



**Governing Board**

**Meeting Agenda for 12/08/2022: 7:00pm**  
**186 Hunter Street, Norcross, Ga 30071**

**CALL TO ORDER @ 7:013p.m.**

Attendees: [Adam Caskey](#), [Zennie Lynch](#), [Kelly Mandy](#), [Neal Christian](#)

**I. Administrative Functions**

A. Motion to approve today's Agenda.

[Kelly Mandy](#) – 1<sup>st</sup>; [Zennie Lynch](#) – 2<sup>nd</sup>. Unanimous approval.

B. Motion to approve meeting minutes from November 17, 2022

[Kelly Mandy](#) – 1<sup>st</sup>; [Zennie Lynch](#) – 2<sup>nd</sup>. Unanimous approval.

**II. Public Comment**

None

**III. Academic Related Reports**

A. Head of School Report

**SCSC Report**

BIA Charter School is designated as meeting SCSC academic standards for the 21-22 school year.

**Student Enrollment**

BIA enrollment as of 12/1/22 was 504 student. There is an expectation that the enrollment will increase by 4 students on 1/1/23. Open enrollment for the existing school year will close on January 27, 2023. The Intent to return forms will be to parents in early February 2023. The Lottery will open in February 2023.

**Student Activities**

The Glee Club will host its first Winter Program on Friday, December 9. The 2<sup>nd</sup> Grade designed the Christmas card for the Norcross Police Department.

**Marketing.**

The Administration will be discussing how to work best effectively with Forum Communications to raise the profile of the School's Brand and increase the waiting list for the various grades going into 2023-2024.

B. Academic Committee Report.

- Over 90 students were tested for the Talented and Gifted (TAG) Program.
- Students in Grades 6-8 are participating in NWEA MAP Testing December 8-9, 2022.
- The second Project-Based Learning (PBL) Exhibition Night is December 14, 2022.

**IV. Finance Committee Report**

A. Monthly Reports

- Finance Committee meeting was held on 12/2/2022.
- Prestige facilitated their first finance committee meeting. Angela Chastain was present to provide input and guidance, as needed.
- Financial Statement of the School through October 31, 2022 were reviewed and discussed.
- Liquidity position of the school remained solid as evidenced by the Days Cash on Hand of 163 as of the end of November.
- Documents for the facilities grant were submitted to GADOE for approval for a future drawdown.

**V. Operations Committee Report**

Operations Committee meeting was held on 12/6/22

**Marketing.** See Notes in Head of School Report.

**Facility -**

- A. General Facility Needs –
  - Landscaper chosen said he hadn't heard from facilities director and he's not responding. He's waiting on documentation and instructions to start. A discussion was had about the slow responses from the facilities department.
  - A discussion was had around the facilities grant process and what the grant was to be used for: (i.e. Playground, Security cameras, HVAC)
- B. Renovations and Repairs:
  - A discussion around sound proofing the gym had.
  - A discussion around additional HVAC repairs occurred.

**Data Reporting**

- Data Reports Since Last Meeting – No new reports

**Other Business –**

- A discussion occur around the ongoing personnel challenges
- Mr. Christian reported on a recent report he reviewed regarding districts that BIA students travel from to attend
- A discussion occur around student transportation, and a new credit card process.
- Mr. Christian reported the school is planning to purchase 10 new laptops in preparation for any future needs.
- Mr. Christian report that the Wi-Fi agreement has been signed and it is ready to be paid.
- The Student Survey is out and the school is planning a parent survey as well.
- A discussion occurred regarding the slow response rate to the staff survey; Mr. Christian

- The committee discussed the lease with the café service provider. Mr. Christian reported that the school was submitting the information to the provider and will begin re-negotiations on a new contract.
- The committee discussed the removal of the eagles and repair of the building

**Calendar** – Consideration will be given to a “balanced” calendar in anticipation of the 2023-2024 school year.

*A Needs Assessment (i.e. Major Mechanical systems) will need to be completed for the building.*

## **VI. Governance Committee Report**

**Board Recruitment** – Ongoing recruitment needs for new Board members. Completed 1 session of Board Training. The next one is scheduled for January 11, 2023

## **VII. Consultant's Report (Ed Innovation Partners)**

Providing continued support for Board Training. Completed the process of hiring the new finance provider (Prestige Solutions).

## **VIII. New Business**

No New Business.

## **IX. Executive Session – For the purpose of discussing Real Estate & Personnel.**

Motion to move into Executive Session @ 8:18p.m.  
[Kelly Mandy](#) – 1<sup>st</sup>; [Zennie Lynch](#) – 2<sup>nd</sup>. Unanimous approval.

Motion to move out of Executive Session @ 8:27pm  
[Kelly Mandy](#) – 1<sup>st</sup>; [Zennie Lynch](#) – 2<sup>nd</sup>. Unanimous approval.

## **X. Next Regular Meeting Date: January 12, 2023**

## **XI. ADJOURNMENT**

Motion to adjourn.  
[Kelly Mandy](#) – 1<sup>st</sup>; [Zennie Lynch](#) – 2<sup>nd</sup>. Unanimous approval.

Adjournment occurred at 8:29pm.