



**Governing Board**

**Meeting Agenda for February 9, 2023: 7:00pm**  
**186 Hunter Street, Norcross, Ga 30071**

**CALL TO ORDER @ 7:16p.m.**

Attendees: Adam Caskey, Zennie Lynch, Kelly Mandy, Walter Bell, Veronica Johnson (by phone), Neal Christian, Consultant (EIP)

**I. Administrative Functions**

- Chair called for a Motion to amend the agenda of New Business to include a discussion of the following:
  - HVAC Water Recycling Pump
  - Surety Bond
  - Review of the Quarterly Bond Disclosure Report
  - Review and re-approval of the incremental cost of the security cameras. –
  - Zennie Lynch – 1<sup>st</sup>; Walter – 2<sup>nd</sup>; Unanimous Approval
- Chair called for motion to approve the Amended Agenda
  - Zennie Lynch – 1<sup>st</sup>; Walter – 2<sup>nd</sup>. Unanimous approval
- Chair called for Approval of Prior Meeting Minutes - 1<sup>st</sup> – Walter - 2<sup>nd</sup> Zennie Unanimous Approval.

**II. Public Comment**  
**None**

**III. Finance Committee Report**

Finance Committee Met on February 3, 2023. The Business Manager presented and reviewed the December 31, 2022 financial statements, Bank Reconciliation, and Journal Entries. She also presented and reviewed the January 2023 Cash flow Statement, The School Remains in a good liquidity position with 187 days cash on hand as of January 27, 2023. A discussion of the Security Cameras was had. A new potential committee member joined the meeting.

**IV. Academic Related Reports**

Head of School Report

**Student Enrollment**

BIA enrollment's remained at 504 student as of January 31; consistent with last month's student count. Open enrollment ended for the existing school year. One exception was made for a student of a faculty member who was receiving custody of a child. The lottery for the next school year is currently open. Waitlist was good for most grades. The Lottery will close this month. Parents will be notified of their selection on March 9, 2023.

**Student Activities**

There is a continued focus on extra-curricular activities in the school. Basketball team made it to Playoffs; Inaugural Soccer team launched; reviewing an opportunity for Flag Football.

Winter Coat Drive was a success; now looking to host a clothing drive.

### **Marketing.**

Recently held Open house was considered a success – 30 families attended. Winter Coat Drive was a success; now looking to do a clothing drive.

### **Academic Committee Report –**

The Academic Committee met on February 8, 2023. The following is the report out:

- Results are in from iReady benchmark testing. – Baseline data has been set. The school has seen some growth in grades K-5 in both reading and Math. Leadership team will dig further into the data and work on plan to address any discrepancies. Will also plan to monitor growth of all kids (e.g. Do not let high achievement kids fall behind).
- Math has lagged behind Reading so focusing on improvement in Math.
- A discussion was held around the Installation by August 1, 2023 of K-8 Curriculum customized for BIA.
- A discussion around ongoing Professional Development for teachers
- A plan was discussed to Target retention of Teachers by next Academic Committee Meeting which included ideas like a Teacher retention longevity bonus.
- EIP will review Metro Atlanta Pay Scale, State Scale, and how it impacts the budget.
- A discussion was held around the effectiveness of MAP testing vs iReady.
- Helen Ruffin Reading Bowl competition scheduled for March 4. Expect several BIA Students to compete
- Two Math Tournaments to be held in March & April.

## **V. Operations Committee Report**

The Operations Committee met on February 7, 2023. The following is the report out

- A discussion was had regarding Security Cameras quote which increased by \$481. Board will need to re-approve the change.
- Gym floor will be replaced during the 2022-2023 school year
- School leadership is looking at a resolution for the mud on the playground
- A new extermination company was selected and onboarded by the school.
- School Leadership and the Operations Committee are investigating the foul order that fills the school when it rains.
- Roof repair job complete
- There is an upcoming meeting with Charter Foods regarding the finalization of their contract where they rent out BIA's kitchen facilities.
- Police Officer deployed for carpool traffic - \$500/week. Meant to be a temporary solution. Will likely have in place through spring break 2023
- The CAP finding were discussed and the school is preparing its comments and will respond by 2/17.
- After school program functions well but school administration is looking at alternatives.
- A Student Safety audit was conducted. – School must respond to findings or address by 3/7.
- Data reporting opened on 2/8 and will remain open through June 2023. Mr. Lovett is the point person for this Activity.

## **VI. Governance Committee Report**

6 hours of training completed for the 2022-2023 school year. March 2<sup>nd</sup> is next training

and strategic planning session.

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

Deferred comments to New Business. Comments will be associated with CAP

## VIII. New Business

- As was discussed in Finance Committee, the Board Chair explained the rationale behind the phase I - HVAC Change Order. Although the amount was \$25K, it was cash neutral to the school as it was able to avoid a consultant fee of \$25K, by having it certified in another acceptable fashion. Chair called for a motion to approve the Change Order
  - 1<sup>st</sup> – Zennie 2<sup>nd</sup> – Kelly - Unanimous Approval
  - Chair called for a motion to approve the Initial Budget Allocation for FY 2024 Personnel. The initial allocation will be based on 68% of FY 2023's SCSC QBE full year payout.
  - 1<sup>st</sup> – Walter - 2<sup>nd</sup> - Kelly - Unanimous Approval
- Consultant presented the findings from the SCSC Site visit and also recommendations around courses of action to address the Corrective Action Plan:
  - Inventory Management – The School has a system that properly tracks all inventory purchased with federal funds, however, it does not have it in the requested format. School will make inquiries of outside resources to determine if there is a system that will provide the requested format.
  - Credit Card Policy finding dropped as the school does not use school issued credit cards
  - Purchasing Threshold Finding - Meeting minutes were provided to document the adherence to school policy.
  - Budget approval noted in the newspaper appealed but not accepted because it didn't list the place that the budget presentation occurred.
  - Honor Code and Bullying Policy should be updated in student Handbook.
  - Parent Rights regarding photo, video, etc., needs to be accessible. Parent handbook should be updated.
  - BIA's Title IX and 504 grievance policy should be updated in the Parent's Rights Handbook to address the finding regarding such.
  - The school will update its enrollment packets to address the use of SSN and will recite the statute in the paperwork.
  - Nursing Mothers and FMLA posters now posted.
  - Fire Drill conducted on day 14, required to be conducted on day 10. Will adhere to going forward
  - Conflict of Interest reports weren't all provided for at the time they were requested/uploaded in October. Will adhere to going forward.
  - School not currently covered by \$100K Security Bond. The school has substantial liquidity (180+ DCOH) and unsure why this remains a requirement without an alternative.

Chair called for a Motion to allow the HOS the ability to submit the Corrective Action Plan with the discussed responses.

- 1<sup>st</sup> – Walter 2<sup>nd</sup> Kelly – Unanimous Approval

Chair called for a Motion to approve – Parent Handbook with the updates as discussed

- 1<sup>st</sup> – Walter 2<sup>nd</sup> Kelly – Unanimous Approval

Chair called for a Motion to approve – Employee Handbook with the updates as discussed

- 1<sup>st</sup> – Kelly 2<sup>nd</sup> Walter – Unanimous Approval

Chair called for a Motion to approve the Parent Rights with updates as discussed

- 1<sup>st</sup> – Kelly 2<sup>nd</sup> Walter – Unanimous Approval

Chair called for a Motion to allow the HOS to investigate the application and procurement of a Surety Bond as discussed.

- 1<sup>st</sup> – Zennie 2<sup>nd</sup> Walter – Unanimous Approval

Chair discussed the issues surrounding the HVAC Water Recycling Pump. The decision was to rebuild or replace. After some discussion, the board decided to rebuild due to the urgency of the situation. The difference between the two options was \$4K. Chair called for a motion to approve the rebuilding of the HVAC Water Recycling Pump.

- 1<sup>st</sup> – Kelly 2<sup>nd</sup> Walter – Unanimous Approval

Finance chair presented and reviewed the Quarterly Bond Disclosure. After limited discussion, Chair called for a Motion to allow Finance Chair to sign Monthly disclosure

- 1<sup>st</sup> – Kelly 2<sup>nd</sup> Walter – Unanimous Approval

HOS discussed the repricing of the security camera system due to the length of time of the original quote and the implementation. The increase is \$481, for a total of \$33,688. The incremental amount will come from the General Fund as the Facilities grant has been exhausted.

- 1<sup>st</sup> – Zennie 2<sup>nd</sup> Kelly – Unanimous Approval.

#### **IX. Executive Session –**

Chair called for a motion to enter Executive Session to discuss a legal matter and personnel.

- 1<sup>st</sup> – Kelly 2<sup>nd</sup> Walter – Unanimous Approval – Board entered Executive Session at 9:02pm

Chair called for a motion to exit Executive Session

- 1<sup>st</sup> – Kelly 2<sup>nd</sup> Walter – Unanimous Approval – Board exited Executive Session at 9:24pm

#### **X. Required Actions following Executive Session**

Chair called for a Motion to approve hires as discussed in Executive Session

- 1<sup>st</sup> – Kelly 2<sup>nd</sup> Walter – Unanimous Approval

Chair called for a Motion to approve legal items as discussed in Executive Session

- 1<sup>st</sup> – Zennie 2<sup>nd</sup> Kelly – Unanimous Approval.

Next Regular Meeting Date: March 9, 2023.

#### **ADJOURNMENT**

Chair called for a motion to adjourn.

- 1<sup>st</sup> – Kelly 2<sup>nd</sup> Walter – Unanimous Approval – Meeting adjourned at 9:32pm.