



Brookhaven Innovation Academy Board of Directors
AGENDA

Meeting February 22, 2018 at 3159 Campus Drive, Norcross, GA, 7:00pm

1. Call to Order
2. Approval of Agenda
3. Minutes Review and Approval
 - a. January 27, 2018 Special Called Board Meeting
4. Head of School Report: Tracy Islam / Terri Potter
 - a. Enrollment update
 - b. Safety update / Intercom
 - c. Review of Policy Additions Recommended by SCSC:
 - i. Professional Qualifications Policy
 - ii. Volunteer Policy
 - iii. Policy for Suicide Awareness, Prevention, Intervention, & Postvention
 - iv. Promotion and Retention Policy
5. Committee Reports:
 - a. Finance Committee: Zennie Lynch
 - a. Personnel Committee: Kelly Mandy
 - b. Facilities Committee: Adam Caskey
 - c. Academic Committee: Stephanie Cross
 - d. Fundraising Committee: Kevin Miller
 - e. Diversity Committee: Stephanie Cross
6. New Business
 - a. Amended 2017-2018 Budget – Public Hearing
 - b. Policy Adoption
 - i. Professional Qualifications Policy- Action
 - ii. Volunteer Policy- Action
 - iii. Policy for Suicide Awareness, Prevention, Intervention, & Postvention- Action
 - iv. Promotion and Retention Policy- Action
 - c. Succession Planning – Action
 - d. Update from EIP
 - e. LKES Committee recommendation by Academic Committee- Action
 - f. Diversity Committee structure – Action
 - g. Board Culture and Operations
7. Public Participation
8. Executive Session
 - a. Real estate
9. Old Business
 - a. Extension of 3031 Shallowford Road Diligence Period for one additional month - action
10. Adjourn

MINUTES, JANUARY 27TH SPECIAL CALLED MEETING:



Brookhaven Innovation Academy Board of Directors MINUTES

SPECIAL Board Meeting January 27, 2018 at Kroger, 3871 Peachtree Rd., 9 am – 11 am

Board Members present: Kevin Miller, Jennifer Langley, Kelly Mandy, Jonathan Swartz, Adam Caskey, Andrew Hamilton, Michael Walker, Zennie Lynch, Ellenor Stone, Stephanie Cross

Administration present: Tracy Islam

1. Call to Order and Opening Remarks: Jennifer Langley, 9:07 am
2. Approval of Agenda: 1st Zennie, 2nd Andrew. Motion passes.
3. Minutes Review and Approval
 - a. January 11, 2018 Board Meeting: 1st Zennie, 2nd Jonathan. Motion passes.
4. 2018-2019 School calendar amendment:
Motion to accept school calendar updates. 1st Michael, 2nd Andrew. Motion passes.

BIA's calendar is 185 school days and now at a total of 178 due to recent closures needed. State requires 180 days less 4 closures for a total of 176 required. Board will revisit adding make-up days if 1 or more closures occur between today and the end of 2017-2018 school year.

5. Facilities Committee
 - a. Review and approval of new due diligence expense:
Motion to accept the recommendation by the Facilities Committee to spend \$6,750 for the additional due diligence needed on Shallowford property for a traffic study. 1st Michael, 2nd Jonathan. Motion passes.
 - b. Review and approval of the modular classrooms for the 2018-19 school year:
Motion to place a deposit with modular company, Vanguard, pending their site-visit and measurement of area. 1st Zennie, 2nd Michael. Motion passes.
6. Public Participation
7. Executive Session
 - a. Personnel
8. Adjourn

HEAD OF SCHOOL REPORT:

Enrollment Update:

1 student withdrew 2/5/18: Moved out of state

Intent to Continue:

Number of current students will not be returning (based on Intent to Continue Form data): 22
95% retention rate.

Lottery Update:

Total Number of Applicants - 751

Amounts by grade level:

- Kindergarten: 226
- 1st Grade: 75
- 2nd Grade: 82
- 3rd Grade: 72
- 4th Grade: 83
- 5th Grade: 62
- 6th Grade: 102
- 7th Grade: 37
- 8th Grade: 12

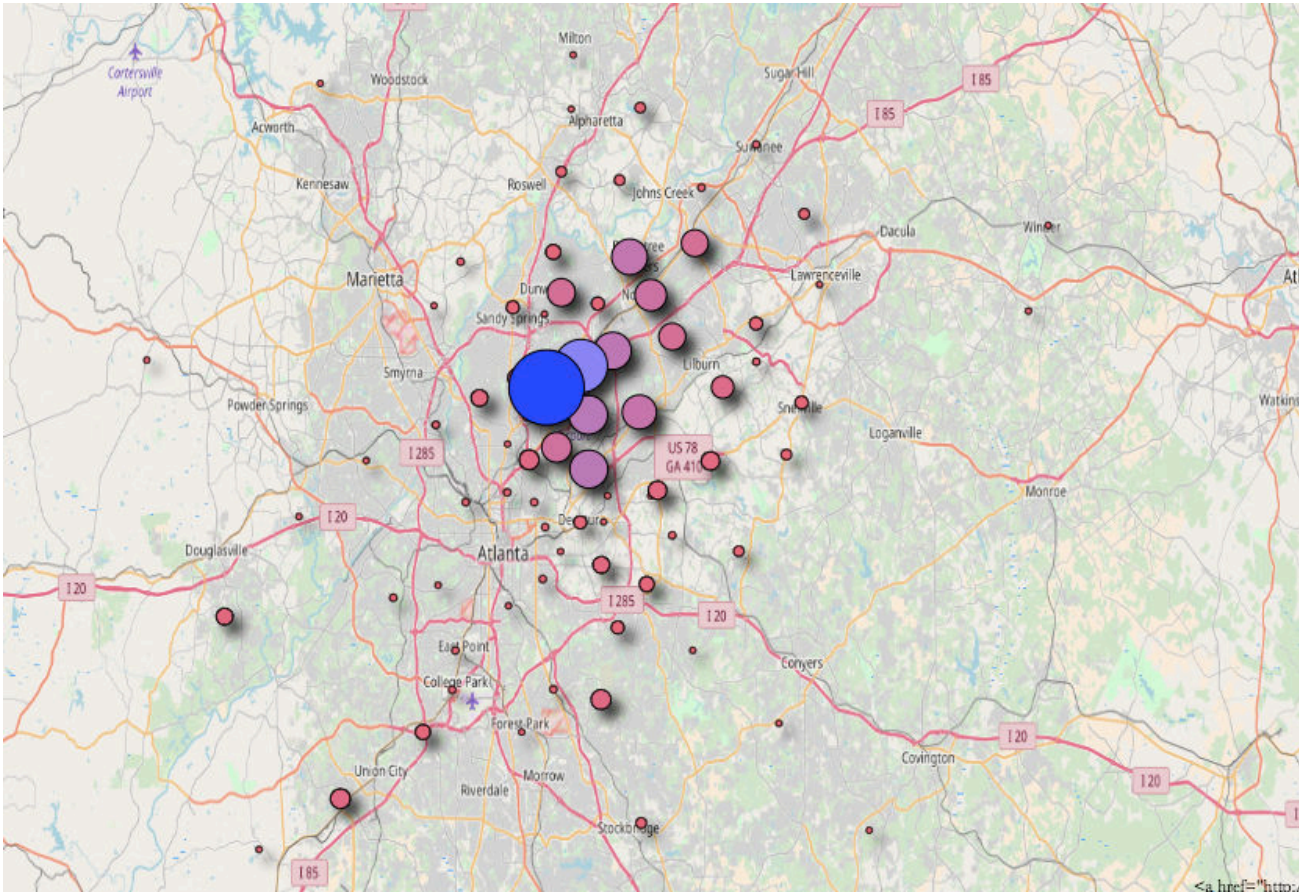
Demographic Information of Applicants:

- Number of Current BIA Siblings: 42
- Number of Board Member Children: 2
- Number of Staff Member Children: 2

Number of Spots for each grade level (2018/2019) for the lottery on March 8:

- Kindergarten: 60
- 1st Grade: 6
- 2nd Grade: 0
- 3rd Grade: 3
- 4th Grade: 2
- 5th Grade: 5
- 6th Grade: 3
- 7th Grade: 2
- 8th Grade: 4

Zip Code Heat Map:



POLICIES:

Professional Qualifications for Teachers Policy

The following Professional Teaching Requirements are necessary for employment at Brookhaven Innovation Academy:

Special Education

All Brookhaven Innovation Academy special education teachers must hold a Ga teaching certificate in Special Education (SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE).

ESOL

All Brookhaven Innovation Academy ESOL teachers must hold a Ga teaching certificate in ESOL P-12.

Knd-8th Grade Elementary Education, Middle Grades, Enrichment Teachers

All Brookhaven Innovation Academy teachers who deliver instruction must hold at least a bachelor's degree from a GaPSC approved university or college. They must also take and pass the GACE exam(s) related to their field of teaching (e.g. Early Childhood Education, Math (4-8), etc.) within their first 6 months of employment at Brookhaven Innovation Academy.

Specialists who serve SWD

All specialists who serve students with disabilities at Brookhaven Innovation Academy will hold the current Ga or national licensure necessary to work with specific populations of Brookhaven Innovation Academy students (e.g. those who require OT services, PT services, SLP services, etc.).

Volunteer Processes and Approval Q&A

Per Brookhaven Innovation Academy Board Policy, all volunteers who will be working with students must complete a Volunteer Registration Form each year. Furthermore, the principal (or their designee) will check all names against the Georgia Bureau of Investigation (GBI) sex offender registry.

Is this process different from other public schools?

No. All public schools in Georgia check the GBI registry. The only new addition to this process is that volunteers are now considered to be "mandated reporters" of suspected child abuse.

Is the inclusion of being a mandated reporter at Brookhaven Innovation Academy requirement?

No. House Bill 1176 was signed by Governor Deal on May 2, 2012. This Bill revised OCGA 19-7-5 requiring all school affiliated volunteers to become "mandated reporters" of suspected child abuse. Brookhaven Innovation Academy is simply complying with a state law.

To complete this process, go to <https://www.prosolutionstraining.com> and complete the Mandated Reporter training (located on the right side of the homepage). You will need to set up an account, then print out the certificate upon completion of the training. This will take approximately 45 minutes.

Does every volunteer need to complete an information form?

Yes.

What information is need to complete the volunteer process?

A Volunteer Informational Form must be completed and accompanied by a certificate verifying the completion of the child abuse reporting protocol. Furthermore, an official government photo identification should be provided, copied and maintained at the school. A copy of the informational form and the volunteer code of conduct may be found on the school website or in the front office.:

I've made a mistake in the past, will that exclude me from volunteering at Brookhaven Innovation Academy?

Not necessarily. The question on the informational form are very specific about past felony offenses. If you answer "yes" to any of the questions, the School will contact you for further information. These offenses will be reviewed on a case by case basis by the Brookhaven Innovation Academy Board. Individuals on the GBI registry will be automatically excluded from volunteer opportunities.

Is the GBI registry available to the public?

Yes. In accordance with OCGA 42-1-12, the GBI is the central repository for Georgia's Violent Sexual Offender Registry. You may visit their website for more information: <http://gbi.georgia.gov/georgia-sex-offender-registry>.

I have concerns about someone within my community. What should I do?

Contact your local police department with any questions. The municipal law enforcement agency is tasked with investigating community concerns, not Brookhaven Innovation Academy.

Volunteer Code of Conduct

Thank you for your cooperation in respecting the following important guidelines:

1. As a volunteer, your role and responsibilities are unique

- Understand that your role is a supportive one. The teacher and Head of School are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You should not be left in charge of a classroom except in case of emergency or crisis.
- Remember volunteers are only permitted to work with students on school grounds and under the supervision of the public school staff.
- Maintain student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and administrators.
- Don't make promises you can't keep. Avoid saying things like "Study hard and you'll definitely pass the test."
- Use good judgment and avoid any compromising situation. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.
- Strictly follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher, program coordinator, or administrator for assistance with problematic student behavior.
- Follow Brookhaven Innovation Academy Child Abuse Reporting Protocol for any incident involving staff persons exhibiting physically abusive or sexually exploitive behavior toward a student.

2. Volunteers take pride in being professional

- Maintain a constructive attitude. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.
- Be prompt and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more.
- Notify your school as soon as possible if you must be late or absent.
- Keep an accurate record of your attendance by signing in each day you volunteer.
- Establish and maintain good and frequent communication with your classroom teacher.
- Never be under the influence of drugs or alcohol. Do not smoke on school grounds.
- Do not lend money, contribute or solicit money for organizations while you are on school grounds.
- Do not use the internet inappropriately by going to websites that are not conducive to a professional or education environment.

3. Health and Safety are always important

- No younger siblings/children are permitted to be in the building while parents are volunteering.
- Alert school staff immediately if any student has an accident while working with you.
- Refer any student in need to first aid or any type of medication to a teacher or the front office.
- Learn to follow emergency preparedness drill procedures and all school rules.
- Notify the Head of School of any accident you have on school grounds. A written form must be submitted to the principal within 24 hours.
- Alert the Head of School before volunteering in school if you have, or have been exposed to, a communicable disease.

Please remember that you must complete all screenings and training requirements before you can become a volunteer. The school reserves the right to discontinue your volunteer service for any reason.

**Thank you for volunteering your time and effort to the students of
Brookhaven Innovation Academy!**

Volunteer Conduct and Confidentiality Agreement

For the safety and security of all our students, staff and fellow volunteers, I, *(please print)* _____, as a volunteer at Brookhaven Innovation Academy, have read, understand, and agree and will abide by the following conditions:

I. VOLUNTEER CONDUCT AND POLICIES

1. I agree and complete and submit the Brookhaven Innovation Academy required Volunteer Registration Form prior to helping at Brookhaven Innovation Academy for each school year.
2. I agree to always sign in and out at the Front Office, specify my volunteer destination and wear my name badge while in the building at all times.
3. I agree to report any unsafe conditions within the building or on the school campus to the front office.
4. I agree not to act as a spokesperson for Brookhaven Innovation Academy, or to speak to the media on behalf of the organization unless authorized, for a specific purpose, by Brookhaven Innovation Academy.
5. I agree never to touch a child or will bring any discipline related problem with a student, which is beyond the scope of my volunteer expectation or ability, to the attention of the teacher or school administration.
6. I agree to work cooperatively with other volunteers, teachers, and staff for the good of the entire school.
7. I agree to abide by all safety policies and procedures established by Brookhaven Innovation Academy and available School Safety Plan manual.
8. I understand that it is inappropriate to use my volunteer time as an opportunity to discuss my child's individual progress or concerns with teachers or staff members. I agree to set up a mutually agreeable appointment time with teachers and/or staff members when I'd like to discuss such matters.
9. I understand that any access code, password, etc. assigned by Brookhaven Innovation Academy will be kept confidential.
10. While working as a volunteer I am required to refrain from using any substance, alcohol or drugs, which impairs my ability to act in the best interest of the students. Violation of this condition is reason for immediate dismissal.

II. CONFIDENTIALITY

1. I understand, in the course of my work for Brookhaven Innovation Academy, I may learn certain facts about students who are served by the school which are of a highly personal and confidential nature. Examples of such information are student assessments, biographical/family information, relations with peers, etc. I understand all such information, including the identity of the student, must be treated as completely confidential and will remain confidential even after I terminate my volunteer service with Brookhaven Innovation Academy.
2. I agree not to disclose any information of a personal and confidential nature to any person not also affiliated with Brookhaven Innovation Academy and authorized by the school to have such information, without the specific consent of the individual to whom such information pertains and the prior knowledge of Brookhaven Innovation Academy.
3. I further agree that if I become aware of a breach of confidentiality by another volunteer, I must immediately report such breaches to the school administration, along with the name of the volunteer and student involved.
4. Brookhaven Innovation Academy is not liable for any personal injury or damage caused as a result of volunteer's negligence, recklessness or when acting outside the scope of his assigned volunteer duty.
5. Failure to comply with these terms of confidentiality will result in your release from volunteer service with the school and possible legal action under the laws of the State of Georgia and other jurisdictions.

III. BROOKHAVEN INNOVATION ACADEMY AGREES TO:

1. Provide adequate orientation for volunteers in our procedures, policies and organization and support in the coordination of volunteer activities and training.
2. Provide a response to volunteer issues, concern and grievance.

I hereby acknowledge that I have read and understand this Volunteer Agreement. I further understand that my capacity as a volunteer is without compensation and/or benefits. I understand that Brookhaven Innovation Academy may change these volunteer policies at any time and that I will be notified of such change.

Signed _____ Date _____

Phone _____ e-mail _____

We appreciate and thank you for giving your time to Brookhaven Innovation Academy!

Brookhaven Innovation Academy
Policy for Suicide Awareness, Prevention, Intervention and Postvention

Suicide Awareness

Suicide is the third leading cause of death among young people between the ages of 10-24, and alarmingly common in youth today. Therefore, it is critically important to have a policy in place to assess the risk of, intervene in, and respond to youth suicidal behavior.

BIA will ensure the maintenance of a positive and safe school climate by:

- Fostering a feeling of connectedness between the students and the school
- Providing opportunities for students to become involved in school activities
- Ensuring an overall safe environment for all students
- Taking bullying of any nature seriously
- Setting high expectations on all staff and students to behave respectfully and kindly to one another

Suicide Prevention, Intervention and Postvention

BIA will appoint a suicide prevention coordinator to plan and coordinate the implementation of the school's suicide prevention policy with help from the school-level Crisis Response Team.

All staff members shall report students they believe to be at risk for suicide to the school suicide prevention coordinator or a staff member the school suicide prevention coordinator has designated to act in his or her absence.

Training

All certificated school personnel shall receive annual training on youth suicide prevention using evidence-based suicide prevention programs as recognized by the Suicide Prevention Resource Center's [Best Practices Registry](#) and the [National Registry of Evidence-Based Programs and Practices \(NREPP\)](#).

BIA will use a multifaceted approach in which the following components are implemented in a particular sequence:

- Staff education training (prevention);
- Parent education (prevention);
- Student education (prevention);
- Screening (identification);
- Protocols for helping students at possible risk of suicide (intervention); and
- Protocols for responding to a suicide death (postvention).

Suicide Screening, Assessment and Referral

It is the responsibility of all BIA staff to ensure the safety of our scholars. When a student is identified by a staff person as potentially suicidal, (i.e., verbalizes about suicide, presents overt risk factors, student

self-refers, etc.) the student should immediately be seen by a mental health professional to assess risk and facilitate referral. If there is no mental health professional available at the school, the school suicide prevention coordinator, a school nurse, school counselor, school social worker or a school administrator should fill this role until a mental health professional can be brought in.

For students with warning signs for suicide:

- 1) School staff should continuously supervise the student to ensure his or her safety until the parents/guardians and/or mental health professional arrive. Under no circumstances should the student be left alone, sent back to class, or sent home on the bus without constant adult supervision.
- 2) The School Suicide Prevention Coordinator, principal or his/her designee, school counselor, mental health professional, the Crisis Response Team, and the main office (e.g., Principal or his/her designee) should be informed immediately.
- 3) If possible, screen the student using a screener such as the *Columbia Suicide Severity Rating BIAle*. The additional information obtained from the screener will be helpful in your conversations with family members and referral agencies.
- 4) The principal or mental health professional should contact the student's parent or guardian and should assist the family with urgent referral for professional assessment. When appropriate, this may include calling emergency services or bringing the student to the local emergency room, but in most cases will involve contacting the **Georgia Crisis and Access Line (below)** or setting up an outpatient behavioral health appointment and communicating the reason for referral to the healthcare provider.

If the student is under the age of 18 and the parent or guardian refuses to seek appropriate assistance, the school shall have the option to contact and file a neglect report with the Department of Family and Children Services (DFCS). The school may also involve the appropriate law enforcement agency, if necessary.

- 5) It would be wise for a designated school staff member to ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate. This may be needed for follow-up with the student during and after behavioral health care has been obtained.

The **Georgia Crisis & Access Line (1-800-715-4225)** is a toll-free, confidential hotline available 24 hours a day 7 days a week from anywhere in Georgia.

In-School Suicide Attempts

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. Call **911**.
 2. Contact Principal (or his/her designee).
 3. Contact Crisis Response Team.
 4. Secure the area as soon as possible and keep all students away.
 5. Send notes and runners to staff members informing them that a medical emergency has occurred. Include any additional instructions (e.g., "The bell schedule will be changed and will be manually sounded at an appropriate time.")
-

6. Render first aid until professional medical treatment arrives.
7. Provide constant adult supervision to the student to ensure student safety.
8. Request a mental health screening for the student.
9. Notify the principal and the school suicide prevention coordinator regarding in-school suicide attempts.
10. Contact the student's parent or guardian.
11. Crisis Response Team will meet to assess whether additional steps should be taken to ensure student safety and well-being.
12. Prepare a written statement to be distributed to parents and guardians either through email or by letter.

Out-of-School Suicide Attempts

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

1. Call **911**.
2. Contact the student's parent or guardian.
3. Contact the school principal or his/her designee and the suicide prevention coordinator.

Parental Notification and Involvement

Parents or guardians should be contacted as soon as possible after a student has been identified as being at risk for suicide. If parent or guardian notification is delayed, the reasons for the delay shall be documented. If the principal, designee or mental health profession suspects child abuse or neglect, the Department of Family and Children Services (DFCS) shall be notified immediately. If the student is under the age of 18 and the parent/guardian refuses to contact a mental health provider, the school will have the option to contact and file a neglect report with DFCS.

Steps for Parental/Guardian Notification:

1. Notify the parents/guardians about the situation and ask that they come to the school immediately.
2. When the parents/guardians arrive at the school, explain why you think their child is at risk for suicide.
3. Explain the importance of removing from the home (or locking up) firearms and other dangerous items, including over-the-counter and prescription medications and alcohol.
4. If the student is at a low or moderate suicide risk and does not need to be hospitalized, discuss available options for individual and/or family therapy. Provide the parent(s)/guardian(s) with the contact information of mental health service providers in the community. If possible, call and make an appointment while the parent(s)/guardian(s) are with you.
5. Provide the parent(s)/guardian(s) with resources to explain the risk of suicide and the role of parent(s)/guardian(s) in getting and maintaining help for their child.
6. Ask the parent(s)/guardian(s) to sign the Parent/Guardian Contact Acknowledgement Form confirming that they were notified of their child's risk and received referrals for assessment.
7. Tell the parents that you will follow up with them in a few days. If this follow-up conversation reveals that the parent has not contacted a mental health provider:
 - Stress the importance of getting the child help.
 - Discuss why they have not contacted a provider and offer to assist with the process.
8. If the student does not need to be hospitalized, release the student to the parents.

9. Document all contacts with the parent(s)/guardian(s).

Postvention

A suicide death in a school community requires implementing a coordinated crisis response to assist staff, students, and families who are impacted by the death and to restore an environment focused on education.

NOTE: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death. The school must adhere to the wishes of the family in this regard and respect their right to privacy and confidentiality.

- Principal will verify death.
- Principal/designee will ensure all staff know how to respond to inquiries and manage the campus for safety.
- Principal will notify the School Board and convene the CMT to implement crisis response plan that will take the appropriate actions:
 - Notify schools attended by family members of the deceased.
 - Contact and coordinate counseling sessions with external mental health professionals.
 - Reach out to and work with the family of the deceased by providing resources and supportive measures.
 - Notify all faculty and staff.
 - Promptly collect and safeguard the student's belongings from his/her desk or other storage areas, any student work or photo or staff belongings from his/her desk (in event of staff death).
 - Consult with family of deceased to determine a mutually agreeable time in private, to return the personal belongings.
 - Coordinate notifying students about the death(s).
 - Notify families of students about the death and the school's response.
 - Provide staff with guidance in talking to students.
 - Provide support to staff.
 - Identify, monitor, and support students who may be at risk.
 - Implement steps to help students with emotional regulation.
 - Participate in and/or advise on appropriate memorialization in the immediate aftermath.
 - Work with press/media.
 - Monitor social media.

BIA Staff will not:

- announce the death of anyone over the public address system.
- hold an assembly program or bring large groups of students together in one place to discuss suicide.
- cancel school, classes or pre-planned activities unless absolutely necessary; students find comfort in following their normal routine when they are under stress, within reason.

Memorials:

It is recognized that grieving individuals need a variety of opportunities to personally express their emotions and reactions to this type of death. Recommendations and ideas for a memorial should be taken into consideration and discussed with the school's Administration Staff and the crisis response team prior to being implemented. Memorials must be carefully and tastefully planned, considering a broad range of responses. A variety of activities may in fact occur to celebrate positive remembrances and these expressions often vary.

Brookhaven Innovation Academy Promotion/Retention Policy

In accordance with State Board Rule 160-4-2-.11, the following criteria will be utilized to determine promotion/retention for each student. If a parent or guardian disagrees with the School's decision to retain a student, a committee will be formed to determine whether the student should be retained or promoted.

The committee shall consist of the following individuals:

- Parent or Guardian of Student
- Teacher(s) of the subject(s) in which the student failed to perform at grade level on state-adopted or alternative assessment instruments
- Principal or Principal's designee

A decision by the committee to promote a student should be unanimous. Absent a unanimous committee decision, the student will be retained. A unanimous decision to promote a student to the next grade should be based on the committee's consideration that the student is likely to master the next grade level standards by the end of the following year if given appropriate interventions, including the implementation of a plan for accelerated, differential, or additional instruction.

Criteria for **Promotion**: Kindergarten – 8th Grade

Mandatory:

- 80% mastery of ELA standards
- 80% mastery of Math standards
- 3rd Grade – must meet grade level achievement on GA Milestones Reading Assessment
- 5th Grade – must meet grade level achievement on GA Milestones Reading and Mathematics Assessments
- 8th Grade – must meet grade level achievement on GA Milestones Reading and Mathematics Assessments
- Teacher recommendation

Additional Information for Consideration (when applicable):

- Attendance
- Age, grade, current placement
- MAP scores (student performance throughout the school year in reading and math)

Students who fail to meet the promotion criteria listed above should be considered for **Retention**.

Brookhaven Innovation Academy reserves the right not to offer retest administration of any or all Georgia Milestones Assessments. The decision to offer retests shall be up to the discretion of the Principal.

INTERCOM QUOTES:



DATE: 10AUG2017
CLIENT: Brookhaven School
ATTN: Derrick
SUBJECT: RFQ

SMARTGRID INTEGRATIONS, INC (SGI) IS PLEASED TO OFFER THE FOLLOWING QUOTE FOR . SGI'S OVERALL QUOTE FOR THE REQUIRED WORK AND TRAVEL NECESSARY IS SHOWN BELOW. THE PRICING TABLE IS ON PAGE 2 OF THIS DOCUMENT.

THE TOTAL PRICE FOR THE STATEMENT OF WORK (SOW), LISTED BELOW WILL BE:

\$6800.00

THIS PRICE INCLUDES ALL MATERIAL LABOR AND TESTING AS OUTLINED IN THE SOW.

SHOULD YOU REQUIRE FURTHER INFORMATION, PLEASE DO NOT HESITATE TO CONTACT THE FOLLOWING POC.

FRANK A FLORES
CELL: 404.641.7384
FFLORES@SGISYSTEMSINC.COM

THANK YOU FOR THIS OPPORTUNITY.

RESPECTFULLY,

Lynn Shaneyfelt

LYNN SHANEYFELT
PRESIDENT / CHIEF EXECUTIVE OFFICER
SMARTGRID INTEGRATIONS, INC
LSHANEYFELT@SGISYSTEMSINC.COM
404.934.6940



REQUEST FOR QUOTE / CONTRACTOR QUALIFICATIONS

1.0 NAME AND ADDRESS OF FIRM

SMARTGRID INTEGRATIONS, INC

PHONE: 404.934.6940

127 CROWN COURT

WWW.SGISYSTEMSINC.COM

PEACHTREE CITY, GA 30269

2.0 STATEMENT OF WORK

- INSTALLATION OF VISPLEX SCHOOL INTERCOM SYSTEM.
- INSTALL ONE (1) VS4500 WIRELESS PAGING BASE STATION.
- INSTALL TWELVE (10) VNS2212 WIRELESS 2-WAY INTERCOMS WITH WIRELESS RECEIVER.
- INSTALL TWELVE (10) VNS2081 CEILING PA SPEAKERS.
- PROGRAM / TEST SYSTEM FOR FUNCTIONALITY.

3.0 PRICING TABLE

<input type="checkbox"/>		
1	LABOR	\$1000.00
2	MATERIALS / EQUIPMENT	\$5800.00
TOTAL:		\$6800.00
<input type="checkbox"/>		



Brookhaven Innovation Academy Norcross GA

Scope of Work

- Provide all labor and material for the installation of 3 mics, 8 ceiling speakers and 2 horns to be used intercom system.

Total Cost: \$4,645.00

Assumptions and Customer Responsibilities

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

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

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

Signature and Title: _____ **Date:** _____

FINANCE COMMITTEE REPORTS:

Finance Committee Meeting Report

- Attendees in person/on phone: Zennie, Lori, Jennifer, Frieda.
- Absent: Nancy
- Financial statements and other related documents for the month ended 12/31/17 and YTD 12/31/17 were presented for review.
- The Financial Statements have been re-categorized by Fund Type, which is more aligned with GASB and Fund Accounting. This is more appropriate for our non-profit.
- 2017-18 Amended Budget Version 2 was reviewed. It was decided to present amended budget at February and March meetings for public hearing (included in finance committee report).
- Operating Cash Flow remains a challenge. A short term loan from the Capital Fund is being requested. (Follow up: \$16,000 borrowed). This will be repaid in April. The extended cash flow document included illustrates when the ST-loan can be repaid.

Brookhaven Innovation Academy
2017-2018 Actual by Month
General Fund

	Month Ended July Actual	Month Ended August Actual	Month Ended September Actual	Month Ended October Actual	Month Ended November Actual	Month Ended December Actual	Month Ended January Actual	07/01/2017 Through 01/31/2018 Actual
Revenues								
Revenue - Local Sources								
Charter Commission Revenue	(86,727)	582,151	291,023	291,023	291,023	291,017	291,023	1,950,534
Donations	1,499	41,576	40,756	13,409	31,994	2,052	4,334	135,619
Fundraising (School-Based) & Field Trips	1,943	88	0	2,938	321	880	(975)	5,196
After School Care Revenues	0	0	206	237	213	131	152	939
Other Revenues	0	9,606	0	0	0	0	0	9,606
Total Revenue - Local Sources	(83,285)	633,421	331,985	307,607	323,551	294,080	294,534	2,101,894
Total Revenue	(83,285)	633,421	331,985	307,607	323,551	294,080	294,534	2,101,894
Expenses								
Personal Services - Salaries								
Teachers	34,697	106,834	125,977	105,114	105,113	104,875	103,271	685,882
Substitute - Non Certified	0	700	3,150	3,800	4,600	2,150	3,350	17,750
Extended Day - Teachers	0	0	0	0	5,650	0	0	5,650
Art, Music, PE Teachers	13,167	15,583	17,526	15,583	15,584	15,583	15,584	108,610
Principal	8,750	8,750	8,750	8,750	8,750	8,750	8,750	61,250
Assistant Principal	6,000	6,000	6,000	6,000	6,000	6,000	6,000	42,000
Aides And Paraprofessionals	3,783	12,083	13,374	12,770	10,655	11,864	11,863	76,392
Secretarial Staff	1,875	1,875	2,860	1,960	1,960	1,960	2,087	14,578
Clerical Staff	2,627	2,627	2,627	2,627	2,627	2,626	2,653	18,413
Accountant	4,250	3,000	4,000	4,000	4,000	4,000	4,000	27,250
Technology Specialist	3,750	3,750	3,750	3,750	3,750	3,750	3,750	26,250
Total Personal Services - Salaries	78,899	161,202	188,014	164,354	168,689	161,558	161,308	1,084,025
Personal Services - Benefits								
Health Insurance	9,205	(5,483)	34,397	13,585	14,555	15,562	16,814	98,636
FICA/Medicare	1,034	2,360	2,886	2,583	2,697	2,588	2,503	16,649
Teachers Retirement System	12,618	26,980	26,837	26,989	26,634	26,750	26,531	173,341
Unemployment Compensation	1,322	1,287	808	280	124	137	4,297	8,255
Other Employee Benefits	50	50	77	161	(2)	77	79	492
Total Personal Services - Benefits	24,229	25,194	65,005	43,598	44,008	45,114	50,224	297,373
Purchased Professional and Tech Svcs								
Contracted Service -Administration	7,500	7,500	7,500	7,500	15,000	7,500	0	52,500
Contracted Service -Counselors	0	245	0	0	0	0	0	245
Contracted Service -Technology Specialist	6,259	14,872	1,700	0	0	0	510	23,340
Backgrounds & Fingerprints	193	96	29	0	0	0	0	318
Professional Legal Services	1,105	2,202	5,958	4,277	2,819	3,614	575	20,550
Per Diem and Fees - Prof. Dev.	0	135	2,062	1,767	(1,000)	9,822	5,240	18,026
Total Purchased Professional & Tech Svcs	15,057	25,050	17,249	13,544	16,819	20,936	6,325	114,979
Purchased Property Svcs								
Facility TICAM and Cleaning Services	7,024	7,024	7,024	7,024	7,024	7,024	7,024	49,168
Repair & Maint. - General and Facility	7,015	1,894	0	0	2,981	1,733	0	13,623
Repair & Maint. - Technology	0	0	730	(53)	1,272	(110)	(271)	1,568
Building and Land Rental	29,870	29,870	29,870	29,870	29,870	29,870	30,705	209,925
Computer and IT Rental	827	828	828	0	0	0	0	2,483
Other Rentals	0	0	0	0	0	378	0	378
Other Purchased Property Services	3,750	3,750	3,750	3,750	3,750	3,750	3,750	26,250
Total Purchased Property Svcs	48,486	43,366	42,202	40,591	44,897	42,645	41,208	303,395
Other Purchased Services								

Internally Prepared
 UNAUDITED
 For Management Use

Brookhaven Innovation Academy
2017-2018 Actual by Month
General Fund

	Month Ended July	Month Ended August	Month Ended September	Month Ended October	Month Ended November	Month Ended December	Month Ended January	07/01/2017 Through 01/31/2018
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Insurance	3,938	1,865	1,865	0	1,749	1,865	1,865	13,147
Communication	2,013	3,497	6,065	3,204	1,733	4,461	3,201	24,174
Food Service Management	0	0	7,724	0	3,634	6,398	0	17,756
Travel - Employees	501	0	1,909	0	506	458	1,009	4,383
Other Purchased Services	3,312	3,134	4,130	2,293	14,763	3,439	10,739	41,810
Total Other Purchased Services	9,764	8,496	21,693	5,497	22,385	16,621	16,814	101,270
Supplies								
Supplies - General	10,901	5,932	1,838	1,652	3,922	1,461	597	26,305
Supplies - Instructional and Tech	1,780	535	493	10,717	865	1,011	0	15,399
Computer Software	79,428	5,096	0	0	1,283	2,767	0	88,573
Energy	2,212	9,986	3,568	4,120	4,437	5,313	1,945	31,583
Purchased Food	0	0	505	947	0	15	85	1,552
Textbooks	14,226	947	0	0	0	0	0	15,173
Books (Other Than Textbooks)	1,089	29	4,551	2,240	195	(505)	2,033	9,631
Expendable Equipment	0	316	0	1,755	0	0	0	2,071
Total Supplies	109,636	22,841	10,955	21,431	10,702	10,062	4,660	190,287
Other Operating Expenses								
Dues & Fees	70	54	1,563	297	2,221	319	581	5,105
Interest	(1,613)	2,940	2,795	8,660	3,262	5,892	4,644	26,580
FFE Lease Costs	22,425	11,213	8,659	(33,638)	3,083	3,083	3,083	17,907
Total Other Operating Expenses	20,882	14,207	13,017	(24,681)	8,566	9,294	8,308	49,592
Total Expenses	306,953	300,356	358,135	264,334	316,066	306,230	288,847	2,140,921
Total Operating Net Income/(Loss)	(390,238)	333,065	(26,150)	43,273	7,485	(12,150)	5,687	(39,027)
Financing Sources and Uses								
Other Loan Proceeds	283,955	297,500	267,200	265,800	411,700	270,300	255,800	2,052,256
Principal Payments	(75,617)	(547,500)	(28,950)	(504,050)	(411,637)	(270,300)	(28,002)	(1,866,057)
Operating Transfers to Other Funds	0	0	0	(36,388)	(9,287)	(9,364)	0	(55,040)
Total Financing Sources and Uses	208,338	(250,000)	238,250	(274,638)	(9,224)	(9,364)	227,798	131,159
Capital Items								
Building Improvements	6,945	0	0	0	0	0	0	6,945
Total Capital Items	6,945	0	0	0	0	0	0	6,945
Net Income with Financing and Cap. Items	(188,845)	83,065	212,100	(231,365)	(1,739)	(21,514)	233,485	85,187

Internally Prepared
 UNAUDITED
 For Management Use

Brookhaven Innovation Academy
2017-2018 Current Budget v Actual YTD
General Fund

	07/01/2017 Through 01/31/2018		Summary
	17-18 Version 2	Actual	
Net Income with Financing and Capital Items			
Net Operating Income/(Loss)			
Revenues			
Revenue - Local Sources			
Charter Commission Revenue	1,950,527	1,950,534	(7)
Donations	142,484	135,619	6,865
Fundraising (School-Based) & Field Trips	4,074	5,196	(1,122)
After School Care Revenues	1,058	939	119
Other Revenues	9,606	9,606	0
Total Revenue - Local Sources	<u>2,107,749</u>	<u>2,101,894</u>	<u>5,855</u>
Total Revenues	<u>2,107,749</u>	<u>2,101,894</u>	<u>5,855</u>
Expenses			
Personal Services - Salaries	1,087,199	1,084,025	3,175
Personal Services - Benefits	300,444	297,373	3,071
Purchased Professional and Tech Svcs	131,686	114,979	16,707
Purchased Property Svcs	302,481	303,395	(914)
Other Purchased Services	95,811	101,270	(5,459)
Supplies	207,912	190,287	17,625
Other Operating Expenses	57,844	49,592	8,252
Total Expenses	<u>2,183,377</u>	<u>2,140,921</u>	<u>42,457</u>
Total Operating Net Income/(Loss)	<u>(75,628)</u>	<u>(39,027)</u>	<u>(36,602)</u>
Financing Sources and Uses			
Other Loan Proceeds	0	2,052,256	(2,052,256)
Principal Payments	0	(1,866,057)	1,866,057
Operating Transfers to Other Funds	(74,004)	(55,040)	(18,964)
Total Financing Sources and Uses	<u>(74,004)</u>	<u>131,159</u>	<u>(205,163)</u>
Capital Items			
Building Improvements	6,945	6,945	0
Total Capital Items	<u>6,945</u>	<u>6,945</u>	<u>0</u>
Net Income with Financing and Cap. Items	<u>(156,577)</u>	<u>85,187</u>	<u>(241,765)</u>

Brookhaven Innovation Academy
2017-18 Budget (v2 Full Yr) v. Actual
General Fund

	Year Ending 06/30/2018	07/01/2017 Through 01/31/2018		% of Budget - 50.00%
	17-18 Version 2	Actual	Summary	
Net Income with Financing and Capital Items				
Net Operating Income/(Loss)				
Revenues				
Revenue - Local Sources				
Charter Commission Revenue	3,891,159	1,950,534	1,940,626	50.13 %
Donations	167,500	135,619	31,880	80.97 %
Fundraising (School-Based) & Field Trips	4,074	5,196	(1,122)	127.54 %
After School Care Revenues	1,858	939	919	50.55 %
Other Revenues	9,606	9,606	0	100.00 %
Total Revenue - Local Sources	4,074,197	2,101,894	1,972,303	51.59 %
Total Revenues	4,074,197	2,101,894	1,972,303	51.59 %
Expenses				
Personal Services - Salaries	2,022,102	1,084,025	938,078	53.61 %
Personal Services - Benefits	560,671	297,373	263,298	53.04 %
Purchased Professional and Tech Svcs	196,656	114,979	81,677	58.47 %
Purchased Property Svcs	508,951	303,395	205,556	59.61 %
Other Purchased Services	199,921	101,270	98,651	50.65 %
Supplies	257,797	190,287	67,510	73.81 %
Other Operating Expenses	98,415	49,592	48,823	50.39 %
Total Expenses	3,844,513	2,140,921	1,703,593	55.69 %
Total Operating Net Income/(Loss)	229,684	(39,027)	268,710	(16.99) %
Financing Sources and Uses				
Other Loan Proceeds	0	2,052,256	(2,052,256)	0.00 %
Principal Payments	0	(1,866,057)	1,866,057	0.00 %
Operating Transfers to Other Funds	(112,890)	(55,040)	(57,850)	48.76 %
Total Financing Sources and Uses	(112,890)	131,159	(244,049)	(116.18) %
Capital Items				
Building Improvements	6,945	6,945	0	100.00 %
Total Capital Items	6,945	6,945	0	100.00 %
Net Income with Financing and Cap. Items	109,849	85,187	24,661	77.55 %

Brookhaven Innovation Academy
Statement of Assets, Liabilities and Fund Balance
All Funds
07/01/2017 Through 01/31/2018

ASSETS

Current Assets

Cash and Cash Equivalents

Checking Account - Private Bank

\$ 315,463

Petty Cash

500

Checking Account - Private Bank Capital

1

Cash in Bank-Private Bank Annual

1

Total Cash and Cash Equivalents

\$ 315,965

Short Term Investments

\$ 1,000

Prepays, Deferrals and Other Current

40,000

Total Current Assets

\$ 356,965

Capital Assets (Net of Dep'n)

Buildings and Land

244,643

Furniture, Fixtures and Equipment

322,598

Total Net Capital Assets

\$ 567,241

Total Assets

\$ 924,206

LIABILITIES AND FUND BALANCE

Liabilities

Current Liabilities

Current Leases and Other Current Liabs

118,164

Accounts Payable

213,836

Payroll Liabilities

35,260

Total Current Liabilities

\$ 367,260

Long Term Liabilities

\$ 500,347

Total Liabilities

\$ 867,607

Fund Balance

Net Asset Accounts

\$ 56,599

Total Fund Balance

\$ 56,599

Total Liabilities and Fund Balance

\$ 924,206

Capital Campaign		
July	6,000.00	6,000.00
August	16,000.00	
Archibald	(200.00)	
Stripes	70,385.37	86,185.37
September	9,100.00	
Set Up Account	(50,000.00)	
Stripes	6,779.57	
9-26-17 Refund TSO	(2,500.00)	(36,620.43)
October	27,903.05	
Stripes	88,423.79	116,326.84
November	190,000.00	
Wire Transfer	(325,000.00)	
Stripes	27,326.19	(107,673.81)
December	23,973.44	
Stripes	4,366.23	28,339.67
January	5,000.00	
1/17/2018 Payment Land Engineering	(18,860.00)	
1/23/18	(6,268.00)	
Stripes	5,172.62	
Loan to Operating	(16,000.00)	(30,955.38)
February		
Coxe Curry	(2,292.66)	(2,292.66)
	\$59,309.60	59,309.60
Parent Council 1/31/18		1,361.79
Deposit		422.00
Dream Fields Entertainment DJ		(300.00)
Lisa Ellinger		(116.60)
Melissa Chavalier		(584.22)
		782.97
Student Activities		
Fernbank Fieldtrip 1st Grade		969.00
Fernbank Deposit		(288.90)
Atlanta Zoo		876.50
Atlanta Zoo		(899.40)
		657.20

Brookhaven Innovation Academy
2017-18 Statement of Revenues, Expenditures and Changes in Fund Balance
Through January 31, 2018

	Capital Projects Fund Actual	General Fund Actual	Parent Council Actual	School Nutrition Actual	Special Ed IVB - Flowthrough Actual	Student Activity Fund Actual	Title I-Improving Disadv. Achieve. Actual	Title II - Improving Teacher Quality Actual	Title IV-Enrichment Actual	All Funds Actual
Net Income with Financing and Capital Items										
Net Operating Income/(Loss)										
Revenues										
Revenue - Federal Sources										
4520 - Other Federal Grants Through GADOE	0	0	0	0	54,015	0	31,516	5,398	9,982	100,911
Total Revenue - Federal Sources	0	0	0	0	54,015	0	31,516	5,398	9,982	100,911
Revenue - Local Sources										
1199 - Charter Commission Revenue	0	1,950,534	0	0	0	0	0	0	0	1,950,533
1215 - Club Dues and Fees	0	0	0	0	0	932	0	0	0	932
1220 - Donations	0	135,619	5,150	0	0	0	0	0	0	140,769
1225 - Fundraising (School-Based) & Field Trips	0	5,196	5,783	0	0	0	0	0	0	10,980
1970 - After School Care Revenues	0	939	0	0	0	0	0	0	0	939
1995 - Other Revenues	0	9,606	39	0	0	0	0	0	0	9,644
1221 - Donations-Capital	478,918	0	0	0	0	0	0	0	0	478,918
Total Revenue - Local Sources	478,918	2,101,894	10,972	0	0	932	0	0	0	2,592,715
Total Revenues	478,918	2,101,894	10,972	0	54,015	932	31,516	5,398	9,982	2,693,626
Expenses										
Personal Services - Salaries	0	1,084,025	3,194	0	0	0	1,900	0	0	1,089,119
Personal Services - Benefits	0	297,373	47	0	0	0	0	0	0	297,419
Purchased Professional and Tech Svcs	0	114,979	0	0	53,021	0	15,784	5,398	0	189,182
Purchased Property Svcs	0	303,395	0	0	0	0	0	0	0	303,396
Other Purchased Services	0	101,270	497	0	0	0	0	0	0	101,766
Supplies	0	190,287	802	808	250	815	19,163	0	9,982	222,107
Other Operating Expenses	18	49,592	70	0	0	0	0	0	0	49,680
Total Expenses	18	2,140,921	4,610	808	53,271	815	36,847	5,398	9,982	2,252,669
Total Operating Net Income/(Loss)	478,900	(39,027)	6,362	(808)	744	117	(5,331)	0	0	440,957
Financing Sources and Uses										
5995 - Other Loan Proceeds	0	2,052,256	0	0	0	0	0	0	0	2,052,255
0831 - Principal Payments	0	(1,866,057)	0	0	0	0	0	0	0	(1,866,057)
0930 - Operating Transfers to Other Funds	0	(55,040)	0	0	0	0	0	0	0	(55,040)
Total Financing Sources and Uses	0	131,159	0	0	0	0	0	0	0	131,158
Capital Items										
0710 - Land Acquisition And Development	400,110	0	0	0	0	0	0	0	0	400,110
0720 - Building Improvements	0	6,945	0	0	0	0	0	0	0	6,945
Total Capital Items	400,110	6,945	0	0	0	0	0	0	0	407,055
Net Income with Financing and Cap. Items	78,790	85,187	6,362	(808)	744	117	(5,331)	0	0	165,060

**Brookhaven Innovation Academy
Working Capital Analysis by Month**

	Month Ended July <small>Actual</small>	Month Ended August <small>Actual</small>	Month Ended September <small>Actual</small>	Month Ended October <small>Actual</small>	Month Ended November <small>Actual</small>	Month Ended December <small>Actual</small>
Working Capital						
Cash and Cash Equivalents	2,241	149,531	378,489	211,825	65,361	98,877
Accounts Payable and other Current Liabilities	250,752	265,986	293,227	278,453	256,018	280,143
Net LOC Balance	42,412	(207,588)	30,663	(207,588)	(207,525)	(207,525)
Total Working Capital	\$ (290,923)	\$ 91,133	\$ 54,599	\$ 140,960	\$ 16,868	\$ 26,259
Working Capital Net of LOC						
Cash and Cash Equivalents	2,241	149,531	378,489	211,825	65,361	98,877
Accounts Payable and other Current Liabilities	250,752	265,986	293,227	278,453	256,018	280,143
Total Working Capital Net of LOC	\$ (248,511)	\$ (116,455)	\$ 85,262	\$ (66,628)	\$ (190,657)	\$ (181,266)

Internally Prepared
****FOR MANAGEMENT USE ONLY****
 Unaudited

Brookhaven Innovation Academy
Working Capital Analysis by Month

	Month Ended January <small>Actual</small>
Working Capital	
Cash and Cash Equivalents	315,965
Accounts Payable and other Current Liabilities	249,096
Net LOC Balance	20,272
Total Working Capital	\$ 46,597
Working Capital Net of LOC	
Cash and Cash Equivalents	315,965
Accounts Payable and other Current Liabilities	249,096
Total Working Capital Net of LOC	\$ 66,869

Internally Prepared
FOR MANAGEMENT USE ONLY
Unaudited

PERSONNEL COMMITTEE REPORT:

Head of School search has gone well and we anticipate being able to make an announcement in March.

FACILITIES COMMITTEE REPORT:

Authorization to extend 3031 Shallowford Road diligence period for an additional 30 days by providing notice to Seller and tendering an additional \$6,250.00 in non-refundable earnest money that would be applied towards purchase price. Such expenditure would be funded from capital campaign account.

ACADEMIC COMMITTEE REPORT:

Academic Committee:

Summary of our work since last board meeting:

- We have started using the new **academic committee structure** (designed by EIP) for our meetings.
 - o Guiding question: How *does the governing board ensure that the school is making adequate academic progress* (as defined by the Comprehensive Performance Framework)?
 - o We will work to monitor (and report) academic progress as it relates to state and federal accountability, student achievement, student growth, educational innovation, and compliance
- **Chad Mote from EIP** is now attending our meetings and will co-lead this group through the Spring semester
- Teachers are working on **pacing guides for each content area** (started with science) in order to outline roughly when certain standards are taught across the year; administration will continue to help teachers further unpack the standards, and might even incorporate this into the Buck Institute lesson planning templates
- Terri and Brent continue to monitor **Rosetta Stone** usage, and are attempting to collect data regarding student progress *and* growth. School leaders and the academic committee will bring a recommendation to the board regarding Rosetta Stone for next year sometime during the fall semester.
- Chad Mote is writing new **K-8 coding standards** and has invited BIA teachers to participate in the training and piloting of those standards.
- **ACTION ITEM:** The academic committee, in consultation with EIP, would like to suggest that we merge the LKES evaluation committee into the Academic committee.

Work for the future meetings:

- Review MAP scores at the committee level for both guidance and oversight
- Exploration of what other interim assessments are in place that the board could review periodically (with an eye towards CPF)
- Review PPTs from the SCSC conference in depth

Information from the SCSC board training at Lake Lanier:

- In 2016, the SCSC adopted a **Comprehensive Performance Framework (CPF)** to set forth clear, quantifiable, rigorous, and attainable goals in the areas of *academic achievement*, financial viability, and

organizational compliance. A school's performance on the CPF informs SCSC decision making over the course of the charter term and at renewal.

- For academics, the **fundamental question is this**: *Is the educational program offering students a better educational opportunity than they would otherwise receive at a tradition public school in the district, in at least one of the following measures:*
 - o *CCRPI Achievement*: Milestones, ACCESS data, Lexile's, attendance (CCRPI)
 - o *CCRPI Progress (Growth)*: Weighted growth on Milestones
 - o *Weighted CCRPI Score ("Single Score")*: Includes Achievement, Progress and Achievement Gap (growth of students scoring in the bottom 25% on GMA) weighted based on the number of students in each grade band
 - o *Value-Added Impact on Student Achievement*: statistical analysis used to estimate a school's true impact on student achievement using GMA scores controlled for observable student characteristics
 - o OR by earning a *"Beating The Odds"* designation from GaDOE: statistical analysis used to estimate a school's true impact on student achievement using GMA scores controlled for observable student characteristics
- State Charter Schools are expected to meet academic standards during every year of the charter term; however, **a school will be considered eligible for renewal if it meets academic, financial, and operational standards at least 75% of the time** (in 3 out of the first 4 years of a 5-year charter contract term).

FUNDRAISING COMMITTEE REPORT:

Fundraising committee update:

February 22,2018

Annual update:

Campaign update:

Communication and Facebook live update:

Spring golf tournament:

HFOH updates:

DIVERSITY COMMITTEE REPORT:

Diversity and Equity Committee (draft approved Dec. 2017; updated Feb. 2018)

Guiding Principle:

At BIA, our goal is to create and preserve a safe, caring, mutually respectful environment where all people are honored and valued for their diverse racial, ethnic, cultural, and gender identities, sexual orientations, socio-economic backgrounds, and religious and political beliefs. Adding to this, we envision a school where all students are valued for their unique strengths and diverse abilities. We believe that the diversity of the student population and BIA staff enriches the learning experience for all students.

Role of the Committee:

BIA Board Meeting Agenda for February 22, 2018

The Diversity and Equity Committee will meet throughout the year and act as an advisory committee to the School Board and BIA school leadership. This committee will work to ensure that BIA policies and practices are inclusive, culturally responsive and equitable. More specifically, the Diversity and Equity Committee will engage in the following tasks:

- Work to ensure that the BIA governing board, faculty and staff, and student populations are reflective of the communities they serve. This will include, at a minimum, work in the following areas:
 - o Supporting the BIA board chair and development chair to recruit board and committee members who are reflective of the study body served
 - o Developing effective outreach and marketing measures to promote enrollment opportunities across difference, and then working to actively eliminate barriers to enrollment once families are selected into the lottery
 - o Working with the Personnel Committee to consider the diversity in school employees across all levels of employment and job responsibility, including leadership positions, to ensure community populations are reflected equitably. (Note: this will include review of employment data, recruitment, mentoring, retention, and employee discipline practices to adherence to equal opportunity standards);
- Review current and newly proposed language to school and board policies to guide and support a focus on equity/diversity throughout BIA;
- Work with the Academic Committee to ensure students have access to culturally sustaining, rigorous curriculum that includes the contributions and histories of diverse populations;
- Work with BIA school leaders to ensure that teachers and school leaders have access to high quality professional development focused on the development of teachers' cultural capital and critical consciousness, and that support teachers in continued conversation about and reflection on things like implicit bias, microaggressions, Whiteness in schools, etc.;
- Examine the diversity of the BIA student body enrolled in higher level coursework and the steps taken to ensure equitable access to those programs;
- Examine the diversity of BIA populations related to student performance, discipline referrals, and placement in exceptional student education in order to inform policy and/or procedural recommendations;
- Consider joining other organizations and coalitions that focus on issues of equity and justice in schools (for example: *The Diverse Charter Schools Coalition* or *The Century Foundations and The Civil Rights Projects*); and
- Any other diversity and/or equity issues related to equitable and inclusive practices at BIA.

Committee Membership:

The Diversity and Equity Committee shall be comprised of diverse members from a variety of different backgrounds, perspectives, and experiences that reflect the diversity of the BIA community. Members should have a strong interest in educational equity issues and ability to engage in the hard/messy process of institutional change related to equity and diversity issues. Committee membership will likely include the following BIA stakeholders: parents, school leaders, teachers, and informed/connected community members.

Diversity and Equity Committee:

- **ACTION ITEM:** Would like the board to approve the updated Committee Structure document (see attached)
- **Conducted two zoom calls**, open to all parents, asking for feedback on work of this committee.
Feedback from parents included:
 - Really appreciates the diversity in the teaching staff, and hopes that this can continue
 - Some parents have experienced microaggressions and some coded language; need to consider diversity and equity training for all BIA stakeholders
 - Suggested that the Parent Committee might take on some of this work related to guest speakers, outreach to various communities, community service projects, etc.
 - Suggested that the new BIA newsletter could include a section that highlights issues of equity and diversity in the school; for example, this could include a spotlight on PBLs that ask questions related to issues of equality and justice in our world
 - Ask parents for anonymous feedback related to how they are really feeling about issues of diversity/equity/justice at BIA that goes directly to this committee and school leadership
 - Hopes that there would be parents and teachers included on the committee

PUBLIC HEARING: Amended 2017-2018 Budget



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

X Discussion

Board Meeting Date: February 22, 2018

Title of Agenda Item: 2017-18 Amended Budget Version 2

Submitted by: Lori Parrish

Background and Summary:

Attached please find

- 1) 2017-18 Version 2 vs. Version 1, General Fund
- 2) Capital Projects Fund
- 3) Title I-Improving Disadvantaged Achievement
- 4) Title II-Improving Teacher Quality
- 5) Title IV-Student Supplemental & Academic Enrichment
- 6) Special Education IVB-Flow through

On July 1, 2016 law was enacted by the State of Georgia requiring “local boards of education and certain charter schools to hold at least two public meetings on the proposed annual operating budget...” This meeting is the first of two public meetings. The Board is being asked to review the 2017-18 Amended Budget Version 2. Assumptions for preparation were based upon the most current information available. Revenues for 2017-18 are based upon amounts provided by Ted Beck, Superintendent/Chief Financial Officer, Georgia Department of Education (DOE).

The 2017-18 Amended Budget Version 2 reflects an increase to the General Fund Balance of \$109,849. This is an \$18,626 increase over Version 1.

The General Fund is used for operating the school. The Board has discretion over how this money is spent. The school receives Federal Funding (as follows). The DOE approves the budgets for each of these programs based upon strict federal guidelines. These budgets have been set up in separate funds. Separate funds have, also, been set up for the Capital Projects, Parent Council, and Student Activity Fund.

Federal Program	2017-18 Funding	2016-17 Carryover	2017-18 Amended Budget
Title I-Improving Disadvantaged Achievement	\$36,024	\$9,177	\$45,201
Title II-Improving Teacher Quality	\$ 5,398		\$ 5,398
Title IV-Student Supplemental & Academic Enrichment	\$10,000		\$10,000
Special Education IVB-Flow through	\$54,015		\$54,015
TOTAL	\$105,437	\$9,177	\$114,614

The most significant change in BIA's General Fund Budget is the unanticipated increase in Charter Commission Revenue. The school's budget was based upon receiving revenue for 480 students. In fact, the Department of Education (DOE) takes an average of three enrollment counts and projects a number for funding and budgeting purposes. If the trend in the counts is upward, then the projection reflects that movement (as follows). In our case this is true. We will receive close to \$100,000 in additional funding for 2017-18.

October 2017 Count	March 2017 Count	October 2016 Count	Average Last Two Counts	March 2019 Projection	Mid Term 2017-18	BIA Budget 2017-18
491	397	378	444	516	500	480

Salaries and benefits make up 67% of the school's expenditures. The increase in budgeted expense in this area is a result of adding staff in the fall. As follows,

	Amended 2017-18	Adopted 2017-18	Increase/ (Decrease)
Teachers	28.0	26.0	2.0
ESOL, Music, PE, Tech	4.0	4.0	
Principal	1.0	1.0	
Assistant Principal	1.0	1.0	
Business Manager	.5	.5	
Aides	1.0	1.0	
Special Ed Paraeducators	4.0	3.0	1.0
Technology Specialist	1.0	1.0	
Receptionist	1.0	1.0	
Business Office Clerk	1.0	1.0	
TOTAL	42.5	39.5	3.0

Three reclassifications of budgeted expenses have taken place in relation to the Kingsbridge Lease. The lease with Kingsbridge for 2016-17 furniture and equipment has been capitalized. The principal payments have been budgeted at \$112,890 and are being accounted for in Financing Sources and Uses/Operating Transfers to Other Funds. The other fund is Long Term Debt. The lease for 2017-18 furniture and equipment was budgeted in Supplies (Expendable Equipment and Expendable Computer Equipment) for \$90,000 at adoption.

These budget accounts have been relieved and the costs for the new lease have been budgeted in Other Operating Expenses at \$33,324.

The 2017-18 Amended Budget Version 2 provides the basis for the 2018-19 Adopted Budget. In June the Board will be presented with Version 3 for 2017-18 and Version 1 for 2018-19.

Fiscal Impact: As indicated.

Recommendation: Review and provide feedback.

Brookhaven Innovation Academy 2017-18 Budget v. Actual

	Year To Date 06/30/2018			% of Budget - 50.00%
	Sped Ed Flow Through	Actual	Summary	
Revenues				
Revenue - Federal Sources				
Other Federal Grants Through GADOE	\$ 54,015	\$ 54,015	0	100.00 %
Total Revenue - Federal Sources	\$ 54,015	\$ 54,015	0	100.00 %
Total Revenues	\$ 54,015	\$ 54,015	0	100.00 %
Expenses				
Purchased Professional and Tech Svcs				
Contracted Service -Counselors	\$ 54,015	\$ 53,021	994	98.16 %
Total Purchased Professional & Tech	\$ 54,015	\$ 53,021	994	98.16 %
Supplies				
Supplies - Instructional and Tech	\$ 0	\$ 250	(250)	0.00 %
Total Supplies	\$ 0	\$ 250	(250)	0.00 %
Total Expenses	\$ 54,015	\$ 53,271	744	98.62 %
Total Current Year Income/(Loss)	\$ 0	\$ 744	(744)	0.00 %

Brookhaven Innovation Academy 2017-18 Actual v. Budget - Title II

	Year Ending 06/30/2018	Year To Date 06/30/2018	
	Title II	Actual	% of Budget - 50.00%
Revenues			
Revenue - Federal Sources			
Other Federal Grants Through GADOE	\$ 5,398	\$ 5,398	100.00 %
Total Revenue - Federal Sources	\$ 5,398	\$ 5,398	100.00 %
Total Revenues	\$ 5,398	\$ 5,398	100.00 %
Expenses			
Purchased Professional and Tech Svcs			
Per Diem and Fees - Prof. Dev.	\$ 5,398	\$ 5,398	100.00 %
Total Purchased Professional & Tech	\$ 5,398	\$ 5,398	100.00 %
Total Expenses	\$ 5,398	\$ 5,398	100.00 %
Total Current Year Income/(Loss)	\$ 0	\$ 0	0.00 %

Brookhaven Innovation Academy 2017-18 Budget v. Actual - Title IV

	Year Ending 06/30/2018		Year To Date 06/30/2018		% of Budget - 50.00%
	Title IV-Enrichment	Actual	Summary		
Revenues					
Revenue - Federal Sources					
Other Federal Grants Through GADOE	\$ 10,000	\$ 9,982	18		99.82 %
Total Revenue - Federal Sources	\$ 10,000	\$ 9,982	18		99.82 %
Total Revenues	\$ 10,000	\$ 9,982	18		99.82 %
Expenses					
Purchased Professional and Tech Svcs					
Per Diem and Fees - Prof. Dev.	\$ 10,000	\$ 0	10,000		0.00 %
Total Purchased Professional & Tech	\$ 10,000	\$ 0	10,000		0.00 %
Supplies					
Supplies - Instructional and Tech	\$ 0	\$ 9,982	(9,982)		0.00 %
Total Supplies	\$ 0	\$ 9,982	(9,982)		0.00 %
Total Expenses	\$ 10,000	\$ 9,982	18		99.82 %
Total Current Year Income/(Loss)	\$ 0	\$ 0	0		0.00 %

Brookhaven Innovation Academy
2017-18 Budget v. Actual
Capital Projects Fund

	Year Ending 06/30/2018 Budget	07/01/2017 Through 12/31/2017 Actual	Summary
Net Income with Financing and Capital Items			
Net Operating Income/(Loss)			
Revenues			
Revenue - Local Sources	468,000	467,558	442
Total Revenues	<u>468,000</u>	<u>467,558</u>	<u>442</u>
Total Operating Net Income/(Loss)	<u>468,000</u>	<u>467,558</u>	<u>442</u>
Capital Items			
Land Acquisition And Development	436,600	393,860	42,740
Total Capital Items	<u>436,600</u>	<u>393,860</u>	<u>42,740</u>
Net Income with Financing and Cap. Items	<u>31,400</u>	<u>73,698</u>	<u>(42,298)</u>

Brookhaven Innovation Academy
2017-18 Version 1 vs. Version 2
General Fund

	Year Ending 06/30/2018		Variance
	17-18 Version 2	17-18 Version 1	
Net Income with Financing and Capital Items			
Net Operating Income/(Loss)			
Revenues			
Revenue - Federal Sources			
Other Federal Grants Through GADOE	0	90,525	(90,525)
Total Revenue - Federal Sources	<u>0</u>	<u>90,525</u>	<u>(90,525)</u>
Revenue - Local Sources			
Charter Commission Revenue	3,891,159	3,777,746	113,413
Donations	167,500	167,500	0
Fundraising (School-Based) & Field Trips	4,074	0	4,074
After School Care Revenues	1,858	0	1,858
Other Revenues	9,606	0	9,606
Total Revenue - Local Sources	<u>4,074,197</u>	<u>3,945,246</u>	<u>128,951</u>
Total Revenues	<u>4,074,197</u>	<u>4,035,771</u>	<u>38,426</u>
Expenses			
Personal Services - Salaries	2,022,102	1,920,440	101,662
Personal Services - Benefits	560,671	549,823	10,848
Purchased Professional and Tech Svcs	196,656	183,250	13,406
Purchased Property Svcs	508,951	512,808	(3,857)
Other Purchased Services	199,921	191,183	8,738
Supplies	257,797	392,430	(134,633)
Other Operating Expenses	98,415	188,044	(89,629)
Total Expenses	<u>3,844,513</u>	<u>3,937,978</u>	<u>(93,465)</u>
Total Operating Net Income/(Loss)	<u>229,684</u>	<u>97,793</u>	<u>131,891</u>
Financing Sources and Uses			
Operating Transfers to Other Funds	(112,890)	0	(112,890)
Total Financing Sources and Uses	<u>(112,890)</u>	<u>0</u>	<u>(112,890)</u>
Capital Items			
Building Improvements	6,945	6,570	375
Total Capital Items	<u>6,945</u>	<u>6,570</u>	<u>375</u>
Net Income with Financing and Cap. Items	<u>109,849</u>	<u>91,223</u>	<u>18,626</u>

Brookhaven Innovation Academy 2017-18 Budget v. Actual

	Year Ending 06/30/2018		Year To Date 06/30/2018		% of Budget - 50.00%
	Title I-Disadvantagd	Actual	Summary	Actual	
Revenues					
Revenue - Federal Sources					
Other Federal Grants Through GADOE	\$ 45,201	\$ 31,516	13,685		69.72 %
Total Revenue - Federal Sources	\$ 45,201	\$ 31,516	13,685		69.72 %
Total Revenues	\$ 45,201	\$ 31,516	13,685		69.72 %
Expenses					
Personal Services - Salaries					
Substitute - Certified	\$ 5,816	\$ 1,900	3,916		32.67 %
Total Personal Services - Salaries	\$ 5,816	\$ 1,900	3,916		32.67 %
Purchased Professional and Tech Svcs					
Per Diem and Fees - Prof. Dev.	\$ 18,906	\$ 16,180	2,726		85.58 %
Total Purchased Professional & Tech	\$ 18,906	\$ 16,180	2,726		85.58 %
Other Purchased Services					
Travel - Employees	\$ 1,066	\$ 0	1,066		0.00 %
Other Purchased Services	100	0	100		0.00 %
Total Other Purchased Services	\$ 1,166	\$ 0	1,166		0.00 %
Supplies					
Supplies - General	\$ 50	\$ 0	50		0.00 %
Supplies - Instructional and Tech	18,627	18,527	101		99.46 %
Books (Other Than Textbooks)	636	636	0		100.00 %
Total Supplies	\$ 19,313	\$ 19,163	151		99.22 %
Total Expenses	\$ 45,201	\$ 37,243	7,959		82.39 %
Total Current Year Income/(Loss)	\$ 0	\$ (5,727)	5,727		0.00 %

SUCCESSION PLANNING FOR ANNUAL MEETING

Board members and officers will be voted on at the June 14, 2018 Annual Meeting of the Board. A committee will be formed to consider officer succession, and the committee will present a slate to the Board on June 14th for a vote. New board member nominations will also be presented and voted on during the Annual Meeting.

EIP – TIMELINE AND ACTIVITIES

Past and Ongoing

- Extensive work and assistance with drafting and submission of the implementation grant
- Weekly work with administration and academic chair to revamp and streamline Academic committee to provide better assistance with school meeting goals of CPF framework.
- Assistance with development and proper implementation of coding and individualized learning aspects of curriculum.
- Deep analysis of current operational and financial structure for the purpose of determining proper employee headcount and financial efficiencies

Key School Aspects on Horizon (within 30 Days)

(Based off analysis above and Trajectory is Draft/Presentation {deliverable} in February and Action-as necessary-in March)

- Revisit and Refine Organization Chart
- Reconcile and Standardize Positions – Both By Function and Salary
- Reconcile FTE Count and Allotment – address funding, deficiencies, and optimization with particular focus of special populations
- Refine 5-year Pro-Forma

Board Engagement/Development

March

Governance Committee:

- Comprehensive policy manual draft for work through and review
- Beginning reviewing Bylaws
- Create survey for board of role and responsibilities, job descriptions of board members and committees
- Create board reconciliation survey

Finance Committee

- Prepare 2018-2019 Budget for Presentation

Academic Committee

- Review benchmark/MAP results (if applicable)
- Discuss milestones prep with school leader

Board Meeting

BIA Board Meeting Agenda for February 22, 2018

- Present comprehensive policy manual draft for feedback
- Survey of role and responsibilities, job descriptions of board members and committees
- Distribute board reconciliation survey
- Present current bylaws to board and request feedback
- Present Code of Ethics
- Strategic Planning timeline
- Approve 2018-2019 calendar (if not already done)
- Present Draft 2018-2019 budget for review
- Review benchmark/Mapp results (if application)
- Milestones prep

April

Governance Committee

- Comprehensive policy manual prepare for presentation based upon board feedback
- Finalize reconciliation survey based upon feedback
- Finish governance bylaw review and reconcile board comments
- Discuss student handbooks for next year request input from school leader
- Discuss employee handbooks for next year request input from school leader
- Finalize Code of Ethics from feedback
- Finalize results of role and responsibilities, job descriptions of board members and committees

Finance Committee

- Review 2018-2019 budget for vote

Academic Committee

- Discuss Milestones with school leader
- Discuss enrollment with school leader
- Review staff and student surveys

Board Meeting

- Present Comprehensive policy manual for review
- Present for review of bylaws with board feedback
- Present results of reconciliation survey, discuss skill sets needed moving forward
- Present Code of Ethics for approval
- Present results of role and responsibilities, job descriptions of board members and committees. Review current committees for potential changes
- Board member recommitment
- Review 2018-2019 budget and vote
- Milestones update
- Enrollment update
- Review staff and student surveys

May

Governance Committee

- Bylaws for review and edit based upon board input send to legal for review
- Begin review 2018-2019 student handbooks
- Begin review 2018-2019 employee handbooks
- Finalize policy manual

Academic Committee

- Review staff and student retention with school leader

Board Meeting

- Present 2018-2019 student handbooks for feedback
- Present 2018-2019 employee handbooks for feedback
- Board member recommitment
- Board vote on new members
- Present bylaws for final review (if back from legal)
- Present Comprehensive policy manual for approval
- Officer elections?
- Staff and student retention
- CCRPI results
- LKES update

June

Governance Committee

- Finalize 2018-2019 student handbooks based upon feedback send to attorney for review
- Finalize 2018-2019 employee handbooks based upon feedback send to attorney for review
- Conflict of Interest for board to sign
- Begin creation and plan for board books
- Approve meeting calendar for upcoming school year

Board Meeting

- Present finalized bylaws for approval (if back from attorney, if not done at May meeting)
- Present 2018-2019 student handbooks for approval (if back from attorney, if not move to July)
- Present 2018-2019 employee handbooks for approval (if back from legal, if not move to July)
- Have Code of Ethics and Conflict of Interest signed by board members
- Assign committees
- Present early plan for board procedures and documentation protocol (board books) for feedback

July

Governance Committee

- Create an onboarding process
- Formalizing plan for board procedures and documentation protocol
- Create board books

Board Meeting

- Present 2018-2019 student handbooks for approval (if back from attorney, if not done in June)
- Present 2018-2019 employee handbooks for approval (if back from legal, if not done in June)
- Present onboarding process for discussion

August

Governance Committee

- Finalize onboarding process based upon feedback
- Finish board books

Board Meeting

- Present onboarding process approval
- Present procedures and documentation protocol (board books) to board