



**Governing Board**

**Meeting Minutes for 10/19/2023 | 7p.m.**

**CALL TO ORDER**

Call to order at 7:12 p.m. by Adam Caskey.

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

**I. Administrative Functions**

- A. Motion to approve agenda  
Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous Approval.
- B. Motion to approve meeting minutes from Board Meeting on September 18, 2023  
Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous Approval.

**II. Public Comment**

None.

**III. Academic Related Reports**

**Head of School Report**

**Highlights**

- GA DOE recognized BIA Charter School as a 2023 – 2024 Literacy Leader. We improved 3<sup>rd</sup> grade’s at or above Reading Level by 15% or more than the prior year.
- Boosterthon raised approximately \$27,000 which will be added to the teacher bonus pool.

**Enrollment**

- Whole school enrolment: 553 students
  - K – 61
  - 1<sup>st</sup> – 63
  - 2<sup>nd</sup> – 65
  - 3<sup>rd</sup> – 84
  - 4<sup>th</sup> – 66
  - 5<sup>th</sup> – 65
  - 6<sup>th</sup> – 53
  - 7<sup>th</sup> – 50
  - 8<sup>th</sup> – 46
- 228 students on the waitlist

### **Academics**

- BIA received its first writing benchmark scores from WriteScore. This program grades the students writing, freeing up the teacher's time from grading. It also provides details to the teacher on where the students need work.
- First GMAS practice session was October 17.
- 8<sup>th</sup> graders who are eligible to receive high school credits
  - Algebra – 15
  - Physical Science – 16
  - 9<sup>th</sup> Grade Lit – 23
  - Spanish – 46

### **Finance**

- October FTE Count Final Transmission Date is October 24, 2023.
- Received approval for vinyl replacement on stairway - \$7,850.
- Teacher Bonus Pool Status
  - Including monthly fee that the kitchen staff pays and Boosterthon funds.
- Looking at renting classroom space to a local adult foreign language organization that has reached out to BIA.

### **Operations**

- Data reporting is in progress including the CPI which is the personnel file that we have to submit. BIA is fully staffed.

### **Academic Committee**

Academic Committee met on October 18, 2023.

Decision made to tweak the October reporting. We are no longer using F&P. Administration identified an issue with our instruction (i.e., writing) and implemented a plan to rectify it (WriteScore program). The next WriteScore assessment will be conducted in December 2023.

Reviewed ideas on how we can increase teacher bonuses to aid in teacher retention.

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

Joint Finance and Operations Committee meeting on October 6, 2023.

Discussed normal reports through August 31. Revenues are flowing in as expected. We typically have higher expenses during this time of the school year. YTD – Operating Net Loss of \$311K. We spend a lot in the summer to prepare for school re-opening (i.e., Professional Development). The negative net loss generally corrects itself as the year goes on.

Days Cash on Hand is at 204 days.

All journal entries and bank reconciliations were approved for the month.

Reviewed several policies and EIP is assisting with getting these in place: Investment, Petty Cash, Debt.

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

Joint meeting with finance on October 6, 2023.

Vinyl stairs. Received three bids.

Space configurations discussed. Teachers are managing with the space limitations that the school has. No agreements have been signed with the church as yet; still working out terms.

Additional furniture that was ordered for students has been received.

Breezeway quote has been received. This would connect the school building to the gymnasium. Southern Mechanical recommends simply closing in the walkway. This would help with energy conservation.

Cafeteria pest control has been handled.

Ongoing work to deal with odor coming into the music room. Fred Schroer engaging environmental engineers.

AT&T damage discussed. Documentation sent to AT&T to demonstrate the additional costs to the school from the water pump damage that was caused.

All data reports were either in progress or already submitted; corrections will be completed by Tuesday.

Enrollment discussed and we know how much wiggle room we have in terms of the student body numbers.

Projectors are being installed in K – 3<sup>rd</sup> and the cafeteria.

This joint meeting will take place quarterly.

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

Working on planning the Board’s training dates.

VII. **Consultant’s Report (Ed Innovation Partners) – Danny Brewington, Allison Nealy**

Working with Administration on getting reports done.

Working on collaborative round table discussions with other charter schools.

Lyn is engaged in ongoing work on federal programs.

Neal Christian has been asked to speak on Nov. 1 regarding marketing and enrollment.

VIII. **Old Business**

- None

IX. **New Business**

**Audit Update**

A special called Board meeting will be announced to review and approve.

**Classroom Space Update**

Motion to approve BIA to rent 1 classroom space at the rate of \$700/month from Hopewell.  
Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous Approval.

**Website Update / Proposal**

Motion to approve Head of School to spend \$12,000 for new BIA website build by Forum Marketing.  
Zennie Lynch – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.

**Partnership Planning**

**Strategic Planning / Training Dates for Winter**

Motion to approve Head of School to enter into contract to replace vinyl on staircase for \$7850.  
Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

Motion to amend the agenda to remove Executive Session.  
Zennie Lynch – 1<sup>st</sup>. Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.

X. **Executive Session**

No executive session.

XI. **Required Actions following Executive Session**

XII. **Next Regular Meeting: November 9, 2023**

XIII. **ADJOURNMENT**

Motion to adjourn at 8:25p.m.  
Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous Approval