



Brookhaven Innovation Academy Board of Directors  
AGENDA

Meeting November 2, 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. October 12, 2017 Board Meeting
4. Head of School Report: Tracy Islam / Terri Potter
5. Committee Reports:
  - a. Academic Committee: Stephanie Cross
  - b. Technology Committee: Andrew Hamilton
  - c. Facilities Committee: Adam Caskey
  - d. Finance Committee: Zennie Lynch
  - e. Fundraising Committee: Kevin Miller
  - f. Personnel Committee: Kelly Mandy
6. New Business
  - a. Academic Committee & Personnel Committee Chairs – action
  - b. New Election of Board of Director, Ellenor Stone – action
  - c. New Election of Board of Director, Jonathan Schwartz – action
7. Public Participation
8. Executive Session
  - a. Personnel
  - b. Real estate
9. Adjourn



## Brookhaven Innovation Academy – Board of Directors Meeting – 10/12/17

### BIA Board Meeting - Minutes

- Welcome remarks
- Meeting called to order at 7:05pm on 10/12/17
- Jennifer went over the Charter Board Partners document
- Training on October 28<sup>th</sup> for the board Strategic Focus – Russ Cook/Jim Stephens
- Motion to Approve Agenda – Adam Caskey 2<sup>nd</sup> by Danielle Trost – Unanimous Approval
- Motion to Approve Minutes – Adam Caskey – 2<sup>nd</sup> Stephanie Cross - Unanimous Approval

### Head of School report

- Need brochure for recruiting teachers for middle school and upper school teachers
- Table representation of BIA at a conference @ Teach Georgia - \$200 – 3/10/18
- Scholastic funds raised will be used to buy items for the School.
- Enrollment at full capacity – 480 as of 10/10/17.
- Federal Program Funds – Able to submit for federal aid \$36K – Uses below
  - Professional Development
  - Training and Conferences
  - Buck Development
  - Book and Online Materials
  - Professional Services
- Academic Report – Stephanie Cross
- Technology Report – Terri Potter on Behalf of Andrew Hamilton
- Facilities Committee Report – Adam Caskey – Deferred to Executive Committee
- Finance Committee Report – Zennie Lynch
- Fundraising Committee Report – Kevin Miller - \$108K remaining left to get to goal for Property
  - 67% participation – Annual Fund
  - 70% combined.
- Personnel Committee Report – Deferred to Executive Session

### New Business

- Audit Report Presentation – Tim Lyons, Director with Mauldin Jenkins, Motion to Approve and Accept Audit – Zennie, 2<sup>nd</sup> Adam Caskey - Unanimous Approval
- Taryn Bowman Resigned, Board accepts the resignation
- Michael Walker, Jonathan Schwartz, Ellenor Stone discussed their backgrounds and interest in board and committees.
- Ratification of existing committees – Motion to Approve Adam Caskey, 2<sup>nd</sup> Kevin Miller - Unanimous Approval
- Establishment of Diversity Committee chaired by Stephanie Cross – Motion to Approve Kevin Miller, 2<sup>nd</sup> Adam Caskey - Unanimous Approval



- Motion to enter Executive Session – Zennie Lynch 2<sup>nd</sup> Kevin Miller – Unanimous Approval - Entered Executive Session at 8:25pm to discuss Personnel and Real Estate Matters.
- Motion to exit Executive Session – Kevin Miller 2<sup>nd</sup> Danielle Trost- Unanimous Approval -Exited Executive Session at 9:57pm.
- Motion to approve the budget for due diligence related to the New Facility - \$40K -\$60K – Stephanie Cross, 2<sup>nd</sup> Danielle Trost - Unanimous Approval
- Motion to allow True North to Facilitate the RFP for architect for the new location – Kevin Miller, 2<sup>nd</sup> Stephanie Cross - Unanimous Approval
- Motion to approve authorizing the Personnel Committee to begin the permanent Head of Search – Adam Caskey 2<sup>nd</sup> Kevin Miller - Unanimous Approval
- Motion to approve and accept Michael Walker as a new Board Member – Kevin Miller, 2<sup>nd</sup> Adam Caskey - Unanimous Approval
- Motion to Adjourn – Kevin Miller, 2<sup>nd</sup> Stephanie Cross - Unanimous Approval

SECRET

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### Associate Head of School Report:

Enrollment Update -

Waitlist:

- Kindergarten: 135
- 1st Grade: 104
- 2nd Grade: 87
- 3rd Grade: 77
- 4th Grade: 115
- 5th Grade: 99
- 6th Grade: 96
- 7th Grade: 10
- Total: 723

Withdraws:

- 4 students
  - 2 - Transportation
  - 1 - No Form
  - 1 - School Change

18/19 Enrollment:

- Tours will be offered every Tuesday and Thursday at 9am and 9:45am between Jan 9-Feb 1 (capacity for each: 35)
- Lottery will run from January 16-February 16
- Intent to Continue Forms will be sent out in January multiple times and will be due by February 16
- Lottery will be held on Thursday, March 8th
- Zip code has been added to the Lotterease applicant profile
- Updated enrollment information:
  - When an opening becomes available in a grade level, the first applicant on the wait list will be contacted via e-mail. The parent/guardian will be given 48 hours (2 days) to respond. If there is no response, the next applicant on the wait list will be contacted.
  - Admission forms will continue to be made available on the BIA website for submission to the wait list. Names will be added to the wait list in the order they are received. The wait list is active until the next lottery is held.
  - The registration packet will also be made available on the website. Individuals notified of their acceptance from the wait list have two weeks from the date of notification to submit their completed packet and required documents or they will forfeit their spot. For any applicant who is accepted after July 20, the registration packet is due within 3 business days from the date of notification.

#### State Reporting -

- FTE Submitted 10/24 - Enrollment Count: 480
  - CPI Submitted 10/24
- Student Class Submitted 10/27
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## **Fundraising Committee update: November 2017**

Our goal was \$500k by November 1, and we met that goal on Friday, October 27<sup>th</sup>.

Update total amount for Capital campaign and percentage of participation.

Update total amount for Annual fund and BIA Bash, including money raised from the BASH, and participation.

BIA 100 update.

2<sup>nd</sup> phase of fundraising is now in effect with building relationships and partnerships with Corporations, Foundations, Grants, and Chamblee business leaders and businesses.

HFOH – update.

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## **Technology Committee update:**

External Technology – report.

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## **Academic Committee -- Board Report for November 3, 2017**

Update on our required curriculum (as per BIA charter):

- Project-based learning
  - It's going very well! Teachers have received a lot of professional development on how to design and implement instruction. Tracy will continue to work with teachers on how to engage in data-driven decision-making as students progress through projects
- Coding
  - Coding was only occurring in grades 2 and up, mostly because students were aging out too quickly at the upper grades. That will be corrected moving forward and K-1 students will soon receive coding instruction.
  - Brent will check into what Champions is doing re: coding, and will also meet with Peter Dyer to consider other coding options for K-1 (and for the future)
  - Stephanie will connect with Alefiya Bhatia ([alefiyabhatia@MAD-learn.com](mailto:alefiyabhatia@MAD-learn.com); 404-913-2737; [www.MAD-learn.com](http://www.MAD-learn.com)) to learn more about her MAD learn curriculum (a K-12 curriculum to learn mobile app development). Stephanie will also talk with educators at Georgia Tech's CEISMIC center (<https://www.ceismc.gatech.edu/>)
- Odysseyware
  - Tracy and Terri continue to evaluate the effectiveness of Odysseyware. Odysseyware representatives are coming out in a few weeks to work with the teachers again, and to help identify teachers across grade levels who are using the software effectively. Those teachers can then model for others how this program might be used—in part—for personalized/differentiated instruction for our students.
    - Some parents were concerned that this program does not work well with younger students (K-2). Tracy and Terri have a close eye on this (including the use of some other free software packages by some teachers) and will continue to update the committee.
    - Overall, Tracy feels this is a very good/strong program—teachers just need continued support in how to use it as part of our larger efforts to innovate

Other curriculum issues:

- Rosetta Stone
  - There was some conversation around the overall effectiveness and purpose of Rosetta Stone in the BIA curriculum. Brent joined our meeting and shared overall progress of students based on Rosetta Stone reports (see below) and also shared student survey results (their level of enjoyment with the program, their perceptions of how much they were learning, etc.). Below is a sampling of the data:



- The average student only has about 3.9 hours logged. Average completion is 10% through – that is about where they should be. There are some students have zero percent completed... If they don't receive a passing grade they can still move on, but it does not count as completed. 42 students are at zero percent.
  - Teachers said that implementation for Rosetta Stone was going well, and students seem to be enjoying the program and feel it's beneficial (see survey results attached). Moving forward, Brent will consider how to assess students language acquisition with assessments outside of the program.
  - Terri and Tracy—in consultation with the teachers—will continue to look at data collected to determine whether or not they would like to continue with Rosetta Stone in future years. They will bring their recommendation to the board later in the academic year.
- Special Education compliance
    - Terri and Tracy interviewed 2 teachers; there will be someone in place by the first part of next week
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## **Grant Task Force Report:**

### **GOSA grants:**

#### **Working on now (with Peter Dyer and Andrew Hamilton):**

##### CONNECTIONS FOR CLASSROOMS

\$50 - \$150 per student (\$22,500 - \$67,500)

Designed to support school networks/connectivity and student technology

DUE: November 15, 2017

<https://gosa.georgia.gov/connections-classrooms>

#### **Grants to consider with upcoming due dates:**

##### INNOVATION FUND TINY GRANTS

\$1,000 - \$7,000

Designed to support an innovative project that deeply engages students focused on: (1) Applied Learning with a Focus on STEAM education, (2) Development and Replication of Blended Learning School Models, or (3) Birth to Age Eight Language and Literacy Development.

Due: January 15, 2018

<https://drive.google.com/file/d/0B2HGO6PKsYNdUDEwX1JYWnlyRk0/view>

#### **Grants to consider in the future:**

##### INNOVATION FUND IMPLEMENTATION GRANT

\$200,000 - \$700,000

Implementation grants provide eligible organizations between \$200,000 and \$700,000 over 2.5 years to pilot innovative programs that meet the following criteria: - Target the root cause of a challenging and complex problem by utilizing breakthrough, never-before-seen approaches to education; - Disrupt existing structures and systems; - Have the potential to permanently transform education; - Can be objectively evaluated using a comparison group of students, teachers or leaders; and - Are strongly aligned with one of the Innovation Fund priority areas.

Due: October of each year

<https://gosa.georgia.gov/innovation-fund-grant-opportunities-0>

##### EARLY LANGUAGE AND LITERACY MINI-GRANTS

BIA Board Meeting Agenda for November 2, 2017

\$5000-\$20,000

Due in October of each year

Could be used to fund innovative language and literacy initiatives, including the purchase of books for a library

[https://gosa.georgia.gov/sites/gosa.georgia.gov/files/related\\_files/site\\_page/Community%20Early%20Literacy%20Application%20Packet%202.pdf](https://gosa.georgia.gov/sites/gosa.georgia.gov/files/related_files/site_page/Community%20Early%20Literacy%20Application%20Packet%202.pdf)

#### INNOVATION IN K-8 MATHEMATICS AND/OR K-12 COMPUTER SCIENCE/CODING PROFESSIONAL LEARNING GRANTS

Unclear if this will be offered again in the future. Stephanie contacted program advisor

<https://gosa.georgia.gov/innovation-k-8-mathematics-andor-k-12-computer-sciencecoding-professional-learning-grants>

#### **US Department of Education grants:**

##### CHARTER SCHOOLS PROGRAM NON-STATE EDUCATIONAL AGENCIES (NON-SEA) PLANNING, PROGRAM DESIGN, AND INITIAL IMPLEMENTATION GRANT

\$200,000 - \$800,000

The major purposes of the CSP are to expand opportunities for all students, particularly traditionally underserved students, to attend high-quality charter schools (as defined in this notice) and meet challenging State academic standards; provide financial assistance for the planning, program design, and initial implementation of public charter schools; increase the number of high-quality charter schools available to students across the United States; evaluate the impact of charter schools on student achievement, families, and communities; share best practices between charter schools and other public schools; encourage States to provide facilities support to charter schools; and support efforts to strengthen the charter school authorizing process.

Due: TBD – Stephanie will keep an eye on this...

<https://www2.ed.gov/programs/charternonsea/index.html>

#### **Private Foundations:**

##### THE ZEIST FOUNDATION:

Proposals by invitation only: <https://www.zeistfoundation.org/>

The Foundation embraces a holistic approach to address the needs of children, youth and families in the areas of education, arts & culture and health & human services. The Foundation seeks opportunities to leverage its investments in organizations that are innovative, collaborative and sustainable in serving children, youth and families. Throughout the year, Foundation staff members generate a prospect list, composed of existing grantees and new organizations, which is presented to the board of directors, at the beginning of the new year. The Foundation directors determine which nonprofit organizations on the prospect list should be invited to submit a Letter of Inquiry application during the spring or fall grant cycle. The Letter of Inquiry invitation is a short (3 to 4 pages) application administered electronically by an independent firm – Foundation Source, at the request of the Foundation's Grants Manager, and organizations have two to three weeks to complete the application. After reviewing the Letter of Inquiry applications, the board and staff members then conduct site visits of organizations that appear to be aligned with the Foundation's mission, vision, policies and priorities. With the information gathered from the Letter of Inquiry applications and the site visits, the board members decide which organizations should be invited to submit a Foundation grant application. The Foundation's Grants Manager instructs Foundation Source to send a grant application link to the selected nonprofit organizations. The board meets in the spring and fall to deliberate and decide on grant awards using this multi-phase process.

##### R. HOWARD DOBBS JR. FOUNDATION:

Open Proposals and Letters of submission: <http://www.dobbsfoundation.org/how-we-work/>

The Foundation seeks to strengthen teaching quality and classroom outcomes by investing in the development of new and veteran educators with an emphasis on innovative practices and the delivery of a 21st century education. The Foundation will place priority on projects with potential for scaling and replication.





**Brookhaven Innovation Academy**  
2017-2018 Actual YTD v Current Budget

07/01/2017 Through  
09/30/2017

	Actual	17-18 Version 1	Summary
<b>Revenues</b>			
<b>Revenue - Federal Sources</b>			
Other Federal Grants Through GADOE	\$ 3,721	\$ 0	(3,721)
<b>Total Revenue - Federal Sources</b>	<b>\$ 3,721</b>	<b>\$ 0</b>	<b>(3,721)</b>
<b>Revenue - Local Sources</b>			
Charter Commission Revenue	\$ 873,174	\$ 875,201	2,027
Club Dues and Fees	50	0	(50)
Donations	189,415	37,500	(151,915)
Fundraising (School-Based) & Field Trips	3,021	0	(3,021)
After School Care Revenues	207	0	(207)
Other Revenues	9,645	0	(9,645)
<b>Total Revenue - Local Sources</b>	<b>\$ 1,075,512</b>	<b>\$ 912,701</b>	<b>(162,811)</b>
<b>Total Revenues</b>	<b>\$ 1,079,233</b>	<b>\$ 912,701</b>	<b>(166,532)</b>
<b>Expenses</b>			
<b>Personal Services - Salaries</b>			
Teachers	\$ 368,378	\$ 309,502	(58,875)
Substitute - Non Certified	3,850	10,200	6,350
Extended Day - Teachers	0	2,503	2,503
Art, Music, PE Teachers	22,094	46,753	24,659
Principal	26,250	25,003	(1,247)
Assistant Principal	18,000	18,000	0
Aides And Paraprofessionals	35,822	29,055	(6,767)
Secretarial Staff	6,610	5,700	(910)
Clerical Staff	7,880	9,000	1,120
Accountant	11,250	13,003	1,753
Technology Specialist	11,250	11,406	156
<b>Total Personal Services - Salaries</b>	<b>\$ 511,384</b>	<b>\$ 480,125</b>	<b>(31,258)</b>
<b>Personal Services - Benefits</b>			
Health Insurance	\$ 28,185	\$ 52,976	24,790
FICA/Medicare	7,487	7,596	110
Teachers Retirement System	68,686	72,609	3,923
Unemployment Compensation	3,417	2,107	(1,311)
Other Employee Benefits	177	0	(176)
<b>Total Personal Services - Benefits</b>	<b>\$ 107,952</b>	<b>\$ 135,288</b>	<b>27,336</b>
<b>Purchased Professional and Tech Svcs</b>			
Contracted Service -Administration	\$ 22,500	\$ 22,500	0
Contracted Service -Counselors	11,091	18,750	7,659
Contracted Service -Technology Specialist	9,872	0	(9,872)
Backgrounds & Fingerprints	318	550	232
Professional Legal Services	12,346	4,997	(7,349)
Per Diem and Fees - Prof. Dev.	19,919	26,000	6,081
<b>Total Purchased Professional &amp; Tech</b>	<b>\$ 76,046</b>	<b>\$ 72,797</b>	<b>(3,249)</b>
<b>Purchased Property Svcs</b>			
Facility TICAM and Cleaning Services	\$ 21,072	\$ 23,747	2,675
Repair & Maint. - General and Facility	8,910	7,150	(1,760)
Repair & Maint. - Technology	730	3,500	2,770
Building and Land Rental	89,610	88,827	(783)

Internally Prepared  
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For Management Use

**Brookhaven Innovation Academy**  
**2017-2018 Actual YTD v Current Budget**

	07/01/2017 Through 09/30/2017		Summary
	Actual	17-18 Version 1	
Computer and IT Rental	2,483	0	(2,483)
Other Purchased Property Services	11,250	11,250	0
<b>Total Purchased Property Svcs</b>	<b>\$ 134,055</b>	<b>\$ 134,474</b>	<b>419</b>
<b>Other Purchased Services</b>			
Insurance	\$ 7,668	\$ 9,534	1,866
Communication	11,226	6,253	(4,974)
Food Service Management	7,724	13,320	5,597
Travel - Employees	2,410	1,875	(535)
Other Purchased Services	7,893	19,997	12,104
<b>Total Other Purchased Services</b>	<b>\$ 36,921</b>	<b>\$ 50,979</b>	<b>14,058</b>
<b>Supplies</b>			
Supplies - General	\$ 18,670	\$ 7,500	(11,171)
Supplies - Instructional and Tech	6,426	17,503	11,077
Computer Software	79,267	77,550	(1,717)
Energy	12,200	12,497	298
Purchased Food	1,313	0	(1,313)
Textbooks	15,173	26,000	10,826
Books (Other Than Textbooks)	5,805	2,503	(3,302)
Expendable Equipment	103	68,430	68,328
Expendable Computer Equipment	0	25,000	25,000
<b>Total Supplies</b>	<b>\$ 138,957</b>	<b>\$ 236,983</b>	<b>98,026</b>
<b>Other Operating Expenses</b>			
Dues & Fees	\$ 1,588	\$ 4,000	2,411
Interest	9,232	12,000	2,768
FFE Lease Costs	42,298	33,636	(8,661)
Building Improvements	6,945	0	(6,945)
<b>Total Other Operating Expenses</b>	<b>\$ 60,063</b>	<b>\$ 49,636</b>	<b>(10,427)</b>
<b>Total Expenses</b>	<b>\$ 1,065,378</b>	<b>\$ 1,160,282</b>	<b>94,905</b>
<b>Total Current Year Income/(Loss)</b>	<b>\$ 13,855</b>	<b>\$ (247,581)</b>	<b>(261,437)</b>



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

	07/01/2017 Through 09/30/2017		Year Ending 06/30/2018		% of Budget - 50.00%
	Actual	17-18 Version 1	Summary		
<b>Revenues</b>					
<b>Revenue - Federal Sources</b>					
Other Federal Grants Through GADOE	\$ 3,721	\$ 90,525	86,804		4.11 %
<b>Total Revenue - Federal Sources</b>	<b>\$ 3,721</b>	<b>\$ 90,525</b>	<b>86,804</b>		<b>4.11 %</b>
<b>Revenue - Local Sources</b>					
Charter Commission Revenue	\$ 873,174	\$ 3,777,746	2,904,572		23.11 %
Club Dues and Fees	50	0	(50)		0.00 %
Donations	189,415	167,500	(21,915)		113.08 %
Fundraising (School-Based) & Field Trips	3,021	0	(3,021)		0.00 %
After School Care Revenues	207	0	(207)		0.00 %
Other Revenues	9,645	0	(9,645)		0.00 %
<b>Total Revenue - Local Sources</b>	<b>\$ 1,075,512</b>	<b>\$ 3,945,246</b>	<b>2,869,734</b>		<b>27.26 %</b>
<b>Total Revenues</b>	<b>\$ 1,079,233</b>	<b>\$ 4,035,771</b>	<b>2,956,538</b>		<b>26.74 %</b>
<b>Expenses</b>					
<b>Personal Services - Salaries</b>					
Teachers	\$ 368,378	\$ 1,237,996	869,619		29.76 %
Substitute - Non Certified	3,850	40,800	36,950		9.44 %
Extended Day - Teachers	0	10,000	10,000		0.00 %
Art, Music, PE Teachers	22,094	187,000	164,906		11.81 %
Principal	26,250	100,000	73,750		26.25 %
Assistant Principal	18,000	72,000	54,000		25.00 %
Aides And Paraprofessionals	35,822	116,220	80,398		30.82 %
Secretarial Staff	6,610	22,800	16,190		28.99 %
Clerical Staff	7,880	36,000	28,120		21.89 %
Accountant	11,250	52,000	40,750		21.63 %
Technology Specialist	11,250	45,624	34,374		24.66 %
<b>Total Personal Services - Salaries</b>	<b>\$ 511,384</b>	<b>\$ 1,920,440</b>	<b>1,409,057</b>		<b>26.63 %</b>
<b>Personal Services - Benefits</b>					
Health Insurance	\$ 28,185	\$ 214,904	186,718		13.12 %
FICA/Medicare	7,487	30,384	22,898		24.64 %
Teachers Retirement System	68,686	290,436	221,750		23.65 %
Unemployment Compensation	3,417	14,099	10,681		24.24 %
Other Employee Benefits	177	0	(176)		0.00 %
<b>Total Personal Services - Benefits</b>	<b>\$ 107,952</b>	<b>\$ 549,823</b>	<b>441,871</b>		<b>19.63 %</b>
<b>Purchased Professional and Tech Svcs</b>					
Contracted Service -Administration	\$ 22,500	\$ 52,500	30,000		42.86 %
Contracted Service -Counselors	11,091	75,000	63,909		14.79 %
Contracted Service -Technology Specialist	9,872	0	(9,872)		0.00 %
Backgrounds & Fingerprints	318	750	432		42.45 %
Professional Legal Services	12,346	20,000	7,654		61.73 %
Per Diem and Fees - Prof. Dev.	19,919	35,000	15,081		56.91 %
<b>Total Purchased Professional &amp; Tech</b>	<b>\$ 76,046</b>	<b>\$ 183,250</b>	<b>107,204</b>		<b>41.50 %</b>
<b>Purchased Property Svcs</b>					
Facility TICAM and Cleaning Services	\$ 21,072	\$ 95,000	73,928		22.18 %
Repair & Maint. - General and Facility	8,910	13,000	4,090		68.54 %

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

	07/01/2017 Through 09/30/2017		Year Ending 06/30/2018	
	Actual	17-18 Version 1	Summary	% of Budget - 50.00%
Repair & Maint. - Technology	730	4,500	3,770	16.22 %
Building and Land Rental	89,610	355,308	265,698	25.22 %
Computer and IT Rental	2,483	0	(2,483)	0.00 %
Other Purchased Property Services	11,250	45,000	33,750	25.00 %
<b>Total Purchased Property Svcs</b>	<b>\$ 134,055</b>	<b>\$ 512,808</b>	<b>378,753</b>	<b>26.14 %</b>
<b>Other Purchased Services</b>				
Insurance	\$ 7,668	\$ 25,403	17,735	30.19 %
Communication	11,226	25,000	13,773	44.91 %
Food Service Management	7,724	53,280	45,557	14.50 %
Travel - Employees	2,410	7,500	5,090	32.13 %
Other Purchased Services	7,893	80,000	72,107	9.87 %
<b>Total Other Purchased Services</b>	<b>\$ 36,921</b>	<b>\$ 191,183</b>	<b>154,262</b>	<b>19.31 %</b>
<b>Supplies</b>				
Supplies - General	\$ 18,670	\$ 15,000	(3,671)	124.47 %
Supplies - Instructional and Tech	6,426	102,000	95,574	6.30 %
Computer Software	79,267	96,000	16,733	82.57 %
Energy	12,200	50,000	37,801	24.40 %
Purchased Food	1,313	0	(1,313)	0.00 %
Textbooks	15,173	26,000	10,826	58.36 %
Books (Other Than Textbooks)	5,805	10,000	4,195	58.05 %
Expendable Equipment	103	68,430	68,328	0.15 %
Expendable Computer Equipment	0	25,000	25,000	0.00 %
<b>Total Supplies</b>	<b>\$ 138,957</b>	<b>\$ 392,430</b>	<b>253,473</b>	<b>35.41 %</b>
<b>Other Operating Expenses</b>				
Dues & Fees	\$ 1,588	\$ 5,500	3,911	28.89 %
Interest	9,232	48,000	38,768	19.23 %
FFE Lease Costs	42,298	134,544	92,247	31.44 %
Building Improvements	6,945	0	(6,945)	0.00 %
<b>Total Other Operating Expenses</b>	<b>\$ 60,063</b>	<b>\$ 188,044</b>	<b>127,981</b>	<b>31.94 %</b>
<b>Total Expenses</b>	<b>\$ 1,065,378</b>	<b>\$ 3,937,978</b>	<b>2,872,601</b>	<b>27.05 %</b>
<b>Total Current Year Income/(Loss)</b>	<b>\$ 13,855</b>	<b>\$ 97,793</b>	<b>83,938</b>	<b>14.17 %</b>



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

	Month Ended July <small>Actual</small>	Month Ended August <small>Actual</small>	Month Ended September <small>Actual</small>	07/01/2017 Through 09/30/2017 <small>Actual</small>
<b>Revenues</b>				
<b>Revenue - Federal Sources</b>				
Other Federal Grants Through GADOE	0	3,721	0	3,721
<b>Total Revenue - Federal Sources</b>	<b>0</b>	<b>3,721</b>	<b>0</b>	<b>3,721</b>
<b>Revenue - Local Sources</b>				
Charter Commission Revenue	0	582,151	291,023	873,174
Club Dues and Fees	0	0	50	50
Donations	7,498	127,782	54,135	189,415
Fundraising (School-Based) & Field Trips	1,943	1,078	0	3,021
After School Care Revenues	0	0	207	207
Other Revenues	39	9,605	0	9,645
<b>Total Revenue - Local Sources</b>	<b>9,480</b>	<b>720,616</b>	<b>345,415</b>	<b>1,075,512</b>
<b>Total Revenues</b>	<b>9,480</b>	<b>724,337</b>	<b>345,415</b>	<b>1,079,233</b>
<b>Expenses</b>				
<b>Personal Services - Salaries</b>				
Teachers	115,999	115,333	137,045	368,378
Substitute - Non Certified	0	700	3,150	3,850
Art, Music, PE Teachers	7,041	7,084	7,969	22,094
Principal	8,750	8,750	8,750	26,250
Assistant Principal	6,000	6,000	6,000	18,000
Aides And Paraprofessionals	11,875	12,083	11,864	35,822
Secretarial Staff	1,875	1,875	2,860	6,610
Clerical Staff	2,627	2,627	2,627	7,880
Accountant	4,250	3,000	4,000	11,250
Technology Specialist	3,750	3,750	3,750	11,250
<b>Total Personal Services - Salaries</b>	<b>162,167</b>	<b>161,202</b>	<b>188,015</b>	<b>511,384</b>
<b>Personal Services - Benefits</b>				
Health Insurance	9,205	4,216	14,763	28,185
FICA/Medicare	2,241	2,359	2,886	7,487
Teachers Retirement System	14,869	26,981	26,837	68,686
Unemployment Compensation	1,322	1,287	809	3,417
Other Employee Benefits	50	49	76	177
<b>Total Personal Services - Benefits</b>	<b>27,687</b>	<b>34,892</b>	<b>45,371</b>	<b>107,952</b>
<b>Purchased Professional and Tech Svcs</b>				
Contracted Service -Administration	7,500	7,500	7,500	22,500
Contracted Service -Counselors	0	245	10,847	11,091
Contracted Service -Technology Specialist	6,259	1,913	1,700	9,872
Backgrounds & Fingerprints	193	97	29	318
Professional Legal Services	1,105	2,201	9,039	12,346
Per Diem and Fees - Prof. Dev.	0	14,635	5,284	19,919
<b>Total Purchased Professional &amp; Tech Svcs</b>	<b>15,057</b>	<b>26,591</b>	<b>34,399</b>	<b>76,046</b>
<b>Purchased Property Svcs</b>				
Facility TICAM and Cleaning Services	7,024	7,024	7,024	21,072
Repair & Maint. - General and Facility	7,015	1,895	0	8,910
Repair & Maint. - Technology	0	0	730	730
Building and Land Rental	29,870	29,870	29,870	89,610
Computer and IT Rental	827	828	828	2,483
Other Purchased Property Services	3,750	3,750	3,750	11,250
<b>Total Purchased Property Svcs</b>	<b>48,486</b>	<b>43,367</b>	<b>42,202</b>	<b>134,055</b>

Internally Prepared  
\*\*\*UNAUDITED\*\*\*  
For Management Use

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

	Month Ended July <small>Actual</small>	Month Ended August <small>Actual</small>	Month Ended September <small>Actual</small>	07/01/2017 Through 09/30/2017 <small>Actual</small>
<b>Other Purchased Services</b>				
Insurance	3,938	1,865	1,865	7,668
Communication	2,013	3,497	5,716	11,226
Food Service Management	0	0	7,724	7,724
Travel - Employees	501	0	1,909	2,410
Other Purchased Services	3,312	3,450	1,130	7,893
<b>Total Other Purchased Services</b>	<b>9,764</b>	<b>8,812</b>	<b>18,344</b>	<b>36,921</b>
<b>Supplies</b>				
Supplies - General	10,901	5,932	1,839	18,670
Supplies - Instructional and Tech	5,501	535	390	6,426
Computer Software	76,481	2,786	0	79,267
Energy	2,212	9,986	0	12,200
Purchased Food	0	808	505	1,313
Textbooks	14,227	948	0	15,173
Books (Other Than Textbooks)	1,089	28	4,688	5,805
Expendable Equipment	0	0	102	103
<b>Total Supplies</b>	<b>110,411</b>	<b>21,023</b>	<b>7,524</b>	<b>138,957</b>
<b>Other Operating Expenses</b>				
Dues & Fees	70	54	1,465	1,588
Interest	3,497	2,940	2,795	9,232
FFE Lease Costs	22,425	11,213	8,659	42,298
Building Improvements	6,945	0	0	6,945
<b>Total Other Operating Expenses</b>	<b>32,937</b>	<b>14,207</b>	<b>12,919</b>	<b>60,063</b>
<b>Total Expenses</b>	<b>406,509</b>	<b>310,094</b>	<b>348,774</b>	<b>1,065,378</b>
<b>Total Operating Net Income/(Loss)</b>	<b>(397,029)</b>	<b>414,243</b>	<b>(3,359)</b>	<b>13,855</b>
<b>Financing Sources and Uses</b>				
Other Loan Proceeds	283,955	297,500	267,200	848,656
Principal Payments	(75,617)	(547,500)	(28,950)	(652,067)
<b>Total Financing Sources and Uses</b>	<b>208,338</b>	<b>(250,000)</b>	<b>238,250</b>	<b>196,589</b>
<b>Capital Items</b>				
Building Improvements	6,945	0	0	6,945
<b>Total Capital Items</b>	<b>6,945</b>	<b>0</b>	<b>0</b>	<b>6,945</b>
<b>Net Income with Financing and Cap. Items</b>	<b>(195,636)</b>	<b>164,243</b>	<b>234,891</b>	<b>203,499</b>



**Brookhaven Innovation Academy**  
**Statement of Assets, Liabilities and Fund Balance**  
07/01/2017 Through 09/30/2017

**ASSETS**

Current Assets	
Cash and Cash Equivalents	
Checking Account - Private Bank	\$ 327,989
Petty Cash	500
Checking Account - Private Bank Capital	50,000
Total Cash and Cash Equivalents	<u>\$ 378,489</u>
Short Term Investments	\$ 1,000
Accounts Receivable (Net)	86,745
Prepays, Deferrals and Other Current	<u>40,000</u>
Total Current Assets	<u>\$ 506,234</u>
Capital Assets (Net of Dep'n)	
Buildings and Land	251,588
Furniture, Fixtures and Equipment	322,598
Total Net Capital Assets	<u>\$ 574,186</u>
<b>Total Assets</b>	<b><u>\$ 1,080,420</u></b>

**LIABILITIES AND FUND BALANCE**

Liabilities	
Current Liabilities	
Current Leases and Other Current Liabs	41,662
Accounts Payable	208,774
Payroll Liabilities	139,096
Total Current Liabilities	<u>\$ 389,532</u>
Long Term Liabilities	<u>\$ 618,348</u>
Total Liabilities	<u>\$ 1,007,880</u>
Fund Balance	
Net Asset Accounts	\$ 72,540
Total Fund Balance	<u>\$ 72,540</u>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 1,080,420</u></b>

**Brookhaven Innovation Academy**  
**2017-18 Statement of Revenues, Expenditures and Changes in Fund Balance**  
07/01/2017 Through 09/30/2017

	Actual
<b>Net Income with Financing and Capital Items</b>	
<b>Net Operating Income/(Loss)</b>	
<b>Revenues</b>	
<b>Revenue - Federal Sources</b>	
Other Federal Grants Through GADOE	3,721
<b>Total Revenue - Federal Sources</b>	<b>3,721</b>
<b>Revenue - Local Sources</b>	
Charter Commission Revenue	873,174
Club Dues and Fees	50
Donations	189,415
Fundraising (School-Based) & Field Trips	3,021
After School Care Revenues	207
Other Revenues	9,645
<b>Total Revenue - Local Sources</b>	<b>1,075,512</b>
<b>Total Revenues</b>	<b>1,079,233</b>
<b>Expenses</b>	
<b>Personal Services - Salaries</b>	<b>511,384</b>
<b>Personal Services - Benefits</b>	<b>107,952</b>
<b>Purchased Professional and Tech Svcs</b>	<b>76,046</b>
<b>Purchased Property Svcs</b>	<b>134,055</b>
<b>Other Purchased Services</b>	<b>36,921</b>
<b>Supplies</b>	<b>138,957</b>
<b>Other Operating Expenses</b>	<b>60,063</b>
<b>Total Expenses</b>	<b>1,065,378</b>
<b>Total Operating Net Income/(Loss)</b>	<b>13,855</b>
<b>Financing Sources and Uses</b>	
Other Loan Proceeds	848,656
Principal Payments	(652,067)
<b>Total Financing Sources and Uses</b>	<b>196,589</b>
<b>Capital Items</b>	
Building Improvements	6,945
<b>Total Capital Items</b>	<b>6,945</b>
<b>Net Income with Financing and Cap. Items</b>	<b>203,499</b>



Your advocate for better schools.

Brookhaven Innovation Academy  
Attn: Kelly Mandy, Board Member  
3159 Campus Drive  
Norcross, Georgia 30071

Dear Kelly:

Pursuant to our conversation on October 23, 2017, GCSA will be providing you with Head of School Search support services. This letter will outline our agreement. Elisa Falco will be your main contact at GCSA in providing these services. The services that we discussed include:

- Provide a portal for and gather all applications for the HOS position
- Narrow search down to 15-20 candidates, ideally 20 candidates
- Provide the governing board with a format and potential questions for the phone interviews
- Schedule phone interviews with 15-20 candidates (board/admin will conduct phone interviews)
- Provide the governing board with all applications and resumes via electronic transfer
- Provide the governing board with performance task options for top 7 candidates
- Provide the governing board with a rubric and possible questions for face-to-face interview

At this time, I want to thank you for selecting GCSA as a service provider. I also wish to set forth our agreement as to payment of fees. The fees for the above services are \$100/hour, with a 10-hour cap for this project, and total fee not to exceed \$1,000.00. I will also advise you before undertaking any further action that will result in additional fees. Any additional services or expansion of this agreement will need to be further negotiated. Please remember this is an estimate and may be subject to change, if the scope of work changes.

Itemized invoice(s) will be sent upon completion of project milestones detailing hours spent, and timely payment shall be made upon receipt of such invoices. GCSA reserves the right to send any unpaid debts to a collection agency or take other appropriate legal actions. As part of this agreement GCSA reserves the right to terminate the agreement for non-payment of services.

I have included a copy of this letter for your review. Please sign, scan and email the executed agreement to me via email. If any of the information in this letter is not consistent with your understanding of our agreement, please contact me before signing the letter. Otherwise, please sign the enclosed copy of this letter and return it to me.

On behalf of GCSA, we are happy to serve you in this matter. If you have any questions, please contact me at your convenience.

Sincerely,

Elisa A. Falco, Vice President of School Services

*I have read this letter and consent to it. Furthermore, I grant and give my informed consent after (your name) has proposed the course of conduct, has communicated adequate information, and has explained all material risks of and reasonable available alternatives to the proposed course of conduct.*

  10/30/17  
Signature on behalf of BIA Point of Contact Name Printed Date

# KING & SPALDING

King & Spalding LLP  
1180 Peachtree Street  
Atlanta, Georgia 30309-3521  
Main: 404/572-4600  
Fax: 404/572-5100

Michael W. Johnston  
Direct Dial: 404/572-3581  
Direct Fax: 404/572-5138  
mjohnton@kslaw.com

October 23, 2017

## Via Electronic Mail & U.S. Mail

Ms. Jennifer Self Langley  
Board Chair  
Brookhaven Innovation Academy  
3159 Campus Drive  
Norcross, GA 30071  
jlangley@biaschool.org

### **Re: Agreement For Legal Services**

Dear Ms. Langley:

We are pleased that you have asked King & Spalding LLP (the "firm") to serve as your counsel. This letter will confirm our discussions with you about your engagement of the firm and the basis on which the firm will provide its legal services. If you have questions about these provisions or would like to discuss possible modifications, please call me. If you are in agreement, please return a countersigned copy of this letter to me.

1. *Client; Scope of Representation.* The firm's client in this matter will be Brookhaven Innovation Academy ("you" or "BIA"). The firm will be engaged to advise you in connection with advice on employment issues. You may limit or expand the scope of the firm's representation, but the firm must agree to any substantial expansion.

2. *Term of Engagement.* Either you or the firm may terminate the engagement at any time for any reason by written notice, subject on the firm's part to applicable rules of professional conduct. If the firm terminates the engagement, the firm will take such steps as are reasonably practicable to protect your interests in the matter. If permission for the firm to withdraw is required by a court or other tribunal, the firm will promptly apply for permission, and you agree to engage successor counsel to represent you and not to oppose the firm's application to withdraw.

Unless previously terminated, the firm's representation of you in this matter will terminate once the firm sends you its final informational statement for services in this matter. Following termination, otherwise nonpublic information you have supplied to the firm that has



been retained by the firm will be kept confidential in accordance with applicable rules of professional conduct. At your request, your papers and property will be returned to you promptly. The firm will retain its own files, including lawyer work product, pertaining to the matter. All documents retained by the firm will be transferred to the person responsible for administering the firm's records retention program. You agree that, to reduce unnecessary storage expenses and for other reasons, the firm may destroy or otherwise dispose of any documents or other materials retained by the firm a reasonable time after termination of this engagement.

You are engaging the firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in applicable laws or regulations that could have an impact upon your rights and liabilities. You agree that, unless you actually engage the firm after the completion of the matter to provide additional advice on issues arising from the matter, the firm has no continuing obligation to advise you with respect to future developments.

3. *Fees and Expenses.* We will handle this matter on a pro bono basis, and charge you no fees for our legal work in this matter.

*Pro Bono Expenses Payable by the Client.* You will have to pay for any publication fees with legal newspapers, corporate seals and local, state, and federal filing fees associated with not-for-profit incorporations, IRS filing fees, trademark searches, and trademark and patent application filing fees.

*Firm Expenses.* We will absorb administrative costs such as photocopying, long distance telephone calls, courier deliveries, faxes, and online legal research. We do understand that you have limited financial resources.

4. *Client Responsibilities.* You agree to cooperate fully with us and provide promptly all information known and available to you relevant to the engagement and to cooperate with the firm in complying with any regulatory or compliance obligations relating to the engagement.

In accordance with ABA guidance, the firm advises that communications between client and clients' representatives and their lawyers that may be lawfully accessed by third parties, such as hotel, home, or other public servers to which others may have rights of access, can jeopardize confidentiality, attorney/client privilege, and work product protection. The firm encourages you to assure that secure methods are used for all communications of confidential information.

5. *Conflicts.* As we have discussed, you are aware that the firm has a diverse practice and represents many companies and individuals. During the time the firm is representing you, some of the firm's present or future clients may have disputes or transactions with you. The firm will not accept an engagement for another client that is substantially related to its engagements for you without your prior consent. If the firm accepts an unrelated engagement adverse to you, whether involving advice, a transaction, litigation, arbitration, or otherwise, the firm will only do so if it has concluded that it can represent your and the other client's interests without a diminution in its vigor on behalf of either client, and the firm will take appropriate steps to protect all confidential information provided by and to each client, in order to avoid the risks of diminished loyalty or compromised confidences. You agree that, on these terms, the firm may continue or undertake in the future to represent existing or new clients in any matter that is not substantially related to the firm's work for you even if the interests of such clients in those other matters are directly adverse to yours. The firm seeks similar agreements from many other clients to preserve the firm's ability to represent you. The firm recommends that you seek the advice of counsel independent of the firm on the consequences of giving this consent.

You agree that the firm's representation of you in this matter above does not give rise to an attorney-client relationship between the firm and any other individuals unless they are named in paragraph 1 and that representing you does not create a conflict of interest with any individuals in the event the firm represents other clients adversely to them. You also agree that the firm will not be given any confidential information about any such non-represented individuals.

6. *Firm Privilege.* When issues arise concerning the firm's professional duties and rights, including those involving professional liability and professional conduct, the firm may seek confidential advice from internal firm lawyers with responsibility or expertise in the areas in question, and in some instances from outside counsel. In such circumstances, some courts have concluded that a conflict of interest arises between a law firm and its client or have declined to recognize the law firm's communications as privileged or protected from disclosure to the client or former client. The firm believes for several reasons recognized by courts and commentators that it is in both the firm's and its clients' interests for the firm to receive expert and confidential legal advice regarding its professional duties and rights in such circumstances without first having to terminate its engagement with the client. You consent to the firm seeking and receiving such confidential advice and agree not to assert any right to learn the content of such confidential advice about any actual or potential professional liability, professional conduct, or other claim that might be considered a conflict of interest or breach of a duty.




Ms. Jennifer Self Langley  
October 23, 2017  
Page 4

This letter sets out all of the terms of our engagement agreement with you.

Once again, we are pleased to have this opportunity to work with you. I am available to discuss any questions or comments now and throughout the course of our representation.

Sincerely,



Michael W. Johnston

MWJ/ejs

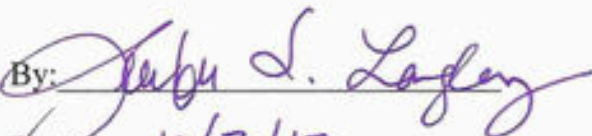
cc: Ms. Ellenor J. Stone

**AGREED TO AND ACCEPTED:**

BROOKHAVEN INNOVATION ACADEMY

By:

Date:



10/30/17