



**Governing Board**

**Meeting Minutes for 10/13/2022 | 7p.m.  
Zoom Meeting**

**CALL TO ORDER**

Call to order at 7:03 p.m. by Zennie Lynch.

**MEMBERS PRESENT:** Neal Christian, Zennie Lynch, Kelly Mandy, Walter Bell, Veronica Johnson, Danny Brewington, Angela Chastain.

**I. Administrative Functions**

Motion to approve meeting minutes from September 8, 2022.

Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>; Unanimous approval.

Motion to approve meeting agenda for October 13, 2022

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>; Unanimous approval.

**II. Public Comment**

None.

**III. Academic Related Reports**

**Head of School Report**

**Student enrollment.** As of October 13, 2022, student enrollment is at 506. The school hosts two tours per week and has continued to enroll students since the school year began.

**Q1 PBL Night.** Held on Oct. 4, 2022 and was heavily attended by parents.

**New Program: Young Litigators Project.** BIA has signed an agreement with The Young Litigators Project which will introduce students to the field of law by working with current lawyers. Students will be able to draft court briefs and compete in mock trial competitions.

Fresh Air Friday time will be used for working on The Young Litigators Project – 6<sup>th</sup> through 8<sup>th</sup>. Mr. Lovett is in contact with the legal team. This is similar to Mock Trial.

**New Programs: Junior Achievement.** BIA is participating in Junior Achievement Biztown (4<sup>th</sup> – 6<sup>th</sup> grade) and Junior Achievement Finance Park (7<sup>th</sup> – 8<sup>th</sup>) which will expose students to financial management, household budgeting, operating a business and other financial matters.

**New Program:** Upper School students will begin using a self-paced Spanish course on Monday, October 17, 2022 utilizing Edmentum. Even students who are native Spanish speakers

can benefit from this as formal Spanish may not have been mastered. If students have already mastered Spanish, they can choose to take another language course.

**New Program:** Student Council & Student Judiciary. Peer-led review of disciplinary issues / actions. Friday Court. Students will review the BIA policy and use that in their decisions. This group will only deal with Level 1 offenses, not Level 2s or 3s.

### **Academic Committee Report**

**Academic Tracker.** 506 students. We've had three withdrawals, but we had 15 students enroll since the last Board meeting.

#### **Attendance.**

5 tardies = 1 absence.

5 absences = Certified Letter sent to parents.

8 absences = meeting with the parent.

10 absences = DFACS referral.

15 absences = meeting with the Head of School and a possible expulsion.

It does not help anyone – students, teachers or school, to have chronically absent students. The next HOS Newsletter will include information regarding this policy, so that parents are aware.

**Discipline.** No level 2 or level 3 incidences.

**Faculty Attendance.** We will have a long-term sub taking over with ESOL, recommended by a current teacher. Suggestion will be forthcoming with the Employee Handbook to address requesting advance sick leave.

**Math Professional Development.** Mr. Christian held his 1<sup>st</sup> Saturday session to help teachers with math instruction, allowing teachers from the International Academy of Smyrna to attend. Expecting to see student proficiency numbers (as measured by iReady and NWEA MAP) to change by the next Benchmark testing. The teachers are learning how to teach themselves, so changes will be coming over time.

**IDEA.** About 10% of the student population is serviced under Special Education and/or 504 plans.

**English Language Assistance.** Some parents have previously refused assistance from prior school districts without understanding that it had been refused or what was being refused. Some students are being redirected into ESOL by Ms. Andretti once parents are properly educated on the program.

## **IV. Finance Committee Report – Zennie Lynch**

The Committee met on 10/7/2022 @ 11.m. Financial reports are included in the Board packet.

Reviewed financial statements through the month of August. As expected, revenues were in line with expectations with the exception of a State grant that was a reimbursement that we expect to receive this year.

Expenses. Expenses were in line with expectations with the exception of the Supplies line item was above expected spending. There was \$100K in expenditures for the HVAC system; this will be reclassified into Building Improvements.

Total Operating Net Income/Loss. The State Grant and the HVAC system charge factor into this number.

Days Cash on Hand. BIA has >160 days of cash on hand; the standard is 120.

Long-term, the Finance Committee will need to begin strategically planning for expansion plans. In June 2024, we will have the first opportunity to address our bond. We can continue as is or expanding it in conjunction with building projects.

Angela Chastain will be rolling off soon. A search has been conducted for a replacement business manager, FTE. A candidate was not identified, so the decision made to utilize an outsourced service to fill the gap in the interim. We also may be able to go directly to an accounting firm.

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

**Basesix Security Services.** Basesix walked the campus with Scott Hinds and Mr. Christian to determine how to address blindspots in the surveillance system, as there are several. Some cameras weren't even connected to the current system. There is no camera coverage in the front lobby nor upstairs overlooking the lobby. There was some graffiti on the back building and there are no cameras there. A car was caught pulling up on a weekend and dumping a large amount of trash into our dumpster; the camera is so outdated, we can't zoom in enough to really see it.

The total cost estimate is \$33K to update our current system and can be implemented in phases. Invoice was just received today; Mr. Christian is in the process of reviewing.

**Boosterthon.** \$31,390 received via Boosterthon which exceeded the \$30K goal! Mr. Christian would like to use these funds to provide personnel assistance in the front office so that existing team members can be focused on their jobs, not administrative front office duties like generating report cards.

**Greenhouse Project.** The producer of a reality show – Greenhouse IT! – contacted the school last Friday. Matthew Lawrence (actor and singer) and Rozanda Thomas “Chilli” (singer from TLC) have been onsite daily. BIA will be featured on their 1<sup>st</sup> episode; the show has a focus on healthy eating. The crops were provided to the school (no cost to BIA) and the Gardening Club is going to work with them to grow healthy foods. The Glee Club and the Theatre group were engaged to do some initial work. The Greenhouse will be a permanent fixture at the school. The foods grown will actually be used by Charter1 lunch provider. Water expenses are expected to increase.

No city permit was needed, because the structure was not dug deeper than three feet into the ground.

The show will be shopped around to several networks.

Neal Christian will connect with Selective, our insurance provider, and check into any changes that may be needed due to construction of the new structure.

**Facilities.** Three proposals have been received for lawn care; our existing provider is coming in with the lowest bid. Renovations and repairs are ongoing. Wi-fi upgrades are in progress. Need to get a price on selling existing laptops and recouping some of the costs.

Annual Report is due on Oct. 31, 2022.

**DOE Portal.** All identified issues have been addressed.

**VI. Governance Committee Report – Danny Brewington**

Annual training requirement remains outstanding. Danny will circulate potential dates post-meeting.

**VII. Consultant’s Report (Ed Innovation Partners)**

Compliance and Monitoring. The Annual Charter School Report is due. EIP will support any needs that Neal Christian may have. RFP submitted for a back-office provider.

Security cameras. The recently received Facilities Grant funds may be able to cover some of the expenses.

Board Strategic Planning forthcoming.

MTSS process has been reviewed with key BIA staff members.

Mr. Christian recently visited Mercedes Benz of Buckhead to discuss possible school partnership opportunities.

**VIII. New Business**

**FY22 Audit Update.** No tentative date for the draft is available at this time, but it is being worked on. Goal is to get this done by the end of the month, as Nov. 1 is the deadline every year. Wendy Liu has been working with Angela Chastain to get any information needed. As a Board, we will likely need to have a Specially Called Meeting, probably the week of Oct. 24 to review this with the auditors.

**Policy Adoption.**

1. Rules of Conduct for Public Meetings. Memorializing processes for public meetings. Covers how public comments can be made, recordings are allowed, and process for removing people from a meeting, if needed. Removal of disruptors applies to both in-person and online meetings.
2. Unstructured Break Time. 1 recess per day will be provided for K – 5 and one unstructured break will be provided to grades 6 – 8. This memorializes BIA’s policy around this.

Motion to approve the slate of policies as presented.

Neal Christian - 1st; Walter Bell – 2nd. Unanimous approval.

Motion to amend the agenda to add an Executive Session for the Purposes of Discussing Personnel.

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

**IX. Executive Session for the Purpose of Discussing Personnel**

Executive Session entered at 8:14p.m.

Motion to move out of Executive Session

Walter Bell - 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.

Executive Session exited at 8:17p.m.

Motion to approve slate of new hires

➤ Ashlee Penrod – Special Education Parapro

➤ Keyana Browning – 2<sup>nd</sup> Grade Teacher

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

**X. Next Regular Meeting: November 10, 2022**

**XI. ADJOURNMENT**

Motion to adjourn at 9:08p.m.

Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous approval.