



**Governing Board**

**Meeting Minutes for 05/14/2020**

*Virtual Meeting due to COVID-19*

**MEMBERS PRESENT:** Julie Tolbert, Viva Jones, Adam Caskey, Kelly Mandy, Michael Walker, Veronica Johnson, Walter Bell, Zennie Lynch, Gregg Stevens, Danny Brewington

**CALL TO ORDER**

Call to order @ 7:13p.m. by Adam Caskey, Board Chair

**I. Administrative Functions**

A. Approval of Agenda

1. Motion to approve agenda
2. Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>; Unanimous approval

B. Approval of Minutes from April 9, 2020

1. Motion to approve meeting minutes from March 2020 meeting
2. Veronica Johnson – 1<sup>st</sup>; Michael Walker – 2<sup>nd</sup>; Unanimous approval

C. Introduction of Ms. Viva Jones, new Assistant Principal for Upper School.

**II. Public Comment**

A. Yvette Berry, BIA Parent Council President.

- o Request for PC raised funds (fundraisers, dues, teacher's appreciation, etc.) to be rolled over to the next school year. Concern regarding funds earned be used for what families initially intended.

**III. Academic Related Reports**

A. Head of School Report

B. Academic Committee Report

1. Current Status of Lottery
  - a. No changes in lottery numbers.
  - b. Paperwork is coming in from new families that Anna is processing.
  - c. 23 total slots available at 8<sup>th</sup>; 8 confirmed with 1 pending.
  - d. Strongest waitlist numbers in our school's history with 416 students on the waitlist!
- b. Withdrawals
  - a. 1 Family moving far away. 1 family going to Kittredge.

2. Student “attendance” / engagement
  - a. Students remain fairly engaged although fatigue is clearly setting in a little.
  - b. Re-allocated remaining Title 1 funds to tutoring to be available through June 30 for students who had been participating in school-based tutoring.
  - c. First report from FEV Tutoring; not as high engagement as desired with 46% student participation. Tutoring is available 24/7, offering maximum flexibility for families.
    - i. Secondary list of students to pull from is being provided to FEV tutoring.
    - ii. FEV is reaching out to those students who have not engaged so far.
3. Plans for year-end close-out
  - a. Teachers have completed documentation of skills / topics to be covered next school year.
4. Summer Plans
  - a. No plans to offer summer learning.
  - b. Teachers and staff need a sense of safety to even consider summer plans.
5. 2020 – 2021 Plans
  - a. Reviewing various plans – hybrid, 100% virtual, face-to-face. Waiting for more guidance from the State level. Will look to June for more solidified plans.
  - b. 8<sup>th</sup> grade graduation plans. Looking at pre-recorded.
  - c. Kindergarten graduation will be class-by-class.
  - d. Staffing needs: 1 remaining SPED position needed and 1 Kindergarten parapro position to be filled.
  - e. Networking with other charter school leaders and our consultants regarding ideas for restarting next year.
6. Specials for next year in light of COVID-19 / Funding?
  - a. Planning to maintain existing rotation of specials.
  - b. Considering some Upper School scheduling changes change to make class blocks longer and changing the schedule class attendance for coding.
7. Instructional Delivery Models & Plans
  - a. The hope is to make investment in people versus technology.
  - b. Looking at offering Remote tutoring, Saturday school, etc. for next year based on needs.

8. Assessments

- a. MAP Testing can now be done virtually, if needed.

9. Remote Learning Platforms

- a. Fine-tuning the various platforms that teachers have been individually implementing.
- b. Teachers are tweaking the usage of Google Classroom and other remote learning platforms based upon lessons learned.
- c. Seeking to become a schoolwide Title 1 entity. This would allow us to utilize Title 1 funds for all students.
  - i. Will be able to carry this year's Title 1 funds over to next year.
  - ii. Goal is to invest in people, not tools/resources.
    - 1. Saturday school
    - 2. Extended day, after school tutoring
    - 3. Will have to amend CLIP to address this waiver.
- d. Reading and math standards checklists being worked on for next year.
- e. Ms. Bradley is implementing a Google Classroom certification training program for teachers.

10. Retention

- a. Small number of students recommended for retention.

11. Staffing

- a. Ms. Jones already getting actively engaged.

12. Operations

- a. Received late night notification to review numbers.
- b. We were 1 day late turning data in.

13. Accreditation Process to begin in June.

14. Growth Projection Sheet

- a. Already completed; not due until May 29, 2020.
- b. A webinar will be hosted next week to address questions. Information will not be until after the webinar.

15. Finance

- a. 1 last finding from SCSC visit. Some additional language to be added.

16. Recruitment / retention

- a. Forum is working on doing some 8<sup>th</sup> grade spotlights regarding where

students are going to high school and reflections on their time at BIA.

- b. New families are already receiving school e-mails to help them feel a part of the community.
- c. Considering doing a Facebook Live over the summer given the challenges of staying connected.

#### **IV. Finance Committee Report**

##### **A. Monthly Reports**

- a. QBE Funding has worked out in our favor.
- b. Unexpected expenses in terms of utilities (went from a 33,000 sq ft to 48,000+ sq ft building with older HVAC equipment).
- c. Format has changed a bit to the layout to meet the requirements of our bond to report data in a specific way.
- d. As of March 31, 2020, we were expecting \$4.6 million. We have received just over \$4 million of those funds. \$2.9 million operating expenses (not including occupancy costs).
- e. 1<sup>st</sup> payment to bond is due at the end of the year.

##### **B. 2020 – 2021 Budget preliminary planning**

- a. Assumptions: Full enrollment of 540 students
- b. Expected budget; \$5.4 million (pre-COVID-19)
- c. The State is anticipating budget cuts for the upcoming school year.
  - i. Assuming a 20% reduction down to \$4.2 million, potential cuts, in revenue. Would result in a loss of \$200,000 for the year.
  - ii. Staff, instruction, occupancy will be priority
  - iii. Finance committee focused on filling the budget gaps
  - iv. We cannot technically approve a budget, because the State has not yet adopted a budget.
  - v. We are not in the position of needing to make any major reductions at this time.
- d. BIA applied for PPP. We received approx. \$450K.
  - i. Funds required to be utilized this year for payroll and other eligible expenses.
- e. The Governor has directed all agencies to cut their budgets by 14%. Expectation that this will be a 2-year financial issue.

#### **V. Operations Committee Report**

- A. Executive Order released regarding summer programs. We will not be offering any summer programs.
- B. Funds have been re-purposed to offer tutoring for students.
- C. March FTE data
  - a. Deadline was extended. Information was submitted 1 day past deadline.
  - b. Student class submissions have been completed
  - c. Staff, going forward, will be responsible for ensuring data is available and collected on time and accurately.
  - d. EIP will provide assistance to new team members in documenting data.
  - e. Infinite Campus training to be offered. Hoping to have training in June.

- f. BIA staff continuing to work with families to retrieve belongings from the school per CDC guidelines. Last day for pickup is May 29, after which, remaining items will be discarded.
- g. LEA Improvement Plan will be amended.
- h. Revision of handbooks for the new school year.
- i. Working on various contingency plans to serve students for the Fall, depending on the different scenarios we may be presented with.

**VI. Governance Committee Report**

- A. Training hours are complete for the year.
- B. Will be electing a new secretary this evening.

**VII. Consultant's Report (Ed Innovation Partners)**

- A. Gregg Stevens' Report
  - 1. Working on SCSC corrective action plans and to ensure they are implemented properly.
  - 2. BIA is doing well with preparing for various return-to-school scenarios. We may see restrictions around class sizes which would require some shifts in terms of class structuring and perhaps hybrid learning.

**VIII. New Business**

- A. Nomination of Veronica Johnson to Position of Secretary
  - 1. Motion to accept nomination
  - 2. Nomination of Veronica Johnson  
Kelly Mandy – 1<sup>st</sup>; Michael Walker – 2<sup>nd</sup>; Unanimous approval
- B. Approval of Parent Council Funding Policy
  - 1. Discussion
    - a. Want to maintain a strong working relationship with Parent Council as they are critical to the school.
    - b. In order to comply with State requirements, funds must be a line-item in the budget.
    - c. PC President and HOS need to have an agreement on a budget for the upcoming school year.
    - d. Gregg Stevens has created a draft policy for review.
    - e. Zennie proposes that a budget is provided to the Board from PC for the upcoming school year. The school modifies its budget 2 – 3 times per year. There are opportunities to modify the PC budget, as needed. Will need to be presented to the HOS for approval.
    - f. Discussion of maintaining current structure of PC vs PC becoming a separate 501c3 entity.
    - g. Zennie to make some modifications.
  - 2. Motion to table
  - 3. Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>; Unanimous approval
- C. Approval of Mauldin & Jenkins as Auditor for FY 2020
  - 1. Motion to approve
    - i. WB – 1<sup>ST</sup>; VJ -2<sup>ND</sup>

**IX. Executive Session for the Purpose of Discussing Personnel**

A. Motion to move into Executive Session

1. Veronica Johnson – 1st; Kelly Mandy – 2nd; Unanimous approval

**Approval of New hires**

- Serena Froncak, Upper School Math
  - Dwayne Smith, Upper School Science
  - Dee Waldrop, Paraprofessional
1. Zennie Lynch – 1st; Michael Walker – 2nd; Unanimous approval

**X. Next Meeting Date: June 11, 2020**

**ADJOURNMENT**

A. Motion to adjourn

1. Michael Walker – 1st; Zennie Lynch – 2nd; Unanimous approval

**Next Meeting: June 11, 2020**