



**Governing Board**

**Minutes for 02/13/2020: 186 Hunter Street, Norcross, Ga 30071**

CALL TO ORDER at 7:14PM - Present: Adam Caskey, Zennie Lynch, Michael Walker, Veronica Johnson and Walter Bell

**I. Administrative Functions**

- Approval of Agenda –  
Motion to approve Agenda - First: Veronica Johnson; Second: Zennie Lynch  
Unanimous Approval.
- Approval of Minutes from January 9, 2020  
Motion to approve prior board minutes - First: Veronica Johnson; Second: Zennie Lynch  
Unanimous Approval.

**II. Public Comment**

- No Comments

**III. Academic Related Reports**

- Head of School Report – Julie Tolbert
  - i. Reviewed current lottery numbers
  - ii. Enrollment
    - 1. 2 withdrawals
  - iii. Academic Tracker Review
    - 1. Student Enrollment: Currently at 488 students.
    - 2. Student Tardies: Incidences are high, however it is only a handful of students that represent a significant number of these incidences. Many are arriving after 10a.m.
      - a. Admin is addressing with parents. Attendance letters have gone out. The school counselor has been engaged.
      - b. Discussion around how to improve on-time arrivals.
      - c. Attendance contracts signed by both students and parents was one idea that was tried.
      - d. Teachers continue teaching when students arrive and have to work with the students later to get them caught up.
      - e. Will review at next Board meeting.
    - 3. Student Discipline
      - a. 8 Level 1 incidences; 23 Level 2 referrals (mainly for misuse of technology)
      - b. IT has been engaged to add additional protections on the network to prevent further infractions.
    - 4. SPED / ELL populations
      - a. No changes to numbers of students served.

- b. ACCESS results come in May (ELL) to see who has qualified to be moved out.
- iv. Attendance Review
  - 1. Lots of illnesses impacting both teacher & student attendance.
- v. Professional Development
  - 1. In-house PD during Digital Learning Days.
  - 2. Some attended outside PD.
- vi. MAP Data
  - 1. Comparison of 2020 MAP data vs 2019 MAP data.
  - 2. Milestones Projections (based on Fall 2019 & 2020) MAP scores.
  - 3. Early Intervention Program / Title 1 Tutoring / MTSS support to help fill in gaps for students.
    - a. Extra reading / math blocks during the week.
    - b. MTSS is provided during Study Skills time.
    - c. Students may be receiving both EIP & Title 1 services.
- vii. Infinite Campus
  - 1. Request to IC to help pull data on K – 5 standards-based data.
  - 2. Will look at pulling the scores for the core content areas for Upper School, not just a “majority of” courses, as this is difficult to define and could include non-core courses.
- viii. PBL Software
  - 1. An upper school teacher is piloting PBL Software and will provide feedback.
- ix. Staffing Discussion for 2020 - 2021
  - 1. Review of teachers / staff needs for next year.
  - 2. Proposal of new positions.
  - 3. Proposal of extending 10-month positions to 12-month.
  - 4. Proposal of expanding responsibilities of Instructional Coach.
- x. Marketing / Recruitment
  - 1. Yard signs.
  - 2. FB events.
  - 3. Additional tours scheduled for 2/20 and 2/27.
  - 4. Automated Mailchimp messages to parents of new students.

#### IV. Academic Committee Report

- **Veronica Johnson Report out**
  - i. Volunteer Policy: Will be on agenda for approval for March Board meeting.
  - ii. **Milestones Prep:** What are we doing to prepare our youngest students for their first year of testing?
    - 1. Typing instruction is offered to 3<sup>rd</sup> graders.
  - iii. School philosophy on Milestones prep over Spring Break
    - 1. Teacher discretion, however there is nothing prescribed or required.
- **Current Events Updates**
  - i. Gov. Kemp introduced a bill to reduce Milestones testing requirements across the state. Monitoring.
  - ii. MAP Consortium pilot in the state of GA. The consortium group is working with NWEA MAP to modify the assessment to be a “through-year” assessment which is different from how BIA currently uses the tool.
- **Recruitment**
  - i. Tours have been well-attended.

- ii. Lottery numbers are strong.

**V. Finance Committee Report**

- Committee met on 1/24/2020.
- School remains in a solid financial position.

**VI. Operations Committee Report & Governance Committee Report**

- Committee met earlier this week.
- Updated monitoring from the State Charter Schools Commission.
  - i. Removed 2 of the 6 findings.
  - ii. A couple of practices need to be corrected.
  - iii. Deadline of April 9, 2020 to address.
- Still waiting on decision regarding our SPED FTE count from the State.
- Gregg and Sean to assist with making Operations tracker more specific to BIA.

**VII. Consultant's Report**

- Recommendations for raising additional funding.
  - i. Goal 1 is to help fill funding gaps.
  - ii. Goal 2 is to help establish the culture of the school.
- Focus this spring on establishing BIA as being involved and connected with the community.
- Draft fundraising policy reviewed.
- Goal is to get some tracking and documentation systems in place first.
- Will plan to meet within the next month to discuss in-depth; Gregg is typically onsite on Fridays.

**VIII. New Business**

- **Nomination of Fred Schroer as Board Member**
  - 1) Motion: Veronica Johnson; 2<sup>nd</sup>: Walter Bell. Unanimous Approval
  - 2) Request from Fred to receive detailed building specifications and design.
- Recommendation from SCSC to have at least 2 people who input data that goes to the state. Currently done by Lori Parrish and Dr. James.
- **Budget Development Calendar 2020-21**
  - 1) Discussion from Lori Parrish, Business Manager.
  - 2) Timeline for budget development.
  - 3) Moving amended budget for 2019-2020 to June with approvals in June / July.
  - 4) Discussion of combined Academic / Operations / Finance Calendar.
  - 5) Motion to table discussion till next month: 1<sup>st</sup> – Walter Bell; 2<sup>nd</sup> – Fred Schroer. Unanimous approval.
- **Amendment to Financial Procedures Policy**
  - 1) Reimbursement forms.
    - a. Ensuring that a superior approves a subordinate's reimbursement request. Need to formalize this and include in our Procedures Manual.
    - b. We have already been following this process, it simply needs to be explicitly documented.

2) Motion to approve amendment: 1<sup>st</sup> – Fred Schroer; 2<sup>nd</sup> – Walter Bell. Unanimous approval.

- **Extension of EIP Contract**

1) Level of services provided have increased.

2) Charter renewal to begin at end of 2020.

3) Motion to extend a 1-year contract with EIP through the rest of the calendar year of 2020: 1<sup>st</sup> – Zennie Lynch; 2<sup>nd</sup> – Walter Bell.  
Unanimous approval.

- **Approval of HOS Job Description FY 20-21**

1) Motion to table decision until March 2020 meeting to ensure alignment with employment contract. 1<sup>st</sup> – Walter Bell; 2<sup>nd</sup> – Veronica Johnson.  
Unanimous approval.

2) Board to review prior to next meeting.

- Motion to move into Executive Session: 1<sup>st</sup> – Walter Bell; 2<sup>nd</sup> – Fred Schroer.  
Unanimous approval

**IX. Executive Session to Discuss Personnel and Real Estate**

- Motion to move out of Executive Session: 1<sup>st</sup> – Walter Bell; 2<sup>nd</sup> – Veronica Johnson.  
Unanimous approval.

**X. Recommendation of new hires for FY20:**

- Proposed slate of new hires

i. Sunshine Diaz (paraprofessional)

ii. Christina Labrador (paraprofessional)

iii. Quianna Whipple (paraprofessional)

iv. Promotion of Shelby Thompson from paraprofessional to teacher for FY20

v. Maria Singman (Lower School teacher)

vi. Viva Jones (Associate Head of School – Upper School)

vii. Katie French (Associate Head of School – Lower School)

- Motion to approve slate of new hires: 1<sup>st</sup> – Veronica Johnson; 2<sup>nd</sup> – Fred Schroer.  
Unanimous approval (Need to include all names).

- Motion to add agenda item #6 to approve disciplinary hearings policy. 1<sup>st</sup> – Walter; 2<sup>nd</sup> – Fred.  
Unanimous approval.

**XI. HOS ability to appeal Hearing Officer's decision**

- Discussion

- Motion to approve the amendment of our policy to allow HOS to appeal decision of disciplinary actions. 1<sup>st</sup> – Veronica; 2<sup>nd</sup> – Walter.  
Unanimous approval.

Motion to adjourn meeting; 1<sup>st</sup> – Veronica; Walter – 2<sup>nd</sup>.  
Unanimous approval.

**X. Next Meeting Date: March 12, 2020**

**XII. ADJOURNMENT**