



Brookhaven Innovation Academy Board of Directors
AGENDA

Meeting October 12, 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. Sept 21, 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. Review of 2016-17 annual audit by Tim Lyons, Director, Mauldin & Jenkins – Action
 - b. Welcome and remarks by Michael Walker, Proposed Board Member
 - c. Welcome and remarks by Jonathan Schwartz, Proposed Board Member
 - d. Welcome and remarks by Ellenor Stone, Proposed Board Member
 - e. Committee Ratification - Action
 - i. Jonathan Schwartz, Fundraising Committee
 - ii. Ellenor Stone, Personnel Committee and Curriculum Committee
 - iii. Danielle Trost, Personnel Committee
 - iv. Addition of a Diversity Committee, Chaired by Stephanie Cross, members include Terri Potter, Tracy Islam, and Jennifer Langley ex-officio
7. Public Participation
8. Executive Session
 - a. Personnel
 - b. Real estate
9. Adjourn



Brookhaven Innovation Academy Board of Directors
MEETING MINUTES

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

Board Members Present: Zennie Lynch, Adam Caskey, Jennifer Langley, Kevin Miller, Taryn Bowman, Danielle Trost, Andrew Hamilton

Board Members Absent: Kelly Mandy, Ed Lindsey,

1. Call to Order and Opening Remarks: Jennifer Langley, 7:07 p.m.
2. Approval of Agenda with a motion to amend and add the discussion and approval of the invoice for services and promissory note by True North for the Phase I agreement.
3. Minutes Review and Approval
 - a. August 10, 2017 Board Meeting - 1st – Zennie, 2nd – Adam, motion passes.
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
 - i. Motion to approve the Finance Committee's Ratification Slate to include the amended Kingsbridge lease and two bank accounts added to separate donations for the annual fund and capital campaign. 1st – Adam, 2nd – Kevin, motion passes.
 - e. Fundraising Committee: Kevin Miller
 - i. Approximately \$142,000 collected to date for capital campaign, \$90,000 collected to date for annual fund. Need \$500,000 total collections by end of October 2017
 - ii. Motion to allow Fundraising Committee to raise specific funds to use for the expense to execute on the Coxe Curry project to compare/match the parent community to the donor community with prior approval of the project made by the SCSC. 1st – Zennie, 2nd – Andrew, motion passes.
 - iii. Approximately 112 BIA Bash tickets pre sold to date for the fundraiser, and additional plans are underway for a Spring golf

tournament fundraiser.

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
 - i. Motion to approve the Board training plan for 2017-2018 school year to include: GCSA training at Drew Charter on August 19; strategic planning session provided by SCSC/Carl Vinson on October 28; and board attendance at the SCSC Training conference on Feb 8-9. 1st – Andrew, 2nd – Kevin, motion passes
- b. Update on the audit. Final review and approval will take place at the Oct. 12, 2017 Board meeting.
- c. Committee member ratification – action
 - i. Motion to accept the BIA Board Committee listing provided in the agenda for 9/21/17 with the one amendment of adding Andrew Hamilton to the list referencing the Grievance Committee. 1st – Zennie, 2nd – Taryn, motion passes

7. Public Participation

- a. Ellenor Stone of King & Spalding was referred to BIA by Ed Lindsey and expressed her interest in Board service with BIA.
- b. Michael Walker thanked the Board for their hard work.

8. Executive Session. Motion to enter executive session, 1st – Zennie, 2nd – Taryn, motion passes.

- a. Personnel
- b. Real estate

Motion to exit executive session, 1st – Adam, 2nd – Andrew, motion passes

Motion to authorize the Facilities Committee to move forward with administering Phase II agreement with True North and to incur reasonable and necessary due diligence expense on property. 1st – Zennie, 2nd – Danielle, motion passes

9. Adjourn, Motion to adjourn made at 10:07 p.m. 1st – Adam, 2nd – Danielle, motion passes.

To:
Jennifer Self Langley
Board Chair
Brookhaven Innovation Academy

Subject:
Resignation from Board of Directors

Dear Jennifer,

Today, with this letter, I would like to inform you that I wish to resign from the Board of Directors of Brookhaven Innovation Academy. I appreciate the opportunity I have had to serve the students, parents, teachers, and staff of the BIA family during my term on the Board.

The school is making important progress toward the fulfillment of our State Charter to serve our students, including accreditation and, ultimately, a permanent home. I am pleased to have worked with my fellow board members on that effort.

At this juncture, other responsibilities demand my time and efforts, and it is incumbent upon me to dedicate myself to those causes. I look forward to remaining involved with BIA as the parent of a student and as member of the community who believes in the value of offering families the educational choice that Brookhaven Innovation Academy provides.

I request that you accept my resignation and thank you for all the faith and respect of Brookhaven Innovation Academy towards me. I wish the best to BIA in all of its future endeavors.

Regards,

A handwritten signature in black ink that reads "Taryn Chilivis Bowman". The signature is written in a cursive, flowing style.

Taryn Chilivis Bowman

1. Update on the following:
 - Standards-based grading and structure of report card
 - Teacher Professional Development needs

 2. New items
 - MAP testing
 - Development of pacing guides and how they are used at BIA
 - Assessing Rosetta Stone
 - Needs to consider for 8th grade
 - SACS accreditation
-

Fundraising committee report - Kevin Miller

Update on Annual Fund
Update on Capital campaign
Update on BIA Bash
Board 100% contribution

Associate Head of School Report - Tracy Islam

Enrollment Update
State Reporting
Federal Program Funds (Title I, Title II, Title IV, IDEA)

Technology Committee Report - Andrew Hamilton

- Internet connectivity continues to be stable

 - Google classroom is being rolled out to all students and teachers

 - Securely content filtering has been installed and enabled to further restrict inappropriate content on student laptops
-

FF&E / LKES Committee Report - Danielle Trost

Furniture: Danielle picked up almost all the overflow furniture from the school and am storing it in my basement:
LKES: Danielle took the training and passed by exam. I've reached out to Kelly to see what's been done already and where I should plug in.

FINANCE COMMITTEE REPORT:

**Brookhaven Innovation Academy
2017-2018 Actual by Month**

	Month Ended July Actual	Month Ended August Actual	07/01/2017 Through 08/31/2017 Actual
Revenues			
Revenue - Federal Sources			
Other Federal Grants Through GADOE	0	3,721	3,721
Total Revenue - Federal Sources	0	3,721	3,721
Revenue - Local Sources			
Charter Commission Revenue	0	582,151	582,151
Donations	7,498	127,782	135,280
Fundraising (School-Based) & Field Trips	1,943	1,078	3,021
Other Revenues	39	9,605	9,645
Total Revenue - Local Sources	9,480	720,616	730,097
Total Revenues	9,480	724,337	733,818
Expenses			
Personal Services - Salaries			
Teachers	115,999	115,333	231,333
Substitute - Non Certified	0	700	700
Art, Music, PE Teachers	7,041	7,084	14,125
Principal	8,750	8,750	17,500
Assistant Principal	6,000	6,000	12,000
Aides And Paraprofessionals	11,875	12,083	23,958
Secretarial Staff	1,875	1,875	3,750
Clerical Staff	2,627	2,627	5,253
Accountant	4,250	3,000	7,250
Technology Specialist	3,750	3,750	7,500
Total Personal Services - Salaries	162,167	161,202	323,369
Personal Services - Benefits			
Health Insurance	9,205	4,216	13,422
FICA/Medicare	2,241	2,359	4,601
Teachers Retirement System	14,869	26,981	41,849
Unemployment Compensation	1,322	1,287	2,609
Other Employee Benefits	50	49	100
Total Personal Services - Benefits	27,687	34,892	62,581
Purchased Professional and Tech Svcs			
Contracted Service -Administration	7,500	7,800	15,300
Contracted Service -Counselors	0	245	245
Contracted Service -Technology Specialist	6,259	1,913	8,171
Backgrounds & Fingerprints	193	97	290
Professional Legal Services	1,105	2,201	3,306
Per Diem and Fees - Prof. Dev.	0	14,500	14,500
Total Purchased Professional & Tech	15,057	26,756	41,812
Purchased Property Svcs			
Facility TICAM and Cleaning Services	7,024	7,024	14,048
Repair & Maint. - General and Facility	7,015	1,895	8,910
Building and Land Rental	29,870	29,870	59,740
Computer and IT Rental	827	828	1,655
Other Purchased Property Services	3,750	3,750	7,500
Total Purchased Property Svcs	48,486	43,367	91,853
Other Purchased Services			
Insurance	3,938	1,865	5,803
Communication	2,013	3,497	5,510
Travel - Employees	501	0	501
Other Purchased Services	3,312	3,150	6,462
Total Other Purchased Services	9,764	8,512	18,276

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Brookhaven Innovation Academy
2017-2018 Actual by Month

	Month Ended July Actual	Month Ended August Actual	07/01/2017 Through 08/31/2017 Actual
Supplies			
Supplies - General	10,901	5,932	16,833
Supplies - Instructional and Tech	5,501	535	6,035
Computer Software	76,481	2,786	79,267
Energy	2,212	9,986	12,200
Purchased Food	0	808	808
Textbooks	14,227	948	15,173
Books (Other Than Textbooks)	1,089	28	1,117
Total Supplies	110,411	21,023	131,433
Other Operating Expenses			
Dues & Fees	70	189	259
Interest	3,497	2,940	6,438
FFE Lease Costs	22,425	11,213	33,638
Building Improvements	6,945	0	6,945
Total Other Operating Expenses	32,937	14,342	47,280
Total Expenses	406,509	310,094	716,604
Total Operating Net Income/(Loss)	(397,029)	414,243	17,214
Financing Sources and Uses			
Other Loan Proceeds	283,955	297,500	581,456
Principal Payments	(75,617)	(547,500)	(623,118)
Total Financing Sources and Uses	208,338	(250,000)	(41,662)
Capital Items			
Building Improvements	6,945	0	6,945
Total Capital Items	6,945	0	6,945
Net Income with Financing and Cap. Items	(195,636)	164,243	(31,393)

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

	07/01/2017 Through 08/31/2017		Year Ending 06/30/2018		% of Budget - 50.00%
	Actual	17-18 Version 1	Summary		
Revenues					
Revenue - Federal Sources					
Other Federal Grants Through GADOE	\$ 3,721	\$ 90,525	86,804		4.11 %
Total Revenue - Federal Sources	\$ 3,721	\$ 90,525	86,804		4.11 %
Revenue - Local Sources					
Charter Commission Revenue	\$ 582,151	\$ 3,777,746	3,195,595		15.41 %
Donations	135,280	167,500	32,220		80.76 %
Fundraising (School-Based) & Field Trips	3,021	0	(3,021)		0.00 %
Other Revenues	9,645	0	(9,645)		0.00 %
Total Revenue - Local Sources	\$ 730,097	\$ 3,945,246	3,215,149		18.51 %
Total Revenues	\$ 733,818	\$ 4,035,771	3,301,953		18.18 %
Expenses					
Personal Services - Salaries					
Teachers	\$ 231,333	\$ 1,237,996	1,006,664		18.69 %
Substitute - Non Certified	700	40,800	40,100		1.72 %
Extended Day - Teachers	0	10,000	10,000		0.00 %
Art, Music, PE Teachers	14,125	187,000	172,875		7.55 %
Principal	17,500	100,000	82,500		17.50 %
Assistant Principal	12,000	72,000	60,000		16.67 %
Aides And Paraprofessionals	23,958	116,220	92,262		20.61 %
Secretarial Staff	3,750	22,800	19,050		16.45 %
Clerical Staff	5,253	36,000	30,746		14.59 %
Accountant	7,250	52,000	44,750		13.94 %
Technology Specialist	7,500	45,624	38,124		16.44 %
Total Personal Services - Salaries	\$ 323,369	\$ 1,920,440	1,597,071		16.84 %
Personal Services - Benefits					
Health Insurance	\$ 13,422	\$ 214,904	201,483		6.25 %
FICA/Medicare	4,601	30,384	25,783		15.14 %
Teachers Retirement System	41,849	290,436	248,587		14.41 %
Unemployment Compensation	2,609	14,099	11,490		18.50 %
Other Employee Benefits	100	0	(100)		0.00 %
Total Personal Services - Benefits	\$ 62,581	\$ 549,823	487,243		11.38 %
Purchased Professional and Tech Svcs					
Contracted Service -Administration	\$ 15,300	\$ 52,500	37,200		29.14 %
Contracted Service -Counselors	245	75,000	74,755		0.33 %
Contracted Service -Technology Specialist	8,171	0	(8,171)		0.00 %
Backgrounds & Fingerprints	290	750	460		38.60 %
Professional Legal Services	3,306	20,000	16,694		16.53 %
Per Diem and Fees - Prof. Dev.	14,500	35,000	20,500		41.43 %
Total Purchased Professional & Tech	\$ 41,812	\$ 183,250	141,438		22.82 %
Purchased Property Svcs					
Facility TICAM and Cleaning Services	\$ 14,048	\$ 95,000	80,952		14.79 %
Repair & Maint. - General and Facility	8,910	13,000	4,090		68.54 %
Repair & Maint. - Technology	0	4,500	4,500		0.00 %
Building and Land Rental	59,740	355,308	295,568		16.81 %

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

	07/01/2017 Through 08/31/2017		Year Ending 06/30/2018		% of Budget - 50.00%
	Actual	17-18 Version 1	Summary		
Computer and IT Rental	1,655	0	(1,656)		0.00 %
Other Purchased Property Services	7,500	45,000	37,500		16.67 %
Total Purchased Property Svcs	\$ 91,853	\$ 512,808	420,954		17.91 %
Other Purchased Services					
Insurance	\$ 5,803	\$ 25,403	19,600		22.84 %
Communication	5,510	25,000	19,491		22.04 %
Food Service Management	0	53,280	53,280		0.00 %
Travel - Employees	501	7,500	6,999		6.68 %
Other Purchased Services	6,462	80,000	73,537		8.08 %
Total Other Purchased Services	\$ 18,276	\$ 191,183	172,907		9.56 %
Supplies					
Supplies - General	\$ 16,833	\$ 15,000	(1,832)		112.22 %
Supplies - Instructional and Tech	6,035	102,000	95,964		5.92 %
Computer Software	79,267	96,000	16,733		82.57 %
Energy	12,200	50,000	37,801		24.40 %
Purchased Food	808	0	(808)		0.00 %
Textbooks	15,173	26,000	10,827		58.36 %
Books (Other Than Textbooks)	1,117	10,000	8,882		11.17 %
Expendable Equipment	0	68,430	68,430		0.00 %
Expendable Computer Equipment	0	25,000	25,000		0.00 %
Total Supplies	\$ 131,433	\$ 392,430	260,997		33.49 %
Other Operating Expenses					
Dues & Fees	\$ 259	\$ 5,500	5,241		4.71 %
Interest	6,438	48,000	41,563		13.41 %
FFE Lease Costs	33,638	134,544	100,906		25.00 %
Building Improvements	6,945	6,570	(375)		105.71 %
Total Other Operating Expenses	\$ 47,280	\$ 194,614	147,335		24.29 %
Total Expenses	\$ 716,604	\$ 3,944,548	3,227,945		18.17 %
Total Current Year Income/(Loss)	\$ 17,214	\$ 91,223	74,009		18.87 %

Brookhaven Innovation Academy
2017-2018 Actual YTD v Current Budget

	07/01/2017 Through 08/31/2017		Summary
	Actual	17-18 Version 1	
Revenues			
Revenue - Federal Sources			
Other Federal Grants Through GADOE	\$ 3,721	\$ 0	(3,721)
Total Revenue - Federal Sources	\$ 3,721	\$ 0	(3,721)
Revenue - Local Sources			
Charter Commission Revenue	\$ 582,151	\$ 583,468	1,317
Donations	135,280	25,000	(110,280)
Fundraising (School-Based) & Field Trips	3,021	0	(3,021)
Other Revenues	9,645	0	(9,645)
Total Revenue - Local Sources	\$ 730,097	\$ 608,468	(121,629)
Total Revenues	\$ 733,818	\$ 608,468	(125,350)
Expenses			
Personal Services - Salaries			
Teachers	\$ 231,333	\$ 206,336	(24,996)
Substitute - Non Certified	700	6,800	6,100
Extended Day - Teachers	0	1,670	1,670
Art, Music, PE Teachers	14,125	31,170	17,045
Principal	17,500	16,670	(830)
Assistant Principal	12,000	12,000	0
Aides And Paraprofessionals	23,958	19,370	(4,588)
Secretarial Staff	3,750	3,800	50
Clerical Staff	5,253	6,000	746
Accountant	7,250	8,670	1,420
Technology Specialist	7,500	7,604	104
Total Personal Services - Salaries	\$ 323,369	\$ 320,090	(3,279)
Personal Services - Benefits			
Health Insurance	\$ 13,422	\$ 34,984	21,563
FICA/Medicare	4,601	5,064	463
Teachers Retirement System	41,849	48,406	6,557
Unemployment Compensation	2,609	1,650	(959)
Other Employee Benefits	100	0	(100)
Total Personal Services - Benefits	\$ 62,581	\$ 90,104	27,524
Purchased Professional and Tech Svcs			
Contracted Service -Administration	\$ 15,300	\$ 15,000	(300)
Contracted Service -Counselors	245	12,500	12,255
Contracted Service -Technology Specialist	8,171	0	(8,171)
Backgrounds & Fingerprints	290	475	185
Professional Legal Services	3,306	3,330	24
Per Diem and Fees - Prof. Dev.	14,500	26,000	11,500
Total Purchased Professional & Tech	\$ 41,812	\$ 57,305	15,493
Purchased Property Svcs			
Facility TICAM and Cleaning Services	\$ 14,048	\$ 15,830	1,782
Repair & Maint. - General and Facility	8,910	6,500	(2,410)
Repair & Maint. - Technology	0	3,500	3,500
Building and Land Rental	59,740	59,218	(522)
Computer and IT Rental	1,655	0	(1,656)
Other Purchased Property Services	7,500	7,500	0

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Brookhaven Innovation Academy
2017-2018 Actual YTD v Current Budget

	07/01/2017 Through 08/31/2017		Summary
	Actual	17-18 Version 1	
Total Purchased Property Svcs	\$ 91,853	\$ 92,548	694
Other Purchased Services			
Insurance	\$ 5,803	\$ 7,267	1,464
Communication	5,510	4,170	(1,339)
Food Service Management	0	8,880	8,880
Travel - Employees	501	1,250	749
Other Purchased Services	6,462	13,330	6,867
Total Other Purchased Services	\$ 18,276	\$ 34,897	16,621
Supplies			
Supplies - General	\$ 16,833	\$ 5,000	(11,832)
Supplies - Instructional and Tech	6,035	11,670	5,634
Computer Software	79,267	75,500	(3,767)
Energy	12,200	8,330	(3,869)
Purchased Food	808	0	(808)
Textbooks	15,173	26,000	10,827
Books (Other Than Textbooks)	1,117	1,670	552
Expendable Equipment	0	68,430	68,430
Expendable Computer Equipment	0	25,000	25,000
Total Supplies	\$ 131,433	\$ 221,600	90,167
Other Operating Expenses			
Dues & Fees	\$ 259	\$ 2,000	1,741
Interest	6,438	8,000	1,563
FFE Lease Costs	33,638	22,424	(11,214)
Building Improvements	6,945	6,570	(375)
Total Other Operating Expenses	\$ 47,280	\$ 38,994	(8,285)
Total Expenses	\$ 716,604	\$ 855,538	138,935
Total Current Year Income/(Loss)	\$ 17,214	\$ (247,070)	(264,285)

Brookhaven Innovation Academy
Statement of Assets, Liabilities and Fund Balance
07/01/2017 Through 08/31/2017

ASSETS

Current Assets	
Cash and Cash Equivalents	
Checking Account - Private Bank	\$ 149,031
Petty Cash	500
Total Cash and Cash Equivalents	<u>\$ 149,531</u>
Short Term Investments	\$ 1,000
Accounts Receivable (Net)	86,746
Prepays, Deferrals and Other Current	<u>40,000</u>
Total Current Assets	<u>\$ 277,277</u>
Capital Assets (Net of Dep'n)	<u>\$ 1,617</u>
Total Assets	<u>\$ 278,894</u>

LIABILITIES AND FUND BALANCE

Liabilities	
Current Liabilities	
Current Leases and Other Current Liabs	41,662
Accounts Payable	
Accounts Payable	\$ 221,703
Total Accounts Payable	<u>\$ 221,703</u>
Payroll Liabilities	
Accrued Salaries and Benefits	\$ 86,727
Payroll Liabilities - TRS Payable	35,782
Payroll Liabilities - Group Health Insurance Payable	33
Payroll Liabilities - Other Withholdings Payable	<u>(49)</u>
Total Payroll Liabilities	<u>\$ 122,493</u>
Total Current Liabilities	<u>\$ 385,858</u>
Total Liabilities	<u>\$ 385,858</u>
Fund Balance	
Net Asset Accounts	
Fund Balance Unreserved / Undesignated	\$ (146,964)
Reserve for Security Deposit	40,000
Total Net Asset Accounts	<u>\$ (106,964)</u>
Total Fund Balance	<u>\$ (106,964)</u>
Total Liabilities and Fund Balance	<u>\$ 278,894</u>

Brookhaven Innovation Academy
2017-18 Statement of Revenues, Expenditures and Changes in Fund Balance
07/01/2017 Through 08/31/2017

	Actual
Net Income with Financing and Capital Items	
Net Operating Income/(Loss)	
Revenues	
Revenue - Federal Sources	
Other Federal Grants Through GADOE	3,721
Total Revenue - Federal Sources	3,721
Revenue - Local Sources	
Charter Commission Revenue	582,151
Donations	135,280
Fundraising (School-Based) & Field Trips	3,021
Other Revenues	9,645
Total Revenue - Local Sources	730,097
Total Revenues	733,818
Expenses	
Personal Services - Salaries	323,369
Personal Services - Benefits	62,581
Purchased Professional and Tech Svcs	41,812
Purchased Property Svcs	91,853
Other Purchased Services	18,276
Supplies	131,433
Other Operating Expenses	47,280
Total Expenses	716,604
Total Operating Net Income/(Loss)	17,214
Financing Sources and Uses	
Other Loan Proceeds	581,456
Principal Payments	(623,118)
Total Financing Sources and Uses	(41,662)
Capital Items	
Building Improvements	6,945
Total Capital Items	6,945
Net Income with Financing and Cap. Items	(31,393)



**To the Members of the Board
of the Brookhaven Innovation Academy
Norcross, Georgia**

In planning and performing our audit of the financial statements of the Brookhaven Innovation Academy (the "Academy") as of and for the year ended June 30, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Academy's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of the Academy's internal control.

However, during our audit we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. This letter includes comments and suggestions with respect to matters that came to our attention in connection with our audit of the financial statements of the Academy as of and for the year ended June 30, 2017. This letter does not affect our report dated September 15, 2017, on the financial statements of the Academy.

The following items are offered as constructive suggestions to be considered part of the ongoing process of modifying and improving the Academy's practices and procedures.

Internal Controls

During our review of internal controls related to financial close procedures and testing of the Academy's journal entries, we noted that the Business Manager initiates, approves, posts, and reviews manual journal entries. This represents a lack of segregation of duties and a control weakness. We recommend that management implement procedures to ensure that journal entries are reviewed by a second party different from the person that initiated or posted the entries.

During our review of the Academy's financial policies and procedures, we noted that the Business Manager and Head of School are authorized to make payments using the School Credit or Debit Card. However, the policy does not specify items that are allowed to be purchased, nor specify the transaction limits and it does not include any procedures for reviewing and reconciling the credit/debit card statements. We recommend the Academy revise the policy to address the types of purchases that are allowed, transaction limits, and the procedures for reviewing and reconciling all charges on the card statements.

Reporting of Restricted Cash

During our testing of cash, we noted that management reported \$14,983 of cash donated for specific purchases as a "deposit payable" on the general ledger. An adjusting entry was required to show the amount as "restricted cash", reduce the deposit payable liability, and report the amount as donation revenues as the money was not payable to any party outside of the Academy, but will be used to purchase the items intended by the donor(s). We recommend that management develop and implement procedures to ensure account balances are appropriately recorded and reviewed and properly stated at year end.

Information Technology Security and Controls

During our review of the Academy's information technology (IT) and general computer controls through management's completion of internal control questionnaires, we noted the following: (1) IT is not evaluated regularly for risks, and any identified risks are appropriately addressed; and (2) An information security policy does not exist that defines information security objectives. This policy should be supported by documented standards and procedures where necessary. We recommend the Academy review its policies and procedures and incorporate the items noted above into those aspects of the policies and procedures that pertain to information technology, security and general computer controls.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Academy personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This letter is intended solely for the information and use of management, the Board of Directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate serving the Brookhaven Innovation Academy and would be happy to assist you in addressing and implementing any of the suggestions in this letter.

Mauldin & Jenkins, LLC

Atlanta, Georgia
September 15, 2017

SEE ADDITIONAL SUPPLEMENTAL ATTACHMENTS ON 2016-2017 AUDIT.

MICHAEL D. WALKER

1934 Fairway Circle Atlanta, GA 30319

michaelwalker31@gmail.com | (404) 313-4292

EXPERIENCE

SALESFORCE, ATLANTA, GEORGIA

2015 - Current

Salesforce is the world's #1 CRM company. The industry-leading Customer Success Platform has become the world's leading enterprise cloud ecosystem. Industries and companies of all sizes can connect to their customers in a whole new way using the latest innovations in the cloud, social, mobile and data science technologies with the Customer Success Platform.

Account Executive

- Inducted into the Peak Performer's Club 2016
- Finished Top 3 in the Southeast and Top 7 US East Coast in 2015
- Developed new business with multiyear contracts worth over \$2M in 2015
- Negotiated and executed a Social Enterprise License Agreement (SELA) in 2015 consolidating 12 contracts in one global agreement
- Earned 1st Analytics Cloud (Wave) contract in the Financial Services Vertical
- Drive Revenue and develop new client accounts via strategic lead generation activities, high-level relationship building (CIO, SVP and CFO), and focus on strategic accounts, such as Altisource Portfolio Services, CNL Financial Group, Fidelity Bank, Ocwen Financial, Lendingtree.com and McLaren's Global Claims Services.

ORACLE CORPORATION, ATLANTA, GEORGIA

2013 - 2015

As a global leader in engineering a fully integrated stack of business hardware and software systems, Oracle provides hardware and software to work together in the cloud and in your data center.

Application Sales Manager – Business Intelligence and Advanced Analytics

- Focus on 25 Named Accounts in the Atlanta and DC Territory
- Secured opportunities with 9 of my top 10 prospects in 2013 with 4 of the 9 engaged in the sales process, resulting in 1 new Oracle Business Intelligence customer – Simmons Bedding Company.
- Manage and develop new client accounts via strategic lead generation activities, high-level relationship building (CIO, SVP and CFO), and focus on strategic accounts, such as Simmons Bedding Company, HITT Contracting, Mansfield Energy Corporation, and AES Corporation.

LIAISON TECHNOLOGIES, ALPHARETTA, GEORGIA

2011 - 2013

A global data integration and data management company providing unique & high-value solutions to securely integrate transform and manage complex business information in the cloud.

Senior Account Executive

- Top 5% of sales team in 2012 out of global team of 150.
- Manage and develop new client accounts via strategic lead generation, high level relationship building (CIO, SVP and CFO), and focus on strategic accounts, such as Bristol-Myers Squibb, Eli Lilly, Abbott, Astellas Pharma, Takeda Pharmaceuticals, Lupin Pharmaceuticals, and Sanofi
- Secured meetings with 9 out of top 10 prospects in 2012 with 7 of the 9 have engaged in the sales process, resulting in 2 multi-year contracts valued at over \$500K.

BENCHMARK TECHNOLOGY GROUP, ALPHARETTA, GEORGIA

2010 - 2011

A leading provider of end-to-end branch technology solutions for financial institutions.

Account Executive

- Discovered 3 new business opportunities for cash management software and cash handling devices and closed 1 multi-year contract with Commerce Bank in St. Louis Missouri worth over \$250K
- Organized strategic account planning sessions with account team to map out key decision-makers and create implementation plans to increase footprint by 75% within new and existing accounts

SAFE SYSTEMS, ALPHARETTA, GEORGIA

2008 - 2010

A national leader in providing compliance-centric IT managed services exclusively to financial institutions. Areas of focus: Managed Services, Business Continuity, Disaster Recovery and Compliance

Account Executive

- Achieved over 100% quota in 2008, 2009, and 2010 with new and existing accounts
- Number 1 new account sales person for 2009
- Earned \$1.17M in multi-year contracts with new and existing accounts in 2008 and 2009

TERADATA CORPORATION (FORMER DIVISION OF NCR), JOHNS CREEK, GEORGIA

2006 - 2008

A global leader in data warehousing and analytic technologies that make smart companies smarter. Areas of focus: Active Data Warehouse, CRM, Hospitality Data Model and Master Data Management (MDM)

Account Executive

- Developed a funnel worth over \$6M with 5 new account opportunities at the C-level (Cracker Barrel, Carnival Cruise Lines, Royal Caribbean Cruise Lines, Denny's, and Wendy's)
- Managed an account team from a cold call to a multi-year contract with Ruby Tuesday (\$500K)
- Maintained relationship with Brinker International Restaurants

NCR CORPORATION, DULUTH, GEORGIA

2005 - 2006

A global provider of ATMs, retail self-service checkout, and self-service check-in kiosks. Areas of focus: Human Factors Engineering, Point Of Sale (POS), and Self-Check Out at The Home Depot.

Account Manager

- Retired \$15M in quota and inducted into the Century Point Club (CPC)
- Achieved 124% of quota in 2005
- Managed the relationship with The Home Depot
- Hosted strategy sessions with the Front End Operations team at the Executive Briefing Center

EDUCATION

UNIVERSITY OF GEORGIA, TERRY COLLEGE OF BUSINESS, Atlanta, GA

2009-2011

Master of Business Administration (MBA)**GEORGIA SOUTHERN UNIVERSITY, Statesboro, GA**

1999-2003

Bachelor of Business of Administration (BBA) – Computer Information Systems

Jonathan Schwartz

Vice President at Cox Automotive

Jonathan.schwartz@manheim.com

Summary

N/A

Experience

Vice President, Solution Experts at Cox Automotive Inc.

May 2017 - Present

Senior Director, Solution Experts at Cox Automotive Inc.

August 2016 - May 2017 (10 months)

Senior Director Inside Sales at AutoTrader.com

August 2015 - August 2016 (1 year 1 month)

- Leadership and financial accountability for a 75 person Inside Sales team across three departments including the Dealer Solutions Center, Consumer Sales, and Specialty Sales. Primary responsibilities include team leadership and development while creating and executing client engagement strategies to exceed financial and client satisfaction goals.
- Added 499 net new dealers the final five months of 2015 compared to a net loss of 94 dealers the prior seven months.
- Delivered an average of \$4.3K in positive net billable activity (NBA) through the first six months of 2016 compared to negative \$27.6K during the same time period in 2015, a positive variance of \$31.9K monthly.
- Achieved an all-time high of \$121.5K in new business for the Dealer Solutions Center in May of 2016.
- Increased the average MRR per new sale by 52% for the nine months ending June 2016.
- Exceeded 105% of Consumer Sales financial target the first six months of 2016.

Head of Buyer Development at Manheim

October 2012 - August 2015 (2 years 11 months)

Led a team of 50 people across various disciplines of the business to increase the active buyer base across Manheim while enhancing the customer experience.

- Developed and led the strategic reorganization of the buyer engagement function for Manheim UK including the creation of five new teams while blending of central and auction center team members into a unified central organization. Initiative included developing new processes and ways of working, adapting to a buyer portfolio management strategy, internal and customer communication, driving culture change across the business, and team building required to make it a successful endeavor.

- Grew active National and Franchise Dealer buyers by 20.7% and 9.3% respectively for the 12 months ending August 2014 while driving an increase in units purchased of 21.9% and 22.6% respectively over the same period.
- Drove an increase in Simulcast and Multi-Channel buyers by 31.6% and 11.7% respectively for the 12 months ending August 2014.
- Leadership of desk-based SME Corporate and Dealer Sales team who reached 101% of target in 2014 on an annual budget of nearly 14,000 units.
- Created and successfully implemented the new buyer onboarding program leveraging multiple customer touch points to drive a year over year increase in new buyer activation.
- Development and launch of a sophisticated buyer analytics reporting suite capturing purchase behavior for Manheim's top buyers while identifying customer profit opportunities across the UK.
- Led the preliminary development of the Manheim USA customer relationship management approach including strategy development and leadership of a cross-functional team of senior leaders across the business.

Marketing Manager at Cox Communications

July 2011 - October 2012 (1 year 4 months)

- Managed 14 organizational projects across three product lines on behalf of the Arizona system, including identification of key project stakeholders, negotiation of project deadlines and launch dates, organizational updates, creation of project reporting, internal training and communication, and all other aspects of project execution.
- Led strategy development discussions and operational execution of the national Accelerate Growth Low Income Work Steam initiative, including a three market CHSI test generating 6.53% sub and 2.77% non-sub response rates and a two market No Deposit test generating .83% non-sub response rate. Developed project forecasts for both tests, including budget and connect targets, as well as supply chain operational support for CHSI test.
- Developed internal process for new customer campaigns and facilitated monthly offer launches including development of all internal communication materials, training Sales and Service to Sales employees, leading customer facing employee focus groups, and developing follow-up reinforcement to ensure successful results.
- Created, distributed, and delivered all internal communication for Marketing driven initiatives to key stakeholders across the organization, including all product and feature launches, value propositions, competitive overviews and comparisons, product roadmap planning, offer strategy, customer experience initiatives, contract and campaign roll-off programs, product messaging, and customer onboarding.
- Partnered with a contracted resource to develop competitive comparison and product differentiation information to support Product and Acquisition Marketing, Sales and Service to Sales teams across all product lines.

Manager Asset Optimization at Cox Communications

February 2011 - July 2011 (6 months)

- Led a team of three individuals focused on project development and execution, real estate, contract services, and organizational investment recovery to exceed revenue, value recapture, and expense savings targets.
- Generated \$1.2MM in total financial benefit from revenue generation and expense savings representing a 9:1 benefit to expense ratio over a five month period. Benefit derived from organizational project and data analysis leading to process optimization, request for proposal and contract negotiation, and investment recovery value recapture.
- Created a detailed reporting overview of key project related and operational KPI's for multiple functions within Arizona Business Operations including strategic recommendations for business and process improvement on a monthly basis.

Facilities Manager at Cox Communications

October 2010 - February 2011 (5 months)

- Led a team of nine property managers, project managers, critical system specialists, and facility specialists to manage project deadlines, meet operational budgets, and maintain employee experience levels.
- Decreased operating expenses by ten percent within 90 days of beginning leadership role while increasing the facilities customer service response SLA metric by 65 percent during the same time period.
- Developed the 2011 budget including \$2.5MM in capital expense allocation and a \$4.2MM operating expense budget spread across 11 Facility areas of operation.
- Managed 900K square feet of retail, office, industrial, and critical system real estate facilities across three metropolitan areas in Arizona.

Real Estate and Contract Services Manager at Cox Communications

December 2008 - October 2010 (1 year 11 months)

- Generated \$2.75MM in revenue through innovative advertising and sales partnerships with Cox Media and Cox Business, including strategic advertising recommendations for Cox service vendors.
- Negotiated \$1.6MM in contract expense savings while increasing service levels in 85 contractual agreements. Process included creating and leading vendor identification, request for proposal process, vendor evaluation and selection, contract negotiation with SLA development and implementation, KPI development and reporting, vendor reviews and compliance management.
- Developed a five year strategic real estate plan for Cox Arizona retail locations in partnership with Cox AZ Sales, Cox Corporate Retail, and CEI Real Estate, including review of existing assets, financial analysis of potential options including future budget and PSU growth implications, and formal recommendation for operational execution.
- Managed 250 ongoing contractual agreements, including the day to day operation of the Cox Deer Valley Café and the Cox Document Center. Reduced operating expenses in the Café and Document Center by ten percent.

Real Estate and Development Manager at Cox Communications

November 2007 - December 2008 (1 year 2 months)

- Managed an annual real estate operating budget of just under \$6MM, finishing 2008 under budget by 10% due to innovative lease renegotiation tactics and two consolidation projects.
- Project managed the interior construction of 3 real estate construction projects valued at nearly \$1MM, finishing each on time and under budget. Leadership role in each project consisted of organizational and headcount planning, space planning and operational needs identification, development of project budget, selection of design, engineering, and construction firm, ongoing construction management, and employee management and coordination.
- Led the strategic planning and operational execution of a relocation of the Cox Arizona Training function from an off-site location to the Deer Valley Campus providing for an improved training environment and a financial savings of \$200K annually.

Corporate Services Associate at The Staubach Company

June 2005 - November 2007 (2 years 6 months)

- Negotiated and completed 95 corporate real estate transactions valued at approx. \$50MM on behalf of 100 commercial clients. Services included development of facility requirements, strategic real estate plan, site selection analysis, financial and operating budget analysis, pro forma development, contract negotiation, and support of all other acquisition requirements.
- Developed new marketing collateral for commercial clients to support facility sale and sublease transactions across multiple product types, and new company reference materials including customer recommendations and references to support future business generation.

Education

Arizona State University, W. P. Carey School of Business

MBA, Leadership Emphasis, 2009 - 2011

Arizona State University, W. P. Carey School of Business

BS, Real Estate, 2001 - 2005



Ellenor Stone
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(m) 404-394-8978
(o) 404-572-3582

Ellenor is an attorney at King & Spalding, practicing in the Business Litigation group and a member of the Labor & Employment team. She represents employers throughout the nation in lawsuits under various anti-discrimination and employment laws, and also helps corporate clients with labor and employment concerns related to business openings, closures, mergers and acquisitions, and other business transactions.

In addition, a significant portion of Ellenor's practice focuses on counseling all types of employers on various employment matters, such as internal investigations, terminations and reductions-in-force, personnel policies, and compliance with federal, state, and local employment laws. Ellenor uses her employment counseling expertise to work extensively with various non-profits and community initiatives in a pro bono capacity, including currently as a member of the Board of Directors of Whitefoord, Inc., an organization that connects families with education and healthcare services in Southeast Atlanta. Ellenor has also advised charter schools in the Atlanta area, including KIPP Metro Atlanta Charter Schools and The Museum School of Avondale Estates.

Ellenor graduated magna cum laude from Georgia State University College of Law, where she was Editor in Chief of the *Georgia State University Law Review*. After law school, Ellenor served a two-year term as a law clerk to the Honorable E. Clayton Scofield III, U.S. Magistrate Judge for the Northern District of Georgia.

In high school, Ellenor was the elected co-captain of the St. Louis Rowing Club. She continued her rowing career at Harvard. There, she penned a poetry thesis centered on Appalachia and graduated cum laude in English. After college and before law school, Ellenor taught upper school English and coached the varsity rowing team at The Hockaday School, a girls school in Dallas, Texas.

As a former teacher, coach, and NCAA Division I athlete, Ellenor has a particular interest in the academic and athletic education of our youth, particularly in Brookhaven, where Ellenor has been a proud resident for the past several years.

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
- **Jonathan Schwartz**

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
- **Ellenor Stone**

Personnel Committee:

- Kelly Mandy – Chair

- Stephanie Behm Cross – Interim Chair
- Jennifer Langley, ex-officio
- Ellenor Stone
- Danielle Trost

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

Diversity Committee:

- Stephanie Cross – Chair
- Terri Potter
- Tracy Islam
- Jennifer Langley, ex-officio