verified with the application (A parent or guardian who objects to the incorporation of the social security number into the school records of a child may have the requirement waived by signing a statement of objection. This form must be notarized)
5. Valid Transcript from the student's previous school showing final grade completed or signed records request form (not required for Kindergarten)
6. Certificate of Immunization (GA Form 3231)
7. Certificate of Vision, Hearing, Dental and Nutritional Screening (GA Form 3300)
8. Proof of residency
    a. Two documents proving residency within the state of Georgia. Proof of residency may be established with (1) a lease, deed or mortgage **and** (2) a current utility statement such as electric, water, gas or cable.
    b. Ownership of property/land with stated intent to build and use as a primary residence is insufficient
    c. Parents or guardians who live in a residence but do not own or lease the residence will be required to complete a notarized Affidavit of Residence. The parent/guardian and the adult owner/lessee of the residence will both be required to complete the form, attesting that the person does indeed reside there. The parent/guardian will also need to provide evidence that they do live at the specified residence, as detailed on the affidavit.
9. Student's most recent IEP or 504 Plan if applicable

brookhaven innovation academy

Enrollment FAQs

Who is eligible to attend BIA? Any student who is currently residing in the state of Georgia is eligible to attend.

What grade levels are offered at BIA?
2017-2018 – Kindergarten through 7th Grade
2018-2019 – Kindergarten through 8th Grade

How many classes will there be at each grade level for 2017-2018?
Kindergarten – 3 classes
First Grade – 4 classes
Second Grade – 3 classes
Third Grade – 3 classes
Fourth Grade – 3 classes
Fifth Grade – 3 classes
Sixth Grade – 2 classes
Seventh Grade – 3 classes

What are the age requirements at BIA?
Students must be 5 years old on or before September 1, 2017 to be eligible to enroll in Kindergarten for the 2017-2018 school year. Students must be 6 years old on or before September 1, 2017 to enroll in First grade for the 2017-2018 school year.

Does BIA admit students who are receiving special education services? Yes. Our student services department assists students with IEPs and 504s. Copies of IEPs and 504 plans must be included with registration forms. In addition, parents must sign releases for all special education records to be released to BIA prior to the start of the school year.

Does BIA admit students who are English Language Learners? Yes. BIA provides English as a Second Language Support. Additionally, ESOL students are required to take American English as their Rosetta Stone language.

Do current BIA students need to participate in the enrollment process each year? No. Students who currently attend BIA do not need to re-enroll. In January, of each year, we will ask our families to confirm their intention to return for the following year.

Is anyone given preference in the enrollment process? Yes.

- Siblings of students who currently attend BIA
- Students who are children of staff members
- Students whose parent/guardian is a member of the Board of Directors

How does BIA define a sibling for purposes of the lottery and enrollment? Sibling means a person with whom a child shares one or both parents in common by blood, adoption or marriage, even if the marriage was terminated by death or dissolution. Siblings reside at least 50% of the time in the same household.

How do I get started with the enrollment process? We encourage all students to attend a tour or Enrollment Information Session offered in January or February. If parents support our mission, philosophy and instructional practices, we invite them to take place in the enrollment process by completing one Admission Form per student.

Is there an application or form to submit for enrollment? Yes. Parents should submit one Admission Form per student between January 17 and February 17, 2017 to participate in the lottery. By submitting the Admission form, you are indicating that you would like a seat in a certain grade.

What happens once I am notified that my child(ren)has been granted an available seat? All students who have been granted an available seat must complete and return the registration forms along with supporting documentation by the deadline or their seat will be forfeited.

Will my child be able to enroll mid-year? In the event that a seat becomes available before the next year's lottery, BIA staff will contact the family at the top of the wait list for that grade to discuss their interest.

Will the grade level wait list for the current school year carry over into the enrollment period for the following school year? No. Wait lists are terminated each year and do not carry over.

Whom can I contact to discuss questions related to enrollment that are not covered on the Enrollment page or FAQ page of the school website?
Laurie Kimbrel, Head of School – lkimbrel@biaschool.org
Tracy Islam, Assistant Principal – tislam@biaschool.org

brookhaven innovation academy

3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

___Consent

___Action

___Discussion

_X_Information

Board Meeting Date: November 3, 2016

Title of Agenda Item: Information Items – Enrollment and Demographics

Submitted by: Laurie Kimbrel

Background and Summary: Information as of October 28, 2016

Fiscal Impact: None

Recommendation: Information Only

Brookhaven Innovation Academy
Demographic Report
As of October 28, 2016

Category	Number	Percentage
Hispanic/Latino	78	20%
Asian	17	4%
Black or African American	104	27%
White	159	41%
Two or more	24	65%
ESOL	70	18%
Special Education	38	10%
Low Income	47	12%

Brookhaven Innovation Academy
Enrollment Report
As of October 28, 2016

Grade	Enrollment
K	67
1	62
2	55
3	53
4	60
5	41
6	44
Total	382

brookhaven innovation academy

3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

___Consent

__X_Action

___Discussion

___Information

Board Meeting Date: November 3, 2017

Title of Agenda Item: Playground safety issues and corrections

Submitted by: Laurie Kimbrel

Background and Summary: The state of the playground has been a source of problems since the start of the school year. The woodchip covering is worn completely away in many spots and the ground is uneven. This has resulted in students essentially playing in dirt during recess and aftercare. We have had numerous students injured from the uneven playing surface and the blowing dirt in eyes. Also, parents have complained that clothes are ruined from the dirt.

Parent council generously agreed to assist with this issue. They contacted Playground Solutions, Inc. who came to inspect the space. Upon inspection, they discovered several other safety issues that require correction and are beyond the capacity of our parent group.

- Deteriorating swings and chains
- Large holes under swings
- Timbers near sidewalks missing or broken

Two quotes are attached to remedy the problems by:

- Grading playground and installation of either rubber or wood chip mulch
- Replacement of swings
- Matts under swings to prevent future holes
- Repair of timbers near sidewalk and parking lot

Fiscal Impact: $3,976 or $8,949.50 depending on wood or rubber mulch

Recommendation: Board provide direction for administration regarding playground repairs

Playground Solutions Inc.

301 W. Marietta Street
Canton, GA 30114-3056
770-704-5066 or 888-307-3773
FAX-770-479-8538

DATE	ESTIMAT...
10/31/2016	8834

NAME / ADDRESS

Brookhaven Innovation Academy
Attn: Daimiag@yahoo.com
3159 Campus Drive Ste 100
Norcross, GA 30071

TERMS	PROJECT		GOOD THRU

ITEM	DESCRIPTION	QTY	COST	TOTAL
Parts	Swing Seat Chain, & Hardware for two seats	1	160.00	160.00T
Shipping	Shipping & Handling of Parts	1	25.00	25.00
Mats	3' X 5' X 2" Swing Mats	5	150.00	750.00T
Shipping	Shipping & Handling of Mats	1	125.00	125.00
BORDER	4' Black Plastic Playground Timbers & Stakes for along side walk & at the end at parking lot only with an open 4' space at building	14	43.00	602.00T
Shipping	Shipping & Handling	1	150.00	150.00
Installation	Installation of Equipment	1	250.00	250.00
Resilient Sur	EWF Hardwood Mulch Installed - Approximately 9"	38	43.00	1,634.00T
Shipping	Chip Delivery Charge	1	280.00	280.00
	This is the area with the structure only			
	Gwinnett County Sales Tax		~~6.00%~~	~~188.76~~
				$3976

50% DOWN 50% UPON COMPLETION

TOTAL $4,164.76

SIGNATURE _____

Playground Solutions Inc.

301 W. Marietta Street
Canton, GA 30114-3056
770-704-5066 or 888-307-3773
FAX-770-479-8538

DATE	ESTIMAT...
10/31/2016	8835

NAME / ADDRESS

Brookhaven Innovation Academy
Attn: Daimiag@yahoo.com
3159 Campus Drive Ste 100
Norcross, GA 30071

TERMS	PROJECT		GOOD THRU

ITEM	DESCRIPTION	QTY	COST	TOTAL
Parts	Swing Seat Chain, & Hardware for two seats	1	160.00	160.00T
Shipping	Shipping & Handling of Parts	1	25.00	25.00
Mats	3' X 5' X 2" Swing Mats	5	150.00	750.00T
Shipping	Shipping & Handling of Mats	1	125.00	125.00
BORDER	4' Black Plastic Playground Timbers & Stakes - Border for along side walk & fence at parking lot	14	43.00	602.00T
Shipping	Shipping & Handling	1	150.00	150.00
Installation	Installation of Equipment	1	200.00	200.00
Resilient Sur	Rubber Mulch - Installed - 5" Deep	7.5	625.00	4,687.50T
Shipping	Freight charges for rubber mulch	1	1,500.00	1,500.00
Installation	Installation of Mulch	1	750.00	750.00
	This is only the area with the play structure			
	Gwinnett County Sales Tax		~~6.00%~~	~~371.97~~

50% DOWN 50% UPON COMPLETION

TOTAL $8949.50 ~~$9,321.47~~

SIGNATURE _____