



Governing Board

Meeting Minutes for 03/13/2025 | 7p.m.

CALL TO ORDER

Call to order at 7:08p.m. by Adam Caskey.

MEMBERS PRESENT: Neal Christian, Jennifer Bradley, Danny Brewington, Gregg Stevens, Adam Caskey, Veronica Johnson, Walter Bell, Michelle Clements, Allie Jett

I. Administrative Functions

Motion to approve the agenda.

Veronica Johnson – 1st; Allie Jett – 2nd. Unanimous Approval.

Motion to approve Board meeting minutes from February 13, 2025.

Walter Bell – 1st; Allie Jett – 2nd. Unanimous Approval.

II. Public Comment

None.

III. Academic Related Reports

Head of School Report

▪ Highlights

- Neal Christian had his 1st meeting Southwest Gwinnett Chamber of Commerce. BIA is now a member of the Chamber. Secy of State Brad Raffensberger was in attendance. One of our parents is the Chair of the Chamber and is the city’s attorney. Another Councilmen greeted Neal and shared positive views of BIA and assured Neal that the city backs BIA. Lots of interest in the school from people who wanted to come for a visit. Three BIA parents total are on the Council. They are working to make us into a School Zone which will help make the area around the school more safe for our students.
- Helen Ruffin Reading Bowl. Our elementary and middle school teams both placed 2nd in the regionals.
- Gwinnett Science, Engineering and Innovation Fair. Several middle schoolers placed in 2nd & 3rd.

▪ Lottery / Enrollment

- As of February, enrollment is at 520.
- 2025 – 2026 enrollment waitlist numbers are down. Neal Christian spoke with the vendor, Lotterease, and many school’s numbers are down as our numbers are lower than in past years. Proposal to release an RFP for marketing to help boost our waitlist.

Specially called meeting to be held on March 20, 2025 @ 4p.m. to approve the RFP. Neal will pull data on historical Waitlist data, so that we can see trends over time.

- Finance
 - Repurchase Agreements with Renasant were discussed. These allow BIA to have greater liquidity of cash assets, but with slightly less yield. These can be cashed out at any time. There are several options for Repos. Much more flexibility than with CDs. We have \$5M in reserves that can be invested.
 - Brown-Forman company is pledging to donate \$1000 to the school.
- Operations
 - Organizational Chart. Neal has been working on restructuring the roles and job positions. We currently do not have a Chief of Operations or Dean of Students at BIA. Interest in having the Dean role track our students and where they go on to for high school and after. Board questions and comments regarding proposed Org Chart. Goal is to finalize and post new position(s) by next Thursday.

Academic Committee Report – Adam Caskey

- Committee met on March 5, 2025.
- Discussion of the school's waitlist, proposed reading curriculum to be voted on this evening.
- Not a lot of academic data reporting, but should be completed for next month's meeting.
- Academic Tracker review.
 - 65% of Individual Graduation Plans completed for our current 8th graders. This maps out the 1st two years of high school, based on which high school each student attends.
- Neal is exploring offering summer learning opportunities at BIA and still provide credits towards a student's high school transcript. This is a chance to accelerate in math.

IV. Finance Committee Report – Gregg Stevens

- Midterm Adjustment has financials came in this week.
 - Some monies are being recouped, but it is only about \$5,000.
- Monthly Reports as of February 28.
 - Days of Cash on Hand – 210 days. The benchmark is 60 days.
 - Salaries & Benefits as % of Revenue – 51.9%. Benchmark is 58% - 65%.
 - Salaries & Benefits as % of Expenses – 59.63%. Benchmark is 58 – 65%.
 - Adjusted Unrestricted Cash (No SCSC overage) - \$4.2M.
 - Shallowford Sale Details. Gain of \$898,108.95.
 - Balance Sheet reviewed.
 - Revenue Sources reviewed.
 - Salary & Benefit Expenditures breakdown reviewed.
 - Budget to Actuals Comparison data reviewed.
 - Review of Total Expenditures as of 1/31/2025.
- Proposed Amended FY25 Budget
 - Motion to move into public hearing for the purposes of approving the Amended FY25 Budget.**
 - [Allie Jett – 1st; Walter Bell – 2nd. Unanimous approval.](#)
 - Discussion of marketing budget and expectations of outcome from expenditure.
 - Public Comment. None.

Proposed FY26 Budget

Motion to move into public hearing for the purposes of approving the FY26 Budget.

Allie Jett – 1st; Walter Bell – 2nd. Unanimous approval.

- Public Comment. None

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

- There were two gas leaks identified on a Friday and they were addressed over the weekend.
- Breezeway is still leaking; working with contractor to address. Ms. McCoy will be asked to join to discuss ongoing repairs.
- Food service RFP has been developed and must be posted for 30 days. It has to be reviewed and approved by the Board before being posted.
- No RFP needed at this time for cleaning company.
- 150 new Chromebooks have been received. A minimum of 75 Chromebooks will be maintained in reserve for testing.
- Summer camp offerings were discussed for BIA. Will be seeking parent interest.
- 53 teachers have stated they will return next school year. A Cost of Living Adjustment has been factored into next year's budget.
- Data Reporting. Reports restarted March 6. Today was the deadline for student class FTE and CPI.

VI. **Governance Committee – Adam Caskey**

- Discussion of the status of required trainings for our newest Board meetings.
- Next Board Strategic Training Meeting. Follow-up on Student Experience topic scheduled March 31, 2025 @ 6p.m. via Zoom.

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

- All information discussed earlier in the meeting.

VIII. **Old Business**

- School Nutrition RFP
Motion to approve the School Nutrition RFP as presented.
Walter Bell– 1st; Veronica Johnson– 2nd. Unanimous Approval.
- ELA Curriculum Purchase
 - Decision to table the decision on ELA until further details have been gathered and presented to the Board.

IX. **New Business**

- FY26 Academic Calendar
Motion to approve the FY26 Academic Calendar
Veronica Johnson – 1st; Walter Bell – 2nd. Unanimous Approval.

X. **Executive Session**

No Executive Session.

XI. **Required Actions Following Executive Session**

Motion to adjourn at 8:59p.m.

Walter Bell – 1st; Veronica Johnson – 2nd. Unanimous Approval.

Next Regular Meeting Date: April 17, 2025 @ 7p.m.