



Brookhaven Innovation Academy Board of Directors
AGENDA

Meeting: September 21, 2017 at 3159 Campus Drive, Norcross, GA, 7:00pm

1. Call to Order and Opening Remarks: Jennifer Langley
2. Approval of Agenda
3. Minutes Review and Approval
 - a. August 10, 2017 Board Meeting
4. Head of School Report: Tracy Islam / Terri Potter
5. Committee Reports:
 - a. Academic Committee: Stephanie Cross on behalf of Kelly Mandy
 - b. Technology Committee: Andrew Hamilton
 - c. Facilities Committee: Adam Caskey
 - d. Finance Committee: Zennie Lynch
 - e. Fundraising Committee: Kevin Miller
 - f. Personnel Committee: Stephanie Cross on behalf of Kelly Mandy
6. New Business
 - a. Approval of the board's governance training plans for 2017-18 – action (STRATEGIC PLANNING, DREW CHARTER, + ONE MORE)
 - b. Update on the audit
 - c. Committee member ratification – action
7. Public Participation
8. Executive Session
 - a. Personnel
 - b. Real estate
9. Adjourn



Brookhaven Innovation Academy Board of Directors
MEETING MINUTES

Meeting: August 10, 2017 at 3159 Campus Drive, Norcross, GA, 7:00 pm

Board Members Present: Zennie Lynch, Adam Caskey, Jennifer Langley, Kevin Miller, Ed Lindsey, Taryn Bowman

Board Members Absent: Danielle Trost, Andrew Hamilton, Michael Robertson, Kelly Mandy

1. Call to Order and Opening Remarks, 7:22 pm
2. Approval of Agenda with motion to mend and remove the 2016-17 Financial Reports and 2017-18 Version 1 Adopted Budget – 1st – Zennie, 2nd – Ed, motion passes
3. Minutes Review and Approval
 - a. July 6, 2017 Board Meeting – 1st Ed, 2nd Zennie, motion passed with all I's.
4. Head of School Report: Tracy Islam / Terri Potter
5. Committee Reports:
 - a. Academic Committee: Terri Potter on behalf of Kelly Mandy
 - b. Technology Committee: Andrew Hamilton
 - c. Facilities Committee: Adam Caskey
 - d. Finance Committee: Zennie Lynch
 - e. Fundraising Committee: Kevin Miller & Adam Caskey.
6. New Business
 - a. Commercial Insurance Renewal – action
 - Ed moved
 - Kevin second
 - Motion passed with all I's.
 - b. Kingsbridge Lease – action
 - Ed moved
 - Adam second
 - Motion passed with all I's.
 - a. Approval of New Board Member, Stephanie Cross – action
 - Zennie moved
 - Taryn second
 - Motion passed with all I's.
 - b. Articles of Incorporation Homes for Our Home – action
 - Ed moved

- Kevin second
- Motion passed with all I's.
- c. By laws of Homes for Our Home – action
 - Ed moved
 - Taryn second
 - Discussion: How will this board report to our board? Will report this out at the next board meeting.
 - Motion passed with all I's.

7. Public Participation

8. Executive Session – Move to executive session, 1st Zennie, 2nd Adam, motion passed with all I's.

- a. Personnel
- b. Real estate

9. Personnel – Action

a. Motion to approve slate of employee hires including:

1. Wendy Liu - motion
2. Monise Seward
3. Monica Chapman
4. Loni Schultz
5. Kris Chapman
6. Emory Collier

- Stephanie moved
- Taryn second
- Motion passed with all I's.

b. Motion to approve Anna Jacome with an additional hour to her workday

- Call Paycor to determine if she is subject to wage/hour requirement. What would we have to do to get her up to an additional hour. Additional 30 minutes should be given but with additional pay since she is currently working Check if labor laws will allow for an additional 30 minutes a day.

- Ed Motion
- Adam second
- Motion passed with all I's.

10. Motion to Move to Executive Session – 1st – Zennie, 2nd – Adam, motion passed with all I's.

11. Motion to Move to Open Session – 1st – Ed, 2nd – Kevin, motion passed with all I's.

12. Motion to Adjourn – 1st – Kevin, 2nd – Adam, motion passed with all I's.]

HEAD OF SCHOOL REPORT:

Work with Jeff Barker, UGA Professor
Community Meetings = Webinars
Parent Teacher Conferences
Picture Day
SACS Accreditation
Enrollment updates
Update on Clubs

ACADEMIC COMMITTEE REPORT:

The Curriculum Committee has a meeting planned (tentatively) for Sept. 27th at 7pm. Agenda items will include review of MAP scores, teacher professional development needs, and the structure of the report card.

TECHNOLOGY COMMITTEE REPORT:

Network and Wifi Performance

After completing the AP upgrades and configurations we have successfully completed a two weeks of stable network performance. School still needs to tune network to make use of available bandwidth.

Distribution Server

Raj is in the testing phase of the distribution server and a roll date will be announced shortly.

Google Education

Students and staff are being uploaded to the Google Education Suite in preparation of trialing it in three classrooms starting approximately the week of Sept 18th.

Device Repair

Two hundred and fourteen technical issues were reported and resolved for Aug 2017. A order has been placed for twenty replacement displays to repair our current damaged machines.

FACILITIES COMMITTEE REPORT:

The Facilities Committee continues to meet with True North to put together plans for the permanent location. Committee is also working with school leadership on the needs for the 2018-2019 school year in adding 8th grade classrooms.

FINANCE COMMITTEE REPORT:

Brookhaven Innovation Academy
2017-2018 Actual YTD v Current Budget

	07/01/2017 Through 07/31/2017		Summary
	Actual	17-18 Version 1	
Revenues			
Revenue - Local Sources			
Charter Commission Revenue	\$ 0	\$ 291,735	291,735
Donations	7,498	12,500	5,002
Fundraising (School-Based) & Field Trips	1,666	0	(1,666)
Other Revenues	39	0	(39)
Total Revenue - Local Sources	\$ 9,203	\$ 304,235	295,032
Total Revenues	\$ 9,203	\$ 304,235	295,032
Expenses			
Personal Services - Salaries			
Teachers	\$ 41,989	\$ 103,170	61,181
Substitute - Non Certified	0	3,400	3,400
Extended Day - Teachers	0	837	837
Art, Music, PE Teachers	3,500	15,587	12,087
Principal	8,750	8,337	(413)
Assistant Principal	6,000	6,000	0
Aides And Paraprofessionals	6,158	9,685	3,527
Secretarial Staff	1,875	1,900	25
Clerical Staff	2,626	3,000	373
Accountant	4,250	4,337	87
Technology Specialist	3,750	3,802	52
Total Personal Services - Salaries	\$ 78,898	\$ 160,055	81,156
Personal Services - Benefits			
Health Insurance	\$ 9,206	\$ 16,992	7,787
FICA/Medicare	1,034	2,532	1,498
Teachers Retirement System	12,618	24,203	11,585
Unemployment Compensation	1,322	950	(372)
Other Employee Benefits	50	0	(50)
Total Personal Services - Benefits	\$ 24,230	\$ 44,677	20,448
Purchased Professional and Tech Svcs			
Contracted Service -Administration	\$ 7,500	\$ 7,500	0
Contracted Service -Counselors	0	6,250	6,250
Backgrounds & Fingerprints	193	350	157
Professional Legal Services	1,105	1,663	558
Per Diem and Fees - Prof. Dev.	0	20,000	20,000
Total Purchased Professional & Tech	\$ 8,798	\$ 35,763	26,965
Purchased Property Svcs			
Facility TICAM and Cleaning Services	\$ 7,024	\$ 7,913	889
Repair & Maint. - General and Facility	7,015	4,000	(3,015)
Repair & Maint. - Technology	0	2,000	2,000
Building and Land Rental	29,870	29,609	(261)
Computer and IT Rental	828	0	(828)
Other Purchased Property Services	3,750	3,750	0
Total Purchased Property Svcs	\$ 48,487	\$ 47,272	(1,215)
Other Purchased Services			
Insurance	\$ 3,938	\$ 5,000	1,062

Internally Prepared
UNAUDITED
For Management Use

Brookhaven Innovation Academy
2017-2018 Actual YTD v Current Budget

	07/01/2017 Through 07/31/2017		Summary
	Actual	17-18 Version 1	
Communication	1,062	2,087	1,025
Food Service Management	0	4,440	4,440
Travel - Employees	501	625	124
Other Purchased Services	3,312	6,663	3,350
Total Other Purchased Services	\$ 8,813	\$ 18,815	10,001
Supplies			
Supplies - General	\$ 10,901	\$ 2,500	(8,400)
Supplies - Instructional and Tech	5,501	5,837	336
Computer Software	82,739	37,750	(44,990)
Energy	2,213	4,163	1,951
Textbooks	14,226	26,000	11,773
Books (Other Than Textbooks)	1,089	837	(252)
Total Supplies	\$ 116,669	\$ 77,087	(39,582)
Other Operating Expenses			
Dues & Fees	\$ 70	\$ 0	(70)
Interest	3,498	4,000	503
FFE Lease Costs	22,425	11,212	(11,213)
Building Improvements	6,945	0	(6,945)
Total Other Operating Expenses	\$ 32,938	\$ 15,212	(17,725)
Total Expenses	\$ 318,833	\$ 398,881	80,048
Total Current Year Income/(Loss)	\$ (309,630)	\$ (94,646)	214,984

Brookhaven Innovation Academy
2017-18 Actual YTD v Budget (Full Yr)

	07/01/2017 Through 07/31/2017		Year Ending 06/30/2018	
	Actual	17-18 Version 1	Summary	% of Budget - 50.00%
Revenues				
Revenue - Federal Sources				
Other Federal Grants Through GADOE	\$ 0	\$ 90,525	90,525	0.00 %
Total Revenue - Federal Sources	\$ 0	\$ 90,525	90,525	0.00 %
Revenue - Local Sources				
Charter Commission Revenue	\$ 0	\$ 3,777,746	3,777,746	0.00 %
Donations	7,498	167,500	160,002	4.48 %
Fundraising (School-Based) & Field Trips	1,666	0	(1,666)	0.00 %
Other Revenues	39	0	(39)	0.00 %
Total Revenue - Local Sources	\$ 9,203	\$ 3,945,246	3,936,043	0.23 %
Total Revenues	\$ 9,203	\$ 4,035,771	4,026,568	0.23 %
Expenses				
Personal Services - Salaries				
Teachers	\$ 41,989	\$ 1,237,996	1,196,007	3.39 %
Substitute - Non Certified	0	40,800	40,800	0.00 %
Extended Day - Teachers	0	10,000	10,000	0.00 %
Art, Music, PE Teachers	3,500	187,000	183,500	1.87 %
Principal	8,750	100,000	91,250	8.75 %
Assistant Principal	6,000	72,000	66,000	8.33 %
Aides And Paraprofessionals	6,158	116,220	110,062	5.30 %
Secretarial Staff	1,875	22,800	20,925	8.22 %
Clerical Staff	2,626	36,000	33,373	7.30 %
Accountant	4,250	52,000	47,750	8.17 %
Technology Specialist	3,750	45,624	41,874	8.22 %
Total Personal Services - Salaries	\$ 78,898	\$ 1,920,440	1,841,541	4.11 %
Personal Services - Benefits				
Health Insurance	\$ 9,206	\$ 214,904	205,699	4.28 %
FICA/Medicare	1,034	30,384	29,350	3.40 %
Teachers Retirement System	12,618	290,436	277,818	4.34 %
Unemployment Compensation	1,322	14,099	12,777	9.38 %
Other Employee Benefits	50	0	(50)	0.00 %
Total Personal Services - Benefits	\$ 24,230	\$ 549,823	525,594	4.41 %
Purchased Professional and Tech Svcs				
Contracted Service -Administration	\$ 7,500	\$ 52,500	45,000	14.29 %
Contracted Service -Counselors	0	75,000	75,000	0.00 %
Backgrounds & Fingerprints	193	750	557	25.73 %
Professional Legal Services	1,105	20,000	18,895	5.53 %
Per Diem and Fees - Prof. Dev.	0	35,000	35,000	0.00 %
Total Purchased Professional & Tech	\$ 8,798	\$ 183,250	174,452	4.80 %
Purchased Property Svcs				
Facility TICAM and Cleaning Services	\$ 7,024	\$ 95,000	87,976	7.39 %
Repair & Maint. - General and Facility	7,015	13,000	5,985	53.96 %
Repair & Maint. - Technology	0	4,500	4,500	0.00 %
Building and Land Rental	29,870	355,308	325,438	8.41 %
Computer and IT Rental	828	0	(828)	0.00 %

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Brookhaven Innovation Academy
2017-18 Actual YTD v Budget (Full Yr)

	07/01/2017 Through 07/31/2017		Year Ending 06/30/2018	
	Actual	17-18 Version 1	Summary	% of Budget - 50.00%
Other Purchased Property Services	3,750	45,000	41,250	8.33 %
Total Purchased Property Svcs	\$ 48,487	\$ 512,808	464,321	9.46 %
Other Purchased Services				
Insurance	\$ 3,938	\$ 25,403	21,465	15.50 %
Communication	1,062	25,000	23,938	4.25 %
Food Service Management	0	53,280	53,280	0.00 %
Travel - Employees	501	7,500	6,999	6.68 %
Other Purchased Services	3,312	80,000	76,687	4.14 %
Total Other Purchased Services	\$ 8,813	\$ 191,183	182,369	4.61 %
Supplies				
Supplies - General	\$ 10,901	\$ 15,000	4,100	72.67 %
Supplies - Instructional and Tech	5,501	102,000	96,499	5.39 %
Computer Software	82,739	96,000	13,260	86.19 %
Energy	2,213	50,000	47,788	4.43 %
Textbooks	14,226	26,000	11,773	54.72 %
Books (Other Than Textbooks)	1,089	10,000	8,911	10.89 %
Expendable Equipment	0	68,430	68,430	0.00 %
Expendable Computer Equipment	0	25,000	25,000	0.00 %
Total Supplies	\$ 116,669	\$ 392,430	275,761	29.73 %
Other Operating Expenses				
Dues & Fees	\$ 70	\$ 5,500	5,430	1.27 %
Interest	3,498	48,000	44,503	7.29 %
FFE Lease Costs	22,425	134,544	112,119	16.67 %
Building Improvements	6,945	6,570	(375)	105.71 %
Total Other Operating Expenses	\$ 32,938	\$ 194,614	161,677	16.92 %
Total Expenses	\$ 318,833	\$ 3,944,548	3,625,715	8.08 %
Total Current Year Income/(Loss)	\$ (309,630)	\$ 91,223	400,853	(339.42) %

Brookhaven Innovation Academy
Statement of Assets, Liabilities and Fund Balance
07/01/2017 Through 07/31/2017

ASSETS

Current Assets	
Cash and Cash Equivalents	
Checking Account - Private Bank	\$ 1,741.10
Petty Cash	500.00
Total Cash and Cash Equivalents	<u>\$ 2,241.10</u>
Short Term Investments	
Investment Accounts	\$ 1,000.00
Total Short Term Investments	<u>\$ 1,000.00</u>
Accounts Receivable (Net)	<u>806.56</u>
Total Current Assets	<u>\$ 4,047.66</u>
Total Assets	<u>\$ 4,047.66</u>

LIABILITIES AND FUND BALANCE

Liabilities	
Current Liabilities	
Current Leases and Other Current Liabs	
Other Current Liabilities	<u>25,000.00</u>
Total Current Leases and Other Current Liabs	25,000.00
Accounts Payable and other Current Liabilities	
Accounts Payable	
Accounts Payable	<u>211,319.48</u>
Total Accounts Payable	211,319.48
Payroll Liabilities	
Payroll Liabilities - TRS Payable	36,115.92
Payroll Liabilities - Group Health Insurance Payable	25.81
Payroll Liabilities - Other Withholdings Payable	<u>181.50</u>
Total Payroll Liabilities	36,323.23
Deposits Payable	
Deposits Payable	<u>14,983.23</u>
Total Deposits Payable	14,983.23
Total Accounts Payable and other Current Liabilities	<u>262,625.94</u>
Total Current Liabilities	<u>\$ 287,625.94</u>
Long Term Liabilities	<u>\$ 0.00</u>
Total Liabilities	<u>\$ 287,625.94</u>
Fund Balance	
Net Asset Accounts	
Fund Balance Unreserved / Undesignated	\$ (283,578.28)
Total Net Asset Accounts	<u>\$ (283,578.28)</u>
Total Fund Balance	<u>\$ (283,578.28)</u>
Total Liabilities and Fund Balance	<u>\$ 4,047.66</u>

Brookhaven Innovation Academy
2017-18 Statement of Revenues, Expenditures and Changes in Fund Balance
07/01/2017 Through 07/31/2017

	Actual
Net Income with Financing and Capital Items	
Net Operating Income/(Loss)	
Revenues	
Revenue - Local Sources	
Donations	7,498
Fundraising (School-Based) & Field Trips	1,666
Other Revenues	39
Total Revenue - Local Sources	9,203
Total Revenues	9,203
Expenses	
Personal Services - Salaries	78,898
Personal Services - Benefits	24,230
Purchased Professional and Tech Svcs	8,798
Purchased Property Svcs	48,487
Other Purchased Services	8,813
Supplies	116,669
Other Operating Expenses	32,938
Total Expenses	318,833
Total Operating Net Income/(Loss)	(309,630)
Financing Sources and Uses	
Other Loan Proceeds	283,956
Principal Payments	(75,618)
Total Financing Sources and Uses	208,338
Capital Items	
Building Improvements	6,945
Total Capital Items	6,945
Net Income with Financing and Cap. Items	(108,237)

FUNDRAISING COMMITTEE REPORT:

1. Annual Fund update. Goal: \$240k/100% participation. Currently as of 9/14/17 :
45% participation \$90k annual fund \$142K capital campaign
2. Building Fund Drive needs to pick up a lot of momentum quickly. We need \$500k by the end of October, which means we need to raise \$350k over the next 45 – 60 days.
 - BIA Board on the Road updates.
 - Numerous ongoing attempts at corporate outreach. Cox Curry initiative.
 - Engaging Parents with corporate outreach experience.
3. BIA BASH / Fall Auction Scheduled for October 27. As of September 14th, we have sold 89 tickets so far. The current Sponsors are Engel and Volker for \$1000, and Learning Express for \$2500. This is an area that we can really use help with from the Board members and committee for additional sponsorships. We have many fun auction items including jewelry, artwork, time shares, photography, spa packages, and summer camps. Once again we expect 100% BIA Board participation. If you cannot attend, please sponsor a teacher.
4. Fundraising committee: All committee members of the fundraising committee have signed the code of ethics agreement.
5. HFOH – Update.
We have an awesome video for HFOH.
7. Grants updates.
8. Spring Golf event.

PERSONNEL COMMITTEE REPORT:

Kelly Mandy met with Elisa Falco re: Head of School search.

Elisa does not recommend a search firm based on her experience with other schools. They recommend advertising through GCSA, teach GA, teach for America, Indeed and the national alliance (www.publiccharters.org/job-board/) which will provide hundreds of applications.

Vetting process –

- 3 tier process
 - o **1st tier – Resume screening**
 - o GCSA can do this for us at \$100/hour – I strongly suggest we hire them to do this. Elisa is thinking a total of 4-5 hours but it will depend on how many applications we receive
 - o Allow 3-4 weeks for job to be posted and applications to be received (month of November)

- As a board, we need to come up with some non-negotiables that are more specific than the qualifications listed on the job description but they are not something we need to post – we just need a better idea as a board of what our non-negotiables are
- **2nd tier – Phone interviews**
- Looking to interview around 20 people
- Looking to narrow down to someone with solid experience, thick skin, can handle dealing with multiple stakeholders, etc.
- These interviews should be conducted by 4-5 people on the board and we should all be asking the candidates the same 5 questions
 - Example questions:
 - Tell me about your educational philosophy
 - What do you know about the charter school system?
- **3rd Tier – In-Person interviews**
- Narrow to 3-5 people
- There are different ways to approach this
 - Some boards travel out to the school that the person is currently working in and observe that person in the setting – visit is under the pretense of just touring the school and learning about how they do things
 - Bring each candidate to the school for half/day of shadowing to ensure the person knows everything he or she is taking on – if s/he gets overwhelmed easily during that time then not the right person
 - Each candidate is interviewed by an interview panel that consists of various people
 - Elisa suggested – 2 board members, interim head, assistant principal, classroom teacher, possibly a parent
 - Questions need to be experience based questions – we want to know about specific scenarios each candidate has dealt with and how readily they can come up with those examples – if it takes them a long time to come up with specific examples then that lets us know they do not have the experience
 - We also need to have the leader do some kind of performance task that involves writing – we can ask this of all 3rd tier candidates or use it as a tool to narrow down 5 candidates to 3

Elisa will send rubric for in-person interview – adapted for principal position – not 100% ready but we can adapt it for our needs

Timeline:

Elisa feels our best option in terms of renewal is to hire someone for year 3 or wait until year 5 or 6 – she feels that hiring someone in year 4 feels “precarious”

Job description and application process should be released no later than November 1 and should be out the whole month of November. Elisa said that she could put together a survey monkey to collect the application data at no charge if they are going to do the 1st tier vetting.

We would then need to proceed through phone interviews in December with in-person interviewing in January – districts are generally offering contracts in February so we need to be able to make an offer before someone needs to sign a contract for the district.

Head of School Job Description:

Kelly Mandy has revised the Head of School Job Description so that it is ready to release anytime.

BOARD TRAINING PLAN for 2017-18 School Year:

Training Session 1 - 4 hours (Completed):

Training provided by: GCSA
Trainers: Elisa Falco & Jeff Homan
Training date: 8/19/17

Training Session 2 - Strategic Planning Session, 6 hours:

Training provided by: GCSA
Trainer: Jeff Homan
Training date: 10/28/17, 8 am to 2 pm (\$2500 fee)
SCSC offers Strategic Planning through UGA's Carl Vinson Institute at no charge to BIA

New Board Member Training (3 Hours): Stephanie Behm Cross (Confirmed) & Adam Caskey Finance Governance Training – Required for New Board Members

Training provided by: GCSA
Trainers: GCSA
Training date: 9/27/17

SCSC Governance Training:

*The University of Georgia Center for Continuing Education & Hotel, Athens, Georgia
February 8-9, 2018 – Lake Lanier Legacy Lodge, Buford, Georgia*

Georgia law, O.C.G.A. § 20-2-2084(f), requires every member of a governing board of a state charter school participate in annual governing board training. State charter school governing board members may attend one of the two governing board training opportunities provided to state charters by the SCSC at no charge to fulfill this obligation. The SCSC strongly encourages state charter school governing board members to attend one of the governance trainings conducted by the SCSC as these trainings provides board members the unique opportunity to discuss issues and concerns directly with their authorizer. The SCSC staff's unique understanding of the compliance issues facing state charter schools ensures that SCSC training sessions are always topical, relevant, and timely. Topics will include the roles and responsibilities of board members and administrators, the SCSC Comprehensive Performance Framework, school finance, legal obligations, among others.

School Leadership Training:

Tracy Islam:

Aug 29-Sept 3 - Data Collections Conference (GaDOE) - 8 hours a day (Completed)
Sept 6 - Title II Technical Training (GaDOE) - 8 hours (Completed)
Sept 14 - TKES Re-Credentialing Training - 8 hours (Completed)
Sept 22 - Title I Technical Training (GaDOE) - 8 hours
Dec 4-6 - Interchange Conference (Infinite Campus/GaDOE) - 8 hours a day
Feb 26-28 - GCEL Conference - 8 hours a day
Mar 5-7 - GA Charter Schools Association Conference - 8 hours a day

Terri Potter and Tracy Islam:

Sept 5 - Working with Jeff Barker - Professor at UGA and our charter mentor advisor to better understand the instructional needs of school. (8 hours) (Completed)
Oct 6 - Jeff Barker - 2 hours

Terri Potter- Sept 27-29 TKES/LKES Training



GCSA Governance Training FY2018

Effective Use of Committees

Committees exist to get vital governance work done. Lack of a functioning committee structure limits a board's ability to provide proper oversight and monitor contractual obligations.

1. Foundational committee work:
 - a. Determine which committees are needed and define the committees in the bylaws
 - b. At a minimum, charter boards should have academic, governance and finance committees
 - c. Develop committee job descriptions
 - d. Determine who will serve on each committee and ratify the list of committee members at a regular board meeting
 - e. Non-board members may serve on committees
 - f. A minimum of three people should serve on a committee
 - g. Once the committee members are established and ratified at a regular board meeting, committees should have substantive goal setting discussions to determine top priorities for the year
 - h. Committee goals should be ratified by the full board at a regular meeting
 - i. Once the goals are ratified, determine the frequency and length of committee meetings and establish a schedule of meetings for the year. The meeting schedule should be ratified at a regular board meeting and posted to the website
 - j. Consider the strategic plan when setting committee goals for the year
 - k. Limit each committee's number of goals to no more than 5-7 for the year
 - l. Establish a reporting structure for each committee. It is best when all committees have a similar reporting structure
 - m. Verbal committee reports at board meetings are not acceptable
 - n. The board chair should have a standing role on the finance and executive committees, but should be invited to all committee meetings as an *ex-officio* member. It is the board chair's role to ensure that committee work is being executed in a timely manner and in compliance with the Georgia Open Meetings Act
 - o. Board members, with the exception of the chair, should not serve on more than one committee

2. Advanced committee work. Once a board has mastered all of the above foundational steps, the following actions should be considered:
 - a. Develop a dashboard to track committee goals and relevant contractual obligations
 - b. Use committees to recruit future board members as part of a succession strategy
 - c. Align your committee meeting schedule with the goals to be accomplished

BIA BOARD COMMITTEE RATIFICATION:

Executive Committee:

- Jennifer Langley
- Zennie Lynch
- Ed Lindsey
- Andrew Hamilton

Finance Committee:

- Zennie Lynch – Chair
- Frieda Rakhman
- Nancy Jacobson
- Terri Potter
- Lori Parrish
- Jennifer Langley

Facilities Committee:

- Adam Caskey - Chair
- Bill Langley
- Mike Pink
- Jennifer Langley

Fundraising Committee:

- Kevin Miller - Chair
- Jill Caskey
- Ryan Connolly
- Ashley Walker
- Anke Schnell
- Merideth Archibald
- Michael Walker
- Adam Caskey
- Shawn Keefe
- Jennifer Langley, ex-officio

Technology Committee:

- Andrew Hamilton – Chair
- Michael Walker
- Jennifer Langley, ex-officio

Curriculum Committee:

- Kelly Mandy – Chair
- Stephanie Behm Cross – Interim Chair
- Peter Dyer
- Sarah Cohn
- Terry Potter
- Tracy Islam
- Jennifer Langley, ex-officio

Personnel Committee:

- Kelly Mandy – Chair
- Stephanie Behm Cross – Interim Chair
- Jennifer Langley, ex-officio

Furniture, Fixtures & Equipment Committee:

- Danielle Trost – Chair
- Jennifer Langley, ex-officio

Governance/Policy Committee:

- Edward Lindsey - Chair
- Jennifer Langley, ex-officio

Greivance Committee:

- Edward Lindsey - Chair
- Jennifer Langley, ex-officio

Board Development Committee:

- Jennifer Langley – Interim Chair
- Edward Lindsey

LKES Committee:

- Kelly Mandy – Chair
- Danielle Trost
- Jennifer Langley, ex-officio

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 Sept. 21, 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 15th day of September, 2017.


PRESIDING OFFICER

SUBSCRIBED AND SWORN TO
before me this 19 day of September, 2017.


Notary Public

My commission expires:

