



Governing Board

Meeting Minutes for 05/11/2023 | 7p.m.

CALL TO ORDER

Call to order at 7:14 p.m. by Adam Caskey.

MEMBERS PRESENT: Adam Caskey, Zennie Lynch, Veronica Johnson, Michelle Clements, Neal Christian, Jennifer Bradley, Danny Brewington

I. Administrative Functions

- A. Motion to amend agenda to discuss HVAC renovations
Veronica Johnson – 1st; Zennie Lynch – 2nd. Unanimous Approval.
- B. Motion to approve agenda
Zennie Lynch – 1st; Veronica Johnson – 2nd. Unanimous Approval.
- C. Motion to approve meeting minutes from April 18, 2023
Zennie Lynch – 1st; Veronica Johnson – 2nd. Unanimous approval.

II. HVAC Renovations Update – Fred Schroer, Consultant

Discussed repair vs. replacement costs of various HVAC projects from Southern Mechanical HVAC Contractors.

- Cooling Tower. Reviewed pros, cons and costs of rebuilding versus replacing the Cooling Tower. Rebuild =\$63,400; Replacement = \$87,150.
- HVAC Boiler. Replacement Cost = \$80,800.
- Replacement of Heat Exchanger and Two Building Loop Pumps. Cost = \$53,270.
- Rebuild Energy Recovery Units. Cost = \$270,000.
 - Alternative task including replacing existing outdoor Condensing Units; Cost = \$609,250
- Replacing 10 Air Cooled Heat Pumps. Cost = \$98,250.

Prioritized list of projects

1) Replacement of plate heat exchanger and 2 building loop pumps	\$53,270
2) Replacement of 10 air cooled heat pumps	\$98,250
3) Rebuild energy recovery units	\$270,000

III. Public Comment

None.

IV. **Academic Related Reports**

Head of School Report

Highlights. 100% participation in GMAS! One of our 2nd grade students placed in the top 10% nationally in the 2023 Noetic Math Tournament; 16 students placed in the top 50%. Field Day – Hunger Games was a huge success per both students and teachers.

Upcoming Events. Reviewed grade-level plans like field trips, picnics, promotion and awards ceremonies, 8th grade Day of Service. Scholastic Book Fair. Open House on May 13, 2023. BIA Soccer Game on May 13, 2023. PBL Night on May 16.

Enrollment. Projected enrollment of 497; currently have 236 students on the waitlist. Need to improve visibility on Niche.com.

Academics. Preliminary results for GMAS are in, but some students will retest. Accurate data will be available in late June. Spring i-Ready and MAP testing will be completed by May 17. The Academic Tracker's format will be discussed and potentially revised during the June Academic Committee meeting. A formal decision regarding BIAs Benchmark process (iReady vs. MAP) will be made by the June Academic Committee meeting.

Finance. Organization *I Am A Father*, via Arby's, has awarded BIA a grant of \$7500 - \$10000 to maintain the greenhouse. Company members will visit the campus on May 12 to see the greenhouse and discuss signage. Governor Kemp vetoed additional FY24 Facilities Grant Funding of \$100,000; we still receive \$75,000.

Operations. Three staff positions (instructional coach, REP teacher and receptionist) are being added to provide better customer service to our families. REP is remedial instruction for middle school.

Academic Committee Report

The Academic Committee will meet June 7, 2023 @ 4p.m. There was not a meeting in May.

V. **Finance Committee Report – Zennie Lynch**

Finance Committee met on May 5, 2023. The meeting was co-chaired by Akinwande Oshodi who has been a member of the committee for two years.

Reviewed financials. \$3,286,878 is current unrestricted cash that is used to operate the school. The cost of both Hunter Street and Shallowford Road is \$8,390,369.

Profit / Loss Statement. By March 31, 2023, we collected \$4.3M in the General Fund. We have collected just under \$4.9M in revenues for the year with \$4.6M in expenses. We have \$231K left that will go towards our bond payment.

The school has a little more than \$3M in the bank with 311 days of cash on hand.

Discussion of a Purchasing Card policy. Goal is to have a finalized policy in place shortly.

Prelim Budget for 2023 – 2024. Discussed a preliminary budget.

VI. Operations Committee Report

Discussed playground that has complete grass coverage. Reviewed data reporting. Majority of discussion was around HVAC repairs.

VII. Governance Committee Report – Adam Caskey

Remaining three hours of Board training will need to be rescheduled. Originally planned for May 15.

VIII. Consultant’s Report (Ed Innovation Partners) – Danny Brewington

Parent and teacher surveys will be out soon. Alison continues to work with staff on Special Education needs.

Discussed Forum’s marketing proposal. Part of the recommendations are to take a year of marketing / branding campaign with a potential launch of a new entity for the 2024 – 2025 school year. Bring in all stakeholders to solicit ideas and feedback. Suggestion to continue using “BIA” but not focus on “Brookhaven” and to use “Be Innovative Always” as a tag line with marketing / branding. In order to remove “Brookhaven” from the name formally with the Secretary of State, we will have to submit a request to the State. All data coming from the SCSC has “Brookhaven Innovation Academy” on it; little reason to not go ahead and formally move to the name “BIA Charter School”. Danny will look into what we need to do in terms of the SCSC.

IX. New Business

Motion to remove discussion of preliminary Milestones Results
Zennie Lynch – 1st; Veronica Johnson – 2nd. Unanimous approval.

HVAC

Discussed earlier in the meeting.

First review of the FY24 Budget

- Total Revenues: \$6,496,202
- Expenses: We are at \$62.5% of SCSC funds for personnel which is good as we have some wiggle room to use, if needed. Total Expenses: \$5,980,159
- Capital items budgeted is \$150,000 and is currently unallocated to any specific project
- Net income with Financing and Cap. Items: \$206,043

Motion to move into public comment
Zennie Lynch – 1st; Veronica Johnson – 2nd. Unanimous approval.

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

X. Executive Session

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.

XI. **Required Actions following Executive Session**

XII. **Next Regular Meeting: June 8, 2023**

XIII. **ADJOURNMENT**

Motion to adjourn at 9:23p.m.
Veronica Johnson – 1st; Zennie Lynch – 2nd. Unanimous Approval.