



**Governing Board**

**Meeting Minutes for 8/11/2021 | 7p.m.  
186 Hunter Street, Norcross, GA 30071**

**CALL TO ORDER**

Call to order at 7:07 p.m. by Adam Caskey.

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

**I. Administrative Functions**

- A. Motion to approve meeting minutes from July 14, 2022
  - 1. Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>; Unanimous approval.
- B. Motion to approve meeting agenda for August 11, 2022
  - 1. Zennie Lynch – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>; Unanimous approval.

**II. Public Comment**

None.

**III. Academic Related Reports**

**Head of School Report**

**Student Enrollment.** Currently at 491 total with no students on the waitlist for 5<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>. Goal is to add 6 students to Kindergarten, 3 at 1<sup>st</sup>, 5 at 4<sup>th</sup> and 15 at 6<sup>th</sup> grade. That would put us at 520. Discussion around other school configurations at Upper School to allow more students to enroll. Discussion regarding marketing.

**Academic Committee Report**

**GMAS Comparison of BIA vs State.** In ELA, BIA outperformed the State at every grade level. In Math, BIA outperformed in 3<sup>rd</sup>, 5<sup>th</sup> and 8<sup>th</sup> grade compared with the State. BIA outperformed the State at 8<sup>th</sup> grade and at 5<sup>th</sup> grade, just 2 points below the State average. In Social Studies, we did not outperform the State. The Social Studies 8<sup>th</sup> grade teacher has received additional resources not previously available last year in order to increase performance this school year.

**Early Intervention.** The EIP teachers were previously pushing into the classroom which impacted Tier 1 instruction. This year, there will be a change to pulling students out to receive EIP instruction as a supplement.

**Professional Development.** Teachers, this year, will have the opportunity to mentor and/or shadow other teachers and develop expertise within the building. Non-classroom dedicated administrative staff will provide relief to some teachers to allow them to observe other teachers with strong skills in certain areas.

### **Benchmark Testing**

- i-Ready Reading (K – 8<sup>th</sup>): Aug. 9 – 11
- i-Ready Math (K – 8<sup>th</sup>): Aug. 16 – 18
- NWEA MAP (6<sup>th</sup> – 8<sup>th</sup>): Aug 23 – 25

NWEA MAP data is available and viewable and will travel with students when they transition to other school districts in Georgia whereas iReady is not. iReady growth looked very strong, but did not necessarily translate to Milestones performance.

### **Academic Tracker**

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

### **Monthly Reports**

- **Purchasing Card.** There needs to be a document that captures the policies and procedures that outline the appropriate use.
- **Pay Frequency.** We will have to determine how to make this work beginning in September.
- **Miscellaneous.** Boosterthon meeting was held. Planning for a Fun Run from September 20 – 28, 2022.
- **Partnership Letter.** Letter developed that will provide BIA highlights and will be used to help bring in business partners. Teachers and staff can connect with their networks to get corporate sponsors / partners.

**Financial Review.** Cash-on-hand remains strong. Reviewed quarterly disclosure statement that is required by our bondholders. Final enrollment being reported to our bondholders is 485; we were funded at 547 for the year. Our cash position increased due to positive net income during the prior school year. We have 2 covenants that we report: Debt coverage ratio (we were 2 times the requirement) and Days cash-on-hand (we have 186 days and the requirement is 30 days).

QBE Allotment was reviewed by the Finance Committee.

Discussed payroll frequency.

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

- Painting has been addressed in the hallways; some classrooms need touch up.
- Spotty A/C Issues.
- 9 water bottle filling stations have been installed.
- All wasp nests have been removed from the external premises

- Some lockers still need to have the doors installed.

#### **Human Resources**

- Identified a SPED parapro today.
- Staffing needs. Need to consider hiring a front office person to free up Ms. Swift to perform more registrar duties.

**Miscellaneous.** Beginning Aug 15, 2022, BIA will implement the Early Morning Drop-off program, allowing parents to pay a fee to bring students to school as early 6:30a.m. \$25 / 1 student; \$40 / students. 24 parents have stated they will sign up. Charter1 is ready to provide breakfast whenever the school is ready for it.

**Weatherstripping.** Fred Schroer will be onsite tomorrow to discuss moving forward.

**Health inspection.** There was a small room in the cafeteria that was used by Parent Council as well as an additional bathroom that cannot be used. This limits teachers to a single bathroom in the breakroom. Discussion of opening up Mr. Christian's bathroom to other staff members.

**Gas bill.** Discussion around transferring responsibility, partially or wholly, of the gas bill to the lunch provider as the school does not otherwise use gas except for food preparation.

**Lawn contract.** Bids will be put out for lawn services.

**Withdrawals.** Discussion of changing the withdrawal process to include an Exit Interview.

**Teacher Equipment.** Plan to upgrade teacher laptops in a phased approach.

**HVAC Funding.** There is no grant money for the next phase of HVAC repairs / upgrades. Discussion around how to finance the work.

VI. **Governance Committee Report – Adam Caskey**  
LKES training is required.

Board training plans discussed.

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

The SCSC's clear focus this year is to ensure that district-level roles remain distinct from school-level roles.

Updating Student Handbooks.

Updates to BIA's website including updates to governance board structure and new leadership.

Board policies and procedures are being reviewed.

Comprehensive update to Handbook / Policy document being targeted.

Academic Committee Meetings. Need to identify the key points/dates in the school year (i.e., mid-semester check-in, post-diagnostic meetings, etc.). Add to the next Board meeting's agenda to review and approve.

**VIII. New Business**

None.

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

Motion to move into Executive Session

Zennie Lynch – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

Motion to move out of Executive Session

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

Motion to approve slate of new hires:

- Tedra Norwood – Associate Head of School (K – 5)
- Sonia Mamdani – 2<sup>nd</sup> grade teacher
- Jessica Rodriguez – K para
- Nicole Facey – K para
- Precious Smith – SPED Para
- Willetta Harris – 2<sup>nd</sup> grade teacher
- Darryl LaBarrie – P.E. / Health
- Adrian Collins – Director of Operations / Athletics

Veronica Johnson – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous approval.

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

**XI. ADJOURNMENT**

Motion to adjourn at 9:08p.m.

Zennie Lynch – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.