



**Governing Board**

**Meeting Minutes: 07/09/2020**

**Public Teleconference Number: 605-475-4712; Access Number 809-791**

**Due to COVID-19 Crisis**

**CALL TO ORDER**

Call to order at 7:06 p.m. by Adam Caskey.

**MEMBERS PRESENT:** Adam Caskey, Michael Walker, Kelly Mandy, Veronica Johnson, Fred Schroer, Walter Bell

**I. Administrative Functions**

- A. Announcement from Board Chair
  - 1. School Re-opening
    - a. Communication will be sent out before week's end to families offering 2 options: face to face, virtual.
    - b. We are fine-tuning the details of the plan based on family demand.
    - c. Virtual training will be different than in the Spring
    - d. Daily roll call, grading will take place, be online at set times
    - e. Families that do not have a device, BIA will supply
    - f. Students will not be on screens all day. Will be more rigorous than spring remote learning.
  - 2. Safety guidelines being put into place for face-to-face learners
    - a. Special Called Board Meeting to be scheduled between July 17 – 20, 2020 to review and approve final plans.
- B. Approval of Agenda
  - 1. Motion to add item #7 under new business, addition of a new security system for 186 Hunter Street.
  - 2. Michael Walker – 1<sup>st</sup>; 2<sup>nd</sup> – Fred Schroer. Unanimous approval.
- C. Approval of Minutes from June 11, 2020
  - 1. Motion to approve meeting minutes.
  - 2. Kelly Mandy – 1<sup>st</sup>; Watler Bell – 2<sup>nd</sup>

**II. Public Comment**

- A. Request to think about threshold of cases to notify parents. Mitigation procedures. What happens if a student / teacher tests positive?
- B. Margaret Lampe – Survey that has gone out is not detailed enough. There's an app that can record student temperatures and determine if someone meets certain criteria. Information can be sent to the DPH. HVAC system should be evaluated. Quality

ventilation can help. It does create more drag on the system, but can really help reduce spread.

- C. Kami Smith – What are the options for switching throughout the year, if a family elects to change?

### **III. Academic Related Reports**

- A. Head of School Report
  - 1. Reports made by Viva Jones and Katie French.
- B. Academic Committee Report
  - 1. Academic Committee meeting postponed due to scheduling / calendar conflicts.
  - 2. Viva Jones presented HOS report in Julie Tolbert's absence.
    - a. 169 of 174 lottery seats confirmed.
    - b. 103 students on waitlist for Kindergarten.
    - c. School is outreaching to families who have not confirmed their seats yet
    - d. 428 students on wait list for the school, overall.
  - 3. Focus group meeting held on July 8 to present back-to-school options.
- C. Request made to Board to push start of school back to August 5, allowing for more time for teachers and school more time to prepare for re-opening.
- D. Changes to academic instructional tools.
  - 1. Moby Max to replace ExactPath and Freckle, so there is 1 personalized learning platform across the school.
    - a. MobyMax is more user-friendly and a better value, financially.
    - b. It will help with vertical alignment.
    - c. Students and teachers like it.
    - d. Had been used previously with SPED students.
    - e. Tool helps close gaps.
  - 2. USA Test Prep
    - a. Provides collaborative, team assessments.
    - b. Will help with vertical alignment
    - c. Targets standards-mastery
    - d. Helps with grade-level, standards mastery
  - 3. Nearpod
    - a. Includes thousands of instructional lessons out-of-the-box.
    - b. Integrates with Google Classroom
  - 4. Reflex math
  - 5. CodeHS for upper school codingTynker for lower school
  - 6. Brainpop to be used throughout the school.
  - 7. Nearly every platform has moved to Google Single Sign-On
- E. Schoolwide curriculum guides have been revised.

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

- A. Monthly Reports
  - 1. Meeting held on June 26, 2020.
  - 2. Revision to PTO policy for review by the Board.
  - 3. Budget review.
  - 4. Item for approval: Spending resolution for August 2020
  - 5. Financial Position:
    - a. Strong cash balance of \$1.6 million which includes funds from our PPP grant, which we haven't had to spend yet.

- b. We have been saving for “a rainy day”, which we are currently in.
  - c. There will be budget cuts over the next few years. Our goal and focus is to retain our teachers, provide a quality education and services to our students.
  - d. Hope is to be able to invest more in our facilities over time, but want to remain presently prudent.
6. Discussed continuing with e-Rate consultants.

**V. Operations Committee Report**

- A. Operations meeting held on 7/9/2020.
- B. BIA Administration is currently going through the school accreditation process.
- C. Tentatively scheduled visit for the SCSC Annual Review: 9/10/2020.
- D. Amended contract was attached to Board packet that was sent out.
- E. Three quotes for a security system have been received.
  - 1. Need to ensure that window security has been included
  - 2. Earmarked \$20K for security from General Fund of 2019 – 2020

**VI. Governance Committee Report**

- A. BIA Board Annual Meeting will take place this evening during regularly scheduled Board meeting.
- B. Gregg Srevens has been working on a policy regarding Parent Council becoming a standalone PTO.
- C. Our consultants are Ed Innovation Partners; they work with charter schools across the State and have been working with us on our re-opening plans.
  - 1. Sharing knowledge from other schools
  - 2. Working with BIA Admin on addressing the needs of our families

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

**VIII. New Business**

- A. Annual Meeting
    - 1. Per our Board by-laws, we are required to hold an Annual Meeting
    - 2. Committee Chairpersons to be named; Elect new officers when positions expire
      - a. Adam Caskey – Board Chairman
      - b. Veronica Johnson – Academic Committee Chair
      - c. Kelly Mandy – Member at large
      - d. Zennie Lynch – Finance Chair
      - e. Walter Bell – Operations Chair
      - f. Adam and Zennie both have 1 year remaining in their current 2 year terms
      - g. Nominations
        - i. Veronica Johnson – 2-year term as Secretary
          - 1. Adam Caskey – 1<sup>st</sup>; Michael Walker– 2<sup>nd</sup>
        - ii. Walter Bell – Vice President
          - 1. Adam Caskey – 1<sup>st</sup>; Michael Walker – 2<sup>nd</sup>
- B. Public Hearing - Amendment to 2019-20 Budget
  - 1. Motion to move into public hearing to review amended budget
    - 1. 1<sup>st</sup> – Walter Bell; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.
  - 2. General Comments

- a. We have 2 required, public hearings for the BIA Budget.
  - b. Young charter schools often have several amended budgets as there is so much in flux.
  - c. We set budgets in the Spring of every year. This is for the 2019 – 2020 budget.
  - d. We operate on an estimated \$5 million budget; we have become fairly proficient at predicting our budget.
3. No public comment.
    - a. Motion to move out of public hearing
    - b. Veronica – 1<sup>st</sup> ; Walter – 2<sup>nd</sup>. Unanimous approval.
  4. Motion to approve amended budget as
    - a. Walter – 1<sup>st</sup>; Fred – 2<sup>nd</sup>. Unanimous approval.
- C. August 2020 Spending Resolution
1. Have not been able to follow our normal processes for the 2020 – 2021 budget due to anticipated budget cuts and COVID impact.
  2. Each month, we have to review and approve monthly spending, not to exceed 1/12 of our annual budget. This allows us to move forward without having to formally approve a budget.
  3. Motion to approve August spending
    - a. Walter – 1<sup>st</sup>; Veronica – 2<sup>nd</sup>. Unanimous approval.
- D. Approval of 2020-21 Commercial Liability Policy
1. Opting to stay with company we have had for several years.
  2. Premium increase of 1.3% is not a significant amount.
  3. Motion to approve
    - a. Fred – 1<sup>st</sup>; Walter – 2<sup>nd</sup>. Unanimous approval.
- E. Selection of HVAC Consultant
1. We are subject to State RFP process as any expenditure over \$100,000 must go through RFP.
  2. Substantial amount of work needed on our current system in order to bring it up to current standards. Some equipment needs to be replaced. Maintenance needs exist as well.
  3. Specialists brought in who focus on educational environments. 3 companies consulted: Johnson Controls, Servidyne, Johnson-Spellman.
    - a. The school has 80% fresh air intake, which is good.
    - b. We are getting close to the useful life of some equipment.
    - c. High electricity bill in the building; evaluations have been completed.
    - d. An upgrade to a computerized system would result in significant cost savings.
  4. Final recommendation coming soon from Fred Schroer on which vendor we move forward with as well as which solution is most economical and effective.
  5. Motion to authorize Fred and Zennie to move forward with Engineering Firm of their choosing, not to exceed \$25,000. Evaluate needs and present a final plan.
    - a. Veronica Johnson - 1<sup>st</sup> - ; 2<sup>nd</sup> – Walter. Unanimous approval.
- F. 1 Year Charter Extension
1. Due to COVID, the normal accountability systems were waived.
  2. What the State is offering schools in our position is a 1-year extension, thus we would enter a 5<sup>th</sup> year of a 6-year charter. This 5<sup>th</sup> year will be a part of the evaluation process, where normally it would have been up through the 4<sup>th</sup> year only.

3. Motion to authorize BIA to execute 1-year charter extension for an additional year with the SCSC, which would give us a 6-year charter.
  - a. Fred – 1<sup>st</sup>; Veronica – 2<sup>nd</sup>. Unanimous approval.

G. School Security System

1. Three companies consulted: The Unity Group, Adapture, IS3.
2. All quotes were fairly similar, around \$15K
3. Motion to authorize Adam Caskey and Walter Bell to make a final decision on a security system, not to exceed \$20K
  - a. Fred – 1<sup>st</sup>; Veronica – 2<sup>nd</sup>. Unanimous approval.

H. Reopening Plan

1. Deferred to separate special called meeting.

**IX. Executive Session for the Purpose of Discussing Personnel and Real Estate**

- A. Motion to move into Executive Session.
  1. Michael – 1<sup>st</sup>; Kelly – 2<sup>nd</sup>. Unanimous approval.
- B. Motion to move out of Executive Session.
  1. Michael – 1<sup>st</sup>; Kelly – 2<sup>nd</sup>. Unanimous approval.

**X. Shallowford Road Property**

- A. Three demolition companies consulted and provided quotes: Cornerstone, Atlanta Landworks, Enviromasters.
- B. Motion to authorize Board Chair to hire Atlanta Landworks to demolish structure at 3031 Shallowford Rd.
  1. 1<sup>st</sup> – Fred; 2<sup>nd</sup> – Walter. Unanimous approval.

**ADJOURNMENT**

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

**X. Next Regular Meeting Date: August 13, 2020**