



**Governing Board**

**Meeting Agenda for 04/15/2021: 7:00pm**  
**186 Hunter Street, Norcross, Ga 30071**

**CALL TO ORDER @ 7:09p.m.**

Attendees: Julie Tolbert, Walter Bell, Zennie Lynch, Veronica Johnson, Kelly Mandy, Fred Schroer, Viva Jones, Katie French, Gregg Stevens, Sean Kerr

**I. Administrative Functions**

- Motion to amend the agenda
  - i. BIA Admin seeks approval for outdoor classroom space.
- Approval of Agenda item amendment
  - i. Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.
- Motion to approve amended agenda
  - i. Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.
- Approval of Prior Meeting Minutes
  - i. Fred Schroer – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

**II. Public Comment**

A. No public comment

**III. Academic Related Reports**

A. Head of School Report

1. Student enrollment and engagement. BIA Admin withdrew 2 of 3 students due to repeated (more than 30 absences). One parent withdrew, because she dropped off her virtual learner at the school without notice. Student engagement at 95%. Only 12 students with 3 or more tardies.
2. Teacher attendance. Teacher attendance has dropped to about 86%. Three teachers have dealt with chronic illnesses or surgeries and make up a bulk of the absences.
3. Parent engagement was 88% for Parent-Teacher conferences.
4. Academic Updates.

April data. Ms. Tolbert will pull the April academic data and e-mail out to the Board.

GMAS Attendance: Ms. Bradley has been working on logistics to manage the virtual learners coming in for testing.

Gifted testing: Viva Jones has been heading up the effort along with her team. Students have been identified and this will take place towards the end of April.

8<sup>th</sup> grade Graduation plans are still in process.

5. FY 22 Lottery / Enrollment.  
8<sup>th</sup> grade is the only grade level under-enrolled. We have allotted 615 slots overall. Accounting for 10% drop rate, that would put us around 553 students. Anna is working on student registrations. Waitlist needs to be deepened. Erin at Forum is working to drive more families to the Waitlist. Admin is also planning to work with Niche.com more. If you search on that site, BIA will show up on social media pages, as a reminder.
6. Summer school. Working with Right A school to offer services May 24 – July 18, 7:30a.m. – 6p.m. program. Survey sent out today targeting virtual families. This will be a “free” (to parents) 8-week program. Academics will be through projects and field trips. The goal is to help students reacclimate to being around other students. If the current trend continues, we may have to either reallocate CARES funds to accommodate more students or conduct a lottery for the seats. Virtual learners who have come into the building in the past few months are either overly touchy with others or too withdrawn. Some were new to the school and have never been in the building and are really lost. School admin felt it was best to target virtual learners first, but will open up to F2F learners only if not enough virtual students sign up. Decision was made to not use FEV virtual tutoring; students have been on computers all year long as it is.
7. FY22 Staffing Plans. To help with transitioning to the next grade level, BIA will be looping one teacher from each grade 1st – 4th up to the next grade level to have a teacher familiar with the students and their learning needs at grades 2nd – 5<sup>th</sup>.
  - Huxtable from 1st to 2<sup>nd</sup>
  - Allen from 2nd to 3<sup>rd</sup>
  - Berry from 3rd to 4<sup>th</sup>
  - Singman from 4th to 5<sup>th</sup>

#### Special Education Department

- Will have 4 teachers (up from 3) and 2 paraprofessionals vs 3 teachers 3 paraprofessionals in FY21 to properly address the needs of the increasing student SpEd student population.

Looking into Math Professional Development (3<sup>rd</sup> – 8<sup>th</sup> graders / 15 teachers). Planning to conduct learning June 22 – 24, 2021. The focused will be:

- Equipping teachers with effective strategies to meet the needs of all students
- Exploring ways to ensure access and equity
- Developing engaging, rich tasks aligned to revised grade-band GSE standards
- Enhancing educator knowledge

8. Operations

Plans for installing an awning for the front entrance and walkway are ongoing. HVAC work is ongoing.

9. Finance. Suggestion from Ms. Tolbert to return to capital campaign or annual fund to offset finances in case of austerity cuts. There is often more parental buy-in when there are financial donations. Ideas include: 1) requesting donations for FY '22, 2) having a donate button on the BIA website, 3) posting a visual thermometer poster in the front lobby.
10. Parent Council. Recognition of Parent Council for an outstanding week of Teacher Appreciation events.

#### B. Academic Committee Report

Additional topics covered in Academic Committee Meeting.

Discussion around standards-based grading vs traditional. School administration believes that continuing with standards-based grading is appropriate and should continue in lower school with traditional, numeric grades in upper school.

Summer School. Parents will be able to pick & choose the weeks their child will attend directly with Right At School.

#### IV. Finance Committee Report

Reviewed financial statements. Revenues are tracking as expected. Expenses are tracking as expected. Lots of stimulus funding has been provided. Discussions around how those funds will be allocated. Discussions of developing a threshold of wanting to be at 120 days cash-on-hand.

Capital expenditure discussion to be covered later in the agenda.

Someone has shown interest in joining the Finance Committee; Zennie has received his resume and he may begin joining committee meetings. Other people expressed interest in joining the Board as well.

FY22 Version 2 of the budget will come to the Board in May 2021. The FY21 Budget will come June / July before the Board.

990 was circulated for FY20 which ends June 30. That was sent to Adam for signature and will get this tax return filed in May.

The building improvements allocation is \$90,000 for the awning and \$20,000 for outdoor classroom area.

#### V. Operations Committee Report – Walter Bell, Fred Schroer

In the monthly meeting, the lottery status was discussed. Waitlist and enrollment numbers have already discussed.

Classroom desk shields will be left up to teacher discretion to use next school year.

Thermostats have been installed and are set to shut off at 6p.m.

Quotes on awnings have been received. Awning will be all metal. Fred would like to see Shop Drawings from the vendor. Connecting a waterproof structure to an existing building requires drilling through material which can lead to long-term leaks and rust. Fred proposed that he come to the school and inspect the construction working alongside Walter. Wants to ensure that the awning is built properly and eliminate potential for liabilities. Same for outdoor classroom, wants to have an insurance broker to be engaged.

Per the city of Norcross, we must have permits for this build. Walter will be reaching out to a contact that he knows in the area. A few windows need weather stripping repairs.

Data reporting: All reporting is up to date. SCSC Correction Action Plan was completed last Friday. Student records deadline was met.

Appreciation to Gregg Stevens for helping to push the Correction Action Plan complete. Katie and Viva were instrumental in implementing.

HVAC Update. About 65% done with the work. Computerized functions are about done. Additional mechanical work needs to be done, projected to be completed in June 2021. Some functions will have to be shut down to conduct the work. Fred will connect with the vendor to see if some nighttime work can be done to make sure summer school is taken care of.

Energy Recovery Unit is the biggest expense coming up soon. 1 of them has completely gone bad. We have identified a company that can do the work, a specialty contractor will have to oversee the build. We know that we are already saving some money with the recent system upgrades. Request to have Wendy Liu send Fred past electrical bills over the past few years; he needs to be able to show a cost-savings benefit and this will help to justify these expenses.

**VI. Governance Committee Report**

On April 1, 2021 there was a recruitment event at the school. 5 people attended. 8 RSPVd. We may receive requests from people to join the various committees based on interest.

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

The General Assembly did pass the Health Insurance bill. This is a huge deal for retention and recruitment.

The Annual SCSC presentation will take place at the end of the month to present and explain how well BIA is doing financially.

**VIII. New Business**

**1) Approval of \$1,000.00 Stipends**

In March 2021 the State Board of Education approved the payment of a \$1,000 Retention Bonus to Georgia teachers and school-based staff. Funding was provided to Brookhaven Innovation Academy for 54 active full-time employees and

employer portion of Medicare tax (\$14.50 per bonus). The school had 51 active full-time employees - (\$51,000) and one half-time employee (\$490) eligible for the bonus. Employer portion of Medicare tax was \$748.  
Funding Source: Federal: American Rescue Plan (ARP) – LEA Bonuses

Motion to approve:

Walter Bell - 1<sup>st</sup>; Fred Schroer - 2<sup>nd</sup>. Unanimous approval.

**2) Approval of Capital Expenditure – Awning for front of building**

Funding is coming from an outside source. We have a construction escrow, a building grant, CARES Act and other sources to fund this.

Motion to approve.

Veronica Johnson – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

**3) Approval of outdoor classroom space**

Boosterthon funds will be used for this project. Shade sails will cover the area. Bench seating will be outside. There will be a weatherproof white board. Three quotes were received with the best quote coming from Ruppert Landscape.

Elite Awnings will make the shade sails; they will be made to match BIAs colors. Some funds from the General Funds will be used towards it. \$20,914 is the total price. Boosterthon raised about \$19,000. The area will seat 26 students at a time. There will be some moveable tables; heavy enough to not be moved by students, but teachers can move them, as needed. Goal is to have the space available before the start of next school year.

Motion to approve expenditures for classroom space.

Walter Bell – 1<sup>st</sup>; Fred Schroer – 2<sup>nd</sup>. Unanimous approval.

**IX. Executive Session – For the purpose of discussing Personnel.**

Motion to move into Executive Session @ 8:11p.m.

Kelly Mandy – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.

Motion to move out of Executive Session

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

Motion to approve independent contractor agreement with Jennifer Edge, RN for school nursing consultant services.

Motion to approve.

Fred Schroer – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>

Slate of new hires for next school year:

- Bogues, Cynthia - Counselor
- Dozier, Jamelia - Lower School Teacher
- Edge, Jennifer - Nurse/Administrative Support
- Hall, Brianna - Lower School Teacher
- ~~➤ Hunt, Ashley - Special Education Teacher~~
- Landry, Dina - Lower School Teacher
- Lay, Andrea - Special Education Teacher
- Ross, Brooke - Lower School Teacher
- Scott, Sherise - Special Education Teacher
- Andrade, Marie - ESOL/EIP

Motion to approve new hires.

Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>

Motion to approve amendment to Employee Handbook with updated policies regarding accrual of sick leave time of 1.5 working days for each completed contract month.

Fred Schroer – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous approval.

**X. Next Regular Meeting Date: May 13, 2021**

**XI. ADJOURNMENT**

Motion to adjourn

Zennie Lynch – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.