



Governing Board

**Meeting Minutes for 8/13/2020 | 7p.m.
186 Hunter Street, Norcross, GA 30071**

CALL TO ORDER

Call to order at 7:09p.m. by Adam Caskey.

MEMBERS PRESENT: Adam Caskey, Kelly Mandy (Phone), Veronica Johnson, Fred Schroer, Walter Bell, Zennie Lynch, Julie Tolbert, Viva Jones, Katie French, Lori Parrish, Gregg Stevens

I. Administrative Functions

- A. Motion to approve agenda
 - 1. Walter Bell – 1st; Veronica Johnson – 2nd
- B. Motion to approve meeting minutes
 - 1. Walter Bell – 1st; Veronica Johnson – 2nd

II. Public Comment

- A. None present

III. Academic Related Reports

- A. Head of School Report
 - 1. Enrollment Numbers:
 - a. 565 students enrolled
 - b. 57 phone calls made to families in the lottery due to students not engaging
 - 2. Numbers are still looking strong.
 - 3. Virtual learners held to same academic standards, attendance requirements and school policies (e.g., dress code) as in-person learners
 - 4. MAP administration (late August)
 - 5. MTSS EIP, ESOL, SPED services will continue
 - 6. There are a few spots available on the waitlist for F2F learning
 - 7. Parents have been complying very well with PikMyKid (student health screener)
 - 8. Academic Tracker (Gregg)
 - a. Will modify it to track what can be appropriately measured
 - b. Monitoring the progression of BIAs program to make adjustments
 - c. The SCSC will not have 1 year of testing data, and likely 2, they have committed to using some sort of measure of academic performance
 - d. Gregg will take lead and explain our plan for academic tracking to SCSC
 - 9. Attendance tracking
 - a. Virtual students must log in at 7:45a.m. and for each class
 - 10. Goals
 - a. BIA School Accreditation; Going through the process this school year.
 - b. Charter renewal
 - 11. BIA Shut-down plans

- a. We will follow Ga Dept of Public Health guidance
- b. We are in the business of educating; we will follow guidance from GDPH when it comes to public health

B. Academic Committee Report – Veronica Johnson

- 1. Board Requests
 - a. IT backup support for Scott Hinds
 - b. T-Mobile Hotspots
 - 1) Can send out survey to parents to determine need
 - 2) T-Mobile is providing a \$200/student grant. Base costs are \$10/mo limited data; \$20 mo/unlimited data. Final outlay of cost to the school would be \$15.74/mo/student.
- 2. Face-to-face & Virtual instruction
 - a. School admin is providing flexibility and autonomy for teachers in how they deliver instruction.
 - b. Teachers have the expectation of providing consistency across a grade leel.
- 3. Instructional Planning & Delivery
 - a. Moby Max: K – 8th grade
 - b. Fountas & Pinnells: Readings can be uploaded as PDFs for reading assessments.
 - c. K – 2nd
 - 1) Goal is to stay away from packets for the younger grades.
 - 2) Online fillable PDFs are being developed; Teacher training is being provided. This lessens the dependency on printer need for both parents at home as well as reducing the need for parents to physically pick up packets from the school.
 - 3) Nearpod aids in online instruction and fits with BIAs mission by providing personalized learning.
- 4. Bitmoji Classrooms
 - a. This is not a requirement for teachers, but several are creating and using them.
 - b. Teachers can record morning messages.
 - c. One-stop site for links to Google Classroom and other online learning resources.

IV. Finance Committee Report – Zennie Lynch

A. Monthly Reports

- 1. Tax returns have been filed
- 2. We are in the midst of auditing
- 3. Budget review
 - a. Budget was revised based on latest information. Our spending is in line with what we were expecting.
 - b. We were below budget in spending thanks to watchful eye of school leadership
- 4. Other Loan Proceeds
 - a. Funds received from PPP ~\$452,000
 - b. Expectation is for the loan to be forgiven and will roll off of our books this fiscal year
- 5. General Fund
 - a. The SCSC focuses on “fund balance” is \$2,312,776 which is excellent.
 - b. This demonstrates that we have been operating prudently.

- V. **Operations Committee Report – Walter Bell**
 - A. No major issues to report with the start of school.
 - B. PPE Supplies
 - 1. The State is providing numerous items: sanitizer, masks, etc.
 - 2. Will be going down to Macon to retrieve
 - C. Security System
 - 1. P.O. Signed
 - 2. Installation to happen within the next week or 2
 - D. Daily Collections & Reporting
 - 1. Ok with the SCSC
 - E. Staffing
 - 1. No vacant positions

- VI. **Governance Committee Report**
 - A. Nothing new to report from a governance standpoint
 - B. Gregg Stevens jumped in and registered several students during a staff member’s absence.
 - C. Viva Jones pulled in additional support to help as well.

- VII. **Consultant’s Report (Ed Innovation Partners)**
 - A. Nothing additional to report.

- VIII. **New Business**
 - A. September 2020 Spending
 - 1. Desire to have September be a “spending resolution” month
 - 2. Account for unplanned for items (i.e., security systems, HVAC, hotspots, etc.)
 - 3. Motion to approve spending of no more than 1/12 of prior year’s budget
 - a. Veronica Johnson – 1st; Walter Bell – 2nd
 - B. Approval of 2020 – 21 Health Benefit Package
 - 1. BIA utilizes a broker to search for best health plan for our staff members
 - 2. The plan previously used up through 2019 is no longer available. Auto-enrollment in a new plan in April 2020. \$35000 increase for the school. Led to request to identify another plan.
 - 3. Kaiser has offered the best priced plan and includes both a PPO and HMO plan; Outstanding questions regarding proposed plan.
 - 4. BCBS plan has already been cancelled; BIA has been enrolled with Kaiser as open enrollment closes tomorrow (8/14/2020).
 - 5. BE DELICATE IN DETAILS / WORDING

- IX. **Executive Session**
 - A. Motion to move into Executive Session
 - 1. Zennie Lynch – 1st; Veronica Johnson – 2nd. Unanimous approval.
 - B. Motion to move out of Executive Session
 - 1. Zennie Lynch – 1st; Walter Bell – 2nd. Unanimous approval.

- X. **Additional Board actions**
 - A. Motion to approve new hires.
 - 1. Veronica Johnson – 1st; Zennie Lynch – 2nd. Unanimous approval

- B. Motion to deny former employee's appeal of contract enforcement.
 - 1. Zennie Lynch – 1st; Fred Schroer – 2nd. Unanimous approval.

XI. **ADJOURNMENT**

- A. Motion to adjourn:

- 1. Walter Bell – 1st; Veronica Johnson – 2nd. Unanimous approval.

XII. **Next Regular Meeting Date: September 10, 2020 at 7:00p.m.**