



Governing Board

**Meeting Minutes for 2/10/2022 | 7p.m.
186 Hunter Street, Norcross, GA 30071**

CALL TO ORDER

Call to order at 7:04 p.m. by Adam Caskey.

MEMBERS PRESENT: Julie Tolbert, Katie French, Jennifer Bradley, Angela Chastain (Business Manager), Adam Caskey, Walter Bell, Veronica Johnson, Zennie Lynch, Fred Schroer

I. Administrative Functions

Motion to approve meeting minutes from January 13, 2022
Zennie Lynch – 1st; Walter Bell – 2nd; Unanimous approval

Motion to approve meeting agenda for February 10, 2022
Walter Bell – 1st; Fred Schroer – 2nd; Unanimous approval

Motion to amend the agenda to include approval of the December 31, 2021 Quarterly Disclosure Package as well as approval of the Chronic Disciplinary Form.
Zennie Lynch – 1st; Walter Bell – 2nd; Unanimous approval

II. Public Comment

No public comment.

III. Academic Related Reports

Head of School Report

COVID Update. As of Feb 7, 1 student confirmed and in quarantine; 1 student exposed and in quarantine. Discussion around when and whether to go to mask optional this school year.

Chronic Behavior Violations.

Discussion of adoption of a standard form and process for dealing with students who consistently violate the behavior standards. Consultation with the local school district (Gwinnett). Board approval of adding new language into the BIA Policy Handbook.

Lottery Update

449 students projected to return. There are 612 seats “open” for next year but is padded to account for typical attrition each year. 545 is the projected enrollment based on historical numbers.

Marketing

Approximately 5,0000 mailers to zip codes in DeKalb County. Social media posts about the lottery. Yard signs posted on streets in school's vicinity, park in Old Norcross, yards of families.

Open House

Saturday, Feb 4 from 10-12. About 15 potential families attended.

Parent Council members Lydia Bell and Charmaine Holyfield, Kingston and Pierce Bell (wonderful BIA students), Jennifer Bradley, Allicia Allen, David Bouie, Katie French, and Julie Tolbert provided guided tours.

SCSC Monitoring Letter

Review of findings.

Academic Committee Report

Tracker

iReady Assessments. Built Q1 and Q2 common ELA and Math content mastery assessments in iReady for grades 2nd – 8th (not available for grades K-1). Q1 and Q2 assessments are in the process of being administered. Q3 and Q4 assessments will be administered in April and May. iReady data shared with teachers and after school tutors to target specific learning standards.

Reviewed results of proficiency percentage results. Discussion around next steps to help ensure content mastery.

Our Debt Service Coverage Ratio is 1.51; goal is to be at least at 1.0. BIA has complied with the requirements of Section 5.18 of the Loan Agreement.

Days Cash On Hand. Per the Loan Agreement, section 5.21, we are required to have 30 days on-hand. We currently have 162.79 days.

IV. Finance Committee Report – Zennie Lynch

Finance Committee met on Jan. 15, 2022.

Review of financial statements. On a monthly basis, we continue to have a positive net income. Review of Cash Flow statement and Balance Sheet.

V. Operations Committee Report – Walter Bell

Kitchen Use Agreement

Kitchen Use Agreement with the lunch provider (Charter 1). They will pay a fee to BIA for use of the kitchen space as well as an overage of water and other utilities.

Current enrollment is at 506 students.

The Fire Marshall came out to conduct an assessment. Canna Communications is going to help the school address the few issues identified.

Review of the plan for a few maintenance repairs around the school.

HVAC. \$300,000 budget has been approved. Feb. 15 is the target date for completion of specs.

VI. Governance Committee Report – Adam Caskey

The remainder of our training will be in March and April of 2022.

VII. Consultant’s Report (Ed Innovation Partners)

None

VIII. New Business

Motion to approve the December 31, 2021 Quarterly Disclosure Package as well as approval of the Chronic Disciplinary Form.

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

IX. Executive Session for the Purpose of Real Estate Discussing Personnel

Motion to move into Executive Session

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

Motion to move out of Executive Session

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

Motion to approve Board Chair to execute offer with Candidate A as discussed in Executive Session.

Motion to authorize Board Chair to enter into short-term employment agreement with Candidate A Feb 11 – June 30, 2022 under the terms discussed in Executive Session.

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

Motion to approve slate of New Hires

- Rhonda Idlett - Special Education Teacher | Start date - February 22, 2022
- Adam Cokley - 2nd Grade Teacher | Start date - February 21, 2022 (tentative)

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

X. Next Regular Meeting: March 10, 2022

XI. ADJOURNMENT

Motion to adjourn at 9:45p.m.

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