



**Governing Board**

**Meeting Minutes for 11/17/2022 | 7p.m.  
186 Hunter Street, Norcross, GA 30071**

**CALL TO ORDER**

Call to order at 7:15 p.m. by Adam Caskey.

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

**I. Administrative Functions**

- A. Motion to amend the agenda to add approval of the September 30 Quarterly Disclosure Statement  
Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous Approval.
- B. Motion to approve amended agenda  
Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous Approval.
- C. Motion to approve meeting minutes from October 13, 2022  
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**

**Enrollment.** Student enrollment is at 509. There are some students who want to begin in January 2023, because they did not want to make a move during the middle of the semester. Continuing to work through the wait list. Several families that previously left have been returning to us.

**Instruction.** Ms. Newman is continuing to monitor and ensure teacher accountability now that she is completely dedicated to instructional coaching.

**Self-paced Spanish.** Library science has been removed from 6<sup>th</sup> – 8<sup>th</sup>. Now, the Media Specialist uses that freed up time to pull out students for gifted instruction.

## **CCRPI Review.**

**Content Mastery Comparison for Elem and Middle.** Reviewed comparison of BIA Elementary and Middle schools with other Georgia State Charter Schools. BIA performed very well in comparison in both content areas – ELA and Math. Reviewed content mastery by race and GMAS Level.

**Finance.** We are in the process of switching personnel to manage the school's finances. Prestige will assume duties soon.

**Operations.** We have quotes for lawn maintenance; Mr. Collins will contact one of the companies to determine if they are the best fit.

Quotes have been received to place turf in the back of the gym on the playground to offer a suitable play area for the students. Once we know the funds are available, Mr. Collins will work to determine next steps. The roof (flashing) is coming off and needs repair. Mr. Collins has received quotes.

The eagles on the front of the building are becoming detached.

A new contract was entered into for Charter 1 Foods. We will have to review prior to sending to the vendor. The company is now preparing food onsite and that area is now completely dedicated to them whereas, previously, different groups like Parent Council used some of the space.

A permit was not needed for the greenhouse, because it is considered an accessory building.

An edit to the Parent Student Handbook needs to be made to address class skipping.

## **Academic Committee Report – Veronica Johnson**

Academic Committee met on November 10, 2022.

Academic Tracker. The Tracker will continue to be maintained in its current status. Not a lot of data to report in November. iReady and NWEA MAP will be administered in December, so there should be information to report on in January 2023.

K-8 Math Training for teachers. K – 2<sup>nd</sup> math training has been conducted with training for 3<sup>rd</sup> – 5<sup>th</sup> coming soon. Focus is on utilizing the best pedagogy in delivery.

MTSS Students. Three students were moved back to Tier 1 so far. Focus has been on providing quality Tier 1 instruction.

Classroom materials from Scholastic have been provided as print resources to teachers. Leveled texts for various grades offered. Ms. Norwood has been conducting observations and meetings with teachers regarding instructional practices.

Carpool is down to 20 minutes!

EIP & Lynn will be sending out a mid-year teacher survey.

Title 1 Parent Meetings had to be held by November 1 and that was completed. Administration is working on getting all parent contracts signed and turned in; currently at 92% completion.

Library Science / Innovation Station has been removed for middle school, replaced by Spanish online learning.

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

Met on November 11, 2022. Reviewed all documents. Prestige attended along with EIP. Financial statements were reviewed along with Cash Flow statement. BIA remains in a strong position even after switching to running payroll twice per month. BIA has \$2.7M of liquidity, which is before the payments which will come out for the HVAC repairs.

Formal transition of duties from Angela Chastain to Prestige, but Angela remains involved until everything has completely moved over.

Adam Caskey suggested having a 5-year plan mapped out by Fred Schroer, consultant, and Mr. Collins.

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

Operations met on November 8, 2022. Looking at classroom configurations for foreign language. There was a drain line issue on the 4<sup>th</sup> grade hall that has been repaired.

Neal shared that there are repeat plumbing issues nearly every other week with sewage smells spreading through entire halls.

Neal would like to use \$33K from the Facilities Grant for security camera upgrades. A quote will be provided to the Board for approval. Roof repairs would also be included as part of the grant funding. There are no operative stairwell cameras; the ones currently there are extremely old and the resolution is not good nor can they be tied into the current security system. Even the cameras purchased just a few years ago are outdated; they were not high quality. There are no cameras in the school's front lobby, which is open to the public during the day, nor any behind the gym where students often play.

There will be an irrigation system installed on a timer as well as a fan with an exhaust to the Greenhouse at no cost to BIA.

Financial Strategic Partnerships. Looking to have Spirit Week in partnership with a local business. The school will have a Spirit Week this December.

BIA will have its first ever basketball game coming up soon.

Discussed lottery policy. There was an issue with the Lotterease system that was not blocking students who were underage for Kindergarten. The capability existed, we simply never had it turned on.

Free and reduced lunch student numbers are increasing; we are at 24%.

Parent and Student Engagement plan was due early November. We are currently at 92% of parent contracts signed. It was available in both Spanish and English.

Title 1 tutorials are underway – Mondays, Wednesdays (in-person) and Saturdays (virtually).

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

Annual Training will take place December 7, 2022.

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

EIP has participated in all activities reported out from prior committee reports. Would like to integrate teacher survey results into the final agenda for BIA training.

**VIII. New Business**

**Policy Adoption**

Complaint Resolution Process for Material Harmful to Minors.  
Memorializes a process that is required by the State.

Motion to approve the Complaint Resolution Process for Material Harmful to Minors policy.  
Walter Bell – 1<sup>st</sup>; Zennie Lynch– 2<sup>nd</sup>. Unanimous approval.

**Bond Holder Reporting**

Reviewed required reporting to be provided to our bond holder. Reviewed enrollment numbers.

Reviewed Statement of Revenues, Expenditures and Changes in Funds. Over the past few years, we have had several different Federal Funds that all have to be tracked and reported.

Cash Flow Statement review. BIA has \$4.4M in total cash but some is restricted. Approximately \$2.8M can actually be spent.

Reviewed Statement of Assets, Liabilities and Fund Balance.

Reviewed Debt Service Coverage Ratio. The school has a 2.14 ratio.

Prior Board Meeting Minutes included.

Motion to approve the Quarterly Disclosure.  
Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

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

Motion to move into Executive Session  
Veronica Johnson – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous approval.

Motion to move out of Executive Session  
Zennie Lynch - 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

Motion to approve slate of new hires.

- Roslyn Hayward – 3<sup>rd</sup> Grade Teacher
- Neelah Hinds – Parapro / floating in-house sub

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

X. **Next Regular Meeting: December 8, 2022**

XI. **ADJOURNMENT**

Motion to adjourn at 8:30p.m.

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