



**Governing Board**

**Meeting Minutes for 7/18/2024 | 7p.m.**

**CALL TO ORDER**

Call to order at 7:09p.m. by Adam Caskey.

**MEMBERS PRESENT:** Neal Christian, Danny Brewer, Adam Caskey, Veronica Johnson, Walter Bell, Michelle Clements, Allie Jett, Morgan Felts

**I. Administrative Functions**

Motion to amend the agenda to make the BIA Board’s Annual Meeting the first item on the agenda and to add a new business item for the approval of Board Chairman to make a recommendation for BIAs investment fund.

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous Approval.

Motion to approve the agenda as amended.

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous Approval.

Motion to approve meeting minutes from Board Meeting on June 20, 2024 and June 8, 2024

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous Approval.

**II. Public Comment**

None.

**III. Academic Related Reports**

**Head of School Report**

**Academics**

- GMAS results for BIA have been received for Grades 3<sup>rd</sup> – 8<sup>th</sup> for ELA, Grades 5<sup>th</sup> and 8<sup>th</sup> for science and Grade 8 social studies. State scores have not yet been released. BIA outperformed the previous year in 4 out of the 5 tested ELA grades.

Head of School and Board reviewed schoolwide data.

The only area of ELA scores that did not outperform the previous school year is 6<sup>th</sup> grade; went into in-depth discussion on the reasons behind the scores.

BIA will begin conducting MAP Assessments in 3<sup>rd</sup> – 8<sup>th</sup> grades during the ’24 – ’25 school year in order to help ensure that 5<sup>th</sup> grade science scores will improve in future years and as an accountability tool for teachers.

GMAS Social Studies in 8<sup>th</sup> grade is lower than last year's; we had a teacher who went out on maternity leave and returned after Milestones. 6<sup>th</sup> – 8<sup>th</sup> grades will also begin testing each year in social studies as an accountability tool for instruction.

### **Finance**

- A request will be made to lease three rooms for Hopewell Baptist Church to allow for additional instructional space.
- Guerra Construction found additional roof damage between the building and they gym. The added cost is \$8500. The Finance Committee has approved the payment for the repair.

### **Operations**

- Facilities: Securing another pest control service as a replacement to the previous company in order to alleviate the issues in the cafeteria.
- Rooms had to be moved to accommodate the additional 4<sup>th</sup> grade classroom.
- Pre-planning activities have been scheduled.
- Open House is Friday, July 26, 2024. Charter 1 Foods, Parent Council and After School Vendors will be present.

### **Human Resources**

- The remaining positions to be filled are:
  - Instructional Coach (opened 7/18/2024)
  - Special Education Teacher (dependent upon review of current student needs)
  - EIP ELA Teacher (Program does not begin until September but the hope is to hire in the month of July)

### **Academic Committee – Adam Caskey**

- Committee reviewed all GMAS scores
- Developed plan to address science and social studies

## **IV. Finance Committee Report – Morgan Felts**

- Review of the Balance Sheet
  - Cash in the bank is a little over \$3M
  - Total current assets are ~\$13M
- Review of Income Statement
- April and May improvements in Vendor Aging
- We are at about \$1M in surplus for FY '24
- Quarterly Disclosure to the bond holder is coming up shortly

## **V. Operations Committee Report – Neal Christian / Adam Caskey**

### **General Facility needs**

- Kitchen needs to be completely cleaned. Our current company gave a quote of \$680 and that will be forwarded to Charter 1 for payment discussion.
- Facility assessment audit team will be here next week and they will help to give us an idea of how much it will cost to maintain our facilities over the next several years. A presentation will be made to the Board, likely in September.

### **Renovations and Repairs**

- Guerra Construction completed touch-up painting around the campus.

### **Enrollment Update**

- Due to a spreadsheet error, we have exceeded our numbers. We will address this issue once we see who shows up on the 1st day of school.

### **Class Scheduling**

- To create a schedule that allows more collaboration of teachers, the 2 math teachers will now teach one section of each middle school grade. This will allow students to receive math instruction with special education support, no matter which section they are in.

### **Technology Update**

- To address issues with student devices (chargers missing, buttons broken, etc.), we will explore having dedicated Chromebooks to be used for testing only.

### **Vendor Review**

- Discussing with Charter 1 Foods to discuss the plan for the upcoming school year. Discussed getting a new rental agreement, considering they no longer use our facility during the summer. They are, however, going to use our kitchen to prepare food for another charter school.
- Right-at-school is considering accepting our students who have not been picked up by the required time, but they are reluctant as parents have a history of not paying.

### **Data Reporting**

- The Civil Rights Data Collection Survey for 21 – 22 was submitted by the due date of June 8, 2024.
- The CPI-3 file for July is due by 7/23/2024.

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

- Annual meeting has taken place.
- Board Training hours are due mid-August; portal just opened up last week.
- Trainings are usually spread out over the course of the year in 3-hour increments.

## **VII. Consultant’s Report (Ed Innovation Partners and 21 Cobalt) – Danny Brewington**

- Templates for staffing are in place.
- Will continue to partner with Neal for teacher / staff pre-planning.
- Working to get ahead of reporting and leadership transitions that are taking place.
- Weekly meetings to begin the school year to prepare for Site Monitoring.

## **VIII. Old Business**

### **Parent and Staff Survey Review**

- Table topic until next month’s Board meeting.

## **IX. New Business**

### **Healthcare renewal discussion**

- We will remain with our same company, Allied.
- Rates did increase a little over last year.
- We need to hold a Specially Called Board Meeting before August to extend the Open Enrollment period.

### **Employee leave**

- Discussed new employee leave policy.
- We now match most school districts in terms of leave time.

### **Benchmark Test Contract**

- Renewal agreement has been sent to MAP; we are awaiting a quote back from them.

### **Employee Handbook and Student Handbook**

Motion to recommend approval pending final review by EIP Consulting.

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.

### **FY25 Meeting Schedule**

- Historically, we have met on the 2nd Thursday of each month. Meeting schedule must be published for the upcoming year.

### **Annual Meeting Items**

- New Members
  - Nomination of Michelle Clements to serve on the Board in Operations for a 2-year term by Board Chair.
  - Nomination of Allie Jett to fulfill the remainder of Zennie Lynch’s term, including, but not limited to signatory for BIA Banking Accounts by Board Chair.

Motion to approve nominations

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.

- Board Officer Election / Board Roles and Functions for FY25
  - Nomination of Walter Bell for another 2-year term and Veronica Johnson for 2-year term as Secretary.

Motion to approve Board Roles

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous Approval.

- CD Investments
  - Want to reinvest \$800,000 in order to earn 5% back.
  - We are required to invest in a Georgia charter bank and we cannot have any investments over \$200,000 each, because that is the FDIC insured limit.
  - EIP has made a recommendation for the Board to designate \$800,000 as the Board's Investment Fund for investment in CDs in accordance with its Investment of Earnings policy. As always, please let me know if you have any questions.
  - Pursuant to the BIA Charter School Investment of Earnings Policy, it is recommended that the Governing Board designate \$800,000.00 of its unrestricted fund balance as the BIA Board Designated Reserve Fund – “The Investment Fund” and to designate Board Chair Adam Caskey as the Board Designee to manage the responsibilities of The Investment Fund.

Motion to allow Allie Jett and Adam Caskey to move funds from Southstate Bank and invest into four different banking institutions.

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous Approval.

- Conflict of Interest Disclosures

- All Board members present signed updated disclosures. A copy will be sent to Kelly Mandy to complete.

## X. **Executive Session**

Motion to move into Executive Session for the purposes of discussing personnel, legal issues and real estate.

Allie Jett – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous Approval.

Motion to move out of Executive Session.

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous approval.

Resignation

- Kris Chapman: K -8<sup>th</sup> Instructional Coach (new school is two miles from home).

Motion to approve slate of new hires:

- Mikail Baker: K – 8<sup>th</sup> P.E. Teacher
- Alaisa Muhammad: K Parapro
- Samuel Stephens: Assessment Coordinator / Gifted Teacher

Motion to authorize legal action as discussed in Executive Session

Allie Jett – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

**Specially Called Board Meeting:** July 29, 2024 @ 1:30p.m. via Zoom.

**Next Regular Meeting Date:** August 8, 2024 @ 7p.m.

## XI. **ADJOURNMENT**

Motion to adjourn at 8:34p.m.

Walter Bell – 1<sup>st</sup>; Veronica Johnson – 2<sup>nd</sup>. Unanimous Approval.