



**Governing Board**

**Meeting Minutes for 1/21/2021 | 6p.m.**

186 Hunter Street NW, Norcross, GA

**CALL TO ORDER**

Call to order at 6:06p.m. by Adam Caskey.

**MEMBERS PRESENT:** Adam Caskey, Walter Bell, Zennie Lynch, Veronica Johnson, Fred Schroer (virtual), Kelly Mandy (virtual), Julie Tolbert, Katie French, Jennifer Bradley

**I. Administrative Functions**

**II. New Business**

- A. Consideration of Revisions to In-Person Covid-19 Protocols – Presented by Julie Tolbert
  - 1. Review of Guidance Documents used to do our decision-making
  - 2. Plexiglass dividers as sneeze guards
    - a. Surface area on upper school desk/chair combos is not large enough.
    - b. Face shields have been ordered for them.
  - 3. American Academy of Pediatrics (AAP)
    - a. Students in age 5 – 10 is not nearly as severe as the flu
    - b. Children younger than age 10 are much less likely to spread infection.
    - c. Seats should be at least 3 feet apart and ideally 6 ft apart.
    - d. Schools should weight the benefits of strict adherence to a 6ft spacing rule between students with the potential downside if remote learning is the only alternative.
  - 4. School closures - DPH
    - a. Confirmed case of Covid-19 in the school, school does not have to wait 24 hrs or have classrooms, hallways, schools closed for 24 hrs
    - b. Contact tracing guidelines listed from least disruptive to our students' learning and their families
    - c. Closing the entire school is a last resort measure
  - 5. Seating charts for each class for contact tracing.
  - 6. BIA will continue to provide two learning options for students for the Spring 2021
    - a. Option 1: Live
    - b. Option 2: Virtual

7. Updated Student Attendance & Dress Code Policies
  - a. “Students are considered to be in attendance when participating in active instruction and/or educational services from a school or district.”
    - Home Room attendance
    - Turning in assignments
    - Attending class meets
    - Participating in online tutoring or check-ins
    - E-mails or other electronic communication with teachers regarding academics
    - Synchronous or asynchronous online class participation
    - Completing Assessments
  - b. Dress code violations will result in disciplinary actions; Ensures students are more active and engaged.
8. Results of the Stakeholder Input Survey
  - a. 67% of parents prefer an in-person setting for their student; up from 7% from Fall.
  - b. 33% prefer virtual, down by 7%.
  - c. 9% of in-person learners are willing to switch to virtual to allow virtual students access to in-person learning
  - d. 33% of students who receive special services are in a virtual setting
  - e. 75% of parents/guardians believe the school has done a good job communicating during virtual learning; 18% have no opinion on if BIA has done a good job communicating; 7% - not a good job.
  - f. No emerging themes as to resources needed or suggestions on how to improve virtual learning.
9. BIA Plan
  - a. Focus on providing in-person learning, to the greatest extent possible, for students receiving special services. Contact parents/guardians the week of Jan. 25. Projected start date: Feb. 1. (If spots are available).
  - b. Ensure all classrooms have at least 10 in-person learners. Participating parents to be contacted week of Jan. 25.
  - c. Take advantage of long-term in-person learners who are willing to attend virtually in order to give our long-term virtual learners an in-person learning opportunity. Contact parents the week of Feb. 1 with a projected start date of Feb. 8.
  - d. **Possibly** increase the number of students in classrooms in grades K – 4 to 12. Parents /guardians contacted the week of Feb. 15 with a projected student start date of Feb. 22.
  - e. Commit to continuing the implementation of our mitigation and preventive protocols.
  - f. Use new guidance on when and how to close.
  - g. Continually monitor and alter plans accordingly.
  - h. Board will create a decision-making body that will meet every two weeks.
10. Plexiglass has been ordered and will be installed in two batches. First order comes in this weekend for 5<sup>th</sup> – 8<sup>th</sup>.
11. Students not in compliance with mask wearing will be switched to virtual.
12. Communication to Stakeholders

- a. Parents/guardians of students directly affected will be notified first.
  - b. Parents/guardians of all other students will be notified next.
  - c. Mass e-mail via MailChimp.
  - d. Mass text via Bright Arrow.
  - e. Information pertaining to the infected person will be kept confidential in accordance to FERPA and HIPAA. Violation of federal law to disclose personal and/or medical information.
13. Option 2: 504 & SpEd Services and virtual learning plan

B. Q&A & Open Discussion

1. Every Friday, cases must be reported to the DPH. That number can drive if the BIA Covid-19 Review Committee needs to meet.

C. Motion to approve Revised BIA Covid-19 Plan

1. [Walter Bell](#) – 1<sup>st</sup>; [Zennie Lynch](#) – 2<sup>nd</sup>. Unanimous approval.

D. Updated plan to be e-mailed out to parents this week from Julie Tolbert.

**III. ADJOURNMENT**

A. Motion to adjourn at 7:26p.m.

1. [Zennie Lynch](#) – 1<sup>st</sup>; [Walter Bell](#) – 2<sup>nd</sup>. Unanimous approval.