



**Governing Board**

**Meeting Minutes for 1/11/2024 | 7p.m. | Virtual**

**CALL TO ORDER**

Call to order at 7:03 p.m. by Adam Caskey.

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

**I. Administrative Functions**

A. Motion to approve agenda

Veronica Johnson – 1<sup>st</sup>; Zennie Lynch – 2<sup>nd</sup>. Unanimous Approval.

B. Motion to approve meeting minutes from Board Meeting on December 14, 2023.

Zennie Lynch – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous Approval.

**II. Public Comment**

None.

**III. Academic Related Reports**

**Head of School Report**

▪ Highlights.

- Science Fair was a huge success. Eight students will represent BIA Charter School at the Gwinnett Regional Science, Engineering + Innovation Fair.
- BIA Giving Tree. BIA Community came together and participated in donations to the Giving Tree.
- Ideal Building Solutions. Generous donation of \$50,000 to the school from a current BIA family's company.
- Two people from NY Life presented a \$500 check to BIA. We now have the resources to support some students who are dealing with grief (i.e., loss of a parent, etc.). We have pamphlets and books to be given to students and parents. We are now identified as a "Grief Sensitive School", an indicator that we support the whole child. Every year we will receive this \$500 grant.

Open enrollment will take place soon for a product that NY Life offers that provides a cross between life and health insurance. Staff members can enroll and maintain the insurance regardless of employment.

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- Enrollment stands at 545 students. Intent to re-enroll forms will be going out shortly. New students can be enrolled from the waitlist until Jan. 31 when the lottery for next school year opens up. The next student count will take place in March 2024. ○ K –

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- Grade 1 – 63
- Grade 2 – 65
- Grade 3 – 85

- Grade 4 – 66
- Grade 5 – 65
- Grade 6 – 51
- Grade 7 – 46
- Grade 8 – 43

## **Academics**

**iReady.** iReady was administered in December 2023 across K – 8th. There are five levels of iReady reading and math: 1) Mid, late or Above grade level 2) Early on grade level, 3) One grade level below, 4) Two grade levels below, 5) Two or more grade levels below.

BIA students are performing well, overall. Teachers and administrators are identifying areas of opportunity for growth and addressing accordingly. Board and Administration reviewed data from both Fall and Winter administrations of the test.

**WriteScore Assessments.** WriteScore is an assessment tool designed to identify students’ strengths and weaknesses in writing. It has been administered twice this school year for 3<sup>rd</sup> – 8<sup>th</sup> grades. Scores were reviewed for both Fall and Winter. The number of students in each category (Beginning, Developing, Proficient, Distinguished) were discussed and the school is actively engaged in growing students’ skills.

Review of the Academic Tracker.

- Teacher / Staff Engagement discussion. Several teachers had significant life / health issues (i.e., Covid, bereavement) to deal with. EIP did not feel that the absent days were out of the norm, however it does present challenges with getting enough subs to cover classes.
- In-person tutoring is offered both in person and virtually (on Saturdays). 235 distinct students are participating in the federally funded tutoring program.
- Recommendation / request from the Board to be able to see trend lines of data like student attendance, teacher attendance, special education numbers, etc. for key indicators that make it easy to see trends over time.

## **Operations**

We received the SCSC Operations Monitoring Results. There were a few things that BIA was asked to address, nothing major.

## **Academic Committee**

No meeting this month.

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

Review of financials as of November 2023. The school has \$11M of debt still owed on the building. BIA has 191 days cash on hand with \$3.4M in operating cash.

Total revenues - \$2.7M. Total expenses - \$2.69M. \$14K – Operating Profit.

We earn our way out of Net Operating Losses as we progress throughout the year. Expectation is that we will earn \$130K - \$150K per month. Expectation is that we will turn positive in January 2024; we will see those results at our March 2024 Board meeting and we should grow in each successive month after that.

Discussion in the Finance Committee meeting regarding opening CDs on behalf of the school.

Credit card processing company is Bill.com. Discussed the need to formalize the process for credit card usage and any recurring costs.

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

General facility needs. Paying a monthly fee for the two trailers, but it became a place that Parent Council was using. It's not climate controlled and prone to pests, so PC has moved their materials out of the space. It is not cost-effective to outfit them to be climate controlled. Neal looked into alternative storage options that may be better suited. The gently used clothing program has been passed to the Athletic Department.

Neal requested that we get quotes for the dumpsters that have compacting capabilities. We actually have two new dumpsters that do not have crushing technology, but they meet the need; thus we may not need the compacting technology.

Update on odor issue in the building. Seemed like the smell had been taken care of. However, it was noticed recently that the sink in the art room is leaking again; that may be the source of the smell.

The stairs have been completed and look good.

Need one more wheelchair access ramp at one of our doors. We had a student who was in a wheelchair and have a teacher currently on crutches.

Reviewed enrollment along with the hard stop date for new student enrollees. Discussed site monitoring results and the next steps to address.

No update on technology or the church classrooms.

AT&T. 30-day Demand Letter was given to the Registered Agent for Southern Mechanical. We have not yet heard from them. We spent \$30K+ to repair the damage caused.

School tours are ongoing with an Open House coming up in February. We will be participating in the Job Fair taking place on Feb. 11. Several teachers have requested to be representatives of BIA.

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A State of BIA message is going to go out in a newsletter format to update parents about the school. Request for any message from the Board to be included.

Discussion around what Southern Mechanical is going to provide in the way of services in the next school year in terms of ongoing maintenance and repairs.

Cross-functional monitoring began this week. The difference between the SCSC and DOE is that the DOE will stay on the phone and tell you exactly what is needed, in detail.

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

Nothing new to report.

## **VII. Consultant's Report (Ed Innovation Partners) – Danny Brewington, Allison Nealy**

Most updates were included in prior committee meeting notes.

Some appeals to corrective monitoring will be submitted within the next week. This year seems to be heavily focused on operations site monitoring issues.

Working on actively recruiting someone to be in-house to work with Finance.

## VIII. Old Business

### Marketing and Website Update

- Forum update. Ms. Bradley met with Forum at the first of the year. Discussed website. Meeting with them again next week. This will be a school-level decision at this point on how to move forward, per the Board.

### Strategic Planning / Training Dates for Winter

- Need an additional 3-hour session in January / February 2024. Date set for Jan. 31, 2024 via Zoom from 6 – 9p.m.

## IX. New Business

### Formal Request for Name Change

- Motion to authorize Board Chair to pursue a request to the SCSC for a name change from Brookhaven Innovation Academy, Inc. to BIA Charter School to meet all requirements. Zennie Lynch – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous Approval.

## X. Executive Session

Motion to move into Executive Session for the purposes of discussing personnel. Kelly Mandy – 1<sup>st</sup>; Zennie Lynch – 2<sup>nd</sup>. Unanimous Approval.

Motion to move out of executive session.

Kelly Mandy – 1<sup>st</sup>; Zennie Lynch – 2<sup>nd</sup>. Unanimous Approval.

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## XI. Required Actions following Executive Session

Motion to take action as approved in Executive Session.

Kelly Mandy – 1<sup>st</sup>; Zennie Lynch – 2<sup>nd</sup>. Unanimous Approval.

## XII. Next Regular Meeting: February 8, 2024

## XIII. ADJOURNMENT

Motion to adjourn at 8:47p.m.

Kelly Mandy – 1<sup>st</sup>; Zennie Lynch – 2<sup>nd</sup>. Unanimous Approval