



Governing Board

Meeting Agenda for May 9, 2024: 7:00pm

CALL TO ORDER

Call to order at 7:02 p.m. by Adam Caskey

MEMBERS PRESENT: Adam Caskey, Zennie Lynch, Walter Bell, Neal Christian, Jennifer Bradley, Danny Brewington, Gregg Stevens,

I. Administrative Functions

- Approval of Agenda
Walter Bell – 1st; Zennie Lynch – 2nd . Unanimous Approval.
- Approval of Prior Meeting Minutes – April 11, 2024
Zennie Lynch – 1st ; Walter Bell – 2nd . Unanimous Approval.

II. Public Comment

None.

III. Academic Related Reports

- Head of School Report
Highlights.
 - The Head of School report highlighted impressive scores in Georgia Milestones assessments, as well as some areas of growth. GMAS results will be released publicly following retest data.
 - The administration is working on additional solutions to improve assessment security.
 - Mr. Christian emphasized plans for a summer boot camp to improve student test scores for GMAS retests.

PBL Exhibition Night:

- The recent Project-Based Learning (PBL) exhibition night was highly successful, showcasing the students' work and the new art program.
- The art program has positively impacted the school, with impressive student artwork on display.

Teacher Appreciation Week and Book Fair:

- Teacher Appreciation Week and a Bedford Falls Book Fair were ongoing events.

Teacher Recruitment and Retention:

- Mr. Christian highlighted efforts to attract qualified teachers included competitive salaries and bonuses, and emphasized the importance of a positive work environment and additional opportunities for staff.

Teacher Contracts:

- A new system for calculating bonuses based on attendance and participation was implemented, resulting in significant bonuses for many

teachers.

Enrollment:

- Enrollment numbers remained stable, with a growing waitlist, and Personal interactions in the community have led to new enrollments, particularly for eighth grade.

Community Partnerships:

- BIA received a donation of bicycles and the school is actively seeking partnerships with local universities for student teacher placements, providing both exposure and resources.

Facilities and Maintenance:

- The need for a permanent storage solution and addressing parking lot flooding were discussed.
- Plans to enclose the walkway between the gym and the main building for safety and energy efficiency were considered.

Shining Star Teacher Award:

- A teacher was recognized as a Shining Star Teacher by the State Charter Schools Foundation, one of 22 teachers chosen from over 250 nominations. The recognition was celebrated with the entire staff, highlighting the positive impact of dedicated teachers on the school community.
- Academic Committee Report
The Academic Committee did not meet in May, but is scheduled to meet in June. Mr. Christian presented the May Academic Tracker in lieu of the academic committee report.

IV. Finance Committee Report

- Monthly Reports
Mr. Stevens and Mr. Lynch presented the BIA Charter School financial report for March 2024. Mr. Stevens discussed the school's current cash balance and cash flow, as well as key long-term financial measures including the school's Debt to Asset Ratio and Debt Service Coverage Ratio. Mr. Stevens noted that BIA Charter School began earning a significant profit in March that is expected to continue through the school year as a result of the FY24 Midterm Adjustment. Overall, BIA Charter School is in excellent financial health.

V. Operations Committee Report

Mr. Bell presented the Operations Committee Report. Mr. Bell began noting the school's facility and maintenance needs.

- The new coolers and freezers are installed and operating efficiently with a warranty covering parts and labor.
- The committee identified trailers blocking drainage as the cause of parking lot flooding, and plans were made to move these trailers to improve drainage and prevent further flooding issues.
- As existing trailers used for storage were found to have mold and mildew issues, the committee decided to clear out the trailers and explore alternative storage solutions, potentially building a dedicated storage facility.
- The committee discussed enclosing the walkway between the gym and the main building for safety and energy efficiency.
- Initial estimates for the enclosure were around \$40,000, but the committee decided to seek more quotes to confirm costs.
- Mr. Bell noted that the food service vendor requested a revision of their rent agreement due to changes in their operation scale.
- The committee discussed plans to extend the wireless network to improve connectivity in classrooms if there is expansion.

- The committee emphasized the importance of proactively budgeting for repairs and maintenance rather than reacting to issues as they arise.

VI. Governance Committee Report

Chair Caskey noted the upcoming strategic planning session.

VII. Consultants' Report (Ed Innovation Partners and 21 Cobalt)

Ms. Brewington provided the consultant's report noting the increased efforts from all members of the team to improve communication and coordination on key initiatives, including website and marketing. Overall, EIP is working with 21cobalt to support Neal and the administration in planning for the upcoming school year.

VIII. Old Business

- **Website Audit, Needs, or Next Steps**
Following a discussion of the website and communications vendor, the administration will work with Ed Innovation Partners to identify specific marketing and website needs as well as an appropriate payment to its current vendor for service provided.
- **Confirmation of Board Training Calendar and Focus**
The Board discussed its upcoming Governance Retreat and Training scheduled for May 17 at 4 pm. The Board will examine the role of the Board in school expansion and determining community need.
- **Additional Communication with GADOE Regarding Name Change**
Mr. Brewington noted that BIA was prepared to provide all necessary information to effectuate the school's name change upon return of key personnel to the Georgia Department of Education.

IX. New Business

- **FY24 DRAFT Amended Budget – First Reading**

Prior to discussing the proposed amended budget for FY2024, Chair Caskey called for a motion to begin a public hearing for the purpose of reviewing the annual operating budget of BIA Charter School and receiving public comment pursuant to O.C.G.A. § 20-2-161.7.

[Walter Bell – 1st; Zennie Lynch 2nd. Unanimous approval of those present.](#)

- **Board Discussion**
Mr. Stevens and Mr. Lynch presented the proposed amended budget for FY2024. Mr. Stevens noted that the budget amendment includes salary increases for current staff to reflect the BIA salary scale as well as actual expenditures projected through the end of the year. Mr. Lynch noted the significant increase in the school's midterm adjustment and the ability of the school to address additional deferred maintenance items. The Board discussed the school's overall financial position and how the school may best reinvest its resources for improving its program.
- **Public Comment on FY24 DRAFT Amended Budget – First Reading**
Following the Board's discussion of the FY2024 amended budget, Chair Caskey opened the meeting for public comment.
 - One member of the public encouraged the school to continue to ensure reinvestment for current students as the school reviews its needs for the future.
- **FY25 DRAFT BUDGET – First Reading**

- Board Discussion
Mr. Stevens and Mr. Lynch presented the proposed budget for FY2025. Mr. Stevens noted that the budget amendment includes salary increases for current staff to reflect the Governor’s salary increase as well as additional funding for building maintenance and repair, and a restricted line item for expansion related costs. Mr. Lynch emphasized that, like the amended FY24 state allotment, BIA will see a significant increase in its FY25 state allotment. The Board discussed the school’s overall financial position and how the school may best reinvest its resources for improving its program.
- Public Comment on FY25 DRAFT Budget– First Reading

Following the Board’s discussion of the FY2025 amended budget, Chair Caskey opened the meeting for public comment.

- There was no public comment regarding the FY2025 budget.

Chair Caskey called for a motion to resume the regular business of the BIA Charter School Governing Board meeting.

Walter Bell – 1st; Zennie Lynch – 2nd. Unanimous approval of those present.

Auditor Recommendation

Mr. Stevens presented a recommendation to approve Maulding and Jenkins as the BIA Charter School auditor for its independent audit for FY2024. Chair Caskey called for a motion to approve Mauldin and Jenkins as BIA Charter School’s selection under the SCSC Approved Auditor program for FY2024.

Zennie Lynch – 1st; Walter Bell – 2nd. Unanimous Approval of those present.

- Quarterly Disclosure
Mr. Lynch noted that the school’s continuing disclosure as required by its Bond is available in the meeting information.
- Additional Staffing or Human Resources Updates (if needed)
- There were no further updates needed.
- Additional Academic, Operational, or Financial Items for Discussion or Action (if needed)
There were no further updates needed.

X. Executive Session

Prior to entering into executive session, Chair Caskey called for a motion to enter into executive session for the purposes of discussing real estate matters.

Walter Bell – 1st; Zennie Lynch – 2nd . Unanimous Approval of those present.

At approximately 9:15, Chair Caskey called for a motion to end executive session and return to the open board meeting.

Zennie Lynch – 1st; Walter Bell – 2nd. Unanimous Approval of those present.

Chair Caskey called for a motion to enter into negotiations and execute preliminary purchase documents for the sale of BIA Charter School’s property located at 3031 Shallowford Road NE.

Zennie Lynch – 1st; Walter Bell – 2nd. Unanimous Approval of those present.

Next Regular Meeting Date: June 13, 2024

ADJOURNMENT

Chair Caskey called for a motion to adjourn the meeting at approximately 9:17 pm.

Walter Bell – 1st; Zennie Lynch– 2nd. Unanimous Approval of those present.