



Governing Board

Meeting Agenda for 06/10/2021: 7:00pm
186 Hunter Street, Norcross, Ga 30071

CALL TO ORDER @ 7:05p.m.

Attendees: Adam Caskey, Walter Bell, Zennie Lynch, Veronica Johnson, Fred Schroer, Viva Jones Lori Parrish, Gregg Stevens

I. Administrative Functions

Motion to approve agenda.

Veronica Johnson – 1st; Zennie Lynch – 2nd. Unanimous approval.

Motion to approve prior meeting minutes.

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

II. Public Comment

No public comment.

III. Academic Related Reports

A. Head of School Report

Cognia Accreditation. BIAs score was 356.50. Highest score is 400. We receive final word in July / August 2021 regarding accreditation status.

Student Enrollment. Suggestion to add another line item to the Academic Tracker to indicate how many **families** are represented by the withdrawals. For instance, 1 family left and had 3 students at BIA.

Projected Enrollment. Possibility of being over-enrolled in 4th and 6th grade. Estimated 10% attrition will put projected enrollment at 568.

Grade	K	1	2	3	4	5	6	7	8	Totals
Projected enrollment	72	89	72	72	78	73	65	55	51	627

FY22 Curriculum Enhancements

1. GRE4T Initiative. Personalized learning program in partnership with the GA DOE. (Discussed in the May 2021 meeting and described in the meeting minutes).
2. Orton Gillingham Training. All K teachers and three 1st grade teachers.
3. Fountas & Pinnell. Ongoing PD for K – 3rd grade ELA teachers.
4. Writing By Design to aid our students in improving their writing skills. Comprehensive K – 8th grade writing program.
5. iReady Assessments.
6. Mystery Science: K – 5th grade.
7. Fluency & Fitness. K – 2nd grade web-based kinesthetic program for teaching foundational literacy and math skills.
8. Studies Weekly Well-being Magazine. Enhancement to Second Step social/emotional learning.

GA Milestones Data Review. Only preliminary data is available at this time.

Return to In-Person Learning Plan. All students are expected to be in-person for 2021 – 2022.

B. Academic Committee Report.

Milestones data is used to gather data on student:

- Content Mastery
- Growth / Progress
- Readiness Indicators (Lexile grade band stretches)

2021 – 2022 Instructional Plans.

- a. **iReady.** Customized learning plans will be used during class time, so that teachers can address any challenges the students may have. 2 PDs scheduled for teachers with iReady.
- b. **90-minute ELA blocks.** BIA will implement 90-minute ELA blocks of time in the next school year. Admin will provide a structure for what that will look like and how students should be grouped for small group instruction.
- c. **Writing By Design (K – 8th).** Our students did not perform very well on the writing portion of GMAS. This tool will assist with this.
- d. **Books Initiative.** Focus of 2021 – 2022 will be to get physical books into the hands of the students. Students who arrive to school early will have time from 7:30 – 7:45a.m. to read. There will also be a 15 – 20 minute time during the day where students engage in DEAR time (Drop Everything and Read). This is time to read for pleasure, student's choice. In 3rd – 5th, BIA will implement an independent reading contract. Students must read 9 different books in 9 weeks that cover a variety of genres (e.g., historical fiction, nonfiction, realistic fiction, science, social studies, etc.); these will be required. The goal is to develop well-rounded readers.

Innovation Station. Ms. Tolbert spoke with Mrs. Denham and provided a budget so that she can start ordering some additional books. BIA will get the Destiny system up and running to allow teachers and students to check-in / check-out books. Goal will be for classes to be able to check out books once per week.

- e. **8th grade GMAS.** The 9% of 8th graders who tested at Level 1 are Special Education Students. Only 28 8th graders and only 23 tested.
- f. Decided to reinvest in Nearpod and Flocabulary based on positive teacher feedback.

IV. Finance Committee Report

A. Monthly Reports

Reviewed cash flow statement which shows the school is in a healthy financial position. Reviewed amended budget. We must have an independent audit performed annually. The Finance Chair will work with Board Chair to update and add required details.

Left over Kroger gift cards that were meant to be used for food service for certain students will be used next school year.

School furniture. There are some financial policies that govern how big-ticket purchases are made. The furniture costs will be over \$100K and thus we must go through the RFP process.

Reviewed financial statements.

V. Operations Committee Report

June Meeting. The Operations Committee met on June 8, 2021.

Enrollment and marketing. 600+ students currently enrolled. In-person tours to begin in September 2021. Recommendation from the Board to host some summer tours.

Facilities. Windowsills and weather stripping are complete. New signage has been ordered for the classrooms. Awning installation will begin mid-July and will take 6 – 8 weeks. Posts are set up outside for the outdoor classroom. There is a joint-use agreement with the church and since we are going onto their land, the church's Board must review, approve and sign off on any work before it begins. Contractor needs confirmation on the color of the awning.

Furniture. Furniture bids are being worked on.

HVAC. Updates provided regarding repairs and new HVAC installation.

Reporting. Student records reports were delivered early.

Staffing Updates. New Student Information staff member has been onboarded. Anna left a playbook behind for her. Carmen is the replacement for Alexis at the front desk.

Technology. Scott is working on laptop / technology for next year. BIA will need some additional laptops for new staff members. Not all students have returned their laptops. Transcripts will not be released until laptops are returned.

Summer Camp / Right At School. 40 students participating in Summer School.

VI. Governance Committee Report

Board Recruitment. Ongoing recruitment needs for new Board members.

Fundraising. Discussion of 5K for next year.

Miscellaneous. Looking to get set up to be a feeder school to certain High Schools so that families don't feel the need to leave BIA to get into the pipeline.

VII. Consultant's Report (Ed Innovation Partners)

New Special Education policies. The first batch of new policies is due to the GA DOE next week with the goal of getting staff up-to-speed on all of the new policies as soon as possible.

VIII. New Business

A. Motion to move into Public Hearing for Purposes of discussing 2020-2021 amended budget.

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

We were funded at 547 students by the SCSC. There was a per pupil increase, resulting in \$304K more than the Initial Earnings Sheet for FY2021.

The donations budget was reduced from \$10K to \$8200. Boosterthon netted the school over \$19K. SCSC Admin Rebate of \$47K. Charter School Facilities Grant - \$39K.

We expected 53.5 staff members and ended up with 51.5.

Salaries and Other Earnings. Increase of \$63K resulting from \$54K that was approved as retention bonus for staff, mentor teachers who were paid a stipend and induction program for new teachers.

Many of the expenditures we had were paid for by Covid relief funds.

Motion to move out of public hearing for the FY20-21 budget.

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

B. Motion to move into public hearing for FY21 – 22.

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

FY 21 – 22 Budget Review. Expected revenue of \$10,462 per student. Donations and fundraising budgets will be based on prior history. Expecting 56.49 FTEs next year as compared with 51.0 in 2020 – 2021. Total operating net should be about \$43K

Motion to move out of public hearing.
Zennie Lynch – 1st; Veronica Johnson – 2nd. Unanimous approval.

Motion to approve 2021 – 2022 budget.
Walter Bell – 1st; Veronica Johnson – 2nd. Unanimous approval.

C. Annual Meeting

Nominations for positions.

Nomination of Zennie Lynch for Finance Chair
Walter Bell – 1st; Fred Schroer – 2nd. Unanimous approval.

Nomination of Board Chair - Adam
Fred Schroer – 1st; Zennie Lynch – 2nd. Unanimous approval.

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

Motion to move into Executive Session @ 8:41p.m.
Zennie Lynch – 1st; Veronica Johnson – 2nd. Unanimous approval.

Motion to move out of Executive Session.
Zennie Lynch – 1st; Veronica Johnson – 2nd. Unanimous approval.

X. Next Regular Meeting Date: July 8, 2021

Motion to approve slate of new hires.
Walter Bell – 1st; Zennie Lynch – 2nd. Unanimous approval.

Slate of New Hires for FY22

New Hires for FY22

- Latoni Bivins - Upper School ELA
- Dominique Jenkins - SpEd Para
- Deidre Swoope - Upper School Social Studies

XI. ADJOURNMENT

Motion to adjourn.
Veronica Johnson – 1st; Zennie Lynch – 2nd. Unanimous approval.