



Charter School

Governing Board

Meeting Agenda for February 15, 2024: 7:00pm

CALL TO ORDER

I. Administrative Functions

- Approval of Agenda - Walter 1st, Kelly 2nd
- Approval of Prior Meeting Minutes – January 11, 2024 Kelly 1st, Walter 2nd

II. Public Comment - None

III. Academic Related Reports

- Head of School Report
 - Neal discussed teacher retention
 - Current student population - withdrawals are due to moving away
 - Academic tracker reviewed
 - Tardies are an issue, need parents to report sickness so it won't be an unexcused absence
 - Increases across all grades in i-Ready from Fall to Winter
 - Mr. Christian feels that teachers know how to break the standards down but this year the standards have shifted which has led to some challenges. Mr. Christian has been mapping out where the standards were last year to where they are this year.
 - Math camps for this summer?
 - Cross Functional Monitoring - ESSER Grant documents were difficult to obtain
- Academic Committee Report

IV. Finance Committee Report

- Monthly Reports
 - We are now in compliance with our debt-service coverage ratio
 - All finances and reserves are in good standing
 - CD's have been or are being purchasing

V. Operations Committee Report

- Walter gave report
 - Trailers are not needed at this time
 - No major renovations coming
 - Looking at replacement options for trailers next year
 - 2 Dumpsters now
 - Charter One needs to break down their boxes

- Facilities grant could be used for fence and piping system
- Breezeway also needs attention
- 2 new teachers hired
- 1/3 devices replaced this year and another 1/3 next year
- Wireless is a problem with just one line - problem when testing is occurring, getting quote for 2 backup lines
- Afterschool program review
- RFQ new food service vendor
- Fire marshall came and there were a few findings

VI. Governance Committee Report

- New training dates will be circulated

VII. Consultant's Report (Ed Innovation Partners)

- EIP is assisting with the Corrective Action Plan for the SCSC including revised policies per guidance from the SCSC.
- EIP continues to support committee meetings and appropriate administrative functions.
- Dr. Nealy continues ongoing communication with leadership and support staff in multiple areas across general education, special education, federal programs, and others.
- Dr. Nealy and leaderships had some strategic planning and defined some next steps while at conference
- EIP supported the submission for formal name change.
- EIP is working with leadership for potential finance office/staff/functions
- EIP has communicated with stakeholders, including SCSC, about updates as well as preparing for some detailed "landscape" discussions with the authorizer.
- EIP will circulate some potential dates for board training.

VIII. Old Business

- Name Change Update - formal submission complete
- Reschedule Strategic Planning/Training Dates for Winter

IX. New Business

- Policy Adoption Aligned to Corrective Action Plan
 - Board Conflict of Interest – Some previously conflicting language was removed.
 - The Parents Rights Policy – This is the policy that came down a couple of years ago from the legislature – the commission felt that the advance notice of sex education was not clear enough in the policy. Lyn requested the language they wanted and it is now in the revised policy.
 - 504 Grievance Policy & Title IX Grievance Policy – These policies were previously bundled into one and now have been separated into two. Lauren Greer provided language for a new 504 Grievance Policy and Lyn removed the 504 language from the Title IX policy so one will have to be approved as a new policy and one as a revision.
 - Walter moved to approve, Kelly 2nd

X. Executive Session

- Walter moved, Kelly seconded

Out of executive session 8:20 Walter moved, Kelly seconded

Motion to adjourn 8:21 Walter moved, Kelly seconded

Next Regular Meeting Date: March 14, 2024

ADJOURNMENT



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 – 1st; Zennie Lynch – 2nd. Unanimous Approval.

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

Zennie Lynch – 1st; Veronica Johnson – 2nd. 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 – 61
 - 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 3rd – 8th 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 – 1st; Kelly Mandy – 2nd. Unanimous Approval.

X. Executive Session

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

Motion to move out of executive session.

Kelly Mandy – 1st; Zennie Lynch – 2nd. Unanimous Approval.

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XI. Required Actions following Executive Session

Motion to take action as approved in Executive Session.

Kelly Mandy – 1st; Zennie Lynch – 2nd. Unanimous Approval.

XII. Next Regular Meeting: February 8, 2024

XIII. ADJOURNMENT

Motion to adjourn at 8:47p.m.

Kelly Mandy – 1st; Zennie Lynch – 2nd. Unanimous Approval



Brookhaven Innovation Academy

Date: **February 2, 2024**

Please find attached the monthly financial activity reports Brookhaven Innovation Academy for the month of December including a report of assets, liabilities, and net assets as well as a report of revenue and expenses. The financial activity reports are designed to provide citizens, taxpayers, authorizers, regulators, investors, and creditors with a general overview of the school's financial activity and to provide transparency and accountability to the school's stakeholders for the funding the school receives.

The accompanying financial activity reports have not been reviewed or audited and no opinion as to their fairness, accuracy, comparability, or predictive value is expressed or offered. Amounts reported in the accompanying financial reports are subject to revision and change as a result of interim adjustments, errors, misclassifications or other factors. These reports should not be considered a comprehensive representation of the School's cash generation performance and should not be relied upon as the sole basis for lending, investing or donor decisions.

If you have questions about these reports, please contact the school.



Critical Financial Metrics Standard Info

ACTUAL BENCHMARK Operating Cash
Days Cash on

Hand 192 60 \$ 3,436,857 ACTUAL BENCHMARK Restricted Cash

Salaries as % of

revenue 61 % 58 - 62 % \$ 1,390,980 ACTUAL REQUIREMENT

Deferred Revenue

Debt Service

Coverage Ratio 1.8 1.2 \$0 ACTUAL BUDGET

NET INCOME \$ (188,445) \$206,043

448--American Rescue Plan
0801--Capital Assets -

Brookhaven Innovation Academy
Statement of Assets, Liabilities and Fund Balance

404--Special Ed
 402--Title
 414--Title II -
 0359--2019 Bond Fund
 (ARP) - ESSER III
 Governmental Funds
 300--Capital Projects Fund
 100--General Fund
 700--Parent Council
 600--School Nutrition
 IVB -
 Flowthrough
 7.05--Student Activity Fund
 I-Improving
 Disadv. Achieve.
 Improving
 Teacher Quality
 462--Title
 IV-Enrichment All Funds
 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023
 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023

ASSETS

Current Assets

Cash and Cash Equivalents

Checking Account - SouthState \$ (838) \$ (30,755) \$ 0 \$ (22,736) \$ 3,533,648 \$ (11,273) \$ 0 \$ (27,910) \$ (15,561) \$ (5,433) \$ 8,500 \$ 4,597 \$ 3,432,236 Petty Cash 0 0 0 0 920 0 0 0 0 0 0 921 Bill.com Money Out Clearing 0 (7,231) 0 0 7,097 (1,007) 0 (1,314) 369 435 1,650 0 0 Police Reserve Petty Cash 0 0 0 0 3,700 0 0 0 0 0 0 3,700
 Total Cash and Cash Equivalents \$ (838) \$ (37,986) \$ 0 \$ (22,736) \$ 3,545,365 \$ (12,280) \$ 0 \$ (29,224) \$ (15,192) \$ (4,998) \$ 10,150 \$ 4,597 \$ 3,436,857
 Restricted Cash
 NORC8000 BD 82,552 0 0 0 0 0 0 0 0 82,552 NORC8001 BD 168,375 0 0 0 0 0 0 0 0 168,375
 NORC8002 BD 46,647 0 0 0 0 0 0 0 0 46,647 NORC8006 BD 792,276 0 0 0 0 0 0 0 0 792,276
 NORC8008 BD 142,793 0 0 0 0 0 0 0 0 142,793 NORC8013 BD 158,119 0 0 0 0 0 0 0 0 158,119
 NORC8017 BD 218 0 0 0 0 0 0 0 0 218 Total Restricted Cash 1,390,980 0 0 0 0 0 0 0 0 1,390,980

Short Term Investments \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0

Accounts Receivable (Net)

Accounts Receivable 0 0 0 0 23,250 0 0 0 0 3,779 0 4,935 31,965 Total Accounts Receivable (Net) 0 0 0 0 23,250 0 0 0 0 3,779 0 4,935 31,965 Prepaids, Deferrals and Other Current 0 0 0 0 77,192 0 0 0 0 0 0 77,191

Total Current Assets \$ 1,390,142 \$ (37,986) \$ 0 \$ (22,736) \$ 3,645,807 \$ (12,280) \$ 0 \$ (29,224) \$ (15,192) \$ (1,219) \$ 10,150 \$ 9,532 \$ 4,936,993
 Capital Assets (Net of Dep'n)
 Buildings and Land 0 0 8,390,369 0 0 0 0 0 0 0 8,390,369 Furniture, Fixtures and Equipment 0 0 169,915 0 0 0 0 0 0 0 169,915 Total Net Capital Assets \$ 0 \$ 0 \$ 8,560,284 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 8,560,284
 Other Debits 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 **Total Assets \$ 1,390,142 \$ (37,986) \$ 8,560,284 \$ (22,736) \$ 3,645,807 \$ (12,280) \$ 0 \$ (29,224) \$ (15,192) \$ (1,219) \$ 10,150 \$ 9,532 \$ 13,497,277**

LIABILITIES AND FUND BALANCE

Liabilities

Current Liabilities

Leases & Other Current Liabs 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 Accounts Payable 8,400 7,140 0 0 133,823 479 15,052 4,620 9,045 0 0 287 178,846 Payroll Liabilities 0 0 0 0 79,584 0 0 0 0 0 0 79,584
 Total Current Liabilities \$ 8,400 \$ 7,140 \$ 0 \$ 0 \$ 213,407 \$ 479 \$ 15,052 \$ 4,620 \$ 9,045 \$ 0 \$ 0 \$ 287 \$ 258,430
 Total Liabilities \$ 8,400 \$ 7,140 \$ 0 \$ 0 \$ 213,407 \$ 479 \$ 15,052 \$ 4,620 \$ 9,045 \$ 0 \$ 0 \$ 287 \$ 258,430

Fund Balance

Net Asset Accounts \$ 1,381,742 \$ (45,126) \$ 8,560,284 \$ (22,736) \$ 3,432,400 \$ (12,759) \$ (15,052) \$ (33,844) \$ (24,237) \$ (1,219) \$ 10,150 \$ 9,245 \$ 13,238,847 Total Fund Balance \$ 1,381,742 \$ (45,126) \$ 8,560,284 \$ (22,736) \$ 3,432,400 \$ (12,759) \$ (15,052) \$ (33,844) \$ (24,237) \$ (1,219) \$ 10,150 \$ 9,245 \$ 13,238,847
Total Liabilities and Fund Balance \$ 1,390,142 \$ (37,986) \$ 8,560,284 \$ (22,736) \$ 3,645,807 \$ (12,280) \$ 0 \$ (29,224) \$ (15,192) \$ (1,219) \$ 10,150 \$ 9,532 \$ 13,497,277

Brookhaven Innovation Academy

Statement of Revenues, Expenditures and Changes in Fund

Balance American Rescue

Title II -

2019 Bond Fund
 Plan (ARP) - ESSER III
 Capital Projects
 Fund General Fund Parent Council School Nutrition
 Special Ed IVB - Flowthrough
 Student Activity Fund
 Title I-Improving Disadv. Achieve.
 Improving
 Teacher Quality
 Title
 IV-Enrichment All Funds

Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date	Year To Date
12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023
12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023	12/31/2023
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual

Revenues

Revenue - Federal Sources

Other Federal Grants Through GADOE 0 0 0 0 0 0 72,642 0 43,577 10,594 9,817 136,629

American Rescue Act (ARP) (HVAC & Learning)

0 18,470 0 0 0 0 0 0 0 0 0 18,470

Federal Grants Related to Covid - 19 0 1,038 0 0 0 0 0 0 0 0 1,038 Total Revenue - Federal Sources 0

19,508 0 0 0 0 72,642 0 43,577 10,594 9,817 156,137 Revenue - State Sources

Charter Commission Revenue 0 0 0 2,984,242 0 0 0 0 0 0 0 2,984,242 State Grants - GADOE 0 0 0

138,576 0 0 0 0 0 0 138,576 Total Revenue - State Sources 0 0 0 3,122,818 0 0 0 0 0 0 0 3,122,818

Revenue - Local Sources

Club Dues and Fees 0 0 0 2,840 0 0 0 0 0 0 0 2,840

Fundraising (School-Based) & Field Trips

0 0 0 53,518 312 0 0 1,433 0 0 0 55,263

Rental income 0 0 0 53,530 0 0 0 0 0 0 53,530 Other Revenues 26,466 0 0 12,437 0 0 0 0 0 0 0 38,903

Total Revenue - Local Sources 26,466 0 0 122,325 312 0 0 1,433 0 0 0 150,535 Total Revenues 26,466

19,508 0 3,245,143 312 0 72,642 1,433 43,577 10,594 9,817 3,429,491

Expenses

Personnel Services - Salaries 0 0 0 1,543,778 0 0 8,108 72 6,422 0 0 1,558,380 Personnel Services -

Benefits 0 0 0 532,901 0 0 0 0 0 0 532,900 Purchased Professional and Tech Svcs 0 0 0 97,437 0 0

84,004 0 0 444 0 181,885 Purchased Property Svcs 8,835 18,470 0 170,577 0 0 0 0 0 0 197,882 Other

Purchased Services 91 2,947 0 189,574 2,543 15,052 0 5,748 0 0 0 215,955 Supplies 312 8,552 0

127,475 3,114 0 15,900 20,528 38,809 0 572 215,262

Other Operating Expenses 340,175 0 22,736 18,916 307 0 0 3,441 0 0 0 385,575 Total Expenses

349,413 29,969 22,736 2,680,658 5,964 15,052 108,012 29,789 45,231 444 572 3,287,839 Total

Operating Net Income/(Loss) (322,947) (10,461) (22,736) 564,485 (5,652) (15,052) (35,370) (28,356)

(1,654) 10,150 9,245 141,652

Financing Sources and Uses

Principal Payments (175,000) 0 0 0 0 0 0 0 0 0 (175,000) Operating Transfers to Other Funds 0 0

22,953 (13,335) 1,363 0 0 0 10,615 0 0 21,597 Operating Transfers From Other Funds (71,713) 0 0 0

(4,226) 0 0 0 (10,615) 0 (6,135) (92,689) Total Financing Sources and Uses (246,713) 0 22,953 (13,335)

(2,863) 0 0 0 0 (6,135) (246,092)

Capital Items

Building Improvements 0 34,665 0 23,850 0 0 0 0 0 0 58,515 Purchase of Equipment 0 0 0 25,490 0 0 0

0 0 0 0 25,490 Total Capital Items 0 34,665 0 49,340 0 0 0 0 0 0 0 84,005

Net Income with Financing and Cap. Items

(569,660) (45,126) 217 501,810 (8,515) (15,052) (35,370) (28,356) (1,654) 10,150 3,110 (188,445)

Brookhaven Innovation Academy 2023-24 Actual v. Budget (Adopted)

Year Ending Year To Date Year Ending % of Budget
06/30/2024 12/31/2023 06/30/2024 Remaining
FY2024 Actual Remaining Budget

Revenues

Revenue - Federal Sources

4520 - Other Federal Grants Through GA DOE 1,038 (1,038) 0.00 %
4529 - American Rescue Act (ARP) (HVAC & Learning)
4535 - Federal Grants Related to Covid - 19
0 136,629 (136,629) 0.00 % 0 18,470 (18,470) 0.00 % 0

Total Revenue - Federal Sources 0 156,137 (156,137) 0.00 % Revenue - State Sources

1199 - Charter Commission Revenue 6,359,702 2,984,242 3,375,460 53.08 % 3800 - State Grants - GADOE 0
138,576 (138,576) 0.00 % **Total Revenue - State Sources 6,359,702 3,122,818 3,236,884 50.90 %**

Revenue - Local Sources

1215 - Club Dues and Fees 500 2,840 (2,340) (468.00) % 1220 - Donations 3,000 0 3,000 100.00 %
1225 - Fundraising (School-Based) & Field Trips
95,000 55,263 39,737 41.83 %

1910 - Rental income 0 53,530 (53,530) 0.00 % 1970 - After School Care Revenues 3,000 0 3,000 100.00 % 1995 -
Other Revenues 35,000 38,903 (3,903) (11.15) %
Total Revenue - Local Sources 136,500 150,535 (14,035) (10.28) % Total Revenues 6,496,202 3,429,491 3,066,711 47.21 %

Expenses

Personnel Services - Salaries 3,064,053 1,558,380 1,505,673 49.14 % Personnel Services - Benefits 919,216 532,900 386,316

42.03 % Purchased Professional and Tech Svcs 368,850 181,885 186,965 50.69 % Purchased Property Svcs 254,800 197,882

56,918 22.34 % Other Purchased Services 340,000 215,955 124,045 36.48 % Supplies 300,000 215,262 84,738 28.25 %

**Other Operating Expenses 733,240 385,575 347,665 47.41 % Total Expenses 5,980,159 3,287,839 2,692,320 45.02 % Total
Operating Net Income/(Loss) 516,043 141,652 374,391 72.55 %**

Financing Sources and Uses

0831 - Principal Payments (160,000) (175,000) 15,000 (9.38) % 0930 - Operating Transfers to Other Funds 0 21,597
(21,597) 0.00 %
5200 - Operating Transfers From Other Funds
0 (92,689) 92,689 0.00 %

Total Financing Sources and Uses (160,000) (246,092) 86,092 (53.81) %

Capital Items

0720 - Building Improvements 150,000 58,515 91,485 60.99 % 0730 - Purchase of Equipment 0 25,490 (25,490) 0.00 %
**Total Capital Items 150,000 84,005 65,995 44.00 % Net Income with Financing and Cap. Items 206,043 (188,445) 394,488
191.46 %**

Internally Prepared
UNAUDITED
For Management Use

Brookhaven Innovation Academy 2023-24 Actuals by Month

Month Ending Month Ending Month Ending Month Ending Month Ending Month Ending Year To Date
07/31/2023 08/31/2023 09/30/2023 10/31/2023 11/30/2023 12/31/2023 12/31/2023
Actual Actual Actual Actual Actual Actual

Revenues

Revenue - Federal Sources

Other Federal Grants Through GADOE 0 28,564 2,500 0 105,565 0 136,629
American Rescue Act (ARP) (HVAC & Learning)
0 18,470 0 0 0 0 18,470

Federal Grants Related to Covid - 19 139 0 0 1 898 0 1,038 **Total Revenue - Federal Sources 139 47,034
2,500 1 106,463 0 156,137 Revenue - State Sources**
Charter Commission Revenue 187,469 559,943 559,938 558,966 558,963 558,963 2,984,242 State
Grants - GADOE 1,980 102 0 0 33,668 102,826 138,576 **Total Revenue - State Sources 189,449 560,045
559,938 558,966 592,631 661,789 3,122,818**

Revenue - Local Sources
Club Dues and Fees 0 0 2,642 198 0 0 2,840
Fundraising (School-Based) & Field Trips
0 1,745 30,461 23,057 0 0 55,263

Rental income 0 10,706 10,706 10,706 10,706 10,706 53,530 Other Revenues 5,941 16,017 5,254 5,553
6,138 0 38,903 **Total Revenue - Local Sources 5,941 28,468 49,062 39,514 16,844 10,706 150,535 Total**
Revenues 195,529 635,547 611,500 598,481 715,938 672,495 3,429,491

Expenses

Personnel Services - Salaries 38,873 273,631 287,033 283,894 287,457 387,490 1,558,380 Personnel Services -
Benefits 51,632 60,008 62,004 125,874 132,903 100,482 532,900 Purchased Professional and Tech Svcs 22,641
27,619 28,789 32,046 42,370 28,418 181,885 Purchased Property Svcs 44,491 68,309 13,829 33,530 25,799
11,924 197,882 Other Purchased Services 32,439 31,858 31,327 49,758 41,871 28,701 215,955 Supplies 30,973
109,753 27,781 4,566 22,467 19,723 215,262

Other Operating Expenses 340,277 23,733 1,988 6,141 2,512 10,925 385,575 Total Expenses 561,326 594,911
452,751 535,809 555,379 587,663 3,287,839 Total Operating Net Income/(Loss) (365,797) 40,636 158,749 62,672
160,559 84,832 141,652

Financing Sources and Uses

Principal Payments (175,000) 0 0 0 0 (175,000) Operating Transfers to Other Funds (71,092) (142,183)
(71,092) (71,091) 448,147 (71,091) 21,597 Operating Transfers From Other Funds 71,092 142,183
71,092 0 (377,055) 0 (92,689) **Total Financing Sources and Uses (175,000) 0 0 (71,091) 71,092 (71,091)**
(246,092)

Capital Items

Building Improvements 49,683 0 0 0 8,832 58,515 Purchase of Equipment 0 23,490 2,000 0 0 25,490
Total Capital Items 49,683 23,490 2,000 0 8,832 84,005

Net Income with Financing and Cap. Items (590,480) 17,146 156,749 (8,419) 231,651 4,909 (188,445)

Internally Prepared
UNAUDITED
For Management Use



504 Grievance Policy

Standard Operating Procedure / Policy

Subject: 504 Grievance Policy & Procedure

Effective Date: | Revised Date:

Purpose: The Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibit exclusion from participation in, denial of benefits, or any other discrimination on the basis of handicap or disability by a public entity or any program or activity receiving Federal financial assistance, respectively. This grievance policy may be utilized by anyone who believes they have been discriminated against by BIA on the basis of a disability in violation of federal law.

Policy: The Governing Board of BIA adopts the following policy, effective on the date of adoption by the Board. If applicable, once adopted this policy replaces any previously approved

school policy currently in place that provided direction on the items in this policy.

It is the policy of BIA to not discriminate on the basis of race, color, gender, religion, national origin, disability, genetic information, sexual orientation or any other characteristic protected by law in its educational programs and activities. This includes, but is not limited to, admissions, educational services, access to facilities, financial aid, or employment. Inquiries regarding the School's Equal Opportunity and Non-Discrimination policies, including but not limited to Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act may be referred to the school administrator or the designated coordinator.

An individual who believes they have been discriminated against or treated unfairly on the basis of a disability, should immediately report concerns to the Head of School. A formal complaint under this Grievance policy may be filed in accordance with the procedure outlined herein. Retaliation on account of filing a complaint at any level is strictly prohibited.

Informal Resolution. Before filing a formal complaint, you can seek an informal resolution by discussing your concerns with the designated BIA Coordinator or the Head of School.

You may also file a formal complaint through the procedures listed below.

Formal Complaint. If you are unable to resolve your complaint through informal means, you may file a formal complaint.



Written Complaint. A written complaint must be filed within sixty (60) days of the date the person filing the grievance becomes aware of the alleged discriminatory action. A properly filed complaint must include the following information:

- Name, phone number, address, and email address of the person filing;
- A description of the incident or behavior the complainant believes to be discriminatory, including but not limited to dates, locations, and suspected witnesses, if any;
- The requested remedy or relief.

Written complaint should be delivered—by mail, electronic mail, or hand delivery—to the school's designated coordinator.

Investigation. Within fifteen (15) working days of receipt of the complaint, the designated Coordinator will meet with the complainant to discuss the complaint and the possible resolution. If necessary, the Coordinator will conduct a thorough investigation into the allegations. An investigation may include an interview with the charged party or parties, interviews with witnesses, if any, and an examination of any relevant documents or artifacts provided or discovered.

Response. Within thirty (30) business days of receipt the complaint, the Coordinator shall issue a written response based upon the evidence. Provided however, if your complaint involves exceptional circumstances that demand a lengthier investigation, the school will notify you in writing to explain why staff need a time extension and the new date for their written response.

The Coordinator's written response shall including the following:

- Summary of the investigation findings;

- Corrective measures taken by the school, if any; and
- Notice and procedures for filing an appeal to the Board of Directors.

Appeal. Either the school or the Complainant may file an appeal of the Coordinator's decision. A written appeal must be filed with the BIA Board Chair within fifteen (15) calendar days of receipt of the Coordinator's decision. The written appeal must include a copy of the original complaint and an explanation for why the Coordinator's decision should be overturned.

Upon receipt of an appeal, the Board, or a designated committee of the Board, will convene to review the appeal. The Board may hold an appeal meeting to invite both parties to provide statements or allow the Board ask questions of either party. The Board may also submit questions to the parties in writing.

Within thirty (30) business days of receiving an appeal, the Board will issue a written decision on the appeal. The decision of the Board shall be final. If your appeal involves exceptional circumstances that demand a lengthier process, the Board will notify you in writing to explain why a time extension is needed and the new date for this written response.



The following person has been designated at the BIA 504 and ADA Coordinator

Cynthia Bogues
BIA Counselor/504 Coordinator/ADA Coordinator
770-538-1550
186 Hunter Street
Norcross, GA 30071
cbogues@biaschool.org

Filing a complaint under this policy shall not prohibit a complainant from pursuing other legal avenues available. Provided however, a complaint under this policy shall be stayed pending the outcome of any other complaints or judgments based upon the same or similar set of circumstances.

Authority:
29 USC §794
[28 CFR §35.107](#)
34 CFR §104.7



Code of Ethics for BIA CHARTER SCHOOL

The BIA Charter School Governing Board ("Board") adopts the following policy which shall be effective on the date that the policy is adopted by the Board. Once adopted this policy replaces any previously approved school policy currently in place that provided direction on the items in this policy.

This policy establishes expectations of ethical conduct by members serving on the school's Board or on any committee of the Board. The school's Board collectively and its members individually shall at all times operate in the most ethical and conscientious manner possible.

The term of "Board," as used in this policy, includes any committee of the Board.

The term "immediate family member," as used in this policy means a spouse, child, sibling, or parent or the spouse of a child, sibling, or parent.

SECTION 1. CODE OF ETHICS. Each member of the Board agrees that he or she will:

Section 1.A: Governance Structure

1. Recognize that the authority of the Board rests only with the Board as a whole and act on behalf of the Board only in a quorum with other Board members at a Board meeting and not with individual members and act accordingly. Members may not speak or act for the Board unless otherwise directed by a majority of the Board or performing duties of an officer as authorized by state law. Also, no individual Board member may make commitments or promises that anticipate future actions that may be taken by the Board.
2. Support the delegation of authority for the day-to-day administration of the charter school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader and/or its support/resource team should be present at all meetings of the Board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration. 6. Use reasonable efforts to keep the school leader and support/resource team informed of concerns or specific recommendations that any member of the Board may bring to the Board.

Section 1.B: Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the charter school.
2. Participate in all planning activities to develop the vision and goals of the Board.
3. Work with the Board and the school leader to ensure prudent and accountable uses of the resources of the charter school.
4. Render all decisions based on available facts and his or her independent judgment of the best interests of the school and its students and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Charter Schools Commission, State Board of Education and the Board.

Section 1.C: Board and Community Relations

1. Seek regular and systemic communications among the Board and students, staff, and the community.
2. Communicate to the Board and the school leader expressions of public reaction to Board policies and charter school programs.
3. Be an advocate for public education in the community, informing community members on the needs

of the school as well as actions of the Board and accomplishments of the school's educational program. Also, be responsive to the public and communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

Section 1.D: Policy Development

1. Work with other Board members and support/resource team to establish effective policies for the charter school.
2. Make decisions on policy matters only after full discussion at publicly held Board meetings.
3. Periodically review and evaluate the effectiveness of policies on charter school programs and performance.

Section 1.E: Board Meetings

1. Attend and participate in regularly scheduled and called Board meetings. If a Board member is unable to attend a meeting, the member shall notify the Board Chair prior to the meeting. Failure to attend 3 consecutive Board meetings or 4 Board meetings in a calendar year (except for emergencies or as excused by the Chair) may result in removal from the Board of Directors in accordance with the Bylaws.
 2. Be informed and prepared to discuss issues to be considered on the Board agenda.
3. Model the type of respectful, informed and open-minded discussion and consideration of issues that Board members would like to see reflected throughout all levels of the school. Specifically, Board members should encourage the free expression of opinions by all Board members and seek to maintain open lines of communication between the Board, school employees, and the community.
 4. Vote for a closed executive session of the Board only when applicable law or Board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the Board and the charter school during executive session of the Board.
6. Make decisions in accordance with the interests of the charter school as a whole and not any particular agreement thereof.
7. Voice his or her opinion but must give open-minded and fair consideration to the views of the other Board members, and thereafter support the majority decision of the Board.

Section 1.F: Personnel

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leader.
 2. Support the employment of persons best qualified to serve as employees of the charter school and insist on regular and impartial evaluations of charter school staff.
3. Comply with all applicable laws, rules, regulation, and all Board policies regarding employment of family members.

Section 1.G: Conduct as a Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the Board.
 2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow Board members.
4. Take no private action that will compromise the Board or charter school administration.
5. Participate in all required training programs developed for Board members by the Board or the State Board of Education.
6. In the annual report, submitted to the Department of Education, disclose the status of Board member compliance with the Code of Ethics.

Section 1.H: Disclosure of Conflicts of Interest

1. Announce potential conflicts of interest before Board action is taken.
2. Comply with the conflicts of interest policy of the Board, all applicable laws and State Board of Education Standards, rules, and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the Board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the Board. The Board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused Board member may bring witnesses on his or her behalf to the hearing, and the Board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the Board that the accused Board member has violated this Code of Ethics, the Board shall determine an appropriate sanction. A record of the decision of the Board to sanction a Board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the Board.

SECTION II. CONFLICTS OF INTEREST

Section 2.A: Financial Conflicts of Interest

1. No Board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, employment for himself or herself, any of his or her immediate family members, or others.
2. No Board member shall act in his or her official capacity in any matter in which he or she, any of his or her immediate family members, or any business organization in which he or she has a material financial interest, that would reasonably be expected to impair his or her objectivity or independence of judgment.
3. No Board member shall solicit or accept or knowingly allow any of his or her immediate family members or any business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that board member in the discharge of his or her official duties. For purposes of this paragraph, a gift, favor, loan, contribution, service, promise, or other thing of value shall not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of O.C.G.A. § 16-10-2.
4. No Board member shall use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, any of his or her immediate family members, or any business organization with which he or she is associated.
5. No Board member or any of his or her immediate family members or any business organization in which he or she has an interest shall represent any person or party other than the charter school governing board in connection with any cause, proceeding, application, or other matter pending before the charter school governing board on which he or she serves.
6. No Board member shall be prohibited from making an inquiry for information on behalf of a community member if no fee, reward, or other thing of value is promised to, given to, or accepted by the board member or any of his or her immediate family members in return therefor.
7. No Board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the charter school governing board, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.
8. No Board member may also be an officer of any organization that sells goods or services to that charter school ~~unless the organization providing goods or services is a Nonprofit membership organization or there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase of goods or services that is equal to or greater than \$10,000 shall be approved by a majority of the members of the board in an open public meeting.~~

9. The Board may not do business with a bank or financial institution where a Board member is an employee, stockholder, director or officer when such member owns 30% or more stock in that institution.
10. No Board member may have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the board, or sell gasoline to the board from a corporation in which the board member is a shareholder.
11. No Board member shall accept a monetary fee or honorarium in excess of \$101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity which directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.

Section 2.B: Conduct As Board Member

1. No Board member shall disclose or discuss any information which is subject to attorney client privilege belonging to the charter school governing board to or with any person other than other board members, the board attorney, the school leader, or persons designated by the school leader for such purposes unless such privilege has been waived by a majority vote of the whole board.
2. No Board member shall vote on the employment or promotion of any of his or her immediate family members. No immediate family member of a board member may be employed or promoted unless a public, recorded vote is taken separately from all other personnel matters.
3. No Board member may be employed in any position in the charter school in which they serve.
4. No Board member shall be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.
5. No Board member shall serve simultaneously on the governing body or as an employee of a public local ~~school district~~ board of education or local school system or of a private elementary or secondary educational institution that actively seeks funding from any government entity or private entity from which the charter school seeks funding.

Each member of this Board understands and acknowledges that no person shall be eligible to serve on the Board unless he or she:

- (1) Has read and understands the code of ethics and the conflict of interest provisions applicable to members of charter school governing boards and has agreed to abide by them; and
- (2) Has agreed to annually disclose compliance with the State Board of Education's policy on training for members of charter school governing boards, the code of ethics of charter school governing boards, and the conflict of interest provisions applicable to members of charter school governing boards

I (print name) _____ will meet the conduct expectations outlined in the above policy as a member of the BIA Board of Directors or a Committee of the Board and I understand failure to do so may result in removal from the Board or a Committee of the Board in accordance with the Bylaws. I further agree that if at any time, I am unable fulfill the commitments as a member of the Board, I will give appropriate notice of resignation to the Chair of the Board.

Signature

Date

BIA PARENTS' RIGHTS POLICY

Review of Student's Records

In accordance with OCGA §20-2-786, parents shall be allowed to review all records relating to their minor child, including but not limited to current grade reports and attendance records.

Parents wishing to review their child's records should submit a written request to the Head of School or his/her designee, identifying the specific records being requested for review. Upon receipt of a request under this policy, the Head of School or his/her designee shall locate the identified records in existence and notify the parent of the time and place where the records may be reviewed.

To the extent practicable, identified records shall be produced for review within three (3) business days of receiving a written request. In any instance where some or all of the requested records are not available within three (3) business days, the BIA shall make available within that period the records that are available. For all other records, the Head of School or his/her designee shall, within three (3) business days, provide a description of the identified records in existence and a timeline for when the information will be available for inspection. All remaining identified records shall be produced for review as soon as practicable but in no case more than thirty (30) days after receipt of the request.

Records produced for review under this policy may not be altered or removed from the location identified for reviewing records, and in no case shall records be removed from school property.

Pursuant to this policy, a parent may file an appeal, if the Head of School or his/her designee fails to provide existing responsive information within thirty (30) days from the date of the request.

Review of Instructional Materials

Pursuant to OCGA §20-2-786, parents have a right to review all instructional materials intended for use in the classroom of their minor child. In accordance with state law, parents may exercise this right during the review period(s) each year.

Under this policy, the Head of School shall ensure that all instructional materials intended for use in the school's classrooms in each grading period are made available for parent review during the review period. During this time, instructional materials may be made available for review on the BIA's website or at the School upon written request by a parent.

Objection to Instructional Material

The Head of School shall appoint at least one person to receive parent objections to instructional materials under this policy. All objections must be in writing and submitted during the review period. A properly filed objection must include the following information: • Student's name

- Parent's name and contact information
- Teacher's name
- Clearly identify the instructional material to which the parent is objecting •

Briefly describe the nature of the objection

Upon receipt of an objection, the Head of School shall review the objection and provide a response, in writing, within five (5) business days.

Only objections filed, in writing, by the parent of a student in the identified classroom will be reviewed and receive a response. Pursuant to this policy, a parent may file an appeal of the Head of School's decision to a properly submitted objection or if a response has not been provided within five (5) business days.

Sex Education

BIA shall notify parents/guardians in advance of sex education course content. A~~During the review period,~~ a parent may submit a written request to the Head of School to exclude their child from ~~the~~ any or all portions of any class in which sex education or AIDS prevention education is taught as part of a comprehensive health program pursuant to state law.

Photo & Video Recordings

Withing the first two weeks of each school year, a parent may submit a written notice to the Head of School that photographs or video or voice recordings of his or her child are not permitted. Such notice shall be submitted annually and will remain in effect for the duration of the school year or until the parent provides a written retraction. Provided however, this prohibition on recordings shall not apply for recordings made pursuant to applicable public safety and security exceptions.

Appeals

Level I

An appeal under this policy may be filed, in writing, with the Chair of the Governing Board. To the extent practicable, the Chair must place the appeal on the agenda of the next public meeting. If it is too late to add to the next meeting's agenda, it must be included on the agenda for the subsequent meeting.

Level II

A parent aggrieved by the decision of the Governing Board may appeal to the State Board of Education.

Definitions

For the purposes of this policy, the following definitions shall apply.

“Instructional Material” means instructional materials and content identified by the State Board of Education that constitutes the Head of School source of study for a state funded course to be used in the various grades in the public schools of this state, including the elementary grades and high school grades, which includes but is not limited to systematically designed material in any medium, including digital instructional materials and content and any computer hardware, software, and technical equipment necessary to support such instructional materials and content. The term includes locally approved instructional materials and content that constitute the Head of School source of study for a state funded course, not including supplementary or ancillary material, which is adopted by a local board of education or used by a local school system. Supplementary or ancillary material includes, but is not limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

“Review Period” means the first two weeks of each grading period of the school year.

“Sex education/AIDS education” shall have the same meaning as defined in State Board of Education Rule 160-4-2-.12.

The Head of School shall develop procedures to implement this policy. A copy of this policy shall be posted on the BIA’s website.

Nothing in this policy shall affect the rights provided under federal law, including but not limited to the Family Educational Rights & Privacy Act (FERPA).

Authority: OCGA §20-2-143, §20-2-768, §20-2-1010, §20-2-2017; BOE Rule 160-4-2-.12

TITLE IX GRIEVANCE POLICY

Students, parents, and applicants for admission have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 as follows:

Level 1: Principal or Immediate Supervisor

A student or parent with a discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

Level 2: Title IX Coordinator

If the grievance is not resolved at Level 1 and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX Coordinator.

The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level 3: Head of School

If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Head of School within ten (10) working days after the grievant receives the report from the Title IX Coordinator. The grievant may request a meeting with the Head of School or his/her designee. The Head of School or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Head of School or his/her designee within ten (10) working days after receiving the written appeal.

Level 4: Governing Board

If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the Chair of the BIA Governing Board within ten (10) working days after the grievant receives the report from the Head of School. The grievant may request a meeting with the Board.

The Board has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board's action. The procedure in no way denies the right of the grievant to file a formal complaint with the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination

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