



**Governing Board**

**Meeting Minutes for 2/11/2021 | 7p.m.  
186 Hunter Street, Norcross, GA, 30071**

**CALL TO ORDER**

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

**MEMBERS PRESENT:** Adam Caskey, Kelly Mandy, Fred Schroer, Walter Bell, Julie Tolbert, Katie French, Jennifer Bradley, Shaun Kerr, Gregg Stevens

**I. Administrative Functions**

- A. Motion to approve meeting agenda for February 11, 2021
  - 1. Walter Bell – 1<sup>st</sup>; Kelly Mandy– 2<sup>nd</sup>; Unanimous approval.
- B. Motion to approve meeting minutes from January 2021.
  - 1. Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>; Unanimous approval.

**II. Public Comment**

- A. There was no public comment.

**III. Academic Related Reports**

- A. Head of School Report
  - 1. Attendance
    - a. 519 students enrolled. 2 new students joined the BIA.
    - b. Attendance rate is about 94%
    - c. Faculty attendance rate is 98%
  - 2. FY22 Lottery
    - a. As of 2/9, BIA has approximately 202 applications for 127 total projected seats. Overall application numbers are down from last year as COVID hinders in-person student recruitment. BIA is working with FORUM to finalize and distribute BIA’s Virtual Tour and social media presence has increased as well. A direct mailer to families surrounding BIA will be sent soon.
  - 3. Promotion and Retention
    - a. BIA must revise its Promotion and Retention Policy to reflect that Georgia Milestones will not be considered in the student’s promotion or retention decision. As of now, BIA plans to administer the Milestones as required by GaDOE, which means all students must be tested in person. However, GaDOE indicated that Milestones should not be used for promotion or retention decisions. As a result, the policy to be considered by the board requires placement decisions to be made by a placement committee of BIA administrators and teachers analyzing the student’s classroom progress.
  - 4. Student Performance – In-Person vs. Virtual

- a. BIA administrators presented Winter MAP data disaggregated by grade, subject, and instructional delivery method. Overall, MAP data indicates that students are meeting their projected growth targets. There is a slight concern with 5<sup>th</sup> grade math scores, and staff is supporting teachers with professional development as well as remediation opportunities for students. At this time, there does not seem to be a discernable pattern to suggest that in-person learners are achieving higher than their virtual student counterparts.
- b. BIA's board and administration next discussed options for increasing in-person capacity for the Spring semester. After studying classroom layouts and available space, only 2 additional students may be added to each classroom for BIA to remain in compliance with CDC social distancing guidelines. BIA will reach out to parents who indicated they were interested in in-person instruction when classes are able to be increased.
- c. BIA then discussed options available for summer remediation programs. BIA administration explored staff interest in staffing a summer school program and received very low interest. BIA discussed the needs of students who will not have had in-person instruction for more than one school year. BIA staff will continue to explore summer program options to provide instruction, remediation, and social opportunities for students.
- d. Students will take the final MAP administration during the last week of school. Staff is also piloting iReady assessments and curriculum as a possible replacement of MAP. iReady is a series of formative assessments, like MAP, that are aligned to Georgia Milestones. However, unlike MAP, iReady data is easier for teachers, parents, and students to understand and the assessment results are incorporated into a personalized learning platform. Staff has had professional development on key components and the pilot will begin in March.

B. Academic Committee Report

1. All items from the Academic Committee were discussed during the Head of School Report.

IV. **Finance Committee Report**

- A. The Board Chair delivered the Finance Committee Report. BIA remains in an overall financially healthy position. Recently completed compliance reports required as a result of the school's facility financing indicates BIA is exceeding measures of financial sustainability, including 110 days cash on hand. BIA received its allocation of CARES 2 funding as well as a CSP award for COVID-related costs.

V. **Operations Committee Report**

A. Facility

1. Fred is working with staff to identify solutions for the school's need for space. The school is exploring adding modular classrooms to ensure enough space for full enrollment.
2. The alarm system is up and running.
3. There are significant improvements needed to the school's HVAC system. The school is exploring different options. Utilizing a nonproprietary system may be beneficial as long-term costs for maintenance and repair will likely be lower.

B. Staffing Needs

1. BIA is continuing to recruit a part-time nurse.

C. Data Reporting

1. March will have a few deadlines to report data to the state – BIA working on FTE and CPI data for a timely submission.
- VI. **Governance Committee Report**
- A. Board Training will be February 19-20 at BIA.
- VII. **Consultant’s Report (Ed Innovation Partners) – Gregg Stevens**
- A. Board Training will include topics required to be discussed to meet SCSC expectations but will also incorporate strategies for renewal and strategic planning for the remainder of the charter term and start of the next. The goal for training will be to develop an action plan for renewal and a blueprint for the upcoming charter term.
- VIII. **New Business**
- A. **Authorization to Proceed with HVAC Control System**
    1. Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous approval.
  - B. **Approval of Payment to Forum Communications for Jan. 2021**
    1. Adam Caskey made a motion to amend the agenda item to provide approval of payment to Forum Communications for January and February 2021. This motion was seconded by Walter Bell and passed unanimously. The revised motion to provide payment for January and February was made by Kelly Mandy. This motion was seconded by Walter Bell and passed unanimously.
  - C. **Approval of Budget Calendar**
    1. Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous approval.
  - D. **Approval of Revisions to Promotion/Retention Policy**
    1. Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous approval.
- IX. **Executive Session for the Purpose of Discussing Personnel**
- A. At approximately 8:32 Walter Bell made a motion to enter into Executive Session for the purpose of discussing personnel. The motion was seconded by Kelly Mandy and passed unanimously.
  - B. At approximately 8:48 Walter Bell made a motion to leave Executive Session. The motion was seconded by Kelly Mandy and passed unanimously.
- X. **Next Regular Meeting Date: March 11, 2021 at 7:00p.m.**
- XI. **ADJOURNMENT**
- A. Motion to adjourn at 8:49 p.m.
    1. Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.