



Meeting Agenda for 10/11/18

CALL TO ORDER

- I. Administrative Functions**
 - Opening Remarks
 - Approval of Agenda
 - Approval of Minutes from September 13, 2018 and September 24, 2018
- II. Public Comment**
- III. Academic Related Reports**
 - Head of School Report
 - Academic Committee Report
- IV. Finance Committee Report**
 - Monthly Reports
 - Deficit Reduction Plan
 - Fundraising Update - Capital Campaign and Annual Fund
- V. Operations Committee Report**
- VI. Governance Committee Report**
- VII. New Business**
 - 1) Presentation of Fiscal Year 2018 Draft Audit
- VIII. Executive Session as permitted by O.C.G.A. § 50-14-1 to discuss Personnel and Real Estate.**
- IX. Next Meeting Date: November 8, 2018**

ADJOURNMENT



Governing Board

Meeting Agenda for 09/13/18

**In attendance: Kelly Mandy, Michael Walker, Mike Pink, Zennie Lynch, Kevin (via phone)
Ellenor (7:17) Jonathan (7:20)**

CALL TO ORDER @ 7:09pm

I. Administrative Functions

- Opening Remarks:
- Approval of Agenda
 - Motion – Zennie, 2nd Mike
- Approval of Minutes from August 9, 2018.
 - Motion – Michael, 2nd Kevin

II. Public Comment

- Kelly Livingston: Here to represent Parent Council. Asking for fundraising updates as PC is fielding many questions given the activity with the Board on the Road Series.

III. Academic Related Reports

- Head of School Report
 - i. Enrollment update - Currently at 501 Students
 - ii. Infinite campus – Planning to meet with Infinite Campus Rep to set up numeric grading for Upper School and Standards Based Grading for Lower School. This will allow for uniform reporting and integration with GaDOE uploads and Google classroom
 - iii. Clubs - Reading Bowl, Spelling Bee, 3-5 Soccer, 6-8 Soccer, Theater Club, Choir/Fine Arts Club, International Student Club, Debate Club, Math Counts, and Cheer are being sponsored by teachers and began this week.
 - iv. Google Classroom – PD is being planned
 - v. Technology – Shipment of 150 student computers arrived but 4 were missing– Coding notes – under carpet wiring --- lab
 - 1. Coding tables have arrived and put in the coding labs. Mini Macs and monitors have been ordered and are awaiting the under carpet wiring before installation can begin.
 - 2. Agreement with Coding Curriculum Consultant is being renegotiated and will be presented to the Board at next board mtg
 - 3. Considering costs/benefits of Contract IT person remote vs. onsite
 - 4. Operations: CNA and CIP – have been signed off. Student Record and Class have to be submitted by 9/25.
 - vi. Required Safety Drills have been completed and recorded online with the State

- vii. Car pool: Challenges with a few having an impact on many. Really need parents to stay in the car pool line and follow the directions. Police presence (at admin's request) has helped
- viii. Behavior goals – Teachers are continuing to evaluate and ensure the best learning environment. Discipline has been minimal, and it seems that 99% of reports to the office are caused by 1% of the students.

- Academic Committee Report
 - i. Updates on Enrollment and Hiring
 - 1. Possible need for additional ESOL teacher
 - a. Parent Student Handbook revisions are still in process
 - b. CSP Grant: Chad from EIP will be Program manager
 - c. Gifted Program: In Academic Committee's opinion, at this time there is no way to execute on a quality program in the Fall Semester.
 - d. Access Points – 9 are being donated by a teacher k

IV. Finance Committee Report

- Monthly Reports
 - i. Audit has been complete: end of this month the first draft, Jim Bens with Mauldin and Jenkins will be here to discuss the audit at our October meeting – approve or accept – has to be submitted to DOE by November 1.
- Deficit Reduction Plan
 - i. Expectation is that prior deficit will be eliminated by next month
- Fundraising Update - Capital Campaign and Annual Fund
 - i. Annual Fund Team is being compiled and will launch in September
 - ii. Capital Fund (Bia on the road)
 - 1. 64%
 - 2. \$128K of \$200K
 - iii. Grants
 - 1. Mike Pink offered to call on 20 foundations and is going to work with the grant team to identify the best fit.

V. Operations Committee Report

- Check list for each committee
- 2 hour working session planned with Consultant to ensure we are in compliance
- CCRPI tracker –

VI. Governance Committee Report

- Planned 2 Hour training session with Consultant to ensure proper operations.

VII. New Business

- 1) Action: Approval of Public Comment Policy
 - a. Motion Zennie, 2nd Jonathan
- 2) Action: Approval of Board Training Policy
 - a. Motion Michael, 2nd Mike – motion passes

VIII. Executive Session as permitted by O.C.G.A. § 50-14-1 to discuss Personnel and Real Estate.

Motion Michael, 2nd Zennie --- 8: 15pm to discuss personnel and real estate

Motion to exit ES Zennie, 2nd Jonathan

Motion to approve new Hires: Zennie, 2nd Kevin – motion approves

Motion to adjourn: Motion Kevin, Ellenor 2nd – 8:34Pm

- IX. Determination of Next Meeting Date: Change needed to due to Project Exhibition Night.**
No change needed due to rescheduling of Project Exhibition Night. Next meeting will take place as scheduled on October 11, 2018.

ADJOURNMENT



Governing Board

Specially Called Meeting: 09/24/18

Two Alliance Center/3560 Lenox Road, Ste. 3050, Atlanta, Ga 30326

Start Time: 6:30pm

Remote Dial in: 1-646-749-3129 Access ID: 475-537-805

**In Attendance: Adam Caskey, Zennie Lynch, Kevin Miller, Jonathan Schwartz, Stephanie Cross,
Ellenor Stone Kelly Mandy, Michael Walker**

Meeting Agenda

CALL TO ORDER at 6:45pm EST by Adam

I. Administrative Functions

- Opening Remarks - none

II. Executive Session as permitted by O.C.G.A. § 50-14-1 to discuss Real Estate.

Motion 1st Stephanie, 2nd Kevin – Motions approves

Motion 1st Zennie, 2nd Stephanie 7:58pm

- 1. Motion to adopt resolution to proceed with the bond transaction / underwriting.**
 - a. Jonathan Motion 1st Michael 2nd Motion passes**
- 2. Motion to allow Adam to needed Easement and Joint Access Agreements with City of Chamblee and Dynamo**
 - a. Zennie Motion Jonathan 2nd**

Motion to Adjourn

Motion to Adjust Kevin 1st, Michael 2nd – passes 8:01pm

ADJOURNMENT



ACADEMIC COMMITTEE

Minutes

October 2nd, 4:30pm, BIA

1. **Roll Call** (Reflected in Minutes)

Kelly Mandy
Stephanie Cross
Ellenor Stone
Jennifer Bradley
Chad Mote

2. **Welcome & Updates** (Chair)

3. **Old Business** (Chair)

a. Update on hiring

- First grade teacher hired--expected start date is October 15
- Natea will stay on part-time as Upper School coding teacher--Vicky Robertson will come on part-time to cover the last 2 classes of the day – Vicky will be delivering Natea's lessons
- Still need a full-time SpEd teacher and ½ time ESOL teacher--have interviews set up for both
- Upper school science teacher needed
- New Upper school math teacher

b. Update on CSP grant

- Chad Mote has come on as manager of the CSP grant; purchases have already been made for infrastructure and equipment
- Submitted Project Goals - Included

c. Update on Technology

- Both coding labs have been outfitted with new tables, Mac Minis and monitors
- Lower grades need laptops – long-term tech support needed

4. **New Business**

a. Infinite Campus transition timeline

- Gradebook transfer to Infinite Campus is in progress and will be complete by Oct 1-- faculty will receive PD on Oct 2 and be given the month of October to become proficient--Parent Portal will open in Nov
 - PD went well -- seems simpler than Haiku, assessment tools are easier for parents to understand
- b. Coding curriculum update
- Received new and more detailed proposal from Deepa; Natea and Chamali have been communicating their needs with her and there is a better understanding among everyone about what is expected from Deepa
- c. Map Testing -- Data Reports
Map Data uploaded into freckle and Exact-path
- d. CCRPI -- Is there any info we can put into the tracker?
- Upload map data into CCRPI predictor
- e. Miscellaneous
- 80 EIP students have been identified and Kris Chapman has begun providing services
 - Title I students are in the process of being identified; working on a plan to serve them-- want to fund a part-time Title I teacher to support these students in the classroom--will work with Lori on how to make this happen
 - Kelly Rogers has met with all parents of SpEd students, gotten all files in compliance, and is nearly finished entering them into GO-IEP--this is a HUGE win!
 - In the process of securing Learning Ally to support the needs of our SpEd population and easyCBM as a universal screener and progress monitoring tool to get our RTI program going
 - Master schedule has been revamped to show compliance with meeting the needs of our SpEd, EIP and ESOL students; there will be some minor changes in the order of the students' day--i.e.--lunch, specials may be at a different time

5. Summary of Meeting (Chair)

6. Next Meeting: Tuesday, November 6 at 4:30pm at BIA

7. Adjourn

Brookhaven Innovation Academy - Operations Committee Monthly Committee Meeting

Date: September 20, 2018

Time: 4:30pm

Location: Brookhaven Innovation Academy

Attendees: Julie Tolbert (Head of School), Jonathan Schwartz (Operations Committee Chair), Alan Johnson (Operations Committee Member), Shaun Kerr (EIP Consultant)

Meeting Summary

- Reviewed the intent and focus of the Operations Committee. The Committee Chair and Committee team members are responsible for oversight of key monthly, quarterly, and annual actions items. The Head of School, on behalf of BIA's administration, is responsible for executing all action items, providing feedback for open items that are not yet completed, and any support the administration needs from the BIA Board. The Head of School is accountable to the Operations Committee Chair for completion of key action items, which will be reported to the Board monthly.
- Reviewed the monthly summary document provided by EIP as guidance for the administration and Board, including key monthly, quarterly, and annual action items owned by the administration.
- Julie indicated there are some items on the action plan that we'll need an explanation on, which EIP is able to provide.
- Agreed that future meetings will take place monthly, aiming towards the end of the month.
- Julie added the spreadsheet to a shared google file which has already been shared with Alan, Jonathan, and Shaun.

Action Items

- Julie and Shaun to connect to ensure she has clarity on all key action items outlined in the guidance spreadsheet provided by EIP. Julie to highlight on the google spreadsheet the key areas she needs support.
- Julie and Shaun to review July, August, and September action item to ensure nothing was missed.
- Shaun to provide alignment between key action items outlined in the guidance spreadsheet to the CPF Operations sections.
- Shaun to provide link to Jonathan and Alan for us to get more familiar with the various action items. Required reading ahead of next month's Operations Committee meeting.
- Julie to invite additional team members from the BIA administration to the next Operations Committee meeting as appropriate.
- Julie / BIA administration to update spreadsheet with completion dates of key action items ahead of next Operations Committee meeting.

Next Meeting: 7:00am on October 31, 2018 at Brookhaven Innovation Academy

General Fund

Brookhaven Innovation Academy
2018-2019 Actual by Month

	Month Ended July Actual	Month Ended August Actual	Summary
Revenues			
Revenue - Local Sources			
Charter Commission Revenue	307,627	337,351	644,978
Donations	1,846	(1,945)	(99)
Other Revenues	0	25,856	25,856
Total Revenue - Local Sources	309,473	361,262	670,735
Total Revenues	309,473	361,262	670,735
Expenses			
Personal Services - Salaries			
Teachers	4,439	119,359	123,798
Substitute - Non Certified	0	1,350	1,350
Art, Music, PE Teachers	0	6,591	6,592
Principal	8,333	8,334	16,666
Assistant Principal	12,083	12,083	24,167
Aides And Paraprofessionals	0	7,147	7,147
Secretarial Staff	1,352	2,520	3,872
Clerical Staff	2,840	2,840	5,680
Accountant	4,825	5,600	10,425
Teacher Support Specialist	0	4,167	4,167
Secondary Counselor	0	4,000	4,000
Total Personal Services - Salaries	33,872	173,991	207,864
Personal Services - Benefits			
Health Insurance	12,204	(916)	11,287
FICA/Medicare	490	2,261	2,752
Teachers Retirement System	7,289	36,199	43,487
Unemployment Compensation	270	2,648	2,918
Other Employee Benefits	61	0	62
Total Personal Services - Benefits	20,314	40,192	60,506
Purchased Professional and Tech Svcs			
Contracted Service -Counselors	1,250	0	1,250
Contracted Service -Technology Specialist	16,150	20,400	36,550
Backgrounds & Fingerprints	467	290	757
Professional Legal Services	100	0	100
Per Diem and Fees - Prof. Dev.	0	12,205	12,205
Total Purchased Professional & Tech	17,967	32,895	50,862
Purchased Property Svcs			
Facility TICAM and Cleaning Services	300	14,662	14,962
Repair & Maint. - General and Facility	0	1,048	1,047
Building and Land Rental	30,766	30,766	61,532
Other Purchased Property Services	3,750	4,650	8,400
Total Purchased Property Svcs	34,816	51,126	85,941
Other Purchased Services			
Insurance	4,757	2,394	7,151
Communication	2,463	2,465	4,928
Other Purchased Services	2,165	21,106	23,272
Total Other Purchased Services	9,385	25,965	35,351
Supplies			
Supplies - General	2,793	9,912	12,705
Supplies - Instructional and Tech	13,572	2,138	15,709
Computer Software	25,049	15,090	40,139
Energy	2,055	3,866	5,922
Books (Other Than Textbooks)	1,190	371	1,561
Expendable Equipment	27,099	17,147	44,246

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General Fund

Brookhaven Innovation Academy
2018-2019 Actual by Month

	Month Ended July Actual	Month Ended August Actual	Summary
Expendable Computer Equipment	0	25,538	25,538
Total Supplies	71,758	74,062	145,820
Other Operating Expenses			
Dues & Fees	96	593	688
Interest	4,166	2,389	6,556
FFE Lease Costs	3,082	(3,082)	(1)
Total Other Operating Expenses	7,344	(100)	7,243
Total Expenses	195,456	398,131	593,587
Total Operating Net Income/(Loss)	114,017	(36,869)	77,148
Financing Sources and Uses			
Other Loan Proceeds	162,100	0	162,100
Principal Payments	(162,100)	0	(162,100)
Operating Transfers to Other Funds	(9,924)	(15,015)	(24,939)
Operating Transfers From Other Funds	16,515	0	16,516
Total Financing Sources and Uses	6,591	(15,015)	(8,423)
Capital Items			
Building Improvements	(3,500)	(20,060)	(23,560)
Total Capital Items	(3,500)	(20,060)	(23,560)
Net Income with Financing and Cap. Items	117,108	(71,944)	45,165

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General Fund

Brookhaven Innovation Academy
2018-19 Budget (v1 Full Yr) v. Actual

	Year Ending 06/30/2019 18-19 Adopt	07/01/2018 Through 08/31/2018 Actual	Summary	% of Budget - 50.00%
Net Income with Financing and Capital Items				
Net Operating Income/(Loss)				
Revenues				
Revenue - Local Sources				
Charter Commission Revenue	4,292,816	644,978	3,647,839	15.02 %
Donations	175,000	(99)	175,098	(0.06) %
Fundraising (School-Based) & Field Trips	5,000	0	5,000	0.00 %
After School Care Revenues	2,000	0	2,000	0.00 %
Other Revenues	16,000	25,856	(9,856)	161.60 %
Total Revenue - Local Sources	4,490,816	670,735	3,820,081	14.94 %
Total Revenues	4,490,816	670,735	3,820,081	14.94 %
Expenses				
Personal Services - Salaries	2,301,772	207,863	2,093,908	9.03 %
Personal Services - Benefits	811,412	60,506	750,906	7.46 %
Purchased Professional and Tech Svcs	171,000	50,862	120,138	29.74 %
Purchased Property Svcs	524,793	85,942	438,852	16.38 %
Other Purchased Services	172,000	35,350	136,649	20.55 %
Supplies	232,000	145,821	86,180	62.85 %
Other Operating Expenses	90,819	7,243	83,576	7.98 %
Total Expenses	4,303,796	593,587	3,710,209	13.79 %
Total Operating Net Income/(Loss)	187,020	77,148	109,872	41.25 %
Financing Sources and Uses				
Other Loan Proceeds	0	162,100	(162,100)	0.00 %
Principal Payments	0	(162,100)	162,100	0.00 %
Operating Transfers to Other Funds	(112,890)	(24,939)	(87,951)	22.09 %
Operating Transfers From Other Funds	0	16,516	(16,516)	0.00 %
Total Financing Sources and Uses	(112,890)	(8,424)	(104,467)	7.46 %
Capital Items				
Building Improvements	(56,445)	(23,560)	(32,885)	41.74 %
Total Capital Items	(56,445)	(23,560)	(32,885)	41.74 %
Net Income with Financing and Cap. Items	17,685	45,165	(27,480)	255.38 %

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General Fund

Brookhaven Innovation Academy
2018-2019 Current Budget v Actual YTD

	07/01/2018 Through 08/31/2018		
	18-19 Adopt	Actual	Summary
Net Income with Financing and Capital Items			
Net Operating Income/(Loss)			
Revenues			
Revenue - Local Sources			
Charter Commission Revenue	715,470	644,978	70,493
Donations	40,000	(99)	40,098
Fundraising (School-Based) & Field Trips	500	0	500
After School Care Revenues	200	0	200
Other Revenues	8,000	25,856	(17,856)
Total Revenue - Local Sources	<u>764,170</u>	<u>670,735</u>	<u>93,435</u>
Total Revenues	<u>764,170</u>	<u>670,735</u>	<u>93,435</u>
Expenses			
Personal Services - Salaries	221,386	207,863	13,522
Personal Services - Benefits	69,345	60,506	8,839
Purchased Professional and Tech Svcs	35,100	50,862	(15,762)
Purchased Property Svcs	97,298	85,942	11,357
Other Purchased Services	26,684	35,350	(8,667)
Supplies	96,084	145,821	(49,736)
Other Operating Expenses	15,934	7,243	8,691
Total Expenses	<u>561,831</u>	<u>593,587</u>	<u>(31,756)</u>
Total Operating Net income/(Loss)	<u>202,339</u>	<u>77,148</u>	<u>125,191</u>
Financing Sources and Uses			
Other Loan Proceeds	0	162,100	(162,100)
Principal Payments	0	(162,100)	162,100
Operating Transfers to Other Funds	(18,900)	(24,939)	6,039
Operating Transfers From Other Funds	0	16,516	(16,516)
Total Financing Sources and Uses	<u>(18,900)</u>	<u>(8,424)</u>	<u>(10,477)</u>
Capital Items			
Building Improvements	(35,000)	(23,560)	(11,440)
Total Capital Items	<u>(35,000)</u>	<u>(23,560)</u>	<u>(11,440)</u>
Net Income with Financing and Cap. Items	<u>148,439</u>	<u>45,165</u>	<u>103,274</u>

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Brookhaven Innovation Academy
Statement of Assets, Liabilities and Fund Balance
07/01/2018 Through 08/31/2018

ASSETS

Current Assets

Cash and Cash Equivalents

Checking Account - Private Bank

\$ 453,605

Petty Cash

500

Checking Account - Private Bank Capital

1

Cash in Bank-Private Bank Annual

1

Total Cash and Cash Equivalents

\$ 454,107

Short Term Investments

\$ 3,126

Accounts Receivable (Net)

314,772

Prepays, Deferrals and Other Current

41,160

Total Current Assets

\$ 813,165

Capital Assets (Net of Dep'n)

Buildings and Land

244,643

Furniture, Fixtures and Equipment

311,372

Total Net Capital Assets

\$ 556,015

Total Assets

\$ 1,369,180

LIABILITIES AND FUND BALANCE

Liabilities

Current Liabilities

Current Leases and Other Current Liabs

387,031

Accounts Payable

238,361

Payroll Liabilities

47,079

Total Current Liabilities

\$ 672,471

Long Term Liabilities

\$ 500,347

Total Liabilities

\$ 1,172,818

Fund Balance

Net Asset Accounts

\$ 196,362

Total Fund Balance

\$ 196,362

Total Liabilities and Fund Balance

\$ 1,369,180

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For Management Use

Brookhaven Innovation Academy
2018-19 Statement of Revenues, Expenditures and Changes in Fund Balance

	Capital Projects Fund Period Ending 08/31/2018 Actual	General Fund Period Ending 08/31/2018 Actual	Parent Council Period Ending 08/31/2018 Actual	Student Activity Fund Period Ending 08/31/2018 Actual	Title II - Improving Teacher Quality Period Ending 08/31/2018 Actual	All Funds Period Ending 08/31/2018 Actual
Net Income with Financing and Capital Items						
Net Operating Income/(Loss)						
Revenues						
Revenue - Federal Sources						
Other Federal Grants Through GA-DOE	0	0	0	0	41	41
Total Revenue - Federal Sources	0	0	0	0	41	41
Revenue - Local Sources						
Charter Commission Revenue	0	644,978	0	0	0	644,978
Donations	0	(99)	5,150	0	0	5,051
Fundraising (School-Based) & Field Trips	0	0	1,438	0	0	1,438
Other Revenues	0	25,856	0	0	0	25,856
Donations-Capital	36,109	0	0	0	0	36,110
Total Revenue - Local Sources	36,109	670,735	6,588	0	0	713,433
Total Revenues	36,109	670,735	6,588	0	41	713,474
Expenses						
Personal Services - Salaries	0	207,863	0	0	0	207,864
Personal Services - Benefits	0	60,506	0	0	0	60,506
Purchased Professional and Tech Svcs	0	50,862	0	0	0	50,862
Purchased Property Svcs	0	85,942	0	0	0	85,942
Other Purchased Services	0	35,350	1,435	0	0	36,785
Supplies	0	145,821	255	0	0	146,076
Other Operating Expenses	18	7,243	0	0	0	7,260
Total Expenses	18	593,587	1,690	0	0	595,295
Total Operating Net Income/(Loss)	36,091	77,148	4,898	0	41	118,179
Financing Sources and Uses						
Other Loan Proceeds	0	162,100	0	0	0	162,100
Principal Payments	0	(162,100)	0	0	0	(162,100)
Operating Transfers to Other Funds	0	(24,939)	0	(16,516)	0	(41,456)
Operating Transfers From Other Funds	0	16,516	0	0	0	16,516
Total Financing Sources and Uses	0	(6,424)	0	(16,516)	0	(24,940)
Capital Items						
Land Acquisition And Development	(37,166)	0	0	0	0	(37,166)
Building Improvements	0	(23,560)	0	0	0	(23,560)
Total Capital Items	(37,166)	(23,560)	0	0	0	(60,726)
Net Income with Financing and Cap. Items	(1,075)	45,165	4,898	(16,516)	41	32,513

Brookhaven Innovation Academy
Working Capital Analysis by Month

	Month Ended	Month Ended
	July Actual	August Actual
Working Capital		
Cash and Cash Equivalents	227,832	454,107
Accounts Payable and other Current Liabilities	82,605	285,440
Net LOC Balance	(82,963)	(82,963)
Total Working Capital	<u>\$ 228,190</u>	<u>\$ 251,630</u>
Working Capital Net of LOC		
Cash and Cash Equivalents	227,832	454,107
Accounts Payable and other Current Liabilities	82,605	285,440
Total Working Capital Net of LOC	<u>\$ 145,227</u>	<u>\$ 168,667</u>

Working Capital
Cash and Cash Equivalents
Accounts Payable and other Current Liabilities
Net LOC Balance
Total Working Capital

Working Capital Net of LOC
Cash and Cash Equivalents
Accounts Payable and other Current Liabilities
Total Working Capital Net of LOC