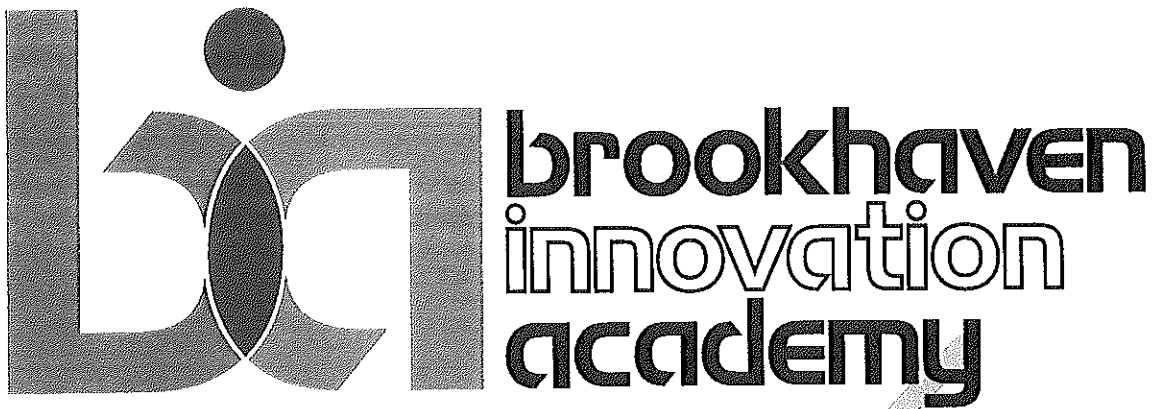




Brookhaven Innovation Academy Board of Directors
AGENDA
Meeting:
June 1, 2017 at 3159 Campus Drive, Norcross, GA
7:00pm

1. Call to Order and Opening Remarks
2. Approval of Agenda
3. Minutes Review and Approval
 - a. May 4, 2017 Regular Meeting
4. Head of School Report: Laurie Kimbrel
5. Committee Reports:
 - a. Finance Committee: Zennie Lynch
 - b. Fundraising Committee: Kevin Miller & Taryn Bowman
 - c. Governance Committee: Ed Lindsey
 - d. Personnel Committee: Michael Robertson
 - e. Facilities Committee: Andrew Hamilton
6. New Business
 - a. Board By Laws – action
 - b. Cobb Pediatrics Contract for Special Education Consultative and Technical Services - action
 - c. Approved Charter Amendment – information/discussion
 - d. Staffing Plan Amendment for Additional Special Education Teacher – Action
 - e. Measure of Academic Progress Assessment Results – discussion
 - f. Technology order - action
7. Public Hearings
 - a. 2016-2017 Budget Version 11
 - b. 2017-2018 Budget
8. Public Participation
9. Executive Session
 - a. Personnel
 - b. Real estate
10. Personnel - Action

11. Adjourn



Brookhaven Innovation Academy Board of Directors
May 4, 2017 at 3159 Campus Drive, Norcross, GA
Minutes

Present: Jennifer Langley, Ed Linsley, Zennie Lynch, Kelly Mandy, Kevin Miller
On phone: Danielle Trost, Taryn Bowman, Andrew Hamilton

1. Call to Order and Opening Remarks – Meeting called to order at 7:05 pm

Board Chair Report:

- a. Welcome everyone. We have almost completed our first year open as a State of GA Charter school with full enrollment, and full enrollment for year 2 and a waiting list. Congratulations.
- b. We are working with the BIA attorney to update the by-laws of BIA. There are many updates needed, and I will have a draft to the board prior to the next board meeting to review and hopefully adopt in June.
- c. I have identified two new good candidates for fundraising consultant position, and we will have meetings with each of them over the next few weeks. We are also drafting a new job description that will be shared and posted on the BIA website very soon as well for any unknown candidates that would like to be considered. This job description will also be posted on social media and through my business and local contacts. I am considering whether we will need to allocate some of the budget for this position for some administrative support to them, and I'll report back on that in June.
- d. I have put together an initial budget for a Fall fundraiser which will be brought to the board in June as well. This early Fall fundraiser will be a gala type event for parents, community members, and sponsors and the current concept will feature a wine pairing / hors d'oeuvres dinner with dancing, silent auction and keynote speaker – speaking about the importance of improving education.
- e. I am working with Waynica Staples, Director, Education & Training for the GA Charter Schools Association to reach out to their Board Bank of potential candidates to consider for the BIA Board. It is important that we have a good mix of non-parents/community leaders and parents. Presently, we have a majority of Board members who are parents. If you have a qualified candidate in

mind that would be good for us to consider, please send an introduction.

- f. This Saturday, we will have our 2nd Board governance training to complete the hours we need to fulfill the SCSCs requirement. It will be a much more interactive training with a focus on Board committee roles, responsibilities and development.
 - g. The letter emailed out April 24th as an appeal to have parents donate and/or offer suggested leads to corporate / high net worth individuals has brought in some suggestions, but also one family foundation that we are meeting with soon. I can only continue to ask the Board and parent community to do what is within your means, but to donate something. We'd like to have 100% participation by our families. This type of support shows our potential investors the value that BIA families find in being a part of the school, and it also will allow help us to have the capital needed to lease or purchase a permanent home.
2. Approval of Agenda – Ed Lindsey moved approval, seconded by Zennie Lynch.
Ayes: 5
Noe: 0
Motion passed.
 3. Minutes Review and Approval
 - a. April 13, 2017 Regular Meeting
Ed Lindsey moved to approve minutes as presented, seconded by Zennie Lynch.
Ayes: 5
Noes: 0
Motion approved
 4. Head of School Report: Laurie Kimbrel
Report included in the board packet was reviewed.
 5. Committee Reports:
 - a. Finance Committee: Zennie Lynch
Reports included in the board packet were reviewed. Cash flow is still an issue but we are working through it.
 - b. Facilities Committee: Andrew Hamilton
Report in packet was reviewed. Technology order is in process. There is conversation with landlord about possibility of adding 8th grade at Campus Drive. It is only one option and the board is actively pursuing a variety of options.
 - c. Grievance & Governance Committees: Ed Lindsey
Governance is working on revising the by-laws. There is a grievance that will need to be heard by the board and that date is not yet set.

- d. Fundraising Committee: Kevin Miller
Meeting this week to look into possibility of a golf outing.
They are also looking into a software solution to manage our fundraising processes that would consolidate the variety of systems we are now using. The fee is per transaction rather than an upfront fee. Zennie Lynch raised concerns about the fee on large funds that may be raised outside of that system.

6. Public Hearings

- a. 2016-2017 Budget Version 11 – Public hearing called to order at 7:30 pm.
Lori Parrish handed out a new version that reflects a \$26,000 revenue reduction because the state failed to withhold the austerity cut from all new charter schools. There was no public comment.
Public hearing closed at 7:36 pm.
- b. 2017-2018 Budget – public hearing opened at 7:36 pm
The budget included in the board packet was reviewed.
Revenues are forecasted conservatively. Expenses are fully loaded. The bottom line is positive. No public comment.
Public hearing closed at 7:40 pm.

7. New Business

- a. 403 b plan for teacher retirement saving – discussion
Setting up this plan will allow teachers to save for retirement on a pre-tax basis. Ed Lindsey asked if the plan requires a Trustee and who directs the type of investment. Lori Parrish will follow up with this question. This plan will begin with a low risk option and possibly add annuities later. Zennie Lynch asked that we get references from other Charter Schools and find out how the Charter School Association vetted them. The concern is that we do our due diligence to ensure that teachers' money will be safe.
- b. Selection of Auditor – action
Maudlin and Jenkins is an approved auditor from SCSC. If we use them, SCSC will cover the cost of the audit. Zennie Lynch shared that he recommends this firm because they are large, well known in the industry and have experience in non-profits.
Ed Lindsey moved to approve Maudlin and Jenkins as the BIA auditor for 2016-2017, seconded by Kevin Miller.
Aye: 5
Noes: 0
Motion passed.
- c. Additional facilities needs for 2017-2018
 - i. Furniture
 - ii. Site modification

Ed Lindsey moved to approve the furniture and site modifications as presented, , seconded by Kelly Mandy.

Ayes: 5

Noes: 0

Motion passed.

8. Public Participation

No public participation

9. Executive Session

Ed Lindsey moved that the board move to Executive Session at 8:09 for the purpose of personnel, seconded by Kevin Miller.

Ed Lindsey moved that the board return to open session at 8:40, seconded by Kevin Miller.

10. Personnel

Kelly Mandy moved that the board approved the personnel agenda as presented, seconded by Ed Lindsey.

Ayes: 5

Noes: 0

Motion passed.

11. Motion to adjourn at 8:41 pm made by Kevin Miller, seconded by Zennie Lynch.

Ayes: 5

Noes: 0

Motion passed.

EXECUTIVE SESSION AFFIDAVIT
(AS REQUIRED UNDER O.C.G.A. § 50-14-4(b))

The undersigned presiding Board Officer of the Brookhaven Innovation Academy, Inc. Board of Directors, under oath, hereby states and certifies that at the Board meeting held on May 4th, 2017, the following:

- 1) The Board properly entered executive session as permitted by O.C.G.A. § 50-14-3. The only matters discussed during such executive session of its meeting as allowable under O.C.G.A. § 50-14-2 and 50-14-3 were as follows:
 - () To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings or other judicial actions;
 - () To discuss tax matters which are confidential by state law;
 - () To authorize negotiations to purchase, dispose of, or lease property;
 - () To authorize the ordering of an appraisal related to the acquisition or disposal of real estate;
 - () To enter into a contract to purchase, dispose of or lease property, subject to approval in a subsequent public vote;
 - () To enter into an option to purchase, dispose of, or lease real estate, subject to approval in a subsequent public vote;
 - () To discuss the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of a public officer or employee, but not when receiving evidence or hearing argument on charges filed to determine disciplinary action;
 - () To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50.
- 2) To the best knowledge and belief of the undersigned, no other matters than those of a purely personal and/or nongovernmental nature were discussed during said executive session.
- 3) By executing this affidavit, the undersigned does hereby state that he/she in no way waives any rights granted under the 5th Amendment to the United States Constitution.
- 4) This affidavit is executed solely for the purpose of compliance with the mandate of O.C.G.A. § 50-14-4(b) and shall serve no other purpose.

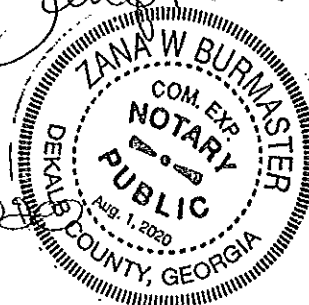
This 4th day of May, 2017.

SUBSCRIBED AND SWORN TO
before me this 8th day of May, 2017.

Zana W. Burmaster
Notary Public

My commission expires: August 1, 2020

Jennifer Langley
PRESIDING OFFICER



HOS Report – June 1, 2017

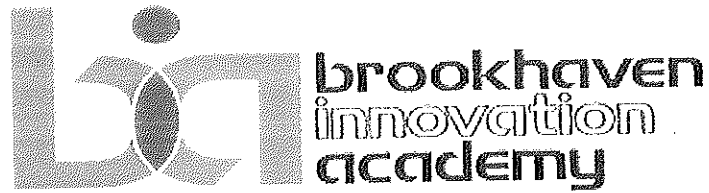
Instructional Program

- Measure of Academic Progress assessment was administered to students on May 16-19. Test window was longer than expected because of problems with the internet. Initial results will be presented at this meeting.
- Individual student reports as well as grade reports were sent home with students on the last day of school.
- The first annual BIA Jumpathon was held on Friday, May 19th. We raised over \$13,000 which will be used to purchase equipment and supplies for music, PE and visual arts.
- TKES (teacher evaluation) summative conferences are complete and we have certified that all evaluation processes were completed according to GaDOE regulations.
- Teachers finished their curriculum work for the year by collaboratively identifying essential standards that all students must know and be able to do in the area of English Language Arts. These standards have been vertically aligned and articulated to all grade levels to ensure a cohesive curriculum.
- Parent preview night was held on May 8th and was very well attended by both existing and new parents. Changes for 17-18 including OdysseyWare and the after school program were highlighted.
- The final project exhibition night of the year was held on May 18.
- Kindergarten graduation was held on May 22 and was very well attended.
- SCSC commissioners conducted an informal site visit last week to discuss our progress over the course of our first year and to tour the school.
- Intake IEP meetings were held for new special education meetings on May 25 and 26. At this point, we have 14 new students. The IEPs of the new students dictate that we will need to add a self-contained special education classroom for 2017-2018.
- Teachers went through check out process prior to leaving for the summer. Rooms are packed and ready to be cleaned, all paperwork has been completed.

17-18 Planning

- Hiring is now complete with the exception of an additional special education teacher required by the number of new special education students and the services dictated in their IEPs.
- Champions after school program has been present at school events to recruit students for the program.
- Purchase orders for instructional materials (including Odysseyware and GoMath) are being generated and professional development is being scheduled.
- Asset tagging began on May 24 and will continue throughout summer.
- Teacher Leaders are working to develop a school wide student response team for 2017-2018 to address student behavior systems and academic intervention.
- The school needs a deep clean over the summer. Leadership will work with the custodial company and the landlord on cleaning and repairs.

- Technology order is on the agenda for this evening.
- Final schedule for new teacher orientation and teacher professional development days will be set in early June.
- Complete calendar for families has been finalized and posted on the website.



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: June 1, 2017

Title of Agenda Item: Revised BIA Board By-Laws

Submitted by: Jennifer Langley

Background and Summary: The Board By-Laws were created prior to the approval of the charter and are considerably out of date and do not match the current circumstances and level of functioning of the school and board. The Governance Committee has worked with the attorney on a revised version of the by-laws that will serve the school well for the present circumstances as well as the future.

Fiscal Impact: None

Recommendation: The board adopt a new set of by-laws that are legally compliant and meet the needs of the current board.

**SECOND AMENDED AND RESTATED
BYLAWS OF
BROOKHAVEN INNOVATION ACADEMY, INC.**

Adopted May ____, 2017

Section 1

GENERAL

1.1 Name. The name of the corporation shall be **BROOKHAVEN INNOVATION ACADEMY, INC.** hereinafter referred to as the "Corporation."

1.2 Purpose. The Corporation is organized and shall be operated exclusively for educational and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described in Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Without limiting or expanding the foregoing, the purpose of the Corporation is to operate a charter school in Georgia; provided, however, that such purpose shall not limit the ability of the Corporation to carry out any other educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

2.2 Dissolution. In the event of the dissolution of the Corporation, the Board of Directors ("Board") shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the remaining assets of the Corporation, exclusively for the purposes of the Corporation, or to the Georgia State Charter Schools Commission or other public entity entitled to the return of such funds. Any of such assets not so disposed of shall be disposed of by the court having proper jurisdiction in the county where the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Section 2

OFFICES

2.1 Registered Office and Agent. The Corporation shall continuously maintain a registered office and registered agent within the State of Georgia.

2.2 Principal Office. The principal office of the Corporation shall be located at 3159 Campus Dr, Norcross, GA 30071, or such place as shall be determined from time to time by its Board.

2.3 Additional Offices. The Corporation may also have offices at such other places as the Board may from time to time determine and the business of the Corporation may require.\

Section 3

DIRECTORS

3.1 Number and Qualification. The Board shall be empowered to determine its size, provided the Board shall consist of not less than five (5) nor more than fifteen (15) Directors. Directors shall be natural persons who are 18 years of age or older, citizens of the United States, and residents of the State of Georgia.

3.2 Appointment and Term of Office. The Board shall serve staggered terms and be divided into thirds. The Board shall elect Directors and officers at the annual meeting of the Board. Directors shall be elected for a term of three (3) years, unless the Director is sooner removed by or as a result of the earliest to occur of: (1) operation of law; (2) an order or decree of any court of competent jurisdiction; (3) voluntary resignation, or (4) removal by a two-thirds majority of the Board, as further described in Section 3.5. A Director may serve up to two (2) consecutive terms. An individual who has served up to two (2) consecutive terms as Director will not be eligible for another term until one (1) year has passed following the last day of the individual's preceding term as Director, unless the Board votes unanimously to waive this term limitation.

3.3 Vacancy. Existing Board members may elect Directors by two-thirds vote to fill a vacancy or vacancies or to increase the number of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his/her predecessor in office. If the number of Directors falls below the minimum described in Paragraph 3.1, the Directors shall fill the vacancy by the affirmative vote of the Directors remaining in office as soon as practicable and shall have the authority to govern the Corporation on an emergency basis until the appropriate number of Directors are re-established.

3.4 Powers. The property, affairs, and business of the Corporation shall be managed by the Board, which may exercise all such powers of the Corporation and do all such lawful acts and things as are not prohibited by statute, the Articles of Incorporation, or these bylaws.

3.5 Resignation or Removal. Any individual Director may resign at any time by delivering written notice to the Board Chair. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the officers, and the acceptance of the resignation shall not be necessary to make it effective; provided, however, that a Director who resigns may postpone the effectiveness of his resignation to a future date or to the occurrence of a future event specified in a written tender of resignation. A vacancy shall be deemed to exist at the time of such tender; and the Board may then or thereafter elect or appoint a successor to take office when the resignation, by its terms, becomes effective. Any Director may be removed for cause by a two-thirds majority vote of the remaining Directors then in office and present at any regular or special meeting of the Board.

3.6 Meeting Attendance. Any Board member who is absent three regular meetings in a row or four meetings in a twelve month period is considered to have resigned his or her position.

3.7 Conflicts of Interest.

3.7.1 Conflicts of Interest Policy. Each Board Member will sign a conflict of interest policy at the beginning of each school year affirming his or her unconflicted loyalty to the interest of Corporation.

3.7.2 Inquiry into Self-Dealing Transactions. In its consideration of any action, the Board and its committees shall first conduct appropriate inquiry to determine whether such action involves a Self-Dealing Transaction. "Self-Dealing Transaction" means any transaction having the School as one party and one or more of the following among the other proposed parties to the transaction:

- (1) Directors, Officers, or employees of the Corporation or school management company, or blood or marital relations of any of them;
- (2) An entity in which a Director, Officer or employee of the Corporation or school management company, or blood or marital relation of any of them, holds a significant ownership or investment interest;
- (3) An entity which employs or otherwise compensates a Director, Officer or employee of the Corporation or school management company, or employs or compensates a blood or marital relation; and/or
- (4) Any entity which has, as a member of its Board or trustees, a Director, Officer or employee of the Corporation or school management company, or a blood or marital relation of any of them.

3.7.3 Approval of Self-Dealing Transactions. A Self-Dealing Transaction, as defined above, shall be voidable at the sole election of the Corporation unless the following provisions are satisfied:

- (1) The Board shall hold one or more meeting(s) to discuss and vote on the transaction or arrangement resulting in the conflict of interest. An Interested Person may make a presentation to the Board, but after such presentation, shall leave the meeting(s) during the discussion of, and the vote on the conflict of interest transaction.
- (2) The Board Chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- (3) After exercising due diligence to determine whether the Corporation can arrange an alternative transaction more favorable to the school with reasonable efforts, the Board concludes that it is in the Corporation's best interests and is fair and reasonable to authorize the Self-Dealing Transaction
- (4) The Board authorizes, approves, or ratifies the transaction by the affirmative vote of a majority of the disinterested Directors, and with disclosure or knowledge of the material facts concerning the Self-Dealing Transaction.

Interested Directors may be counted in determining the presence of a quorum at a meeting of the Board (or a committee thereof) that authorizes, approves, or ratifies such contract or transaction.

Notwithstanding the above, no loan shall be made by the Corporation to any of its Directors or officers, as provided further in Section 7.4 of these Bylaws.

3.8 Compensation of Directors. Whether or not employed by the Corporation for other purposes, Directors and members of any committee of the Board shall serve in that capacity without compensation, but may be entitled to reimbursement for any reasonable expenses incurred in attending meetings or other official functions authorized by the Board.

3.9 Board Training. The members of the Board will participate in annual training on their proper function as a charter school governing board in accordance with the requirements of state laws and regulations.

Section 4

MEETINGS AND COMMITTEES OF THE BOARD

4.1 Timing and Notice. The Board shall meet at least nine (9) times annually. Regular meetings of the board may be held without notice at such locations, dates and times as shall be determined by the Board; provided, however, that all meetings shall be held in compliance with the Georgia Open Meetings Act. Special meetings of the board may be held upon actual notice to each Director or notice that is mailed or transmitted by facsimile or email, to each Director, at least one (1) day prior to the meeting. Notice of special meetings shall include the date, time, and place of the meeting. The order of business at all meetings shall be set by the Board Chair.

4.2 Annual Meeting. The annual meeting shall be held between May and June (the date, time, and place to be fixed by the Board and notice given to all members, at least two (2) weeks in advance), for the purpose of electing officers, and for the transaction of such other business as may come before the meeting.

4.3 Waiver of Notice. Whenever any notice of the meetings of the board is required to be given under law, the Articles of Incorporation, or these bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto. Attendance at a meeting by a person entitled to notice shall constitute a waiver of proper notice of such meeting, except where attendance is for the express purpose of objecting to the transaction of business because the meeting is not lawfully called or convened.

4.4 Quorum and Voting. A majority of the Directors in office shall be necessary and sufficient to constitute a quorum for the transaction of business. Any less number may: (1) set a time to adjourn, (2) adjourn, (3) recess, or (4) take measures to obtain a quorum. Each Director shall have one vote on each matter coming before the Board. The act of a majority of the Directors present and voting at a duly constituted meeting of the Board shall be the act of the Board, except in the following circumstances, which shall require a two-thirds or greater majority: (1) the removal of the Chief Executive Officer, as defined in Paragraph 5.11; (2) the approval of the annual budget; (3) the selection and financing of the Corporation's facility; and (4) the removal of a Director.

4.5 Committees. The Board may establish Committees as necessary. Board Policy may prescribe the composition, roles, and responsibilities of its Committees.

Section 5

OFFICERS

5.1 Number and Positions. The officers of the Corporation shall be the Board Chair, Vice-Chair, Secretary, and Treasurer. The officers of the Corporation shall be elected by the Board, and shall report directly to the Board. The Board may elect such other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board. The selection of an officer shall not of itself create any contract rights in favor of the officer. Any two or more offices may be held by the same person, except the Board Chair may not also hold another office.

5.2 Term of Office and Qualifications. The officers of the Corporation shall serve at the pleasure of the Board. Officers shall be elected by the Board at its annual meeting, and shall hold office for two year terms or until their successors are chosen, or until death, resignation, or removal. In the case of absence or disability of an officer of the Corporation, or in any other case that the Board may deem sufficient reason therefor, the Board may delegate for the time being any or all of the powers or duties of any officer to any other officer, Director, or any other person.

5.3 Resignation or Removal. Any officer may resign at any time by delivering written notice to the Board of the Corporation. Unless the written notice specifies a later effective date, the resignation shall be effective when the notice is accepted by the Board. Any officer may be removed by the Board, whenever in its judgment the best interests of the Corporation would be served thereby, by a two-thirds majority vote of the remaining Directors then in office and present at any regular or special meeting of the Board. Any such removal will be without prejudice to the contract rights, if any, of the officer so removed.

5.4 Vacancy. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board for the unexpired portion of the term. In the event of such a vacancy, the vacancy may be filled temporarily by appointment by the Board Chair until such time as the Board shall determine.

5.5 Board Chair. The Board Chair ensures the integrity of the board's processes and, secondarily, occasionally represents the Board to outside parties. The Board Chair shall have also have the authority to execute contracts approved by the Board. The Board Chair shall preside at meetings of the Board; shall make reports to the Board; and shall have such other rights, duties, and powers as are authorized by the Board.

5.6 Vice-Chair. The Vice-Chair shall, in the absence of the Board Chair, perform the duties and exercise the powers of the Board Chair, or such of them as may be so delegated, and shall have such other rights, duties, and powers as are authorized by the Board from time to time.

5.7 Secretary. The Secretary shall ensure the integrity of the Board's documents. The Secretary shall attend all meetings of the Board and shall keep, or cause to be kept, the minutes of all proceedings, including all votes, in a book or database to be kept for that purpose, and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, such notice as is required of all meetings of the Board and shall perform such other duties as may be prescribed by law, the Articles of Incorporation, these bylaws, or the Board.

5.8 Treasurer. The Treasurer assists the whole board with oversight of the Corporation's financial management. The Treasurer assists the Board in the development of financial policies and helps to ensure that performance aligns favorably with policy. The Treasurer has no disproportionate responsibility for the financial performance of the school. The Board shall utilize its best efforts to ensure that the Treasurer meets the qualifications of a Chief Financial Officer in accordance with its charter.

5.9 Chief Executive Officer (CEO). The board's official connection to the Corporation's operation, its achievements, and conduct will be through a single employee it designates as the Chief Executive Officer. (The Board shall be free to bestow other titles on this employee.) The Board shall instruct the CEO through written policies that prescribe the organizational ends to be achieved and proscribe organizational situations and actions to be avoided. The CEO shall serve as an ex-officio, non-voting member of the Board and assist the Board Chair with scheduling and setting agendas for Board meetings; shall facilitate and implement policies duly adopted by the Board; and shall act as liaison between the school, the charter authorizer and the state department of education.

Section 6

BOOKS AND RECORDS

6.1 Records. The Corporation shall keep correct and complete books and records and records of its accounts and transactions, and minutes of the proceedings of its Board and any executive or other committee when exercising any of the powers of the Board.

6.2 Form. The books and records of the Corporation shall be in written form, electronic form, or in any other form which can be converted within a reasonable time into written form for visual inspection.

Section 7

FISCAL MATTERS

7.1 Deposits. The Board shall select banks, trust companies, or other depositories in which the funds of the Corporation not otherwise employed shall, from time to time, be deposited to the credit of the Corporation.

7.2 Checks. All checks or demands for money and notes of the Corporation shall be signed by the CEO or such person or persons as the CEO may from time to time designate.

7.3 Fiscal Years. The Board shall have the power to fix, and from time to time to change, the fiscal year of the Corporation. Unless otherwise fixed by the Board, the fiscal year shall commence on July 1 and shall terminate on the following June 30.

7.4 Loans to Directors and Officers Prohibited. No loans shall be made by the Corporation to any of its Directors or officers. Any Director or officer who assents to or participates in the making of any such loan shall be liable to the Corporation for the amount of such loan, including reasonable interest until it is repaid.

7.5 Contracts. The Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable pecuniarily for any purpose or in any amount.
Board

7.6 Endowments. Any endowments for the general purposes or for any special purpose of the Corporation shall be approved by the Board.

Section 8

INDEMNIFICATION & INSURANCE

8.1. Indemnification. The Corporation shall indemnify to the fullest extent permitted by law each of its Officers, Directors, whether or not then in office (and his executor, administrator and/or heirs) as well as the executor, administrator and heirs of any of them against all reasonable expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and necessarily incurred by him in connection with any threatened, pending or completed action, suit, proceeding or arbitration, whether civil or criminal, administrative or investigative (including any appeal thereof), to which he is or is threatened to be made a party because he is or was a Director, officer, employee or agent of this Corporation, or such other corporation, partnership, joint venture, trust or other enterprise. He shall have no right to reimbursement, however, in relation to matters as to which he has been adjudged liable to the Corporation for gross negligence or willful misconduct in the performance of his duties to the Corporation. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such Director, officer, employee or agent may be entitled.

8.2. Insurance. The Corporation may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, employee or agent of the Corporation against any liability asserted against him and incurred by him in any such capacity or arising out of his status as such, whether or not the Corporation would have the power to indemnify him against such liability under the provisions of this Section.

Section 9

AMENDMENTS

The Articles of Incorporation and these bylaws may be amended by the affirmative vote of a two-thirds majority of the Directors then in office at any meeting of the Board, provided that the Directors shall be provided with at least two (2) days prior notice that an amendment will be brought to a vote, which notice shall include a draft of the proposed amendment, and that no such amendment shall authorize the Board or the officers of the Corporation to conduct the affairs of the Corporation in any manner or for any purpose contrary to the provisions of Section 501(c)(3) of the Code.

Section 10

NONDISCRIMINATION

The charter school operated by the Corporation shall permit students of any race, religion, color, ethnicity, socio-economic status, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the charter school.

ADOPTED this ---day of June, 2017, I certify that the foregoing Second Amended and Restated Bylaws of Brookhaven Innovation Academy, Inc. were approved and adopted by and on behalf of the Corporation by its Board and are currently in effect.

By:

JENNIFER LANGLEY
BOARD CHAIR



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: June 1, 2017

Title of Agenda Item: Contract with Cobb Pediatric Therapy Services

Submitted by: Laurie Kimbrel

Background and Summary: Students with disabilities often require related educational services in order to access the instructional program of a school. These services include speech therapy, occupational therapy, and physical therapy. The exact type of service and number of hours are determined by the IEP team for each child and are written into the IEP, which is a legally binding document. The school district that a student attends must provide these services.

In addition, all schools must have access to a school psychologist who administers and interprets psycho-educational assessments for initial evaluations for special education services as well as the legally required three year re-evaluations.

Large districts typically have the economy of scale to employ these special services personnel directly; however, we are small enough that it would not be prudent (or even possible) to recruit and hire our own employees for these roles.

During the 2016-2017 school year, BIA worked with an out of state firm, Ling & Kerr, to provide special educational related services. Given the difficulty that Ling & Kerr had procuring a quality licensed school psychologist, we made the decision to seek a new contract. Several local firms were researched and investigated and ultimately, we made the recommendation to enter into an agreement with Cobb Pediatric Services based on their references, proximity to

our school and pricing structure. Their rates are 5-10% less expensive than Ling & Kerr. Furthermore, they were able to recruit the Speech Therapist and Occupational Therapist who worked for us this year so that they can continue with our students.

Fiscal Impact: Approximately 5-10% savings over hourly rates paid by BIA in 2016-2017.

Recommendation: The board approve the agreement for consultative and/or technical special education services with Cobb Pediatric Therapy Services.

SPECIAL CONTRACTUAL AGREEMENT FOR CONSULTATIVE AND/OR TECHNICAL SERVICES

This agreement ("Agreement"), made as of 5/16/2017, by and between Cobb Pediatric Speech Services, Inc. d/b/a Cobb Pediatric Therapy Services, ("Cobb Pediatric"), Tax ID Number 58-2083081, located at 1925 Vaughn Road, Suite 200, Kennesaw, Georgia 30144 and Brookhaven Innovation Academy ("School System") 3159 Campus Drive, Norcross, GA 30071, shall be for the services listed below:

1. **Cobb Pediatric Responsibilities.** Cobb Pediatric shall provide the following:

- Speech and language therapy, occupational therapy, physical therapy and/or school psychology services ("Services") in a satisfactory and proper manner as determined by the national licensing board and in keeping with any attached specifications. Cobb Pediatric will follow state guidelines for caseload limits and will return any client of the School system that exceeds the state guidelines.
- Cobb Pediatric therapists and/or psychologists assigned to School System ("Assigned Employee(s)") shall conduct comprehensive evaluations, make recommendations to the School System representatives, and provide Services, according to the procedures of the School System, as communicated by the School System.
- In accordance with School Board policy and administrative regulations, any and all documents produced by Cobb Pediatric in fulfilling this contract are and shall remain the property of the School System.
- Cobb Pediatric Assigned Employees will not accrue any sick leave or other benefits from School System.
- Invoices for services will be submitted monthly by Cobb Pediatric. Invoicing shall be based on time submitted to Cobb Pediatric by its therapists via its online timekeeping system.
- Cobb Pediatric will be responsible for payment of wages to its employees, and applicable payroll taxes, deductions, workers compensation, and all proper insurance. Cobb Pediatric agrees to maintain all payroll records and to withhold and remit all withholding taxes, Social Security taxes, and Medicare taxes, as required by law.
- Cobb Pediatric will conduct a background screen on all Assigned Employees and will bear the cost of the background screen.

2. **School System Responsibilities.** The School System shall provide the following services, data and information to Cobb Pediatric:

- Sufficient space to conduct Services, access to computers and printers, access to needed systems, programs, and technology, equipment, diagnostic and evaluation tools with protocols, therapeutic instruments and pertinent school records (medical and educational) will be made available to Cobb Pediatric while at a particular school site: general background information of students will be provided to evaluators prior to scheduled evaluations.

- Upon receipt of properly prepared invoices, payment will be made to Cobb Pediatric within thirty (30) days of date on invoice.
- If School System desires that Assigned Employees undergo the same background screen procedures as employees of School System, then School System will notify Cobb Pediatric and will either coordinate the completion of this background screen or provide sufficient details for the completion of this background screen.
- School System shall exempt Assigned Employee(s) from bus duty and cafeteria duty.

3. **Contract Term.** Cobb Pediatric shall commence performance of this Agreement on or about 08/01/2017, and shall complete performance to the satisfaction of the School System, as herein determined, no later than 07/31/2018.

The contract is for up to 190 days and up to 40 hours per week, per Assigned Employee. Actual hours and schedule will be determined by School System and mutually agreed upon prior to the start date for each Assigned Employee. Each Assigned Employee will be paid for pre-planning days, post-planning days and teacher workdays, as determined by School System.

School System shall allow the contract to remain in place for the duration of the 2017-2018 school year. Once Cobb Pediatric has filled a position, School System will not hire directly for that position for the duration of the 2017-2018 school year.

4. **Pricing.** The School System agrees to pay the following hourly rates to Cobb Pediatric for Services provided by Assigned Employee(s):

\$65.00 per hour for (SLP) Speech-Language Pathology and (OT) Occupational Therapy Services.

\$70.00 per hour for (LSSP) Licensed School Psychology and (PT) Physical Therapy Services.

The hourly rate(s) listed above are inclusive of direct Services and indirect Services such as planning, scheduling, documentation, IEP meetings, evaluations, required staff meetings, parent consults, and intra-district travel time between school locations.

Said payment will be made to Cobb Pediatric for Services provided upon satisfactory completion of work as outlined in this contract.

5. **Termination.** This Agreement may be terminated by either party if either party commits a material breach of any of its obligations under the terms of this Agreement and fails to cure such breach within thirty (30) days following receipt of written notice from the non-defaulting party with the particularities of such breach.

6. **Recruiting Fulfillment.** Cobb Pediatric Therapy Services will advertise and recruit for speech language pathologists, occupational therapists, physical therapists, or the respective therapist assistants, as requested by the School System. School System recognizes that Cobb Pediatric may not be able to locate the type or number of therapists requested by the School

System in the time frame requested by the School System. School System may use other individuals or agencies in attempting to fill its therapy and/or psychology vacancies.

7. **Confidential Information.** For purposes of this Agreement, "Confidential Information" shall mean (i) either party's product plans, designs, costs, prices and names, non-published financial information, marketing plans, business opportunities, clients, suppliers, personnel, inventions, past, present and future research and development, all information regarding Cobb Pediatric's Assigned Employee(s) and other employees. School System also agrees that it will use due care and diligence to prevent any unauthorized use or disclosure of such information.

8. Cobb Pediatric expressly disclaims liability for any claim, loss, or liability of any kind whatsoever resulting from:

- a. School System's failure to supervise, control, or safeguard premises, processes, or systems; or, without Cobb Pediatric's express prior written approval, entrusting Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables.
- b. School System requesting or permitting Assigned Employees to use any vehicle, regardless of ownership, in connection with the performance of services for School System unless Cobb Pediatric has given its express prior approval in writing.
- c. Promises of increased compensation made by School System to Assigned Therapist(s).
- d. Assigned Employee's resignation or termination prior to the end of the Term.
- e. School System's making substantial changes in the Assigned Employee's job duties or risks without Cobb Pediatric's prior written approval.
- f. Claims by any person based on allegations that School System's business activities damaged the environment.
- g. The conduct of School System's officers, employees, and agents.
- h. Failure by School System to provide Assigned Employees with a safe worksite or to provide information, training, and safety equipment with respect to any hazardous substances or conditions to which they may be exposed at the worksite, whether or not required by law.
- i. Claims for special, indirect, consequential, punitive, or lost profit damages.

9. **Indemnification.** To the extent permitted by law, School System agrees to defend, indemnify, and hold Cobb Pediatric harmless against any and all claims, losses, and liabilities that Cobb Pediatric incurs (including reasonable attorney's fees agreed upon by School System) that are proximately caused by the fault, negligence, gross negligence, or recklessness of School

System, or School System's officers, employees, or authorized agents, that arise from School System's breach of this Agreement, that arise from risks inherent in School System's business, or that are expressly disclaimed by Cobb Pediatric as stated above.

10. **Independent Contractor.** Cobb Pediatric will be acting as an independent contractor in performing Services under this Contract, and not as an agent, employee or representative of School System. Accordingly, Cobb Pediatric and its Assigned Employee(s), other employees, agents, representatives or subcontractors will have no right to any School System employee benefits.

11. **Non-solicitation of employees.** During the term of this Agreement and for a period of one (1) year thereafter (collectively the "Prohibited Period"), School System agrees it shall not, directly or indirectly through another person or entity, solicit for employment or employ, whether as an employee or independent contractor, any Assigned Employee or independent contractor of Cobb Pediatric who performed any work in connection with the services provided under this Agreement. School System agrees not to directly or indirectly cause or permit any Assigned Employee assigned to School System by Cobb Pediatric pursuant to this Agreement to transfer to another entity's payroll, or to perform services for School System while on the payroll of any person or firm other than Cobb Pediatric during the term of this Agreement and for a period of one (1) year thereafter. School System acknowledges that Cobb Pediatric will suffer irreparable damage in the event School System violates or threatens to violate this provision of the Agreement, and agrees that in the event of such violation or threatened violation, Cobb Pediatric shall be entitled, in addition to its other remedies, to injunctive relief to restrain such violation(s) by School System and others acting in concert or participation with School System, without the necessity of an injunction bond, and to recover its reasonable attorney's fees incurred in connection with any such injunction proceeding.

12. **Assignment.** Neither party shall have any right or ability to assign or transfer any obligations or benefits under this Agreement except to a successor entity by way of a sale of assets, merger or consolidation without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. Notwithstanding the foregoing, either party may assign or transfer any rights to receive payments hereunder.

13. **Notice.** All notices under this Agreement shall be in writing, and shall be deemed given when personally delivered, or five (5) days after being sent by prepaid, certified or registered U.S. mail, or upon receipt after being sent by commercial overnight courier service with tracking capabilities, to the appropriate address set forth below.

14. **Contact for Invoice.** The School System contact name and address to whom Cobb Pediatric will mail the monthly invoice is as follows:

Name _____
Address _____
Address _____

City, State, Zip _____

Phone _____

15. **Severability.** In the event that any provision of this Agreement shall be determined to be illegal or unenforceable, such provision will be limited or eliminated to the minimum extent necessary so that this Agreement shall otherwise remain in full force and effect and enforceable.

16. **Attorney's fees.** In any action or proceeding to enforce rights under this Agreement, the prevailing party shall be entitled to recover costs and reasonable attorney's fees.

17. **Entire Agreement.** This Agreement, including all Work Orders hereto, supersedes all proposals, oral or written, all negotiations, conversations, discussions or agreements between or among the parties relating to the subject matter of this Agreement and all past dealing or industry custom.

18. **Governing Law/Selection of Forum.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Georgia. The parties hereby (a) submit to personal jurisdiction in the State of Georgia for any action arising out of or in connection with this Agreement; (b) waive any and all personal rights under the laws of any state to object to jurisdiction within the State of Georgia; and (c) agree that for any cause of action arising out of or in connection with this Agreement, venue is solely proper in any state or federal court within Georgia.

Cobb Pediatric Therapy Services:

School System:

Signature

Signature

Name (printed)

Name (printed)

Title

Title

Date

Date



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: June 1, 2017

Title of Agenda Item: Charter Amendment

Submitted by: Laurie Kimbrel

Background and Summary: It is best practice that charter school boards are aware of all correspondence with their authorizer. BIA leadership began conversation with SCSC in January regarding the process to amend our charter so that Compass Learning was no longer the sole method by which blended, personalized learning could be delivered.

Once the Academic Committee and Board reviewed and approved Odysseyware as the replacement for Compass, we were able to secure an amendment to our charter. See attached letter from Laurie Kimbrel to Morgan Felts to request the charter amendment and the amendment which was created by SCSC.

Fiscal Impact: Purchase of Odysseyware that was previously approved by the board in April 2017.

Recommendation: No action necessary.



May 9, 2017

Morgan Felts, Associate General Counsel and Petitions Manager
State Charter Schools Commission of Georgia
1470B Twin Towers East,
205 Jesse Hill Jr. Dr., SE,
Atlanta, GA 30334

Dear Ms. Felts,

Per our correspondence on March 4, 2017, I would like to request a change to the Brookhaven Innovation Academy Charter contract. The change that we seek is on page 2, item 5 under the category "Essential or Innovative Features". Specifically, we would like to amend the requirement to use the product, Compass Learning, as stated in the following language: "The charter school shall offer a blended learning core curriculum, personalized and individualized via the Compass Learning Curriculum".

We respectfully request this change so that our teachers can more effectively deliver instruction using a blended learning approach, which is typically defined as a class where a portion of the traditional face-to-face instruction is replaced by web-based online learning. Compass Learning is designed to provide remedial or enrichment instruction in the areas of math and English/Language Arts only. Our staff, students and parents have expressed a desire to deliver blended, personalized instruction using materials that have a greater range of content and skill.

Our teachers worked together to develop and implement a search process for new instructional materials that would allow greater flexibility for both classroom instruction and complementary on-line student independent practice. Our search led us to propose the use of the product Odysseyware to both the board academic committee as well as the full board on April 13, 2017.

Odysseyware has multiple advantages over Compass that will allow BIA staff to have a greater impact on student learning:

- Full math, English Language Arts, Social Studies, Science Heath, and Fine Arts content for grades 3-12.
- Enrichment and remedial content math and English Language Arts in grades K-12.
- Full CTE courses in 17 pathways.
- All content searchable by standard so that teachers can use the material to deliver traditional face to face instruction.
- Personal learning paths created when results of MAP assessment are loaded into Odysseyware.
- Ability for teachers to customize learning paths and create their own content.

As mentioned above, Odysseyware was presented and discussed by the Academic Committee of the Board of Directors on March 29, 2017 and subsequently brought to the full board for a vote on April 13, 2017. The motion to utilize Odysseyware was approved by a vote of 7 to 0. The attached minutes for the April 13 meeting were approved by the board on May 4, 2017.

Thank you very much for your assistance with this issue. Please do not hesitate to contact me if you have questions.

Sincerely,

Laurie Kimbrel, Ed.D.

CHARTER AMENDMENT FOR BROOKHAVEN INNOVATION ACADEMY

This amendment to the charter for Brookhaven Innovation Academy ("Amendment") is entered into by and Brookhaven Innovation Academy, Inc. and the State Charter Schools Commission of Georgia ("SCSC") to amend the charter for Brookhaven Innovation Academy as follows:

WHEREAS, Brookhaven Innovation Academy, Inc. and the SCSC entered into a charter contract on or about October 15, 2015, for the operation of Brookhaven Innovation Academy (the "Charter Contract");

WHEREAS, Brookhaven Innovation Academy recently completed its first year of operations;

WHEREAS, Brookhaven Innovation Academy endeavors to utilize its flexibility to serve students with the goal of increasing student achievement; and

WHEREAS, following its first year of operation Brookhaven Innovation Academy wishes to adjust its Essential and Innovative Features to enable the school to best serve its students;

NOW THEREFORE, in consideration of the promises, mutual agreements, and covenants contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Brookhaven Innovation Academy, Inc. and the SCSC agree as follows:

1. Paragraph 5 of the Charter Contract shall be amended to read:


The Charter School shall offer a blended-learning core curriculum personalized and individualized for each student. Approximately 20% of each school day will be spent in cross-curricula, STEM-focused, project-based learning. Additionally, the Charter School will implement a mandatory K-8 coding curriculum. The Charter School shall utilize a longer school day and longer school year.

2. Except as amended herein, all other terms and conditions of the Charter Contact shall remain in full force and effect.

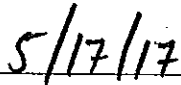
WITNESS the hands and seals of the undersigned as of the date set forth next to each signature. This Amendment shall be effective as of the date of the last signature below.

Chairperson,
STATE CHARTER SCHOOLS COMMISSION

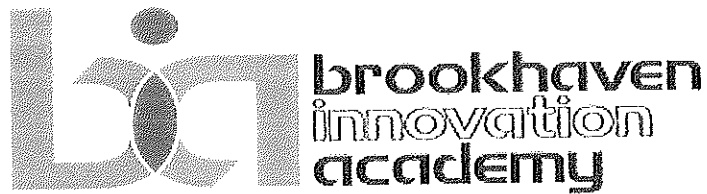
(Date)



Governing Board President,
BROOKHAVEN INNOVATION ACADEMY, INC.



(Date)



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: June 1, 2017

Title of Agenda Item: Amendment to staffing plan to add additional special education teacher

Submitted by: Laurie Kimbrel

Background and Summary: BIA will experience a significant influx of students with disabilities in the coming school year. We have 32 students currently in Special Education and adding an additional 14 which would put us at 46. At this point, the total number of hours required by student IEPs is as follows:

| Special Education 2017-2018 | | | | |
|------------------------------------|----------------------|-----------------------|-----------------------------|---------------------|
| <i>Grade Level</i> | <i># of Students</i> | <i>Co-Teach hours</i> | <i>Self-Contained hours</i> | <i>Para-Support</i> |
| Kindergarten | 2 | 2 | 2.25 | |
| 1st | 3 | | | |
| 2nd | 4 | 15 | | 5 |
| 3rd | 6 | 25 | 10 | 14.5 |
| 4th | 4 | 18.3 | 5 | 5 |
| 5th | 3 | 25 | 10 | |
| 6th | 13 | 185 | 48.3 | 32.5 |
| 7th | 7 | 102 | 13.5 | 5 |
| | 42 | 372.3 | 89.05 | 62 |

We are required by law to implement the IEPs of students that we receive as they were written by the previous district. The number of hours required by our existing and incoming students necessitates the hiring of an additional special education teacher to deliver instruction in a self-contained setting that we do not currently offer.

Fiscal Impact: Certified Special Education Teacher salary \$46, 000. Total cost with benefits \$60,160

Recommendation: The board approve the addition of 1.0 special education teacher for the 2017-2018 school year to provide services in a self-contained setting as required by incoming students' IEPs.



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: June 1, 2017

Title of Agenda Item: MAP Test Fall to Spring Growth Results

Submitted by: Laurie Kimbrel

Background and Summary:

Measures of Academic Progress (MAP) are K – 12 interim assessments that measure growth, project proficiency on high-stakes tests, and inform how educators differentiate instruction, evaluate programs, and structure curriculum.

Computer adaptive MAP assessments reveal precisely which academic skills and concepts the student has acquired and what they're ready to learn. MAP assessments are grade independent and adapt to each student's instructional level. Every item on a MAP assessment is anchored to a vertically aligned equal interval scale, called the RIT scale for Rasch UnIT—a stable measurement, like inches on a ruler, that covers all grades. Because the measurement is reliable and accurate, RIT scores serve as an essential data point in a student's learning plan; educators can see their precise learning level and respond accordingly.

Teacher Leaders briefly reviewed this data at our last leadership meeting. All teachers will review data prior to the beginning of school in order to create plans to attend to areas of need.

Highlights of the BIA Spring MAP Assessment Results:

Reading

- All grade levels met their growth goals set by teacher teams in the fall.
- All grade levels significantly above national norms.
- 6th grade scores were below 5th grade in the fall and are now appropriately above 5th grade

Math

- 2nd, 4th and 6th grade below national norms. However, 6th grade made up significant ground since fall and is now less than one point from the national norm. Although 4th grade is below by .5, this is not statistically significant.
- K, 1st, 3rd, and 5th grade made growth goals set by teachers in the fall.
- 6th grade scores were below 5th grade in the fall and are now appropriately above 5th grade

Next Steps:

- Analysis of goal area data for math and reading at each grade and align instruction accordingly.
- Analysis of student level data with teacher teams in late July.
- Brush up training for teachers on how to use MAP test data to guide instruction.

In summary, the weakness shown in math is not unexpected given that the only instructional material purchased for us this year was the Compass Learning Program. Unfortunately, we had to use this program because it was in our charter and we had no extra money for additional materials. Teachers found open source material to use for small group instruction but this is time consuming and typically results in gaps in learning. This weakness is precisely the reason that we adopted new math materials for grades 2-7. Also, we have hired a credentialed math teacher for grades 6-7 who will also consult with lower grade teachers. Once we are able to pay for Go Math, we can also set up the professional development for teachers that is included in the purchase price.

Strong reading scores were also predictable. We were able to purchase reading materials with our Scholastic Book Fair money to supplement open source materials. In addition, reading and language arts are taught both directly in small group instruction as well as in every project. During the 2016-2017 school year, there was more time on task in reading than in math.

Teachers were appropriately concerned about the inadequacy of Compass and the lack of instructional materials throughout the school year. The test results confirm our beliefs and teacher gathered data in classrooms. The addition of GoMath and Odysseyware will address these weaknesses next year. Also, we have recently ordered a significant amount of reading

and math remedial instructional materials using Title I funds so that we can better serve our students most at risk.

Fiscal Impact: None

Recommendation: Discussion – no action.

MWEA MAP TEST COMPARISON FALL/SPRING

| Math Grade | Fall | Spring | Growth | Spring Nat'l Norm | Difference BIA/Nat'l Norm |
|------------|-------|--------|--------|-------------------|---------------------------|
| K | 148.9 | 170.8 | 21.9 | 159.1 | 11.7 |
| 1 | 169.5 | 189.1 | 19.6 | 180.8 | 8.3 |
| 2 | 180.9 | 190.1 | 9.2 | 192.1 | -2 |
| 3 | 191.5 | 205.4 | 13.9 | 203.4 | 2 |
| 4 | 204.8 | 213 | 8.2 | 213.5 | -0.5 |
| 5 | 218 | 222.5 | 4.5 | 221.4 | 1.1 |
| 6 | 216.1 | 224.4 | 8.3 | 225.3 | -0.9 |

| Reading Grade | Fall | Spring | Growth | Spring Nat'l Norm | Difference BIA/Nat'l Norm |
|---------------|-------|--------|--------|-------------------|---------------------------|
| K | 149.3 | 169.4 | 20.1 | 158.1 | 11.3 |
| 1 | 169.3 | 183.1 | 13.8 | 177.5 | 5.6 |
| 2 | 181.8 | 191.5 | 9.7 | 188.7 | 2.8 |
| 3 | 192.3 | 204.2 | 11.9 | 198.6 | 5.6 |
| 4 | 205.6 | 210.5 | 4.9 | 205.9 | 4.6 |
| 5 | 214.3 | 219.6 | 5.3 | 211.8 | 7.8 |
| 6 | 213.5 | 220.6 | 7.1 | 215.8 | 4.8 |



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: June 1, 2017

Title of Agenda Item: Additional Technology Requirements for 2017-2018

Submitted by: Laurie Kimbrel/Derrick Burgess

Background and Summary:

Included in this packet:

- BIA hardware additions as recommended by school leadership including map for additional phones
- List of expenditures by category
- Quotes from vendors
- Information regarding Lenovo Self Maintainer Warranty which is a cost of \$1500 for Derrick Burgess to be trained to fix computers as opposed to a cost of \$23.26 per computer for a traditional warranty

Fiscal Impact: \$49,307.61

Recommendation: The board approve the expenditures for additional technology equipment and services needed for the 2017-2018 school year.

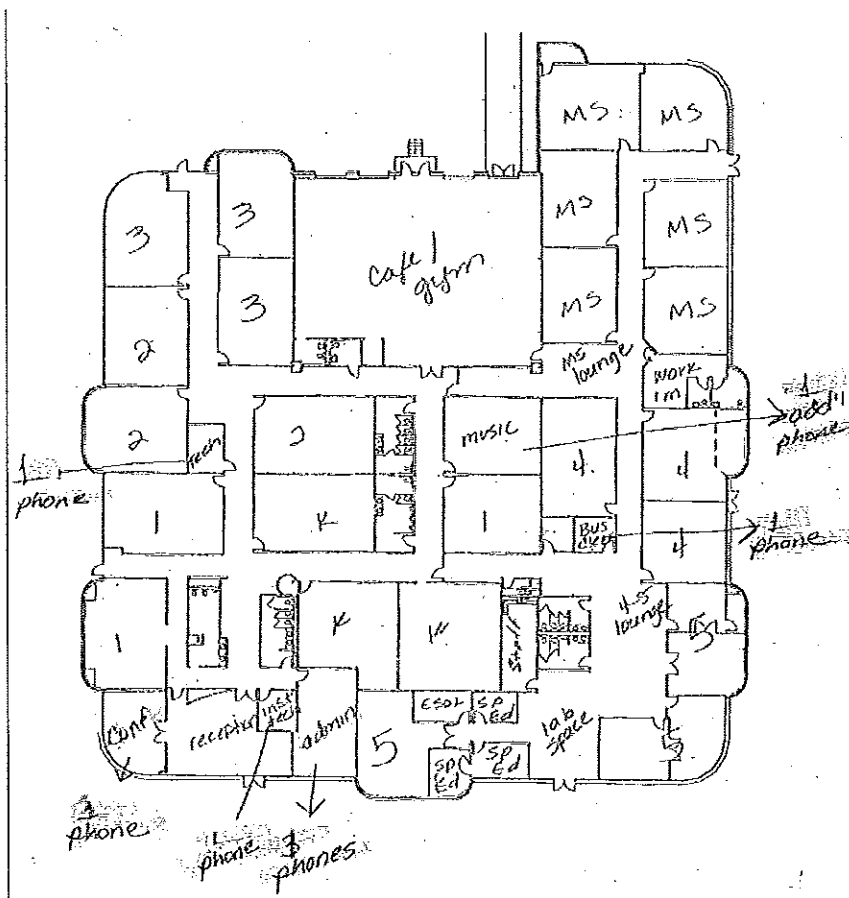
BIA Hardware Additions 2017-2018

Current May 2017

- 330 Student Laptops
- Teacher Laptops
- Laptop Carts
- TV

Additional Needed for 2017-2018

- 24 Total Classrooms
- 100+36 Student Laptops
- 6 Teacher Laptops
- Laptop Cart/Storage Solution
- 3 TV's and Stands
- 8 Phones (conference room phone)
- Network Drops
- Switch Upgrade
- Replacement Parts
- Software Licenses



BIA Technology Expenses 2017/2018

| Item | Vendor | Cost | Notes |
|----------------------------|------------------|--------------------|-----------------|
| Computer Equipment | Zones | \$38,269.01 | |
| Eight New Phones | Shoretel | \$1,915.00 | yearly cost |
| Meraki Licenses & Hardware | Cumberland Group | \$1,717.30 | one time fee |
| Cabling | Needles | \$1,365.00 | one time fee |
| Meraki License Renewal | Cumberland Group | \$4,541.30 | yearly cost |
| Microsoft Licenses | | | |
| Repair Parts | | | |
| Lenovo Warranty | Lenovo | \$1,500.00 | Self Maintainer |
| Total | | \$49,307.61 | |

ZONES™

Handwritten notes:
 10/1/17
 quote

5/10/2017

Bill To:
**BROOKHAVEN INNOVATION
 ACADEMY**
 3159 CAMPUS DRIVE
 NORCROSS, GA 30071
 Phone : (404) 786-6482

Ship To:
MULTIPLE DESTINATIONS

Account # 0071064827
Quote : K0681713
PO# :

Software prices subject to change
 Hardware quotes are valid for 7 business days
 Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:
ZONES INC
 PO Box 34740
 Seattle WA 98124-1740

**PLEASE SEND PURCHASE
 ORDERS DIRECTLY TO YOUR
 ZONES INC ACCOUNT EXECUTIVE
 VIA FAX OR EMAIL**

Adriann Sabate
Account Executive
Phone:(253) 205-3524
Fax:(253) 205-2524

Email:Adriann.Sabate@zones.com

| Item # | Qty. | Mfr. Name | Description | Manufacturers Part # | Unit Price | Total |
|------------------|--------|-----------------------------|---|----------------------|------------|-----------|
| | | | DERRICK BURGESS BROOKHAVEN INNOVATION ACADEMY NORCROSS | | | |
| 004116123-NEW | 3.00 | SAMSUNG ELECTRONICS AMERICA | Samsung HG55NE470BFXZA 55in 1920x1080 Commercial Hospitality Display w/ Samsung LYNK REACH CMS / Swivel Stand w/ Lockdown Hardware / 2 Year Warranty / HDMI / USB / RJ45 / TV Tuner | HG55NE470BFXZA | 611.65 | 1,834.95 |
| O 00162805 SPO N | 10.00 | ZONES INC (ITD) | Luxor LLTM30-B 30 Charging Cart | O 00162805 SPO | 379.87 | 3,798.70 |
| | | | DERRICK BURGESS BROOKHAVEN INNOVATION ACADEMY NORCROSS | | | |
| 003026741-PUB | 3.00 | DOUBLESIGHT DISPLAYS | DoubleSight DS-5070CT - Cart for LCD TV - black - screen size 32-70 | DS-5070CT | 266.71 | 800.13 |
| 004357172-NEW | 136.00 | LENOVO INC. | Lenovo N22 80S6 - Celeron N3060 / 1.6 GHz - Win 10 Pro 64-bit - 4 GB RAM - 64 GB eMMC - 11.6 1366 x 768 (HD) - HD Graphics - Wi-Fi | 80S6001VUS | 193.99 | 26,382.64 |
| 004478108-NEW | 6.00 | LENOVO INC. | Lenovo ThinkPad E575 20H8 - A10 9600P / 2.4 GHz - Win 10 Pro 64-bit - 4 GB RAM - 500 GB HDD - DVD-Writer - 15.6 1366 x 768 (HD) - Radeon R5 M430 - Wi-Fi, Bluetooth - black | 20H8000CUS | 557.84 | 3,347.04 |
| 003583813-NEW | 3.00 | HP INC. | HP ProDesk 400 G3 SFF i5-6500 4GB/500GB DVDRW TPM W7P/W10P 3/3/3 | T4L81UT#ABA | 598.83 | 1,796.49 |
| A 05672581 | 3.00 | PLANAR SYSTEMS INC | Planar PLL2410W 24in 1920x1080 Widescreen VGA/DVI LED Monitor - 300 cd/m2 - 5ms - 1000 to 1 Contrast Ratio - 3 Year Customer First Warranty with Free 2-Day Advanced Exchange | 997-6871-00 | 103.02 | 309.06 |
| | | HP Inc. | Add this warranty to Mfg # T4L81UT#ABA for \$79.99 HP Care Pack 9x5 NBD 4 yr | U7897E | | |

ZONES INC
 1102 15th Street S.W. Suite 102
 Auburn, USA 98001
 Phone: (800) 419-9663



CERTIFIED
 as an **NMBC**
MINORITY BUSINESS
ENTERPRISE
 by the **NMSSDC**

Shipping Terms: For all shipments, Zones will arrange for shipping to the customer's destination; however, such costs are the responsibility of the customer. For shipments made during the seven calendar days preceding the end of each calendar quarter, title and risk of loss will pass to the customer upon delivery by Zones to the carrier. For all orders shipped within this seven day period, Zones will obtain third-party insurance at its own expense and will assist the customer in filing any claims with the insurance company arising from loss or damage to the shipment during transit. Prices are quoted by volume, and are subject to change without notice. Products sold by Zones are third party products and are subject to the warranties and representations of the applicable manufacturers.
RETURNS: No returns will be accepted without a Return Authorization (RA) Number, requested within 14 days from the invoice date. Software licensing and special-order products are non-returnable. Other products are subject to manufacturer return policies and restrictions. Additional Terms and Conditions apply and are available on our website.

ZONES™

5/10/2017

Bill To:
BROOKHAVEN INNOVATION
ACADEMY
3159 CAMPUS DRIVE
NORCROSS, GA 30071
Phone : (404) 786-6482

Ship To:
MULTIPLE DESTINATIONS

Account # 0071064827
Quote : K0681713
PO# :

Software prices subject to change
 Hardware quotes are valid for 7 business days
 Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:
ZONES INC
PO Box 34740
Seattle WA 98124-1740

PLEASE SEND PURCHASE
ORDERS DIRECTLY TO YOUR
ZONES INC ACCOUNT EXECUTIVE
VIA FAX OR EMAIL

Adriann Sabate
Account Executive
Phone:(253) 205-3524
Fax:(253) 205-2524

Email:Adriann.Sabate@zones.com

| Item # | Qty. | Mfr. Name | Description | Manufacturers Part # | Unit Price | Total |
|--------|------|-----------|--|----------------------|------------|-------|
| | | HP Inc. | Add this warranty to Mfg # T4L81UT#ABA for \$149.99 Electronic HP Care Pack Next Business Day Hardware Support - extended | U7899E | | |
| | | HP Inc. | Add this warranty to Mfg # T4L81UT#ABA for \$84.99 Electronic HP Care Pack Next Business Day Hardware Support with Defective Media Retention - extended service agreement - 4 years - on-site | UE333E | | |

ZONES INC
1102 15th Street S.W. Suite 102
Auburn, USA 98001
Phone: (800) 419-9663



CERTIFIED
 as an NBBC
MINORITY BUSINESS
ENTERPRISE
 by the NMSDC

Shipping Terms: For all shipments, Zones will arrange for shipping to the customer's destination; however, such costs are the responsibility of the customer. For shipments made during the seven calendar days preceding the end of each calendar quarter, title and risk of loss will pass to the customer upon delivery by Zones to the carrier. For all orders shipped within this seven day period, Zones will obtain third-party insurance at its own expense and will assist the customer in filing any claims with the insurance company arising from loss or damage to the shipment during transit. Prices are quoted by volume, and are subject to change without notice. Products sold by Zones are third party products and are subject to the warranties and representations of the applicable manufacturers.
RETURNS: No returns will be accepted without a Return Authorization (RA) Number, requested within 14 days from the invoice date. Software licensing and special-order products are non-returnable. Other products are subject to manufacturer return policies and restrictions. Additional Terms and Conditions apply and are available on our website.

KEEP YOUR BUSINESS AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!!

ZONES™

5/10/2017

Bill To:
BROOKHAVEN INNOVATION
ACADEMY
3159 CAMPUS DRIVE
NORCROSS,GA 30071
Phone : (404) 786-6482

Ship To:
MULTIPLE DESTINATIONS

Account # 0071064827
Quote : K0681713
PO# :

Software prices subject to change

Hardware quotes are valid for 7 business days

Memory Prices are valid for 24 hours only, call for verification

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| Item # | Qty. | Mfr. Name | Description | Manufacturers Part # | Unit Price | Total |
|--------|------|-----------|-------------|----------------------|------------|-------|
|--------|------|-----------|-------------|----------------------|------------|-------|

ASK US ABOUT

Installation Services

On-site Technical Services and Hourly Service Rates

Remote Help Desk and Remote Network OS Support

Sub-Total: \$38,269.01

Estimated Sales Tax: \$0.00

Shipping: \$0.00

Grand Total: \$38,269.01

Visit us on the web: <http://www.zones.com>

24 Mo. \$1 Out lease for 1,773.39 per month

36 Mo. \$1 Out lease for 1,225.76 per month

Please Note: Lease Amounts Exclude Tax

ZONES INC
1102 15th Street S.W. Suite 102
Auburn, USA 98001
Phone: (800) 419-9663



CERTIFIED
as an NMBE
**MINORITY BUSINESS
ENTERPRISE**
by the NMSOC

Shipping Terms: For all shipments, Zones will arrange for shipping to the customer's destination; however, such costs are the responsibility of the customer. For shipments made during the seven calendar days preceding the end of each calendar quarter, title and risk of loss will pass to the customer upon delivery by Zones to the carrier. For all orders shipped within this seven day period, Zones will obtain third-party insurance at its own expense and will assist the customer in filing any claims with the insurance company arising from loss or damage to the shipment during transit. Prices are quoted by volume, and are subject to change without notice. Products sold by Zones are third party products and are subject to the warranties and representations of the applicable manufacturers.
RETURNS: No returns will be accepted without a Return Authorization (RA) Number, requested within 14 days from the invoice date. Software licensing and special-order products are non-returnable. Other products are subject to manufacturer return policies and restrictions. Additional Terms and Conditions apply and are available on our website.

Additional notes: 2. equipment needed to
 good prices



Cumberland GROUP

Cumberland Group, LLC, 300 Galleria Parkway, Suite 1600, Atlanta, GA 30339 USA
 Ph: 770-575-9280 Fax: 770-771-5077

| | |
|----------|-------------------------------|
| B | Brookhaven Innovation Academy |
| I | Laurie Kimbrel |
| L | 3159 Campus Drive |
| L | Norcross, GA 30071 |
| T | United States |
| O | |

| | |
|----------|-------------------------------|
| S | Brookhaven Innovation Academy |
| H | Laurie Kimbrel |
| I | 3159 Campus Drive |
| P | Norcross, GA 30071 |
| T | United States |
| O | |

| Sale Order Number | Salesperson | Ship Via | Payment terms | Quote date |
|-------------------|-------------------|---|---------------|-----------------|
| CG14640 | Bill Culbreth | FEDEX GROUND | NET 30 | 05/18/2017 |
| Quantity | Item Number | Description | Unit Price | Extended Price |
| 1 | MS225-24P-HW | MERAKI MS225-24P L2 STCK CLD-MNGD 24X GIGE 370W POE SWITCH | 1,627.54 | 1,627.54 |
| 1 | LIC-MS225-24P-1YR | MERAKI MS225-24P ENTERPRISE LICENSE 1YR | 89.76 | 89.76 |
| Subtotal: | | | | 1,717.30 |

End of Item List

Comments:

Buyer: Brookhaven Innovation Academy

Name: _____
 Title: _____
 PO No. _____
 Signature: _____ Date: _____

| | |
|--------------|-------------------|
| Subtotal | 1,717.30 |
| Misc | 0.00 |
| Tax | 0.00 |
| Freight | 0.00 |
| Total | \$1,717.30 |

Terms and Conditions

- Prices and configurations are confidential and are good for 30 days.
 - All hardware comes with the manufacturer's warranty.
 - Returns are subject to a restocking fee.
 - Unless otherwise mutually agreed in writing, this Sales Quotation, together with the End User License Agreement ("EULA") packaged or delivered electronically with the Product(s), shall constitute the complete agreement between the parties concerning their subject but not limited to any conflicting or additional terms of Customer's purchase order documentation.
 - The payment of the Product fees due under this sales quote is not contingent upon the performance or completion of installation or Professional Services.
 - Sales and use tax, VAT, GST, customs fees, duties and freight are the responsibility of the Customer.
 - Price does not include freight, installation or taxes unless noted.
-

Cabling needed to add phones



Brookhaven Innovation Academy Norcross GA

Scope of Work

- Provide labor and material for the cabling of (8) new data/voice wiring locations.

Total Cost: \$1,365.00

Assumptions and Customer Responsibilities

The following conditions are assumed to be correct and will affect both the final cost of the project and our ability to perform the services outlined in the scope of work above:

- Work will be performed during normal business hours (7:00 am to 5:00 pm Monday thru Friday) unless specified in project plan.
- Union labor is not required.
- Customer is responsible for existing conditions.
- Needle SOLUTIONS will not be responsible in any way for acts of nature nor the negligence of, or accidents caused by customer or other trades.
- Payment terms: Net 30 from date of invoice.

Acceptance: The above scope of work and pricing are satisfactory and hereby accepted.

Signature and Title: _____ Date: _____

1/11/17



Dear Derrick:

IP480G phones are \$3 per month per phone.
Polycom IP6000 is \$34 per month
Essentials profiles are \$15 per month per profile with a one time set up fee of \$50 per profile.

\$21 per month for 7 IP480G phones
\$34 per month for 1 polycom IP6000 conference phone
\$120 per month for 8 Essentials profiles with a \$400 one time setup fee for 8 Essentials profiles.

Sincerely,
Lucas Flavin (c)
(888) 322-3822
<https://support.shoretel.com>
ShoreTel Support

Account:
Case Number: 01961130
Subject: Hardware and profiles-quote
Status: New
Priority: P3
Next Update Due: 5/11/2017 9:48 AM

Description:
Derrick needs a quote for adding services and phones.

ShoreTel now offers 24x7 support via phone, email, and online. When you need us, we're here to support you!



Cumberland GROUP

Cumberland Group, LLC, 300 Galleria Parkway, Suite 1600, Atlanta, GA 30339 USA
Ph: 770-575-9280 Fax: 770-771-5077

**B
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L
T
O**
Brookhaven Innovation Academy
Laurie Kimbrel
3159 Campus Drive
Norcross, GA 30071
United States

**S
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P
T
O**
Brookhaven Innovation Academy
Laurie Kimbrel
3159 Campus Drive
Norcross, GA 30071
United States

| Sales Citation Number | Salesperson | Ship Via | Payment Terms | Quotation Date |
|-----------------------|---------------|----------|---------------|----------------|
| CG14643 | Bill Culbreth | VIRTUAL | NET 30 | 05/18/2017 |

| Quantity | Item Number | Description | Unit Price | Extended Price |
|----------|-------------|-------------|------------|----------------|
|----------|-------------|-------------|------------|----------------|

1 Year Renewal

| | | | | |
|----|--------------------|---|----------|----------|
| 15 | LIC-ENT-1YR | Preliminary US GPL - Meraki MR Ent License 1 Year | 84.15 | 1,262.25 |
| 1 | LIC-MS220-24P-1YR | Preliminary US GPL - Meraki MS220-24P Enterprise Licens | 89.76 | 89.76 |
| 1 | LIC-MS350-48FP-1YR | MERAKI MS350-48FP ENTERPRISE LICENSE | 384.29 | 384.29 |
| 1 | LIC-MX100-SEC-1YR | Preliminary US GPL - Meraki MX100 Advanced Security | 2,805.00 | 2,805.00 |

Subtotal: 4,541.30

3 Year Renewal

| | | | | |
|----|--------------------|---|----------|----------|
| 15 | LIC-ENT-3YR | Preliminary US GPL - Meraki MR Ent License 3 Years | 168.30 | 2,524.50 |
| 1 | LIC-MS220-24P-3YR | Preliminary US GPL - Meraki MS220-24P Enterprise Licens | 179.52 | 179.52 |
| 1 | LIC-MS350-48FP-3YR | MERAKI MS350-48FP ENTERPRISE LICENSE | 768.57 | 768.57 |
| 1 | LIC-MX100-SEC-3YR | Preliminary US GPL - Meraki MX100 Advanced Security | 5,610.00 | 5,610.00 |

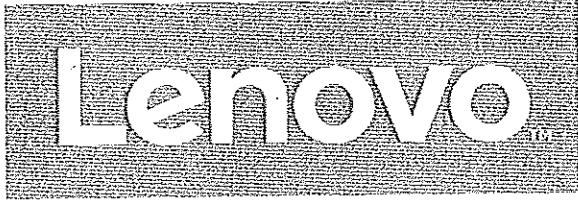
Subtotal: 9,082.59

5 Year Renewal

| | | | | |
|----|--------------------|---|----------|----------|
| 15 | LIC-ENT-5YR | Preliminary US GPL - Meraki MR Ent License 5 Years | 168.30 | 2,524.50 |
| 1 | LIC-MS220-24P-5YR | Preliminary US GPL - Meraki MS220-24P Enterprise Licens | 179.52 | 179.52 |
| 1 | LIC-MS350-48FP-5YR | MERAKI MS350-48FP ENTERPRISE LICENSE | 768.57 | 768.57 |
| 1 | LIC-MX100-SEC-5YR | Meraki MX100 Advanced Security | 5,610.00 | 5,610.00 |

Subtotal: 9,082.59

End of Item List

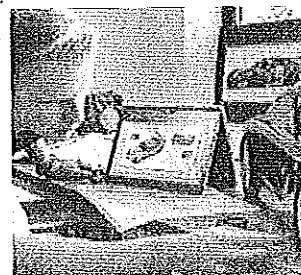
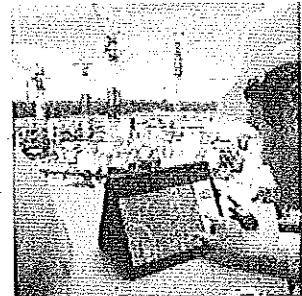
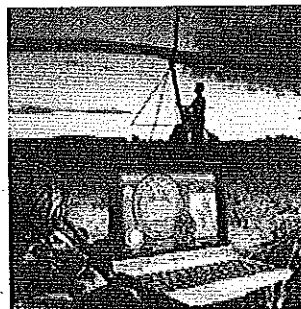


Services

North America Warranty Self – Maintainer Guide

Program Managers

Educational Sector – Robert Martin
rmartin2@lenovo.com (919) 257-6108
Commercial Accounts -Victoria Pawelkowski
vpawelkowski@lenovo.com (919) 257-5398

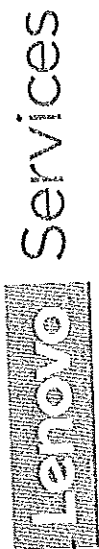


Please note that this guide is only to serve as an overview of the program and not to be confused with the actual agreement which contains the terms and condition of the program.

North America Warranty Self-Maintainer Guide

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North America Warranty Self-Maintainer Guide

I. Process Overview

Program Requirements

- Before a customer can enroll in the Self Maintainer Program, the Lenovo Sales rep, must complete an internal request form. (<http://lenovocentral.lenovo.com/sales/ag/services/>) Please contact your Lenovo Sales representative to begin this process before proceeding.
- Install Base Requirements US...150 Machines - Canada...500 Machines
- The Lenovo Rep submits a Lotus Notes Lenovo Warranty Self-Maintainer Request form via email to the Program Manager(s) of the Self-Maintainer Program.
- The Program Manager prepares and forwards the Agreement to the Customer.
- The Agreement is reviewed and signed by the Customer and returned to the Program Manager. **NOTE: The Lenovo Self-Maintainer Program is an established service program that is applied across many different customers and service companies using the same claims infrastructure. For this reason, Lenovo cannot accept custom agreements or modifications to the self maintainer contract.**
- The Program Manager submits the Agreement to Contract Operations for approval.
The Services Team sends the customer a document (*Validation Form*) asking them to identify the roles at their organization. Once this form is returned, the customer will then work with the Services Team to setup their reimbursements. **It is only after the completion of the reimbursement setup process that the ID's are created and access to the system is provided**
- The Customer is invoiced \$1,000.00 for the Warranty Start-Up fee for Self Maintenance program.

II. OVERVIEW

Program Description

The strategy many support organizations are using is to request that manufacturers provide them with the ability to perform their own warranty repairs. The benefits derived from such a strategy include faster response times on mission critical computers, control of service and support delivery requirements, and resource balancing within their organizations.

The Lenovo Warranty Self-Maintainer Program allows Lenovo customers to perform their own warranty service work on Lenovo Think Branded products during the warranty period. The program is intended to meet the needs of customers who have the requirement to perform hardware repair in-house. Currently, the US Warranty Self-Maintainer Program is available to complement an already broad and comprehensive set of warranty and service offerings.

Under this program, there is a \$1000 start-up fee per reimbursable repair location; technicians must be A+ certified as a prerequisite, and customer receive labor reimbursement for the majority of their warranty repairs. Reimbursements are established by Lenovo at a fixed rate per

North America Warranty Self-Maintainer Guide

incident and are subject to change at Lenovo's discretion. Reimbursements are paid monthly via direct deposit and weekly via check in Canada. In the US if a customer does not have the ability to accept direct deposit payments, they will be setup as "Parts Only".

Lenovo provides a number of other services. They include Technical Support through the Support Center, via a toll free number available from 9:00AM-9:00PM, 7 days a week. Lenovo also provides access to a Web Portal, which allows claims to be filed on-line, and the Service Management Support Center for non-technical support issues

The Lenovo US Warranty Self-Maintainer Program allows enrolled customers to perform warranty service work on all selected products designated Customer Carry-In Repair/Exchange or On-Site Repair and Depot.

World Wide Availability:

The Self Maintainer program is managed by individual countries and is not offered in certain GEO's. You will need to contact the Program Manager for the region for specific details on the Self Maintainer Program for that country

The Self Maintainer Program is not available in A/P, Czech Republic, Estonia, India, Poland, Russia, South Africa, Tunisia, United Arab Emirates.

Why should you choose Self-Maintenance? What are the advantages?

- **Productivity** – By knowing their facilities, personnel and computing infrastructure better than anyone, self maintainers can complete a repair about one business day faster than an outside service provider. This can reduce downtime significantly, so productivity improves.
- **Flexibility** – Warranty Self-Maintainers get direct access to Lenovo service and support. This allows them to balance their workloads and business priorities by choosing whether to perform their own Lenovo warranty service to optimize use of their internal resources or use Onsite service or other Authorized Service Providers to complement their capabilities.
- **Broadens Capabilities** - Lenovo provides Warranty Self-Maintainers with the same training materials used by Lenovo personnel and authorized service providers, and continues to send new product updates on an ongoing basis. This allows the Warranty Self-Maintainer's staff to become more knowledgeable about Lenovo products and computing technology in general.
- **Offsets Costs** - Lenovo pays Warranty Self-Maintainers a fixed reimbursement for each warranty claim they address. While not a "for profit program", these reimbursements can be an enhancement to a Warranty Self-Maintainer's IT budget.

North America Warranty Self-Maintainer Guide

Self-Maintainer Program

- Self-Maintainer is a Lenovo warranty offering covering Lenovo *THINK* branded machines. (North America & Puerto Rico only)
- Install Base Requirements – US...150 machines - Canada...500 machines
- A Warranty Startup Fee of \$1000.00 is required for each reimbursement account. (non-refundable, covering a two year period)service location
- Includes Web & CBT self-study training materials and all education updates for the two year period
- Includes access to Web Portal; electronic parts ordering and claims processing
- The renewal fee is \$500.00 per reimbursement account every two years.
- Offers exchange of failed warranty part for replacement part
- A per incident labor reimbursement on each eligible claim
- 800# technical and non technical support access
- Customers are approved to service only internal/enterprise machines
- The service technicians must be company employees
- A+ Certification (Industry standard certification_ prerequisite for Lenovo certification on PC Products)
 - CompTIA Server + certification required for Server Products

Warranty Certification Courses (see Appendix – A)

- RXWA1 Warranty Basics for Administrators - web based - required to maintain warranty authorization.
- *Service Managers should complete (RWSW016) - Service Support Guide for Commercial Channel*
- RXWT1 Warranty Basics for Technicians
- Product Specific Training (Must be certified on the product being serviced)
- *Best Practices – must complete one course*
- RDD08 Desktop Systems
- RTD08 ThinkPad

North America Warranty Self-Maintainer Guide



Claims Procedures

Cross Ship Procedure

1. Claims must be submitted electronically through Web Portal
2. Claims must be filed within (15) days of Machine Failure
3. Most orders received by 4pm EST will be shipped the same day (monitors/2nd day delivery).
4. Lenovo pays shipping costs.
5. Defective parts must be returned within 30 days or the location is invoiced.
6. No additional paperwork needed to generate reimbursement for eligible claims.
7. Customers receive a daily parts report on all claim activity as well as a monthly reimbursement report of all paid claims.

Terms and Conditions

- Both Lenovo and Customer must sign the Lenovo Warranty Self-Maintainer Agreement, good for a period of 24 months.
- All Lenovo selected products must be acquired from Lenovo or an approved Lenovo Business Partner. Machines must be installed in the customer's business enterprise located in the United States, Canada, or Puerto Rico.
- Startup Fee of \$1,000.00 for participation in the program is invoiced to the customer after the Agreement is signed. Renewals are biennial at a cost of \$500.00 per reimbursed location.
- Labor reimbursements are paid via ACH (Direct Deposit) in the US and by check in Canada. US customers unable to accept ACH payments will be enrolled in a "Parts Only" program with no reimbursement.
- Parts cannot be sold to a third party.
- The agreement or any of its rights or duties may not be assigned without Lenovo's prior written consent.
- Lenovo reserves the right to review all records related to warranty activity of Lenovo products. Reviews will be conducted at a mutually acceptable site, during normal business hours. Lenovo may require recovery for all invalid claims identified during reviews.
- Physical damage as a result of abuse, repairs associated with the end of lease period, or software problems and updates are not within the scope of warranty activity.
- Lenovo may change the terms of this agreement upon thirty (30) day written notice.

North America Warranty Self-Maintainer Guide

Lenovo Responsibilities

- Honor all valid claims for exchange of parts used by the customer in providing approved warranty service. The replacement part may not be new, but will be in good working order and functionally equivalent to the replaced service part.
- Reimburse the customer for labor on a per incident basis, where applicable.
- Pay normal transportation charges for parts shipped to the customer and parts shipped back to Lenovo.
- Make available training for service personnel and electronic copies of Lenovo service materials and service information.
- Provide the customer with applicable warranty and service technical information for machines covered by the agreement.

Provide technical support and assistance with service management issues.

Customer Responsibilities

- All warranty claims must be validated to ensure warranty service is performed only on machines owned or leased by the company per Lenovo's guidelines and within their applicable warranty period.
- Warranty service under the self-maintainer program must be performed by a company employee trained by Lenovo and may not be assigned to a third party.
- Maintain the capability to perform warranty service by maintaining access to the electronic technical information service library to provide warranty service.
- Use only Lenovo identified service parts in the performance of warranty service.
- Submit a warranty claim request for each claim for exchange of Lenovo parts within 15 days of the Machine failure.
- Be committed to performing hardware repair and ensure personnel maintain understanding of warranty service criteria and procedures, as defined in the Service Support Guide.
- Submit only valid warranty claims as defined in the Service Support Guide.
- Completion of all necessary training required for warranty authorization, including prerequisite training where applicable.

Maintaining Minimum Service Requirements

Upon joining the Self-Maintainer Program, all new customers are paid at 70% of the published base labor rates for the first quarter of enrollment. Performance Metrics (Found in the Service Support Guide (SSG)) on the support website (<http://www.partnerinfo.lenovo.com/smsc/>); are reviewed each quarter. For the first quarter of enrollment, if a servicer's performance metrics fall below the minimum standards, your base labor payment will remain at 70% for the following quarter. However, if your performance metrics meet or exceed the minimum requirements, you will receive 100% of the labor rate for the following quarter.

North America Warranty Self-Maintainer Guide

Customers can view their performance metrics online by running a performance report located under the "Reports tab" and selecting "Performance Reports" from the list and by clicking on "View Scorecard Report."

- a) All locations must meet minimum performance requirements (85% First Time Fix & 1.50 or less Parts Per Machine.
- b) Underperforming locations will be reviewed each quarter. Locations that fail to meet the minimum requirements will be paid 70% of the published base labor rates for the following quarter.
- c) Underperforming locations will be reviewed each quarter and locations that improve parts usage and first time fix metrics will be moved back into the appropriate payment category.
- d) Locations continuing to perform below minimum requirements may lose reimbursement payments or be removed from the service program.

Accidental Damage Protection claims are excluded from the minimum performance calculation for Parts Per Machine.

III. Overview of Program

| | |
|---|---|
| Brand Specific Training | ✓ |
| Complements all Other Warranty Service Capabilities | ✓ |
| Technical Support | ✓ |
| Non-invasive Part Repair/Replacements (CRU Parts) | ✓ |
| Ability to perform ThinkPad Protection Repairs | ✓ |
| Complex part repair/replacements (FRU parts) | ✓ |
| A+ certification required for PC Products | ✓ |
| CompTIA Server + required for Server Products | ✓ |
| Initial startup fee and renewal fee | ✓ |
| Labor reimbursement | ✓ |



North America Warranty Self-Maintainer Guide



US Labor Rate Schedule

| Description | Labor Rate | Travel Applies |
|--|------------|----------------|
| ThinkPad® and Lenovo Notebooks | | |
| System board, Processor, LCD, Inverter Cards | \$70 | No |
| Memory and Internal Options (Wireless, Networking, Modems) | \$40 | No |
| Keyboard, PC Cards, HDD and Ultra-Bay Options, CD/DVD ROM Drives | \$25 | No |
| External Options, Mouse, AC Adapters, Batteries and USB Devices | \$0 | No |
| Miscellaneous Kits, some plastics, Recovery CDs | \$0 | No |
| ThinkCentre, ThinkStation, Lenovo Desktops | | |
| System board, Processor, Power Supply, Heat Sinks | \$55 | Yes |
| HDD, FDD, Optical Drives, Internal Options, Cables and Memory | \$40* | Yes* |
| PC Cards, Bezels, Covers | \$25 | No |
| Keyboard, Mouse, External Speakers, USB Devices, Power cords, External Options | \$0 | No |
| Miscellaneous Kits, some plastics, Recovery CDs, Parts only for Split Warranties | \$0 | No |
| Monitors | | |
| Monitor Exchange | \$25 | No |
| Idea (Chrome books N21- N22) | | |
| Flat Rate | \$30 | No |

Canadian Labor Rate Schedule

| Description | Labor Rate | Travel Applies |
|--|------------|----------------|
| ThinkPad® and Lenovo Notebooks | | |
| System board, Processor, LCD, Inverter Cards | \$70 | No |
| Memory and Internal Options (Wireless, Networking, Modems) | \$40 | No |
| Keyboard, PC Cards, HDD and Ultra-Bay Options, CD/DVD ROM Drives | \$25 | No |
| External Options, Mouse, AC Adapters, Batteries and USB Devices | \$0 | No |
| Miscellaneous Kits, some plastics, Recovery CDs | \$0 | No |
| ThinkCentre, ThinkStation, Lenovo Desktops | | |
| System board, Processor, Power Supply, Heat Sinks | \$55 | Yes |
| HDD, FDD, Optical Drives, Internal Options, Cables and Memory | \$40* | Yes* |

North America Warranty Self-Maintainer Guide

| | | |
|--|------|----|
| PC Cards, Bezels, Covers | \$25 | No |
| Keyboard, Mouse, External Speakers, USB Devices, Power cords, External Options | \$0 | No |
| Miscellaneous Kits, some plastics, Recovery CDs, Parts only for Split Warranties | \$0 | No |
| Monitors | | |
| Monitor Exchange | \$25 | No |
| Idea (Chrome books N21- N22) | | |
| Flat Rate | \$30 | No |

* Travel may not apply to all warranty providers. Only products covered by an on-site warranty are eligible for travel payment.

**Base system warranty repairs must be performed by technicians that have completed Lenovo's required product service training.

*** 4 Hour upgrades require call center involvement in order to obtain the part(s) and are then paid by submitting a "Labor Only" claim for the Server product(s).

Same rates apply for ThinkPad Protection claims.

Note: With few exceptions, these rates are assigned at a commodity level.

All rates are set by Lenovo and are subject to change at Lenovo's discretion.

North America Warranty Self-Maintainer Guide

Support Model for North American Service Partners

| | |
|---|--|
| <p>Partner Technical support (technical support, launch On-site, or Depot repair)</p> | <p>IDEA US/CA – Phone: 877 453 6686 Think US- Phone: (800)-426-7378 Think CA - Phone: (800) 505-1855</p> |
| <p>Electronic Technical Support</p> | <p>Support.Lenovo.com User ID = Lxxxxxxxx (x=Location ID) Password = LENyyyy (y=last four digits of Locid) (Dealer Confidential Material is marked with small lock symbol)</p> |
| <p>Parts purchases</p> | <p><u>THINK - National Parts Center Support</u> US- Phone: (800) 388-7080 http://www.ibm.com/shop/us/maintenanceparts IBMFRU@ar.ibm.com CA - Phone: (800) 263-2769 http://www.ibm.com/shop/us/maintenanceparts plsrep6@ca.ibm.com <u>IDEA Parts CA & US</u> - Phone: 877 453 6686</p> |
| <p>Service Management Support (SMSC)</p> | <p>Center Phone: (800) 426-3391 Option 2, 1, 1 Email: SMSC@lenovo.com</p> |
| <p>Lenovo Training Solutions</p> | <p>Email: LPPsupport@lenovo.zendesk.com http://www.lenovo.com/training/ http://lenovoservicetraining.com</p> |
| <p>Service Portal Support (Service and Support Guide)</p> | <p>Phone: (800) 426-3391 Email: SMSC@lenovo.com http://www1.partnerinfo.lenovo.com/smsc Userid – ASP Password – smsc123</p> |

North America Warranty Self-Maintainer Guide

Accidental Damage Protection Terms & Conditions

ADP Coverage: Lenovo will repair or, if in our sole discretion we decide it is necessary, replace the product if it experiences operational or structural failures resulting under normal operating conditions and handling due to liquid spills on the keyboard, unintentional drops and bumps of the product, an electrical surge that damages the product's circuitry, or the failure of the integrated LCD screen. Coverage is provided for components installed in the system at time of purchase only.

Items excluded from ADP coverage:

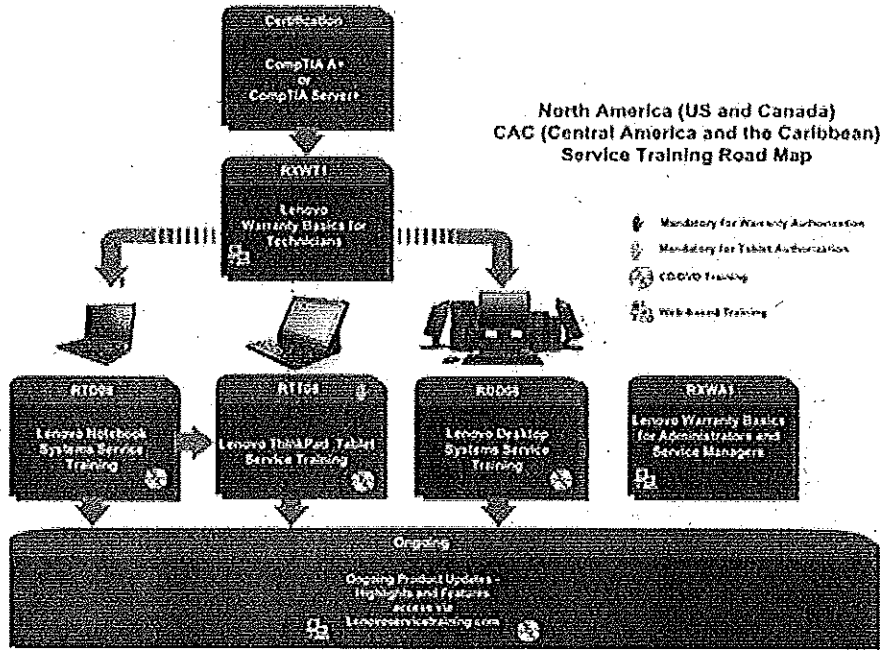
AC Adapter, batteries, stylus pens, port replicators, docking stations
External peripherals and accessories including monitor, external mouse or other input/output devices
Cosmetic damage including wear and tear. Only damage impacting the system operation or structural integrity are within scope.
Intentional misuse, modification, and unsuitable physical or operating environment

Accidental Damage Protection is a depot repair offering which enables Lenovo to determine if repair or replacement is the most cost effective option. Authorized Warranty Service Providers may provide this service under the following conditions:

No claims are submitted for cosmetic repairs, such as those at end of lease. Parts needed for reconditioning may be purchased from the Lenovo's parts distributor, IBM.
No more than three significant parts need replacement
ADP claim includes end-user description of incident and loss of function that requires coverage
Warranty claim is submitted as carry-in, as this is not an on-site offering

North America Warranty Self-Maintainer Guide

Appendix - A Training Roadmap



Warranty Basics— The Basic courses cover Lenovo policies, training requirements, technical support and escalation procedures. These courses establish a common knowledge level as a prerequisite for all other training. RXWA1 is required for anyone with “Service Portal” access.

Service Support Guide – This module is a confirmation that you have reviewed and understand the Service Support Guide for the Commercial Channel. The information from this course should be relayed to your warranty team. RWSW016 is required for all Service Managers.

North America Warranty Self-Maintainer Guide

| Course Description | Course# |
|---|---------|
| Warranty Basics for Administrators and Service Managers | RXWA1 |
| Warranty Basics for Technicians | RXWT1 |
| Lenovo Service Support Guide for Commercial Channel | RWSW016 |

Technician Certification - The Warranty Basics and Tech Certification courses are available online and as a downloadable ISO image. Each course takes 2 to 4 hours depending on the experience level of the technician. The Notebook and Desktop courses share a similar "Best Practices" module. When the Best Practices module is completed it is linked to a one question quiz for tracking purposes only. Information presented in this module is covered in the "Master Exam" linked to module two.

| Course Description | Course# | Old Course# |
|-----------------------------------|---------|--------------|
| Notebook Systems Service Training | RTD08 | RTD06, RTD07 |
| Desktop Systems Service Training | RDD08 | RDD06, RDD07 |
| Tablet Service Training | RTT08 | RTD84 |

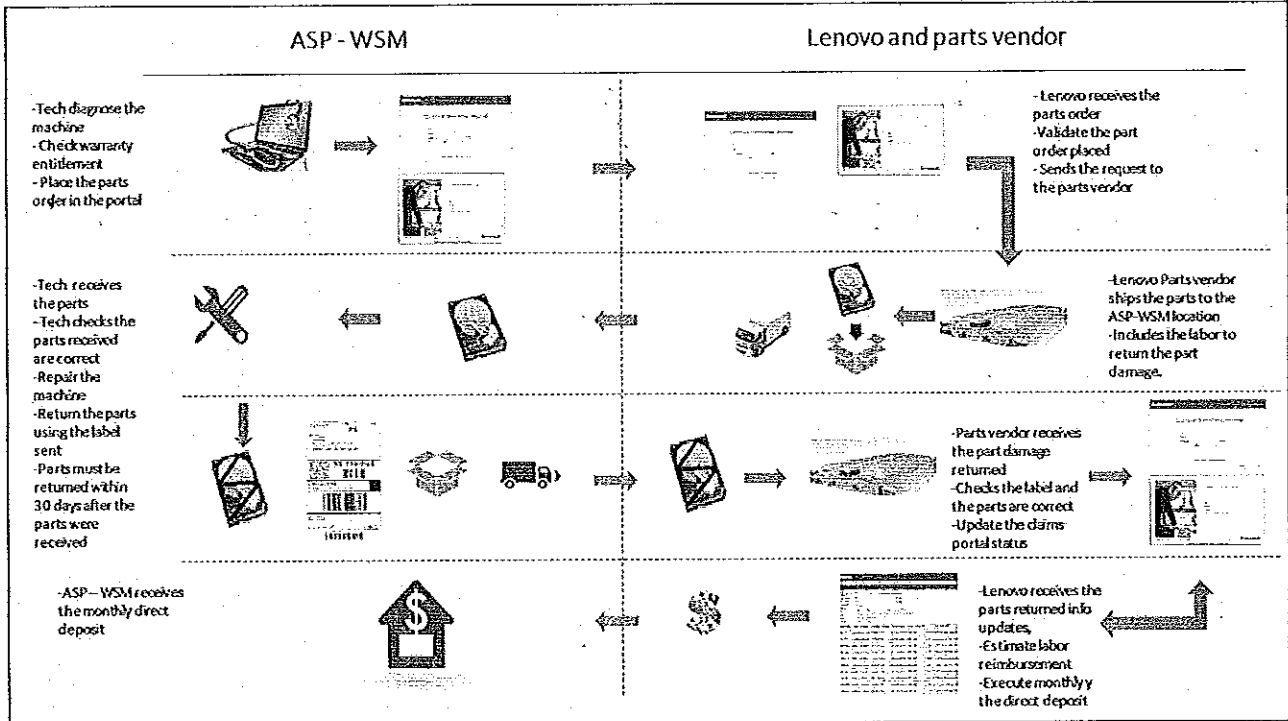
Technician Certification - All technicians trained prior to August 2012 MUST recertify by taking the new courses by December 31, 2012. Because PC technology and support tools have changed significantly over the last couple of years, technicians will be required to recertify by taking the new training. Previously trained technicians may test out. However, due to the amount of new material it is recommended the course material be reviewed first.



North America Warranty Self-Maintainer Guide

Appendix - B



Parts Ordering Overview



North America Warranty Self-Maintainer Guide

Appendix C

Lenovo Warranty terms and conditions

| WHAT'S COVERED  | WHAT'S NOT COVERED  |
|--|---|
| <ul style="list-style-type: none">✓ The warranties provided by Lenovo Group Limited or one of its subsidiaries (called "Lenovo") in this Statement of Limited Warranty apply only to Machines you purchase for your use, and not for resale.✓ The term "Machine" means a Lenovo machine, its options, features, conversions, upgrades or peripheral products, or any combination of them.✓ The term "Machine" does not include any software programs, whether pre-loaded with the Machine, installed subsequently or otherwise.✓ Neither Lenovo nor your Service Provider are responsible for any of your confidential, proprietary or personal information contained in a Machine which you return for any reason. You should remove all such information from the Machine prior to its return.✓ The warranty period for the Machine starts on the original Date on your invoice or sales receipt✓ Nothing in the Statement of Limited Warranty affects any statutory rights of consumers that cannot be waived or limited by contract. | <ul style="list-style-type: none">✓ Any software programs, whether pre-loaded or shipped with the Machine, or installed subsequently.✓ Failure resulting from misuse, accident, modification, unsuitable physical or operating environment, or improper maintenance by you.✓ Failure caused by a product for which Lenovo is not responsible.✓ Any non-Lenovo products, including those that Lenovo may procure and provide with or integrate into a Lenovo Machine at your request.✓ The warranty is voided by removal or alteration of identification labels on the Machine or its parts. <p>Lenovo does not warrant uninterrupted or error-free operation of a Machine</p> |



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Action

Board Meeting Date: June 1, 2017

Title of Agenda Item: 2016-17 Budget Version 11

Submitted by: Lori Parrish

Background and Summary:

Attached please find 1) 2016-17 v11 vs. v10
2) 2016-17 Actual YTD v Budget (Full Yr)

The State of Georgia requires that a change in the total revenues and/or expenditures must be approved by the Board. Additionally, two public hearing must be held to allow public comment on the proposed budget. This meeting will be the second.

The Budget Amendment includes the additional revenue as follows:

| SOURCE | AMOUNT |
|--|-----------------|
| SCSC Admin Fee Reduction Grant | \$ 860 |
| Special Education-VIB Flowthrough | \$52,719 |
| Title I-A, Improving the Academic Achievement of the Disadvantaged | \$32,603 |
| Title II-A, Improving Teacher Quality | \$ 6,439 |
| | \$92,621 |

The net loss has improved to (\$39,674). The improved "bottom line" is the result of savings in personnel and benefits. Personnel savings generally comes from employees not staying for the full year. The benefits savings is the result of the budget assumption that Brookhaven Innovation Academy employer and employees would pay Social Security Tax. The additional revenue was not anticipated in previous versions of the budget.

Fiscal Impact: As indicated.

Recomendtion: Review and provide feedback.

Brookhaven Innovation Academy
2016-17 v11 vs. v10

Year Ending
06/30/2017

| | 2016-17 v11 | 2016-17 v10 | Variance |
|--|---------------------|---------------------|------------------|
| Revenues | | | |
| Revenue - Federal Sources | | | |
| Other Federal Grants Through GADOE | \$ 91,653 | \$ 0 | 91,653 |
| Total Revenue - Federal Sources | \$ 91,653 | \$ 0 | 91,653 |
| Revenue - Local Sources | | | |
| Charter Commission Revenue | \$ 2,751,859 | \$ 2,751,750 | 109 |
| Donations | 143,684 | 81,000 | 62,684 |
| Fundraising (School-Based) & Field Trips | 11,555 | 0 | 11,555 |
| Student Nutrition Sales - Students | 0 | 9,000 | (9,000) |
| Student Nutrition Sales - Teachers and Staff | 0 | 1,000 | (1,000) |
| After School Care Revenues | 61,053 | 156,000 | (94,947) |
| Other Revenues | 10,482 | 0 | 10,482 |
| Total Revenue - Local Sources | \$ 2,978,633 | \$ 2,998,750 | (20,117) |
| Total Revenues | \$ 3,070,286 | \$ 2,998,750 | 71,536 |
| Expenses | | | |
| Personal Services - Salaries | | | |
| Teachers | \$ 914,951 | \$ 977,500 | (62,549) |
| Substitute - Non Certified | 25,145 | 28,790 | (3,645) |
| Art, Music, PE Teachers | 86,312 | 68,500 | 17,812 |
| Principal | 94,871 | 85,000 | 9,871 |
| Assistant Principal | 63,996 | 64,000 | (4) |
| Aides And Paraprofessionals | 91,741 | 112,000 | (20,259) |
| Clerical Staff | 20,806 | 13,500 | 7,306 |
| Accountant | 20,799 | 0 | 20,799 |
| Technology Specialist | 46,315 | 43,000 | 3,315 |
| Other Administrative Personnel | 17,749 | 17,220 | 529 |
| Total Personal Services - Salaries | \$ 1,382,685 | \$ 1,409,510 | (26,825) |
| Personal Services - Benefits | | | |
| Health Insurance | \$ 141,411 | \$ 156,803 | (15,392) |
| FICA/Medicare | 27,197 | 107,827 | (80,630) |
| Teachers Retirement System | 184,502 | 199,344 | (14,842) |
| Unemployment Compensation | 19,628 | 10,004 | 9,624 |
| Total Personal Services - Benefits | \$ 372,738 | \$ 473,978 | (101,240) |
| Purchased Professional and Tech Svcs | | | |
| Contracted Service -Administration | \$ 210,042 | \$ 260,699 | (50,657) |
| Contracted Service - Teachers | 0 | 30,800 | (30,800) |
| Contracted Service -Counselors | 56,909 | 6,600 | 50,309 |
| Contracted Service -Technology Specialist | 22,659 | 0 | 22,659 |
| Backgrounds & Fingerprints | 1,767 | 0 | 1,767 |
| Professional Legal Services | 19,331 | 6,500 | 12,831 |
| Per Diem and Fees - Prof. Dev. | 34,419 | 24,000 | 10,419 |
| Total Purchased Professional & Tech | \$ 345,127 | \$ 328,599 | 16,528 |
| Purchased Property Svcs | | | |
| Facility TICAM and Cleaning Services | \$ 122,523 | \$ 88,268 | 34,255 |
| Repair & Maint. - General and Facility | 22,041 | 8,004 | 14,037 |
| Repair & Maint. - Technology | 2,355 | 500 | 1,855 |
| Building and Land Rental | 348,000 | 348,000 | 0 |

Internally Prepared
UNAUDITED
For Management Use

Brookhaven Innovation Academy
2016-17 v11 vs. v10

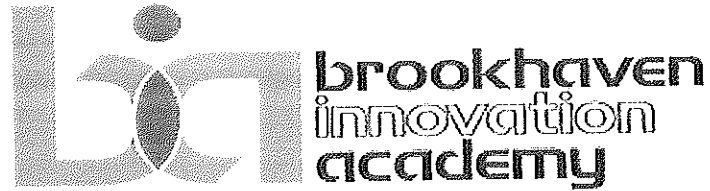
| | Year Ending 06/30/2017 | | Variance |
|---|---------------------------|---------------------|---------------|
| | 2016-17 v11 | 2016-17 v10 | |
| Equipment and Vehicle Rental | 151 | 0 | 151 |
| Other Purchased Property Services | 0 | 48,606 | (48,606) |
| Total Purchased Property Svcs | \$ 495,070 | \$ 493,378 | 1,692 |
| Other Purchased Services | \$ 3,589 | \$ 1,200 | 2,389 |
| Student Transportation | 19,791 | 23,367 | (3,576) |
| Insurance | 23,484 | 17,568 | 5,916 |
| Communication | 32,889 | 33,000 | (111) |
| Food Service Management | 6,896 | 0 | 6,896 |
| Travel - Employees | 52,164 | 28,008 | 24,156 |
| Other Purchased Services | 0 | 0 | 0 |
| Total Other Purchased Services | \$ 138,813 | \$ 103,143 | 35,670 |
| Supplies | \$ 77,942 | \$ 20,000 | 57,942 |
| Supplies - General | 56,123 | 59,683 | (3,560) |
| Supplies - Instructional and Tech | 20,407 | 17,500 | 2,907 |
| Computer Software | 46,860 | 51,996 | (5,136) |
| Energy | 461 | 0 | 461 |
| Purchased Food | 0 | 1,500 | (1,500) |
| Textbooks | 33,155 | 5,000 | 28,155 |
| Books (Other Than Textbooks) | 0 | 5,500 | (5,500) |
| Expendable Equipment | 0 | 0 | 0 |
| Total Supplies | \$ 234,948 | \$ 161,179 | 73,769 |
| Other Operating Expenses | \$ 6,303 | \$ 1,200 | 5,103 |
| Dues & Fees | 43,832 | 28,000 | 15,832 |
| Interest | 119 | 0 | 119 |
| Other Expenditures | 115,492 | 104,278 | 11,214 |
| FFE Lease Costs | 0 | 0 | 0 |
| Total Other Operating Expenses | \$ 165,746 | \$ 133,478 | 32,268 |
| Total Expenses | \$ 3,135,127 | \$ 3,103,265 | 31,862 |
| Total Current Year Income/(Loss) | \$ (64,841) | \$ (104,515) | 39,674 |

Brookhaven Innovation Academy 2016-2017 Actual YTD v Budget (Full Yr)

| | 07/01/2016 Through 04/30/2017 | Year Ending 06/30/2017 | | % of Budget - 50.00% |
|--|-------------------------------------|---------------------------|----------------|-------------------------|
| | Actual | 2016-17 v11 | Summary | |
| Revenues | | | | |
| Revenue - Federal Sources | | | 47,670 | 47.99 % |
| Other Federal Grants Through GADOE | \$ 43,983 | \$ 91,653 | 47,670 | 47.99 % |
| Total Revenue - Federal Sources | \$ 43,983 | \$ 91,653 | | |
| Revenue - Local Sources | | | 405,953 | 85.25 % |
| Charter Commission Revenue | \$ 2,345,906 | \$ 2,751,859 | (10,738) | 107.47 % |
| Donations | 154,422 | 143,684 | (1) | 100.01 % |
| Fundraising (School-Based) & Field Trips | 11,556 | 11,555 | 7,739 | 87.33 % |
| After School Care Revenues | 53,314 | 61,053 | (3,111) | 129.68 % |
| Other Revenues | 13,593 | 10,482 | | |
| Total Revenue - Local Sources | \$ 2,578,791 | \$ 2,978,633 | 399,842 | 86.58 % |
| Total Revenues | \$ 2,622,774 | \$ 3,070,286 | 447,512 | 85.42 % |
| Expenses | | | | |
| Personal Services - Salaries | | | 155,999 | 82.95 % |
| Teachers | \$ 758,952 | \$ 914,951 | 3,800 | 84.89 % |
| Substitute - Non Certified | 21,345 | 25,145 | 19,939 | 76.90 % |
| Art, Music, PE Teachers | 66,372 | 86,312 | 24,038 | 74.66 % |
| Principal | 70,834 | 94,871 | 10,662 | 83.34 % |
| Assistant Principal | 53,333 | 63,996 | 17,600 | 80.82 % |
| Aides And Paraprofessionals | 74,142 | 91,741 | 2,755 | 86.75 % |
| Clerical Staff | 18,050 | 20,806 | 9,424 | 54.69 % |
| Accountant | 11,375 | 20,799 | 7,165 | 84.53 % |
| Technology Specialist | 39,151 | 46,315 | 1,801 | 89.85 % |
| Other Administrative Personnel | 15,947 | 17,749 | | |
| Total Personal Services - Salaries | \$ 1,129,501 | \$ 1,382,685 | 253,183 | 81.69 % |
| Personal Services - Benefits | | | 27,417 | 80.61 % |
| Health Insurance | \$ 113,994 | \$ 141,411 | 4,703 | 82.71 % |
| FICA/Medicare | 22,494 | 27,197 | 40,357 | 78.13 % |
| Teachers Retirement System | 144,146 | 184,502 | 1,484 | 92.44 % |
| Unemployment Compensation | 18,143 | 19,628 | | |
| Total Personal Services - Benefits | \$ 298,777 | \$ 372,738 | 73,961 | 80.16 % |
| Purchased Professional and Tech Svcs | | | 19,153 | 90.88 % |
| Contracted Service -Administration | \$ 190,889 | \$ 210,042 | 8,196 | 85.60 % |
| Contracted Service -Counselors | 48,714 | 56,909 | 1,700 | 92.50 % |
| Contracted Service -Technology Specialist | 20,958 | 22,659 | 153 | 91.35 % |
| Backgrounds & Fingerprints | 1,614 | 1,767 | 3,512 | 81.83 % |
| Professional Legal Services | 15,820 | 19,331 | 0 | 100.00 % |
| Per Diem and Fees - Prof. Dev. | 34,419 | 34,419 | | |
| Total Purchased Professional & Tech | \$ 312,414 | \$ 345,127 | 32,714 | 90.52 % |
| Purchased Property Svcs | | | 21,548 | 82.41 % |
| Facility TICAM and Cleaning Services | \$ 100,975 | \$ 122,523 | 2,398 | 89.12 % |
| Repair & Maint. - General and Facility | 19,642 | 22,041 | 600 | 74.52 % |
| Repair & Maint. - Technology | 1,755 | 2,355 | 58,000 | 83.33 % |
| Building and Land Rental | 290,000 | 348,000 | 0 | 100.13 % |
| Equipment and Vehicle Rental | 152 | 151 | | |

Brookhaven Innovation Academy
2016-2017 Actual YTD v Budget (Full Yr)

| | 07/01/2016 Through 04/30/2017 | | Year Ending 06/30/2017 | |
|---|-------------------------------------|--------------|---------------------------|-------------------------|
| | Actual | 2016-17 v11 | Summary | % of Budget - 50.00% |
| Total Purchased Property Svcs | \$ 412,524 | \$ 495,070 | 82,546 | 83.33 % |
| Other Purchased Services | | | | |
| Student Transportation | \$ 2,088 | \$ 3,589 | 1,500 | 58.20 % |
| Insurance | 19,791 | 19,791 | 0 | 100.00 % |
| Communication | 19,155 | 23,484 | 4,329 | 81.57 % |
| Food Service Management | 25,687 | 32,889 | 7,203 | 78.10 % |
| Travel - Employees | 4,588 | 6,896 | 2,308 | 66.53 % |
| Other Purchased Services | 49,949 | 52,164 | 2,214 | 95.75 % |
| Total Other Purchased Services | \$ 121,258 | \$ 138,813 | 17,554 | 87.35 % |
| Supplies | | | | |
| Supplies - General | \$ 74,806 | \$ 77,942 | 3,136 | 95.98 % |
| Supplies - Instructional and Tech | 46,733 | 56,123 | 9,390 | 83.27 % |
| Computer Software | 20,407 | 20,407 | 0 | 100.00 % |
| Energy | 41,819 | 46,860 | 5,041 | 89.24 % |
| Purchased Food | 161 | 461 | 300 | 35.00 % |
| Books (Other Than Textbooks) | 1,971 | 33,155 | 31,184 | 5.94 % |
| Total Supplies | \$ 185,897 | \$ 234,948 | 49,051 | 79.12 % |
| Other Operating Expenses | | | | |
| Dues & Fees | \$ 5,957 | \$ 6,303 | 346 | 94.51 % |
| Interest | 35,230 | 43,832 | 8,602 | 80.38 % |
| Other Expenditures | 119 | 119 | 0 | 99.60 % |
| FFE Lease Costs | 93,065 | 115,492 | 22,427 | 80.58 % |
| Total Other Operating Expenses | \$ 134,371 | \$ 165,746 | 31,375 | 81.07 % |
| Total Expenses | \$ 2,594,742 | \$ 3,135,127 | 540,384 | 82.76 % |
| Total Current Year Income/(Loss) | \$ 28,032 | \$ (64,841) | (92,873) | (43.23) % |



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Action

Board Meeting Date: June 1, 2017

Title of Agenda Item: 2017-18 Budget v1

Submitted by: Lori Parrish

Background and Summary:

Attached please find: 2017-18 Version 1 Adopted Budget
2017-18 v1 vs. 2016-17 v11

As of July 1, 2016, a state charter school may not approve an annual operating budget unless the school's governing board has held at least two public meetings to provide an opportunity for public comment on the proposed budget.

The budget development process is fluid and as such this budget has been adjusted as a result of new information becoming available. The changes include the addition of a special education teacher (\$61,000); technology needs (\$1,600); and Title I funding and expenditures (\$32,000).

Fiscal Impact: As indicated.

Recommendation: Review and provide feedback.

Brookhaven Innovation Academy

2017-18 Version 1
ADOPTED BUDGET
Year Ending 06/30/2018

Revenues

| | |
|--|---------------------|
| Revenue - Federal Sources | |
| Other Federal Grants Through GADOE | \$ 90,525 |
| Total Revenue - Federal Sources | <u>\$ 90,525</u> |
| Revenue - Local Sources | |
| Charter Commission Revenue | \$ 3,777,746 |
| Donations | 167,500 |
| Total Revenue - Local Sources | <u>\$ 3,945,246</u> |
| Total Revenues | <u>\$ 4,035,771</u> |

Expenses

| | |
|--|---------------------|
| Personal Services - Salaries | |
| Teachers | \$ 1,237,996 |
| Substitute - Non Certified | 40,800 |
| Extended Day - Teachers | 10,000 |
| Art, Music, PE Teachers | 187,000 |
| Principal | 100,000 |
| Assistant Principal | 72,000 |
| Aides And Paraprofessionals | 116,220 |
| Secretarial Staff | 22,800 |
| Clerical Staff | 36,000 |
| Accountant | 52,000 |
| Technology Specialist | 45,624 |
| Total Personal Services - Salaries | <u>\$ 1,920,440</u> |
| Personal Services - Benefits | |
| Health Insurance | \$ 214,904 |
| FICA/Medicare | 30,384 |
| Teachers Retirement System | 290,436 |
| Unemployment Compensation | 14,099 |
| Total Personal Services - Benefits | <u>\$ 549,823</u> |
| Purchased Professional and Tech Svcs | |
| Contracted Service -Administration | \$ 52,500 |
| Contracted Service -Counselors | 75,000 |
| Backgrounds & Fingerprints | 750 |
| Professional Legal Services | 20,000 |
| Per Diem and Fees - Prof. Dev. | 35,000 |
| Total Purchased Professional & Tech | <u>\$ 183,250</u> |
| Purchased Property Svcs | |
| Facility TICAM and Cleaning Services | \$ 95,000 |
| Repair & Maint. - General and Facility | 13,000 |
| Repair & Maint. - Technology | 4,500 |
| Building and Land Rental | 355,308 |
| Other Purchased Property Services | 45,000 |
| Total Purchased Property Svcs | <u>\$ 512,808</u> |
| Other Purchased Services | |
| Insurance | \$ 25,403 |
| Communication | 25,000 |
| Food Service Management | 53,280 |

Brookhaven Innovation Academy
2017-18 Version 1
ADOPTED BUDGET
Year Ending 06/30/2018

| | | |
|---|-----------|-------------------------|
| Travel - Employees | | 7,500 |
| Other Purchased Services | | 80,000 |
| Total Other Purchased Services | \$ | <u>191,183</u> |
| Supplies | | |
| Supplies - General | \$ | 15,000 |
| Supplies - Instructional and Tech | | 102,000 |
| Computer Software | | 96,000 |
| Energy | | 50,000 |
| Textbooks | | 26,000 |
| Books (Other Than Textbooks) | | 10,000 |
| Expendable Equipment | | 68,430 |
| Expendable Computer Equipment | | 25,000 |
| Total Supplies | \$ | <u>392,430</u> |
| Other Operating Expenses | | |
| Dues & Fees | \$ | 5,500 |
| Interest | | 48,000 |
| FFE Lease Costs | | 134,544 |
| Building Improvements | | 6,570 |
| Total Other Operating Expenses | \$ | <u>194,614</u> |
| Total Expenses | \$ | <u>3,944,548</u> |
| Total Current Year Income/(Loss) | \$ | <u>91,223</u> |

Brookhaven Innovation Academy
2017-18 v 2016-17
BUDGET

| | Year Ending 06/30/2018 2017-18 v1 | Year Ending 06/30/2017 2016-17 v11 | Variance |
|--|---|--|------------------|
| Revenues | | | |
| Revenue - Federal Sources | | | |
| Other Federal Grants Through GADOE | \$ 90,525 | \$ 91,653 | (1,128) |
| Total Revenue - Federal Sources | \$ 90,525 | \$ 91,653 | (1,128) |
| Revenue - Local Sources | | | |
| Charter Commission Revenue | \$ 3,777,746 | \$ 2,751,859 | 1,025,887 |
| Donations | 167,500 | 143,684 | 23,816 |
| Fundraising (School-Based) & Field Trips | 0 | 11,555 | (11,555) |
| After School Care Revenues | 0 | 61,053 | (61,053) |
| Other Revenues | 0 | 10,482 | (10,482) |
| Total Revenue - Local Sources | \$ 3,945,246 | \$ 2,978,633 | 966,613 |
| Total Revenues | \$ 4,035,771 | \$ 3,070,286 | 965,485 |
| Expenses | | | |
| Personal Services - Salaries | | | |
| Teachers | \$ 1,237,996 | \$ 914,951 | 323,045 |
| Substitute - Non Certified | 40,800 | 25,145 | 15,655 |
| Extended Day - Teachers | 10,000 | 0 | 10,000 |
| Art, Music, PE Teachers | 187,000 | 86,312 | 100,688 |
| Principal | 100,000 | 94,871 | 5,129 |
| Assistant Principal | 72,000 | 63,996 | 8,004 |
| Aides And Paraprofessionals | 116,220 | 91,741 | 24,479 |
| Secretarial Staff | 22,800 | 0 | 22,800 |
| Clerical Staff | 36,000 | 20,806 | 15,194 |
| Accountant | 52,000 | 20,799 | 31,201 |
| Technology Specialist | 45,624 | 46,315 | (691) |
| Other Administrative Personnel | 0 | 17,749 | (17,749) |
| Total Personal Services - Salaries | \$ 1,920,440 | \$ 1,382,685 | 537,755 |
| Personal Services - Benefits | | | |
| Health Insurance | \$ 214,904 | \$ 141,411 | 73,493 |
| FICA/Medicare | 30,384 | 27,197 | 3,187 |
| Teachers Retirement System | 290,436 | 184,502 | 105,934 |
| Unemployment Compensation | 14,099 | 19,628 | (5,529) |
| Total Personal Services - Benefits | \$ 549,823 | \$ 372,738 | 177,085 |
| Purchased Professional and Tech Svcs | | | |
| Contracted Service -Administration | \$ 52,500 | \$ 210,042 | (157,542) |
| Contracted Service -Counselors | 75,000 | 56,909 | 18,091 |
| Contracted Service -Technology Specialist | 0 | 22,659 | (22,659) |
| Backgrounds & Fingerprints | 750 | 1,767 | (1,017) |
| Professional Legal Services | 20,000 | 19,331 | 669 |
| Per Diem and Fees - Prof. Dev. | 35,000 | 34,419 | 581 |
| Total Purchased Professional & Tech | \$ 183,250 | \$ 345,127 | (161,877) |
| Purchased Property Svcs | | | |
| Facility TICAM and Cleaning Services | \$ 95,000 | \$ 122,523 | (27,523) |
| Repair & Maint. - General and Facility | 13,000 | 22,041 | (9,041) |
| Repair & Maint. - Technology | 4,500 | 2,355 | 2,145 |
| Building and Land Rental | 355,308 | 348,000 | 7,308 |

Brookhaven Innovation Academy
2017-18 v 2016-17
BUDGET

| | Year Ending 06/30/2018 | Year Ending 06/30/2017 | Variance |
|---|---------------------------|---------------------------|----------------|
| | 2017-18 v1 | 2016-17 v11 | |
| Equipment and Vehicle Rental | 0 | 151 | (151) |
| Other Purchased Property Services | 45,000 | 0 | 45,000 |
| Total Purchased Property Svcs | \$ 512,808 | \$ 495,070 | 17,738 |
| Other Purchased Services | | | |
| Student Transportation | \$ 0 | \$ 3,589 | (3,589) |
| Insurance | 25,403 | 19,791 | 5,612 |
| Communication | 25,000 | 23,484 | 1,516 |
| Food Service Management | 53,280 | 32,889 | 20,391 |
| Travel - Employees | 7,500 | 6,896 | 604 |
| Other Purchased Services | 80,000 | 52,164 | 27,836 |
| Total Other Purchased Services | \$ 191,183 | \$ 138,813 | 52,370 |
| Supplies | | | |
| Supplies - General | \$ 15,000 | \$ 77,942 | (62,942) |
| Supplies - Instructional and Tech | 102,000 | 56,123 | 45,877 |
| Computer Software | 96,000 | 20,407 | 75,593 |
| Energy | 50,000 | 46,860 | 3,140 |
| Purchased Food | 0 | 461 | (461) |
| Textbooks | 26,000 | 0 | 26,000 |
| Books (Other Than Textbooks) | 10,000 | 33,155 | (23,155) |
| Expendable Equipment | 45,000 | 0 | 45,000 |
| Expendable Computer Equipment | 50,000 | 0 | 50,000 |
| Total Supplies | \$ 394,000 | \$ 234,948 | 159,052 |
| Other Operating Expenses | | | |
| Dues & Fees | \$ 5,500 | \$ 6,303 | (803) |
| Interest | 48,000 | 43,832 | 4,168 |
| Other Expenditures | 0 | 119 | (119) |
| FFE Lease Costs | 134,544 | 115,492 | 19,052 |
| Building Improvements | 6,570 | 0 | 6,570 |
| Total Other Operating Expenses | \$ 194,614 | \$ 165,746 | 28,868 |
| Total Expenses | \$ 3,946,118 | \$ 3,135,127 | 810,991 |
| Total Current Year Income/(Loss) | \$ 89,653 | \$ (64,841) | 154,494 |