



Governing Board

Meeting Minutes for 08/10/2023 | 7p.m.

CALL TO ORDER

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

MEMBERS PRESENT: Adam Caskey, Zennie Lynch, Walter Bell, Kelly Mandy, Veronica Johnson, Neal Christian, Jennifer Bradley, Danny Brewington

I. Administrative Functions

- A. Motion to approve agenda
Kelly Mandy – 1st; Walter Bell – 2nd. Unanimous Approval.
- B. Motion to approve meeting minutes from Specially Called Board Meetings on July 13, 2023 & July 26, 2023
Kelly Mandy – 1st; Walter Bell – 2nd. Unanimous Approval.

II. Public Comment

None.

III. Academic Related Reports

Head of School Report

School Theme for the Year. Building a Better BIA.

Enrollment. K – 5 has 398 students. 3rd grade is larger because there are 4 HRs instead of three. 6th – 8th grade has 149 students. We have 522 FTE seated students with a potential of up to 555 based on enrollment in Infinite Campus. Administration will reach out to families regarding absences.

New Courses for 2023 – 2024. Art (K – 8), High School Algebra, 9th grade Lit, High School Physical Science, High School Spanish. 16 students are taking High School Algebra. HS Algebra is about 60% overlap with 8th grade content. Students will be working in Edmentum to cover the additional 8th grade topics. This is a hold-harmless year as it relates to the Math EOC given the new standards that just rolled out; normally it counts as 20% of their grade. Any students who cannot keep up with the pace and rigor will be moved back to 8th grade math. Mr. Christian is teaching the course.

Finance. BIA to focus on fundraising efforts, Teacher Bonus Pool, Certification / Endorsement / Degree Program Stipends.

Security grant funds still remain to be spent. Camera footage for the parking lot is a possibility as well as fishbowl cameras in Innovation Station as there is a lot of expensive, sensitive equipment stored there.

Operations. Classroom space updates are needed. HVAC repairs are mostly completed. There is a bug infestation originating from the cafeteria. Ants are in classrooms primarily on the 1st grade hallway. This only happened following installation of the carpet. A company came today to do a major indoor and outdoor treatment. Roaches have also been spotted. Improvements to the stairs need to be made as the material is peeling away and not be a safety hazard.

BIA Milestones Performance. Review of 2022-2023 Milestone scores.

We have made clear signs of progress in math at the school in terms of Milestones. For the most part, we had more Proficient and Distinguished learners than the State's average.

Once test scores are no longer embargoed, Mr. Christian will run a comparison of BIA vs. metro-Atlanta districts as well as other state charter schools.

BIA's goal is to average a 525 score at every grade level. Mr. Christian plans to address the impact of school absences at the next State of the School meeting with parents; he will also include the data in a Parent newsletter.

Academic Committee Report – Adam Caskey

Covered above.

IV. Finance Committee Report – Zennie Lynch

The Finance Committee met last Friday and discussed normal financial statements. We had an unadjusted profit of ~\$350K as it did not take into account things like depreciation. We will likely end the year with just about \$105K after all expenses have been paid.

Cash flow remains strong. We dropped below 200 days of cash-on-hand which was expected due to building repairs. We typically have a lot of expenses at the beginning of the year before the State revenue has had a chance to hit.

We were introduced to a Debt Policy. We will need to adopt one at an upcoming meeting. We have carried a significant amount of debt for a few years and will need to formally address this. We will also need to adopt a Corporate Card policy.

The person we were working with at Prestige has decided to resign with fairly short notice but we were able to complete the financial updates that we needed.

V. **Operations Committee Report – Walter Bell**

The committee met on Wednesday. Discussed changing pest control vendors. Carpets were done just in time for Open House. HVAC – Signed up for new monthly maintenance contract. Fred Schroer has reviewed and signed off on it. Southern Mechanical has made a recommendation on maintenance schedules that Fred will be asked to weigh in on.

BIA cover from the main building to the gym needs to be addressed but is not a safety hazard.

Technology. Will be going with PCs vs Apple due to better warranty terms of 3 years.

Projectors. They were on back-order. A new vendor has been identified as of today.

Fire drill has been conducted. School safety plan is submitted to the GADOE, GEMA and city of Norcross. Fire drill had to be done within the 1st 10 days of the school year.

Governance Training Report was discussed as well as Site Monitoring.

Parents' Right to Know letter has been sent out to parents.

All data reporting for this year has already begun to be submitted.

VI. **Governance Committee Report – Adam Caskey**

No new information to cover.

VII. **Consultant's Report (Ed Innovation Partners) – Danny Brewington**

Discussion of Site Monitoring. Changes were made in the school based on last year's report. Site visits will only be conducted at schools that have expanded.

VIII. **Old Business**

Marketing Update / Needs

Discussion around inconsistency with BIA Charter School vs. Brookhaven Innovation Academy. Any correspondence from the school should display BIA Charter School.

Mr. Christian and Jennifer Bradley met to discuss working with Forum moving forward. Meeting with the company requested.

BIA will need to get permission from the SCSC to officially rename / rebrand as BIA Charter School without the "Brookhaven" name and then update it with the Secretary of State.

IX. **New Business**

Facility Needs

American Association of Educators (AAE). For educators who may need legal representation, this organization provides services. They provide other resources for teacher classrooms, etc. Not many people use it, but like knowing that it is available. We had 31 teachers who wanted to sign up and pay for it themselves; BIA had previously been paying for it, post-Covid.

Security upgrade. We do not have cameras for the upper parking lot or the rear storage trailer and where the Greenhouse is in the back. The cost will be \$8800. There is also a door that needs to be replaced for one of the classrooms.

Motion to approve the HOS to authorize use of school funds to purchase AAE membership for the entire faculty or apply it to this year's teacher bonus pool.

Walter Bell – 1st; Kelly Mandy – 2nd. Unanimous approval.

Motion to approve allocation of \$8800 for cameras utilizing security grant funds.

Kelly Mandy – 1st; Veronica Johnson – 2nd. Unanimous approval.

Projector Vendor

Discussed previously.

X. **Executive Session**

Motion to move into Executive Session

Zennie Lynch – 1st; Kelly Mandy – 2nd. Unanimous approval.

Motion to move out of Executive Session

Zennie Lynch – 1st; Kelly Mandy – 2nd. Unanimous approval.

XI. **Required Actions following Executive Session**

Motion to approve the slate of new hires

- Ms. Keyona McCoy – Grades 7/8 Mathematics
- Mr. Salaheddin Ahmad – Grades 6/7 Mathematics
- Mr. Elliott Smith – Grades K – 8 Health and Physical Education

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

XII. **Next Regular Meeting: September 14, 2023**

XIII. **ADJOURNMENT**

Motion to adjourn at 8:24p.m.

Kelly Mandy – 1st; Zennie Lynch – 2nd. Unanimous Approval.