



**CALL TO ORDER - 7:04 pm**  
**Call to amend the agenda**

**Meeting Agenda for November 09, 2023:**  
**7:00pm**

**I. Administrative Functions**

- Approval of Agenda - Motion to amend the agenda and remove strike through items below - Zinnie, 1st Kelly 2nd, approve
- Approval of Prior Meeting Minutes – October 19, 2023, and Called Meeting November 1, 2023 - 1st Zennie, 2nd Kelly, approved

**II. Public Comment - None**

**III. Academic Related Reports**

- Head of School Report
  - Golf team - 2nd out of 13 teams, Kelton Branford finished 3rd in an individual 9-hole tournament
  - \$500 grant each year to become a Grief-Sensitive School - resources for counselors to use to help families
  - Fall Festival huge success, student vendors, pie-in-the-face for Mr. Christian
  - Veterans Program today which was a big success
  - Basketball team helped Hopewell put together food baskets
  - Enrollment - 554 as of Oct 31, 2023, Waitlist is 213
  - Academics
    - The math tournament is next week, i-Ready and Map scores and grades to qualify and can choose up to 30 students per grade
    - Grade-Level (2-8) Spelling Bees will be Nov 28
    - Mid-year Write Score Benchmark assessments will be on 12/11
    - School-wide Spelling Bee will be on 12/12
    - FTE segments (1 class) have risen since last year and should continue to rise
- Finance
  - Purchasing card - Divvy has approved us for a spending and expense card
    - Also, a virtual option to allow recurring bills to be paid without duplication - will help to prevent double billing and late payments

- The card will be locked and there will be a check-in, and check-out process
  - Zennie - should get the policy in place before we use it
- Spring Semester 5K - another fundraiser for the teacher bonus pool
  - Tentative date of April 13th
  - Zennie - when do we need to get a permit from the city?
  - Adam - we would want the permit in January then have online registration in February, and get the route Atlanta Track Club certified, need to get a big sponsor, and then smaller sponsors will roll in
- Every teacher has now been CPR-certified, and first-aid kits and AEDs located around the building
- Academic Committee Report
  - CCRPI scores are still embargoed
  - Discussions around teacher morale - things seem to be good but need to stay steadfast on the bonus-pool efforts

#### **IV. Finance Committee Report**

- Monthly Reports
- The Finance Committee met on 11/3 and went over normal statements and reports
- Had a conversation with Prestige about the last-minute issues with the audit - some of it is due to the turnover in this area but Prestige has committed to making things better in the future
- Operating cash is 3.3M, restricted is 1.2M
- Federal funding is unknown at this time, the finance committee is going to plug numbers into version 2 and those numbers will be forecasted based on previous federal funds spent
- Budgeting for the full year as +200,000 and that doesn't take into account federal funds
- Days cash on hand is 214

#### **V. Operations Committee Report**

- Met on Nov 7, 2023
- General Facility Needs
  - Spacing configuration – Per the board's approval during the last meeting, the school has signed a contract with the church to get one additional classroom from the church which is used from 9-2p.
    - Advanced math and 8<sup>th</sup> graders taking 9th-grade literature are using the class
    - It became effective Nov. 1
    - The committee discussed the cost
    - Mr. Christian reported the school has key code access, Wi-Fi, and FF&E for the classroom.
- Renovations and Repairs
  - Staircase repair – Mr. Christian reported that the material was supposed to be shipped and the company is scheduled to do the replacement over

Thanksgiving break, it will take a full day to do. Mr. Christian reported there was an issue with the original color that was selected (it's on national backorder) so they had to pick a different shade of blue.

- **Old Business**

- Enrollment Update – Mr. Christian provided an enrollment update. The committee discussed the 8th-grade waitlist.
- Operations Update
  - AT&T update – Mr. Christian reported that the school's legal counsel has sent a letter to AT&T about the damages from the water pipe bursting, they are awaiting a response. The committee discussed the letter that was sent and the timeline.
  - Charter One Foods – Mr. Christian reported that the school is still working with Charter One Foods to get them caught up on their bill and improve their customer service. The school is tied up for Charter One Foods, but they are still repaying over time.
- Technology Update – The school received 77 hotspots from T-Mobile as a part of their Project 10Million. 15 have been claimed. First, the school offered them to free lunch recipients, next, they will offer it to reduced lunch recipients and then any remaining will be made available to the general school population who needs one.
- Mr. Bell asked about the smell in the building. Mr. Christian noted that it is very bad. Mr. Christian said he had not spoken to Fred, but the Deacon from the church was going to come to the school and talk through the issue. He suspects it's an underground sewage pipe. They discussed calling the city for support.
- **New Business** –
  - Mr. Christian reported that the school received a grant for \$78,000, this grant is in addition to the current facilities grant. Mr. Christian told the committee the money would probably be spent to resolve the smell and repair the breezeway.

- **Data Reporting**

- Data Reports Since Last Meeting
  - Audit submitted on time
  - Discussed FTE, Student class, and CPI – Mr. Christian reported they were submitted on time and discussed what the reports were with the committee.
  - Parent and family engagement policies/plans and compacts (Nov. 1) – The school conducted the parent meeting to collect the compacts on time.
  - Free & Reduced Meal report to DOE – Submitted – The committee discussed the free and reduced percentages as well as the school's changing demographics.
- **Additional Comments**

- They discussed the possibility of changing vendors for school lunches. Mr. Christian pointed out that doing it in the middle of the school year could negatively affect families, however, he is frequently solicited and might consider it later. He reviewed the process of identifying a new lunch vendor. They discussed the issue of the smell.
- Mr Bell followed up on HVAC. Mr. Christian reported that the repairs were complete they are now doing routine maintenance. They discussed the most recent invoice.
- Mr. Christian discussed challenges with the BIA maintenance team.
- The committee discussed staff and family surveys for the end of the year.
- **Next Meeting of Operations Committee:** December 10, 2023 at 1:30 pm

**VI. Governance Committee Report**

- Markdown training dates
- December 6th starting at 6:30

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

- Supported and coordinated academic meetings
- Assistance with leadership on annual report submission
- Worked with auditor
- Conferences regarding Special Education
- Discussions with SESC with possible name-change to BIA Charter School

**VIII. Old Business**

- Strategic Planning/Training Dates for Winter

**IX. New Business**

- Facility Update/Needs (not covered in Operations Committee)
- ~~Classroom Space Update~~
- ~~Website Update/Proposal~~
- ~~Partnership Planning~~
- Strategic Planning/Training Dates for Winter

Executive Session

1st Zennie, 2nd Kelly, approved

- X.** Next Regular Meeting Date: December 7, 2023

**ADJOURNMENT**