



Governing Board

Meeting Agenda for 05/13/2021: 7:00pm
186 Hunter Street, Norcross, Ga 30071

CALL TO ORDER @ 7:05p.m.

Attendees: Julie Tolbert, Adam Caskey, Walter Bell, Zennie Lynch, Veronica Johnson, Fred Schroer, Viva Jones, Katie French, Shaun Kerr, Lori Parrish

I. Administrative Functions

Motion to approve agenda

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

Motion to approve prior meeting minutes

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

II. Public Comment

No public comment.

III. Academic Related Reports

A. Head of School Report

Accreditation Process. We have completed the process for accreditation. Received really positive feedback. Two recommendations: Focus on Recruitment and Retention and Bolster SEL Programming. Final word on accreditation will come in about 30 days. Lots of good feedback regarding focus groups. Everyone seems focused on the mission and vision of the school.

B. Academic Committee Report

Academic Tracker Review of key metric components. 511 students; 263 on the waitlist. Ms. Hackett completed all education plans for 8th graders. Fountas & Pintell literacy assessments is difficult to administer due the amount of time required per student and managing virtual vs F2F students. We will focus on MAP data, instead, which will be administered next week.

Monthly Indicators. 8% of students receive services under IDEA. 12.5% of students receive English language assistance. 100% of lower and upper school teachers are meeting mission-specific instructional expectations.

Project-based learning. Showcase of the 4th Qtr Online PBL website.

Gifted testing update. Today was the last day for testing. Several areas that students have to qualify in to receive gifted services. Expecting about 6 – 10 students to qualify.

Lottery. The lottery waitlist is up 50 students from the last meeting, with 263 students on the wait list. Everyone has confirmed their seats. 131 of 132 of registrations have completed all paperwork which is a BIA first to have this rate of completion this early. Anna has been instrumental in getting this process done. Discussion around opening up the school for tours over the summer.

Summer camp. 7:30a.m. – 6p.m. program will run from May 24 – July 16, 2021. 35 students have signed up. Reminders were sent to parents today to sign up. The goal is to get students reacclimated to being in a structured environment, following a schedule, and being around others. The camp will use up to six classrooms if 75 students end up enrolling.

Summer Professional Development. Several teachers have signed up for summer math professional development. The new Upper School coding teacher has signed up for Computer Science PD via Kennesaw State University and she will learn about the updated computer science standards. The new counselor has signed up for PD via the GA DOE focused on supporting the social & emotional needs of students in the wake of COVID.

Gre4t Initiative (Pronounced “great”). Katie French had been working with the GA DOE on this. We have been selected to participate in this 2-year cohort. Teachers will be able to take the Personalized Learning Endorsement assessment at the end of the 2 years and receive an endorsement. This is a schoolwide initiative.

iReady. School is moving forward with plans to implement iReady assessments and learning tools and move away from NWEA MAP testing. Showcase of a website with videos of several students that Ms. Newman, 5th grade math teacher, interviewed and recorded providing their opinions of iReady. Teacher feedback is that iReady will provide opportunities for students to review content that teachers would not normally have the opportunity to review. It will be administered 3 times per year, just as with MAP.

Operations. Fred Schroer has been working with the vendor on the awning for the school. Just awaiting Zennie Lynch’s signature on the P.O.; it was just signed today. Goal is to have this project done prior to July 24, 2021, when the teachers return.

Classroom furniture. Looking to purchase new classroom furniture due to wear and tear on existing items. Will likely order in batches: K – 2nd; 3rd – 5th; 6th – 8th. Parking lot sale of old furniture is under consideration. There is a contact at the SCSC who is really good at advertising these types of sales.

Interpretation Services. BIA is partnering with a service called Language Line which provides on-demand interpretation services provided over the phone. You tell them which language is needed at the time. There is a per minute charge of \$0.85/minute. This will

help with parent-teacher conferences. This option will be less expensive than paying interpreters to come onsite for conferences. They are available 24/7.

Donations. Discussions within the finance committee to restart the Annual Fund or Capital Campaign fund to supplement the school's operational budget. A "Donate" button is on the BIA website. We need to decide if this is the direction we want to move in. Recommendation from Adam Caskey to have two events, 1 could be a 5K run. Ideally, we need a "Presenting Sponsor". We would need to identify who is going to run or be involved with the fundraising events. Adam is open to leading on the 5K effort. Boosterthon can be in the Fall and the 5K in March or April.

Education on new HVAC system. Plan to schedule this for June; Fred will work on getting this set up.

Parent Council. Recognition of Parent Council for hosting Virtual Game Nights.

PBL. BIA has developed an in-house PBL Committee of teachers who have been through the Buck Institute training. A PBL Handbook is in development. In-house PDs will be provided over the course of the year. [The Buck Institute is now known as PBL Works]. The real focus & need at BIA is providing collaboration time for the teachers to work within their grade levels to determine how their projects are going to work. This will happen over the summer during PD so they at least have their Q1 and Q2 projects ready to go. School admin feels as though they have enough in-house experience to not warrant bringing PBL Works back in at this time.

IV. Finance Committee Report

A. Monthly Reports

New Committee Member joined the last Finance Committee meeting. Cash flow remains in good shape. The committee reviewed the draft of the budget for the 2021 – 2022 school year. There is an action item regarding our auditor that we will address later in the agenda. King's Bridge leases were discussed, that are from the initial opening of the school. Discussed the debt-service ratios that must be provided to our bondholders. Our required days of cash-on-hand is 30 days and we have 120+ days of cash on hand. Kudos to school leadership for solid financial management.

V. Operations Committee Report

Meeting recap. Operations met on May 11, 2021. Discussed enrollment and was covered earlier in the meeting. Contract was completed with Niche.com which should help from a marketing standpoint. When parents access BIA via niche.com, ads will display in social media.

Renovations / repairs. Mr. Byrd is working on weather stripping and window repairs.

Data Reporting. CLIP Improvement Plan is being worked on and Viva Jones is working on this; it is due in July. Katie French is working on other data reports. Fred is going to start attending Walter's meetings every month.

VI. Governance Committee Report

VII. Consultant's Report (Ed Innovation Partners)

We have had a challenging school year with Special Education. BIA is committed to continuous improvement and some new plans are being implemented to aid with improving SpEd services. Gregg and Shaun are going to be working alongside the school to aid in this process. Viva Jones has done a great job with transforming BIA's Special Education services. An Assistant Professor in SpEd is going to come in to provide assistance. Goal is to have policies and procedures ready to go and available to staff that will help teachers and staff to provide services to those children who need it.

VIII. New Business

1) Ratification of Auditor Selection for FY21

Background and Summary:

State charter schools are required to receive annual independent audits conducted by a certified professional accountant authorized to do business in Georgia each year. To facilitate timely, accurate, and high-quality audits, the SCSC approves auditors that state charter schools may select to conduct their audit at the expense of the SCSC.

Maudlin and Jenkins conducted are past four audits. They have been approved by SCSC. Staff would like the Board to engage Maudlin and Jenkins to conduct the 2020-21 audit, prepare financial statements, Days Cash on Hand certificate, and IRS Form 990. There is no cost for the audit but there are fees for the preparation of the financial statements, Days Cash on Hand certificate and the IRS Form 990. The Days Cash on Hand certificate is a requirement of the Bond. We were invoiced \$6,950 for the audit work and Days Cash on Hand certificate and \$3,400 for Form 990.

Fiscal Impact: As indicated above. It is expected that the cost for Maudlin and Jenkins services for the 2020-21 work will be approximately \$11,000.

Recommendation: Approve the Maudlin and Jenkins as the auditor for the 2020-21 fiscal year.

Motion to approve:

Fred Schroer - 1st; Walter Bell - 2nd. Unanimous approval.

Specially Called Board Meeting. Two weeks from today @ 7p.m. to present the draft budget, publicly. Lori Parrish will get this date published in the local newspaper.

Mask-wearing. A parent e-mailed to ask that students not be required to wear masks the last week of school in light of the CDC guidance. The leadership team is not in favor of removing the mask-mandate in the school the last week of school. We don't know who, among the adults, who has or has not been fully vaccinated and also do not want to cause chaos in the building when we're down to the last week.

As school leadership, Admin is not able to ask or require the vaccination status of employees. Teachers and staff can volunteer that information, but the school cannot proactively seek this information. BIA's lawyer has been consulted; the school can only provide a means for people to volunteer info.

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

Motion to move into Executive Session @ 8:22p.m.
Veronica Johnson – 1st; Fred Schroer – 2nd. Unanimous approval.

Motion to move out of Executive Session
Fred Schroer – 1st; Walter Bell – 2nd. Unanimous approval.

Slate of New Hires for FY22

New Hires for FY22

- Hand, Kalen - K para
- Thomas-Booker, Gabrielle - K para
- Brown, Deidre - Student Information Specialist
- Mangham, Jazmyne - US Coding
- Kennedy, Cassandra - Special Education Teacher
- Spence, Yolanda - Special Education Teacher
- Swift, Carmen - Front Office
- Harris, Kristen - 5th Grade Teacher

Previously Approved New Hires that Took Positions Elsewhere

- Hunt, Ashley - Special Education Teacher
- Scott, Sherise - Special Education Teacher

Motion to approve new hires.
Walter Bell – 1st; Fred Schroer – 2nd. Unanimous approval.

X. Next Regular Meeting Date: June 10, 2021

XI. ADJOURNMENT

Motion to adjourn.
Walter Bell – 1st;– Zennie Lynch 2nd. Unanimous approval.