

Brookhaven Innovation Academy Board of Directors
AGENDA
Meeting:
February 2, 2017 at 3159 Campus Drive, Norcross, GA
7:00pm

1. Call to Order and Opening Remarks
2. Approval of Agenda
3. Minutes Review and Approval
 - a. January 5, 2017 Regular Meeting
4. Head of School Report: Laurie Kimbrel
5. Committee Reports:
 - a. Finance – Zennie Lynch
6. New Business
 - a. Enrollment and admission process update – discussion only
 - b. State Charter School Commission Compliance - discussion only
 - c. Revised budget and multi-year projections – discussion only
 - d. Amended contract with Prestige Charter Solutions - action
 - e. Staffing – contracted part time employees - action
 - i. Interim Business Manager
 - ii. Major Donor/Grants Consultant
 - iii. Development Consultant
7. Public Participation
8. Executive Session
 - a. Personnel
 - b. Real estate negotiation

9. Personnel - Action

10. Adjourn



Brookhaven Innovation Academy Board of Directors Meeting
January 5, 2017 meeting

Board Members in Attendance: Taryn Bowman, Andrew Hamilton, Jennifer Langley, Ed Lindsey, Zennie Lynch, Kelly Mandy, Kevin Miller, Michael Robertson, Danielle Trost

Also in attendance:

Laurie Kimbrel, Head of School

Andrew Cilone, Prestige Charter Solutions

1. Meeting called to order at 7:10
2. Approval of Agenda
Zennie Lynch moved approval of agenda with move of public participation to beginning of meeting. Ed Lindsey seconded.

Ayes: 9

Noes: 0

Motion Passed

3. Public Participation:
Bates Mattison – Congratulations on great opening. Parents are looking for five to ten-year long term plans. Opportunity for BIA to become engaged with the legislative process this year. Governor's education reform proposal would increase charter school funding and this is a great opportunity for BIA to engage parents in the advocacy process.
Robin Brown – Son in 4th grade. Started near the beginning of the year. Pretty happy with the school. Parents need more communication about student progress.

4. Minutes Review and Approval
 - a. December 1, 2016 - Regular Meeting
Ed Lindsey moved approval of minutes as presented. Kelly Mandy seconded.
Ayes: 9

Noes: 0

Motion Passed

5. Head of School Report: Laurie Kimbrel

- Report cards are being assembled and will be sent home with students next week. Components will include Standards Based Grade Report, Conduct/Behavior Scale, teacher comments.
- New K teacher and aide are off to a great start. Room is fresh and clean, students are using Compass, small groups up and running, routines being established.
- Tours for prospective families filled over break and we added more slots
- Tour talking points have been developed.
- Video will be shot the week of the 16th and will be available by the end of the month
- Yard signs were a hit. Rack cards are here.
- Curriculum committee (internal) will evaluate our current instructional materials and make recommendations to Academic Committee (board).
- Middle School focus group will meet in early February.
- National Faculty member from Buck was here to facilitate our development day. Focus was on building effective student teams and collaboration as a part of project based learning. Session was hands on, active, teachers ready to implement new skills in the next project.
- Upcoming projects:
 - 5th/6th grade – Entrepreneurship
 - 1st grade – Resilience, civil rights – how can I persist through challenges at school and in my community?
 - 2nd grade – astronauts – phases of moon, solar system, etc.
 - 3rd grade - explorers – how does taking risks shape society?
 - 4th grade – Design/STEM – Industrial Revolution
- SCSC Compliance visit went well

6. Committee Reports:

- a. Fundraising Committee: Kevin Miller & Taryn Bowman
Met on December 15th and discussed the need for specific strategies around corporate partnerships and community outreach. Committee members are reaching out to five potential partners each. Committee needs a consistent message that all can use when they are talking about BIA and developing partnerships. Taryn is working on a plan for annual events. Michael Robertson asked if money has been raised. Committee members responded that yes, some money has been raised and more efforts are underway. Michael expressed his concern that the fundraising committee be focused on results rather than activities. Jennifer Langley asked that committee bring a list of donations to the next meeting. Annual goal is \$500,000.
- b. Finance Committee: Zennie Lynch

Committee met on December 22. Monthly financial statements were reviewed at that meeting and were passed out to board members for review and are attached to the minutes.

Highlights:

Our charter commission revenue is slightly above our budget. There have been about \$110,000 in donations. We have surpassed the budget for the year for fundraising. Our after school revenues are below projections. Our budget for TRS was significantly off. We are about \$100,000 over in expenses and about \$110,000 over in revenue. However, many of the expenses are one time and therefore, frontloaded in the budget.

Michael asked about impact of extra 22 students. We submit another report to the state in March and there will be a true up with the state in October.

c. Facilities Committee: Andrew Hamilton

Committee has been out visiting facilities and there are some things that are interesting. Facilities committee will reassess needs based on what we have learned during first four months of the school year. We now have a scatter plot of student residences. Most are still from Brookhaven, North Buckhead, Sandy Springs.

25 new laptops have been approved for new students. New access points are being installed to improve wireless access. Progress has been made working on broken furniture and equipment.

7. Old Business

a. Policies – action

- i. Health Services
- ii. Lottery/Enrollment
- iii. Finance

Michael Robertson moved approval. Ed Lindsey seconded.

Ayes: 9

Noes: 0

Motion Passed.

b. Organizational Chart – action

Change from “parent community” to “BIA community”

Taryn Bowman moved approval for board org chart with above change. Ed Lindsey seconded.

Ayes: 9

Noes: 0

Motion Passed

Ed Lindsey moved approval of staff org chart. Michael Robertson seconded.

Ayes: 9

Noes: 0

Motion passed.

8. New Business

- a. 2017-2018 Student/Parent Handbook – action
Michael Robertson moved approval, Ed Lindsey seconded.
Ayes: 9
Noes: 0
Motion passed.

- b. Enrollment and admission process update
Enrollment and student withdrawals were presented and discussed.

9. Executive Session – Ed Lindsey moved that the board recess to closed session for personnel, real estate negotiation and student discipline at 8:29 pm. Michael Robertson seconded.

Ayes: 9
Noes: 0

Motion passed.

Zennie Lynch moved that board re-convene in open session at 9:57 pm. Andrew Hamilton seconded at 9:57 pm.

Report from closed session by Jennifer Langley:

- Board voted 9-0 to uphold the decision of the hearing officer in the expulsion of student 17-1.
- Authority given to Head of School to contact Bates Mattison to obtain invoice detail prior to payment. Furthermore, prior to payment, sufficient documentation must be provided from any vendor who bills by hour. Block billing will not be approved by the board because we are stewards of public funds.

10. Personnel

Michael Robertson moved approval of personnel agenda as presented. Taryn Bowman seconded.

Ayes: 9
Noes: 0

Meeting was adjourned 10:03



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: February 2, 2017

Title of Agenda Item: Information for Finance Committee Report

Submitted by: Zennie Lynch, Board Treasurer

Background and Summary:

- 2016-2017 Actuals by Month
- 2016-2017 Actual YTD v Budget (Full Year)
- Working Capital Analysis by Month

Recommendation: Committee report. No recommendation or action.

Brookhaven Innovation Academy 2016-2017 Actual by Month

| | Month Ended | Month Ended | Month Ended | Month Ended | Month Ended | Month Ended |
|---|-------------------|-------------------|---------------------|-------------------|--------------------|--------------------|
| | July Actual | August Actual | September Actual | October Actual | November Actual | December Actual |
| Revenues | | | | | | |
| Revenue - Local Sources | | | | | | |
| Charter Commission Revenue | 239,738.00 | 239,635.00 | 239,635.00 | 240,574.00 | 240,569.00 | 240,569.00 |
| Donations | 5,100.00 | 50,725.01 | 17,250.00 | 27,009.82 | 11,625.00 | 16,833.67 |
| Fundraising (School-Based) & Field Trips | 0.00 | 0.00 | 0.00 | 8,174.77 | 1,586.00 | 1,055.00 |
| After School Care Revenues | 0.00 | 12,950.00 | 2,080.00 | 13,545.00 | 6,262.80 | 4,200.00 |
| Other Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 486.16 | 200.00 |
| Total Revenue - Local Sources | 244,838.00 | 303,310.01 | 258,965.00 | 289,303.59 | 260,528.96 | 262,857.67 |
| Total Revenues | 244,838.00 | 303,310.01 | 258,965.00 | 289,303.59 | 260,528.96 | 262,857.67 |
| Expenses | | | | | | |
| Personal Services - Salaries | | | | | | |
| Teachers | 42,619.07 | 82,670.90 | 78,645.91 | 81,125.07 | 80,159.15 | 77,422.42 |
| Substitute - Non Certified | 0.00 | 900.00 | 2,800.00 | 3,700.00 | 2,100.00 | 5,095.00 |
| Art, Music, PE Teachers | 0.00 | 5,708.34 | 5,708.34 | 5,708.34 | 5,708.34 | 4,628.79 |
| Principal | 7,083.33 | 7,083.34 | 7,083.34 | 7,083.34 | 7,083.34 | 7,083.34 |
| Assistant Principal | 5,333.33 | 5,333.33 | 5,333.33 | 5,333.33 | 5,333.33 | 5,333.33 |
| Aides And Paraprofessionals | 0.00 | 7,314.97 | 9,353.52 | 10,089.32 | 7,000.00 | 7,000.00 |
| Secretarial Staff | 1,150.79 | 5,883.26 | 1,125.00 | 0.00 | 1,755.00 | 1,125.00 |
| Technology Specialist | 3,583.33 | 4,544.50 | 4,575.50 | 4,513.49 | 4,017.41 | 3,583.34 |
| Physical/Occupational/Mobility Therapist | 531.25 | 0.00 | 6,136.08 | 16,310.00 | 0.00 | 9,347.50 |
| Other Administrative Personnel | 0.00 | 1,794.63 | 2,663.25 | 1,479.51 | 1,781.50 | 1,431.75 |
| Total Personal Services - Salaries | 60,301.10 | 121,233.27 | 123,424.27 | 135,342.40 | 114,938.07 | 122,050.47 |
| Personal Services - Benefits | | | | | | |
| State Health Insurance | 0.00 | 12,810.30 | 12,858.58 | 12,858.58 | 12,858.58 | 28,315.02 |
| FICA/Medicare | 4,572.24 | 9,274.28 | 8,814.25 | 2,076.66 | 1,970.88 | 4,569.11 |
| Teachers Retirement System | 0.00 | 0.00 | 34,106.68 | 16,155.71 | 15,617.80 | 15,013.14 |
| Unemployment Compensation | 1,613.83 | 3,115.88 | 2,689.17 | 1,079.33 | 385.45 | 149.29 |
| Total Personal Services - Benefits | 6,186.07 | 25,200.46 | 58,468.68 | 32,170.28 | 30,832.71 | 48,046.56 |
| Purchased Professional and Tech Svcs | | | | | | |
| Contracted Service -Administration | 29,375.00 | 1,484.45 | 50,578.49 | 21,940.13 | 17,086.55 | 19,564.95 |
| Contracted Service -Technology Specialist | 0.00 | 11,943.69 | 850.00 | 850.00 | 1,000.00 | 2,914.78 |
| Backgrounds & Fingerprints | 0.00 | 0.00 | 0.00 | 1,083.35 | 144.75 | 48.25 |
| Professional Legal Services | 0.00 | 0.00 | 1,987.50 | 0.00 | 3,660.00 | 0.00 |
| Per Diem and Fees - Prof. Dev. | 13,800.00 | 0.00 | 0.00 | 6,000.00 | 0.00 | 0.00 |
| Total Purchased Professional & Tech Svcs | 43,175.00 | 13,428.14 | 53,415.99 | 29,873.48 | 21,891.30 | 22,527.98 |
| Purchased Property Svcs | | | | | | |
| Facility TICAM and Cleaning Services | 3,750.00 | 14,524.00 | 7,283.15 | 10,774.00 | 10,774.00 | 10,774.00 |
| Repair & Maint. - General and Facility | 0.00 | 4,300.00 | 1,717.22 | 3,960.65 | 4,248.08 | 3,912.23 |
| Repair & Maint. - Technology | 0.00 | 0.00 | 0.00 | 1,326.96 | 0.00 | 0.00 |

Internally Prepared
UNAUDITED

Brookhaven Innovation Academy 2016-2017 Actual by Month

| | Month Ended July Actual | Month Ended August Actual | Month Ended September Actual | Month Ended October Actual | Month Ended November Actual | Month Ended December Actual |
|---|-------------------------------|---------------------------------|------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| Building and Land Rental | 29,000.00 | 29,000.00 | 29,000.00 | 29,000.00 | 29,000.00 | 29,000.00 |
| Equipment and Vehicle Rental | 0.00 | 151.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Purchased Property Svcs | 32,750.00 | 47,975.20 | 38,000.37 | 45,061.61 | 44,022.08 | 43,686.23 |
| Other Purchased Services | 0.00 | 0.00 | 0.00 | 1,113.56 | 0.00 | 729.28 |
| Student Transportation | 1,364.00 | 1,755.00 | 4,404.00 | 2,037.00 | 2,077.00 | 2,037.00 |
| Insurance | 0.00 | 157.52 | 5,194.76 | 1,538.56 | 3,161.44 | 1,716.16 |
| Communication | 0.00 | 0.00 | 2,475.60 | 4,630.50 | 2,241.00 | 2,659.50 |
| Food Service Management | 75.00 | 304.17 | 660.43 | 0.00 | 0.00 | 0.00 |
| Travel - Employees | 5,663.13 | 19,060.06 | 1,049.73 | 181.73 | 2,750.00 | 8,570.69 |
| Other Purchased Services | 7,102.13 | 21,276.75 | 13,784.52 | 9,501.35 | 10,229.44 | 15,712.63 |
| Total Other Purchased Services | 7,102.13 | 21,276.75 | 13,784.52 | 9,501.35 | 10,229.44 | 15,712.63 |
| Supplies | 387.87 | 30,013.06 | 4,114.23 | 16,719.25 | 3,887.65 | 7,734.90 |
| Supplies - General | 12,439.36 | 1,825.00 | 7,740.41 | 10,250.49 | 6,099.15 | 222.00 |
| Supplies - Instructional and Tech | 10,680.00 | 0.00 | 3,187.00 | 250.00 | 0.00 | 0.00 |
| Computer Software | 5,219.27 | 5,015.67 | 5,586.97 | 3,338.25 | 2,613.51 | 3,663.39 |
| Energy | 0.00 | 346.50 | 0.00 | 4,785.49 | 0.00 | (4,785.49) |
| Books (Other Than Textbooks) | 28,726.50 | 37,200.23 | 20,628.61 | 35,343.48 | 12,600.31 | 6,834.80 |
| Other Operating Expenses | 2,500.00 | 0.00 | 335.00 | 0.00 | 386.08 | 1,048.75 |
| Dues & Fees | 678.28 | 942.42 | 0.00 | 9,986.62 | 7,766.56 | 3,216.09 |
| Interest | 0.00 | 0.00 | 0.00 | 25,789.12 | 11,212.66 | 11,212.66 |
| FFE Lease Costs | 3,178.28 | 942.42 | 335.00 | 35,775.74 | 19,365.30 | 15,477.50 |
| Total Other Operating Expenses | 181,419.08 | 267,256.47 | 308,057.44 | 323,068.34 | 253,879.21 | 274,336.17 |
| Total Expenses | 63,418.92 | 36,053.54 | (49,092.44) | (33,764.75) | 6,649.75 | (11,478.50) |
| Financing Sources and Uses | | | | | | |
| Capital Lease Proceeds | (114,935.06) | (14,564.72) | 479,895.41 | 0.00 | 0.00 | 0.00 |
| Other Loan Proceeds | 243,206.00 | 0.00 | 0.00 | 0.00 | 0.00 | 255,152.46 |
| Principal Payments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (486,810.01) |
| Total Financing Sources and Uses | 128,270.94 | (14,564.72) | 479,895.41 | 0.00 | 0.00 | (231,657.55) |
| Capital Items | | | | | | |
| Purchase of Equipment | 0.00 | 20,004.91 | 351,297.28 | 1,542.28 | 0.00 | 869.67 |
| Total Capital Items | 0.00 | 20,004.91 | 351,297.28 | 1,542.28 | 0.00 | 869.67 |
| Net Income with Financing and Cap. Items | 191,689.86 | 1,483.91 | 79,505.69 | (35,307.03) | 6,649.75 | (244,005.72) |

Brookhaven Innovation Academy 2016-2017 Actual by Month

07/01/2016
Through
12/31/2016
Actual

Revenues

Revenue - Local Sources

- Charter Commission Revenue
- Donations
- Fundraising (School-Based) & Field Trips
- After School Care Revenues
- Other Revenues

Total Revenue - Local Sources

Total Revenues

Expenses

Personal Services - Salaries

- Teachers
- Substitute - Non Certified
- Art, Music, PE Teachers
- Principal
- Assistant Principal
- Aides And Paraprofessionals
- Secretarial Staff
- Technology Specialist
- Physical/Occupational/Mobility Therapist
- Other Administrative Personnel

Total Personal Services - Salaries

Personal Services - Benefits

- State Health Insurance
- FICA/Medicare
- Teachers Retirement System
- Unemployment Compensation

Total Personal Services - Benefits

Purchased Professional and Tech Svcs

- Contracted Service - Administration
- Contracted Service - Technology Specialist
- Backgrounds & Fingerprints
- Professional Legal Services
- Per Diem and Fees - Prof. Dev.

Total Purchased Professional & Tech

Purchased Property Svcs

- Facility TICAM and Cleaning Services
- Repair & Maint. - General and Facility

| | |
|--|---------------------|
| | 1,440,720.00 |
| | 128,543.50 |
| | 10,815.77 |
| | 39,037.80 |
| | 686.16 |
| Total Revenue - Local Sources | <u>1,619,803.23</u> |
| Total Revenues | <u>1,619,803.23</u> |
| Expenses | |
| Personal Services - Salaries | |
| Teachers | 442,642.52 |
| Substitute - Non Certified | 14,595.00 |
| Art, Music, PE Teachers | 27,462.15 |
| Principal | 42,500.03 |
| Assistant Principal | 31,999.98 |
| Aides And Paraprofessionals | 40,757.81 |
| Secretarial Staff | 11,039.05 |
| Technology Specialist | 24,817.57 |
| Physical/Occupational/Mobility Therapist | 32,324.83 |
| Other Administrative Personnel | 9,150.64 |
| Total Personal Services - Salaries | <u>677,289.58</u> |
| Personal Services - Benefits | |
| State Health Insurance | 79,701.06 |
| FICA/Medicare | 31,277.42 |
| Teachers Retirement System | 80,893.33 |
| Unemployment Compensation | 9,032.95 |
| Total Personal Services - Benefits | <u>200,904.76</u> |
| Purchased Professional and Tech Svcs | |
| Contracted Service - Administration | 140,029.57 |
| Contracted Service - Technology Specialist | 17,558.47 |
| Backgrounds & Fingerprints | 1,276.35 |
| Professional Legal Services | 5,647.50 |
| Per Diem and Fees - Prof. Dev. | 19,800.00 |
| Total Purchased Professional & Tech | <u>184,311.89</u> |
| Purchased Property Svcs | |
| Facility TICAM and Cleaning Services | 57,879.15 |
| Repair & Maint. - General and Facility | 18,138.18 |

Brookhaven Innovation Academy 2016-2017 Actual by Month

| | 07/01/2016 | |
|---|---------------------|--|
| | Through | |
| | 12/31/2016 | |
| | Actual | |
| Repair & Maint. - Technology | 1,326.96 | |
| Building and Land Rental | 174,000.00 | |
| Equipment and Vehicle Rental | 151.20 | |
| Total Purchased Property Svcs | 251,495.49 | |
| Other Purchased Services | | |
| Student Transportation | | |
| Insurance | | |
| Communication | 1,842.84 | |
| Food Service Management | 13,674.00 | |
| Travel - Employees | 11,768.44 | |
| Other Purchased Services | 12,006.60 | |
| | 1,039.60 | |
| | 37,275.34 | |
| Total Other Purchased Services | 77,606.82 | |
| Supplies | | |
| Supplies - General | 62,856.96 | |
| Supplies - Instructional and Tech | 38,576.41 | |
| Computer Software | 14,117.00 | |
| Energy | 25,437.06 | |
| Books (Other Than Textbooks) | 346.50 | |
| Total Supplies | 141,333.93 | |
| Other Operating Expenses | | |
| Dues & Fees | 4,269.83 | |
| Interest | 22,589.97 | |
| FFE Lease Costs | 48,214.44 | |
| Total Other Operating Expenses | 75,074.24 | |
| Total Expenses | 1,608,016.71 | |
| Total Operating Net Income/(Loss) | 11,786.52 | |
| Financing Sources and Uses | | |
| Capital Lease Proceeds | 350,395.63 | |
| Other Loan Proceeds | 498,358.46 | |
| Principal Payments | (486,810.01) | |
| Total Financing Sources and Uses | 361,944.08 | |
| Capital Items | | |
| Purchase of Equipment | 373,714.14 | |
| Total Capital Items | 373,714.14 | |
| Net Income with Financing and Cap. Items | 16.46 | |

Brookhaven Innovation Academy
2016-2017 Actual YTD v Budget (Full Yr)

| | 07/01/2016 Through 12/31/2016 | Year Ending 06/30/2017 | % of Budget - 50.00% |
|---|-------------------------------------|---------------------------|-------------------------|
| | Actual | Budgeted | |
| Equipment and Vehicle Rental | 151.20 | 0.00 | 0.00 % |
| Other Purchased Property Services | 0.00 | 48,606.16 | 0.00 % |
| Total Purchased Property Svcs | \$ 251,495.49 | \$ 493,378.20 | 50.97 % |
| Other Purchased Services | | | |
| Student Transportation | \$ 1,842.84 | \$ 1,200.00 | 153.57 % |
| Insurance | 13,674.00 | 23,367.00 | 58.52 % |
| Communication | 11,768.44 | 17,568.00 | 66.99 % |
| Food Service Management | 12,006.60 | 33,000.00 | 36.38 % |
| Travel - Employees | 1,039.60 | 0.00 | 0.00 % |
| Other Purchased Services | 37,275.34 | 28,008.00 | 133.09 % |
| Total Other Purchased Services | \$ 77,606.82 | \$ 103,143.00 | 75.24 % |
| Supplies | | | |
| Supplies - General | \$ 62,856.96 | \$ 20,000.00 | 314.28 % |
| Supplies - Instructional and Tech | 38,576.41 | 59,683.00 | 64.64 % |
| Computer Software | 14,117.00 | 17,500.00 | 80.67 % |
| Expendable Equipment | 0.00 | 5,500.00 | 0.00 % |
| Energy | 25,437.06 | 51,996.00 | 48.92 % |
| Textbooks | 0.00 | 1,500.00 | 0.00 % |
| Books (Other Than Textbooks) | 346.50 | 5,000.00 | 6.93 % |
| Total Supplies | \$ 141,333.93 | \$ 161,179.00 | 87.69 % |
| Other Operating Expenses | | | |
| Dues & Fees | \$ 4,269.83 | \$ 1,200.00 | 355.82 % |
| Interest | 22,589.97 | 28,000.00 | 80.68 % |
| FFE Lease Costs | 48,214.44 | 104,277.74 | 46.24 % |
| Total Other Operating Expenses | \$ 75,074.24 | \$ 133,477.74 | 56.24 % |
| Total Expenses | \$ 1,608,016.71 | \$ 3,103,264.54 | 51.82 % |
| Total Current Year Income/(Loss) | \$ 11,786.52 | \$ (104,514.54) | (11.28) % |

Brookhaven Innovation Academy Working Capital Analysis by Month

| | Month Ended | Month Ended | Month Ended | Month Ended | Month Ended | Month Ended |
|--|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| | July Actual | August Actual | September Actual | October Actual | November Actual | December Actual |
| Working Capital | | | | | | |
| Cash and Cash Equivalents | 268,940.52 | 285,511.05 | 251,344.64 | 298,448.47 | 259,886.91 | 25,500.00 |
| Accounts Payable and other Current Liabilities | 284,672.98 | 299,759.60 | 147,946.78 | 196,674.42 | 145,422.40 | 156,770.15 |
| Net LOC Balance | 243,206.00 | 243,206.00 | 243,206.00 | 243,206.00 | 243,206.00 | 11,548.45 |
| Total Working Capital | <u>\$ (258,938.46)</u> | <u>\$ (257,454.55)</u> | <u>\$ (139,808.14)</u> | <u>\$ (141,431.95)</u> | <u>\$ (128,741.49)</u> | <u>\$ (142,818.60)</u> |
| Working Capital Net of LOC | | | | | | |
| Cash and Cash Equivalents | 268,940.52 | 285,511.05 | 251,344.64 | 298,448.47 | 259,886.91 | 25,500.00 |
| Accounts Payable and other Current Liabilities | 284,672.98 | 299,759.60 | 147,946.78 | 196,674.42 | 145,422.40 | 156,770.15 |
| Total Working Capital Net of LOC | <u>\$ (15,732.46)</u> | <u>\$ (14,248.55)</u> | <u>\$ 103,397.86</u> | <u>\$ 101,774.05</u> | <u>\$ 114,464.51</u> | <u>\$ (131,270.15)</u> |



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: February 2, 2017

Title of Agenda Item: Enrollment Information

Submitted by: Laurie Kimbrel

Background and Summary: Information is attached regarding current school enrollment and 2017-2018 lottery enrollment.

- 12 tours of 30 people have been conducted
- 19 more tours of 30 people each are planned
- Enrollment information night was well attended with about 60 people
- Spanish enrollment information night is planned for February 9
- Facebook ads have been placed and will continue
- Video was shot and first cut will be available this week

Recommendation: None. Discussion item only.

**Brookhaven Innovation Academy
Enrollment Report**

| Grade | Oct-16 | Nov-16 | 17-Jan | 17-Feb |
|--------------|---------------|---------------|---------------|---------------|
| K | 67 | 68 | 71 | 71 |
| 1 | 62 | 63 | 63 | 62 |
| 2 | 55 | 57 | 61 | 60 |
| 3 | 53 | 54 | 60 | 60 |
| 4 | 60 | 60 | 59 | 59 |
| 5 | 41 | 41 | 40 | 40 |
| 6 | 44 | 44 | 44 | 44 |
| Total | 382 | 387 | 398 | 396 |

**Brookhaven Innovation Academy
Lottery as of Monday, January 30, 2017**

| Grade | 1/30/17 |
|--------------|----------------|
| K | 147 |
| 1 | 41 |
| 2 | 47 |
| 3 | 41 |
| 4 | 40 |
| 5 | 35 |
| 6 | 71 |
| 7 | 32 |
| Total | 454 |

Total Tour Sign ups
1/30/17 450



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: February 2, 2017

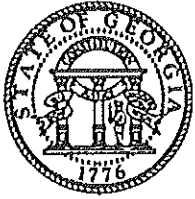
Title of Agenda Item: State Charter Schools Commission of Georgia Compliance Letter

Submitted by: Laurie Kimbrel

Background and Summary: The State Charter Schools Commission of Georgia conducted a compliance visit at BIA in December 2016. The visit was very positive and staff and board were commended for their work to date; however, three findings were noted that require corrective action and three recommendations were made to mitigate future risk. See attached letter from SCSC for details.

BIA must submit a written plan within 30 days that outlines corrective action including timelines. Staff will create drafts of these plans and timelines.

Recommendation: Discussion item only.



State Charter Schools Commission of Georgia

Bonnie Holliday, Executive Director

January 18, 2017

Via U.S. Mail and Electronic Mail

Laurie Kimbrel
Head of School
Brookhaven Innovation Academy
3159 Campus Drive
Norcross, Georgia 30071

Dear Dr. Kimbrel,

The State Charter Schools Commission (SCSC) recently conducted an unannounced monitoring site visit at Brookhaven Innovation Academy (BIA). The purpose of this monitoring was to broadly review BIA's compliance with applicable law and the financial and operational goals of its charter contract. The monitoring is not intended to serve as a comprehensive review of each aspect of the school's operation. Accordingly, the findings, suggestions, and required corrective action steps outlined below should not preclude the school from taking further measures not identified by SCSC staff to comply with applicable law or its charter contract.

As an initial matter, the overall development of BIA to date is outstanding and comprehensive in light of the school's short operational history. Though there are areas in which the school can improve, the efforts of BIA's governing board, school administration, and entire staff to build a positive school environment designed to increase the academic achievement of its students in a manner that is legally and operationally compliant is clear and distinct. During the SCSC monitoring visit, BIA's school leadership displayed a command of school operations and commitment to the school's students and stakeholders that will assist the school in meeting its obligation to provide better educational opportunities to its students.

While the SCSC monitoring visit was positive, there are aspects of the school's operation that need further development. With regard to the on-site monitoring visit and related monitoring activities, SCSC staff identified the following findings that require immediate corrective action:

1. **Information provided by BIA indicates that it does not provide parents legal notices required by federal law.** Several federal laws require public schools to notify parents of their rights and the school's obligations under the laws. These laws include, but are not necessarily limited to, the Family Educational Rights and Privacy Act (FERPA), Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Boy Scouts of America Equal Access Act, and the Protection of Pupil Rights Amendment (PPRA). SCSC staff was unable to identify many of these notices in the documentation provided by BIA during this monitoring or through other documentation available to the public through the school's website. The enclosed document lists federal laws and regulations that require a policy, written procedure, or form.
2. **BIA's Fiscal Policy is not consistent with the requirements of the Georgia Department of Education's Financial Management for Georgia Local Units of Administration Manual (LUA Manual).** Paragraph 15 of the school's charter contract requires BIA to adhere to the Charter Schools Section of the LUA Manual. The LUA manual provides, "All charter schools are required to develop policies and

procedures to ensure fiscal responsibility with a system of proper internal controls." Chapter 43A, page 4. Several aspects of BIA's Fiscal Policy are not consistent with minimum expectations of internal controls or best practices of charter schools. Deficiencies in BIA's Fiscal Policy include, but are not limited to:

- a. *A lack of policies, procedures, and practices with proper internal controls and segregation of duties.*
 - b. *Unclear policies, procedures, and practices for utilization of school resources, such as competitive procurement and purchasing authority.*
 - c. *Unclear policies, procedures, and practices for receipt and management of school resources, such as bookkeeping, cash or check receipt, and disbursement.*
3. **Evidence provided by BIA during the on-site visit by SCSC staff revealed that the school was not following its Fiscal Policy.** During the SCSC visit it became apparent that the BIA board and staff were not following the school's Fiscal Policy. Although the fiscal policy manual loosely alludes to the principal having authority over purchases, the school could not provide evidence that the principal approved any purchase. It appeared that the use of a service provider was fulfilling this role in the approval process without the permission of the board as required the financial policy.

BIA must take immediate action to remedy these findings. Within thirty (30) days of the receipt of this letter, BIA must submit a written plan to the SCSC to my attention that outlines the actions the school will take to comply with its charter contract. This corrective action must also include a timeline for completing each identified action. Any failure by BIA to submit the corrective action plan will result in breach of the school's charter contract and additional action by the SCSC to enforce the charter contract, which may include the initiation of charter termination proceedings. SCSC staff may conduct future site visits and monitoring activities to review the school's improvement in these areas as well as the implementation of its written plan for corrective action.

Please be aware that the goal of SCSC monitoring is not intended to be punitive. Instead, the SCSC monitors state charter schools in an effort to assist schools in identifying and resolving problematic operations in the earliest possible stages. Accordingly, in addition to the findings identified above, BIA should also consider completing the following actions to improve its programs and mitigate future risk:

1. **Increase school oversight of service providers as well as access to records and information in the custody of school service providers.** The SCSC fully supports a state charter school's decision to partner with contractors and service providers to fulfill obligations of the school. However, the school must retain the authority and control to manage that relationship appropriately in light of the school governing board's continuing fiduciary duties to its students. Certain records requested by SCSC staff related to this monitoring, particularly basic financial records regarding the overall financial position of the school, were not readily available to school staff. While the SCSC understands that BIA exercised its flexibility to hire a provider to manage the bulk of its financial services, the school should maintain and have access to financial records that will allow the school to hold the contractor accountable for its performance. Additionally, independent access to financial records is a prudent safeguard to protect the school and would allow the school to continue meeting its legal and contractual obligations in the event of contractor nonperformance.
2. **Engage the Georgia Department of Education to conduct a School Safety Assessment.** During SCSC's on-site monitoring visit, certain aspects of the school's facility, such as an unlocked electrical closets and open doors to areas that should be restricted, may impede health and safety. The Georgia Department of Education, through its office of Safe and Drug-Free Schools, will conduct a School Safety Assessment upon request to examine the school's facility and make recommendations to further assure that students and staff are provided an environment that promotes healthy and secure learning.

3. *Align governing board capacity and practice to SCSC expectations.* All governing board members are required to undergo annual training pursuant to Georgia law (see O.C.G.A. § 20-2-2084(f)). The SCSC provides this required training at no cost to the school during two opportunities each year, and the final opportunity for this school year will be in February. While the SCSC has provided schools that do not wish to participate in SCSC training flexibility to seek alternate training via an approved provider; the school is responsible for any costs associated with training through an alternate approved provider. Additionally, while alternate training providers inevitably benefit governing boards, SCSC governance trainings provide the unique opportunity to listen to governance expectations directly from the authorizer that holds the school accountable for its performance. Moreover, SCSC governance training provides schools the opportunity to connect with SCSC staff as well as other state charter schools to share and discuss school experiences and operations. BIA has indicated to the SCSC that it intends to utilize its flexibility to receive governance training through an alternate provider. This decision is currently within the school's authority. Nevertheless, the school would likely benefit by sending at least a small delegation of school board members and administrators to SCSC governance training.

The SCSC respects the autonomy of state charter schools as they conduct their individual operations. As a result, it is ultimately the responsibility of the school and its governing board to identify how it will comply with the requirements of law and its charter contract. In other words, the SCSC reviews the overall compliance of the school, but the method by which the school achieves compliance is in the discretion of the school.

If you have any questions regarding this monitoring, please do not hesitate to contact me.

Sincerely,



Gregg Stevens
Deputy Director
General Counsel

cc: *Via Electronic Mail only*

Jennifer Langley, Board Chair, BIA
Bonnie Holliday, Executive Director, SCSC



By: Leza Conliffe, NSBA Senior Staff Attorney

Policies Required By Federal Law ^{*}

August 2014

Note: This chart lists federal laws and regulations that require a policy, written procedure, or form. School districts may need to adopt additional policies that are not included in this chart as required by state law. *Links may break as statutes and regulations are updated.*

| Statute | Regulation | Summary of Requirements | Sample Policies and Forms (if available) |
|---|---|---|--|
| Age Discrimination Act, <u>42 U.S.C. §§ 6101-6107</u> , generally | Grievance procedures, <u>34 C.F.R. § 110.25</u> | Recipients of federal funds shall notify their beneficiaries of information regarding the Act, adopt and publish a grievance procedure , and designate at least one employee to coordinate compliance efforts. | <u>Notice of Non-Discrimination</u> |
| Asbestos Hazard Emergency Response Act, <u>15 U.S.C. § 2643(i)(1), (i)(5)</u> | Asbestos management plans, <u>40 C.F.R. § 763.93 (plan);</u> <u>40 C.F.R. § 763.92 (training)</u> | School districts are required to have an asbestos management plan for each school, including all buildings that they lease, own, or otherwise use as school buildings, and to maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities. At least once each school year, school districts must notify parents, teachers, and employee organizations of the availability of management plans. All members of the custodial staff who may work in a building with asbestos-containing building materials must have awareness training. All new custodial staff must be trained within 60 days of hire. | <u>Model AHERA Yearly Notification Form</u> <u>EPA Model AHERA Asbestos Management Plan</u> |
| Americans with Disabilities Act (ADA), <u>42 U.S.C. §§ 12101-12113</u> , generally | Designation of coordinator, grievance procedures, <u>28 C.F.R. § 35.107</u> | A public entity that employs 50 or more persons shall designate at least one employee to coordinate its compliance efforts and carry out its responsibilities under the ADA. These responsibilities include investigating any complaint communicated to the public entity alleging | <u>Notice of Non-Discrimination</u> |

^{*} See also National School Boards Association, Annual Notices (August 2014), available to COSA members.



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| <p>Healthy, Hunger-Free Kids Act of 2010, which reauthorized the Child Nutrition Act; <u>42 U.S.C. § 1758b</u>, Local School Wellness Policy</p> | <p>noncompliance or actions that would be prohibited by Title II of the ADA. The public entity shall make available to all interested individuals the name, office address, and telephone number of the designated employee(s). The public entity shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by Title II of the ADA.</p> | <p>Local School Wellness Policies Overview & Action Steps Five-Year Technical Assistance Plan</p> |
| | <p>Districts participating in a federal food program shall establish a local school wellness policy that includes (1) goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness; (2) nutrition guidelines for all food available on campus during the school day that meet minimum nutritional requirements, and promote student health and reduce childhood obesity; (3) a requirement that school districts permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy; (4) a requirement that school districts inform and update the public (including parents, students, and others in the community) about the content and implementation of the wellness policy; and (5) a requirement that the school district—(A) periodically measure and make available to the public an assessment on the implementation of the wellness policy, including—(i) the extent to which schools under the jurisdiction of the district are in compliance with the wellness policy; (ii) the extent to which the district's wellness policy compares to model local school wellness policies; and (iii) a description of the progress made in attaining the goals of the wellness policy; and (B) designate one or more district officials or school officials, as appropriate, to ensure that each school complies with the local school wellness policy.</p> | |

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| <p>Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h)(5)(B)-(C), 254(l)</p> | <p>Internet safety policy, 47 C.F.R. § 54.520(c)(1)(i); elaborated by Federal Communications Commission Order and Report 11-125 at 15-16</p> | <p>CIPA requires that an Internet safety policy of district or school using E-Rate discounts must include a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors. The Internet safety policy must also include monitoring the online activities of minors, and must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Internet safety policy must also address all of the following issues: (A) access by minors to inappropriate matter on the Internet and World Wide Web, (B) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (C) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (D) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (E) measures designed to restrict minors' access to materials harmful to them.</p> | <p>Children's Internet Protection Act Consumer Guidelines</p> |
| <p>No Child Left Behind (NCLB) also requires internet safety policies for schools receiving money under the Enhancing Education through Technology Act of 2001, 20 U.S.C. § 6777(a) (mirrors CIPA requirements in 47 U.S.C. § 254(h)(5)(B))</p> | | | <p>Circular 21, Reproduction of Copyrighted Works by Educators and Librarians</p> |
| <p>Copyright Act, 17 U.S.C. §§ 106, 107, 110</p> | | <p>The fair use doctrine and the face-to-face teaching exemption allow educators to use copyrighted materials in narrowly defined teaching situations. School districts are expected to establish appropriate control procedures to maintain the integrity of the Guidelines for Off-Air recording of Broadcast Programming for Educational Purposes.</p> | |
| <p>Drug-Free Workplace Act, 41 U.S.C. § 8103</p> | <p>Drug-free workplace statement, 29 C.F.R. § 94.205, 34 C.F.R. §§ 84.205 - 84.215</p> | <p>Districts receiving direct federal grants must publish a statement and provide a copy to each employee notifying them that controlled substances are prohibited in the workplace; that specific actions will be taken against the employee for violating the prohibition; and that as a condition of employment under the grant, the employee will abide by the terms of the statement, and must notify the district in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace no more than five calendar days after the conviction.</p> | |
| <p>Fair Labor Standards Act (FLSA), 29 U.S.C.</p> | <p>Minimum Wage Employer notice</p> | <p>Every employer of employees subject to the FLSA's minimum wage provisions must post, and keep posted, a notice explaining the FLSA in a</p> | <p>FLSA Poster</p> |

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| <p>§§ 201-219</p> | <p>requirement, 29 C.F.R. §§ 516.4 (any employees subject to minimum wage requirements), 525.14 (any workers under special minimum wage certificates)</p> | <p>conspicuous place in all of their establishments so as to permit employees to readily read it. The content of the notice is prescribed by the Wage and Hour Division of the Department of Labor.</p> | <p>FMLA Poster</p> |
| <p>Family and Medical Leave Act of 1993 (FMLA), 29 U.S.C. § 2619</p> | <p>Employer notice requirements, 29 C.F.R. § 825.300</p> | <p>Employers must post a general notice/poster from the U.S. Department of Labor, or in another format so long as it includes all of the information in Labor's FMLA Poster, explaining the FMLA's provisions and complaint procedures. The notice must be posted prominently where it can be readily seen by employees and applicants, and shall either be distributed to each new employee upon hiring or be included in employee handbooks or other written guidance concerning benefits or leave rights. Electronic posting is sufficient to meet these requirements.</p> | <p>FMLA Poster</p> |
| <p>Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. § 1320d-2; Health Information Technology for Economic and Clinical Health Act (HITECH), 42 U.S.C. § 17931</p> | <p>Policies and procedures and documentation requirements, 45 C.F.R. §§ 164.306, -308, -310, -312, -314(b), -316(a)</p> | <p>Schools sponsoring group health plans must implement reasonable and appropriate policies and procedures to comply with HIPAA's security standards and implementation specifications for electronic protected health information (e-PHI), including but not limited to administrative, physical, and technical safeguards, and organizational requirements. All employees must be made aware of the law and the consequences of it.</p> | <p></p> |

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| <p>Public Health Service Act (as amended by the Affordable Care Act), 42 U.S.C. § 300gg-19</p> | <p>29 C.F.R. § 2590.715-2719; 45 C.F.R. § 147.136</p> | <p>For non-grandfathered plans, a group health plan and a health insurance issuer offering group or individual health insurance coverage must implement an effective process for appeals of coverage determinations and claims that includes internal and external review of the decision. Plans and insurers must notify individuals of the availability of internal appeal and external review processes in a culturally and linguistically appropriate manner.</p> | <p><u>Model Notice of Adverse Benefit Determination</u> <u>Model Notice of Final Internal Adverse Benefit Determination</u></p> |
| <p>Individuals with Disabilities Education Act (IDEA), 20 U.S.C. § 1415(d)</p> | <p>Procedural safeguards notice, 34 C.F.R. § 300.504</p> | <p>School districts shall establish and maintain procedures to ensure that children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of a free appropriate public education. School districts must give parents of a child with a disability a copy of the procedural safeguards one time per year; and upon initial referral or parental request for an evaluation, upon a parent filing a request for due process complaint, upon a disciplinary action constituting a change in placement, or upon request of a parent. The notice must fully explain the safeguards in the parents' native language unless it is clearly not feasible to do so.</p> | <p><u>Model Form: Procedural Safeguards Notice</u></p> |
| <p>McKinney-Vento Homeless Assistance Act, 42 U.S.C. § 11432(g)(1)(I), - (g)(1)(J)</p> | | <p>All school districts must have policies that remove barriers to enrollment and retention of homeless children and youths, including transportation, and prevent homeless children and youths from being stigmatized or segregated on the basis of their status as homeless.</p> | <p><u>Education for Homeless Children and Youth Program Non-Regulatory Guidance</u></p> |
| <p>NCLB, 20 U.S.C. § 7912, Unsafe School Choice Option</p> | | <p>Districts that can offer a transfer option are required to have a policy allowing a student who attends a persistently dangerous public school or who becomes a victim of a violent criminal offense while in or on school grounds to attend a safe school within the district, including a public charter school.</p> | <p><u>Unsafe School Choice Option, Non-Regulatory Guidance</u></p> |

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| <p>NCLB, <u>20 U.S.C. § 6318</u>, Parental Involvement in Title I programs</p> | <p>Schoolwide program components, <u>34 C.F.R. § 200.28(c)</u></p> | <p>Districts and schools receiving Title I funds must have a parental involvement policy. Among other things, a district parental involvement policy must provide support for schools in planning and implementing parent involvement activities, build schools' and parents' capacities for parental involvement, coordinate and integrate parental involvement strategies, and conduct an annual evaluation of the content and effectiveness of the policy. A school parental involvement policy must, among other requirements, share responsibilities for high student achievement, build capacity for involvement, and be accessible.</p> <p>School districts shall file with the state education agency a written assurance that it has established and implemented: (i) a school district-wide salary schedule; (ii) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and (iii) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies. School districts shall maintain records that are updated biennially documenting compliance.</p> | <p>Parent Involvement Title I, Part A, Non-Regulatory Guidance</p> |
| <p>NCLB, <u>20 U.S.C. § 6321(c)</u>, Comparable Services in Title I Programs – Equivalence in Instructional Staff and Materials</p> | <p>Employer policy on misuse of alcohol and use of controlled substances, <u>49 C.F.R. § 382.601</u></p> | <p>Employers must have a policy for employees engaged in safety-sensitive positions to be tested for drugs/alcohol. Testing of bus drivers is required for districts that provide transportation.</p> | <p>What Employers Need to Know About DOT Drug and Alcohol Testing (Guidance and Best Practices)</p> |
| <p>Moving Ahead for Progress in the 21st Century (MAP-21) Act, <u>49 U.S.C. §§ 5331, 31306</u></p> | <p>Parental access to instructional material, <u>34 C.F.R. § 98.3</u></p> | <p>Districts shall have policies regarding parents' rights to inspect a student survey; arrangements to protect student privacy in surveys covering particular topics; parents' rights to inspect instructional materials; administration of physical examinations of students; collection, disclosure, or use of personal student information for marketing or selling purposes; and parents' right to inspect any instrument for collection of information for marketing/selling purposes. Districts must also provide notice of these policies to parents at least annually at the beginning of the school year.</p> | <p>Model Notification of Rights Under the PRA</p> |
| <p>Protection of Pupil Rights Amendment (PPRA), <u>20 U.S.C. § 1232h(c)</u></p> | | | |

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| <p>Section 504 of the Rehabilitation Act, <u>29 U.S.C. § 794</u>, (general non-discrimination provision)</p> | <p>Grievance procedures, <u>34 C.F.R. §§ 104.7, 104.8</u></p> | <p>Recipients of federal funds that employ 15 or more persons shall designate at least one employee to coordinate compliance efforts, adopt and publish <u>grievance procedures</u> that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504, and notify students and others that it does not discriminate on the basis of disability.</p> | <p><u>Notice of Non-Discrimination</u></p> |
| <p>Safe and Drug-Free Schools & Communities Act (SDFSCA), <u>20 U.S.C. § 7114</u></p> | | <p>Districts receiving SDFSCA grants shall have appropriate and effective <u>school discipline policies</u> that prohibit disorderly conduct, the illegal possession of weapons, and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students. Districts must also have a <u>code of conduct policy</u> for all students that clearly states the responsibilities of students, teachers and administrators regarding the classroom environment.</p> | |
| <p>Title IX of the Education Amendments of 1972, <u>20 U.S.C. §§ 1681-1688</u></p> | <p>Grievance procedures, <u>34 C.F.R. § 106.8</u> (ED funds), <u>45 C.F.R. § 86.8</u> (HHS funds)</p> | <p>A district receiving federal funds must designate at least one employee to coordinate its compliance efforts under Title IX, and shall adopt and publish <u>grievance procedures</u> providing for prompt and equitable resolution of student and employee complaints alleging any discrimination on the basis of sex in education programs or activities receiving federal financial assistance.</p> | <p><u>Notice of Non-Discrimination</u></p> |
| <p>Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), <u>38 U.S.C. § 4334</u></p> | <p>Employer notice requirements, <u>Appendix to 20 C.F.R. Part 1002</u></p> | <p>Employers must provide notice to persons entitled to rights and benefits under USERRA of the rights, benefits, and obligations of such persons and such employers under USERRA. The notice requirement may be met by posting the notice where employers customarily place notices for employees.</p> | <p><u>USERRA Poster</u></p> |



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: February 2, 2017

Title of Agenda Item: Draft budget update and multi-year projections

Submitted by: Laurie Kimbrel

Background and Summary:

- Draft 2016-2017 revised budget will be presented.
- Draft 2017-2018 projected budget will be presented.

Recommendation: Discussion item only. These items will be brought back to a future board meeting for approval.

**Brookhaven Innovation Academy
2016-2017 Revised Budget
2017-2018 Multi Year Projection**

| | Year To Date 1/20/2017 | | 2016-2017 | | 2016-2017 | | Increase/ Decrease Change | 2017-2018 Projection |
|---|---------------------------|---------------------|---------------------|--------------------|---------------------|--------|---------------------------------|-------------------------|
| | Actual | Budget | V10 | Budget | V11 | Budget | | |
| Revenues | | | | | | | | |
| Revenue - Local Sources | \$ 1,440,720 | \$ 2,751,750 | \$ 2,753,190 | \$ 1,440 | \$ 3,496,320 | | | |
| Charter Commission Revenue | (690) | 0 | 200,000 | 119,000 | 270,000 | | | |
| Club Dues and Fees | 142,785 | 81,000 | 9,761 | 9,761 | (8,000) | | | |
| Donations | 9,761 | 0 | 0 | 0 | (9,000) | | | |
| Fundraising (School-Based) & Field Trips | 0 | 9,000 | 0 | 0 | (1,000) | | | |
| Student Nutrition Sales - Students | 0 | 1,000 | 78,000 | (78,000) | 78,000 | | | |
| Student Nutrition Sales - Teachers and Staff | 39,723 | 156,000 | 7,000 | (121,000) | 1,000 | | | |
| After School Care Revenues | 3,576 | 128,000 | 7,000 | (121,000) | 1,000 | | | |
| Other Revenues | \$ 1,635,874 | \$ 3,126,750 | \$ 3,047,951 | \$ (78,799) | \$ 3,845,320 | | | |
| Total Revenue - Local Sources | \$ 1,635,874 | \$ 3,126,750 | \$ 3,047,951 | \$ (78,799) | \$ 3,845,320 | | | |
| Total Revenues | \$ 1,635,874 | \$ 3,126,750 | \$ 3,047,951 | \$ (78,799) | \$ 3,845,320 | | | |
| Expenses | | | | | | | | |
| Personal Services - Salaries | | | | | | | | |
| Teachers | \$442,643 | \$977,500 | \$977,500 | \$0 | \$1,154,000 | | | |
| Substitute - Non Certified | 14,595 | 28,790 | 35,000 | 6,210 | 42,000 | | | |
| Music, PE Teachers, Tech | 27,462 | 68,500 | 61,710 | (6,790) | 121,000 | | | |
| Principal | 42,500 | 85,000 | 85,000 | 0 | 85,000 | | | |
| Assistant Principal | 32,000 | 64,000 | 64,000 | 0 | 64,000 | | | |
| Aides And Paraprofessionals | 40,756 | 112,000 | 82,758 | (29,242) | 140,000 | | | |
| Secretarial Staff | 11,039 | - | 7,200 | 7,200 | 28,000 | | | |
| Chemical Staff | - | 13,500 | 13,500 | 0 | 27,000 | | | |
| Technology Specialist | 24,818 | 43,000 | 46,316 | 3,316 | 43,000 | | | |
| Physical/Occupational/Mobility Therapist | - | - | - | 0 | - | | | |
| Other Administrative Personnel | 9,151 | 17,220 | 21,960 | 4,740 | 21,960 | | | |
| Total Personal Services - Salaries | \$ 644,965 | \$ 1,409,510 | \$ 1,394,944 | \$ (14,566) | \$ 1,725,960 | | | |
| Personal Services - Benefits | | | | | | | | |
| Health Insurance | \$90,937 | \$156,803 | \$156,803 | 0 | \$237,679 | | | |
| FICA/Medicare | 30,396 | 107,828 | 42,396 | (65,432) | 28,538 | | | |
| Teachers Retirement System | 180,166 | 199,344 | 192,971 | (6,373) | 237,167 | | | |
| Unemployment/Compensation | 9,033 | 10,004 | 10,004 | 0 | 10,773 | | | |
| Total Personal Services - Benefits | \$ 310,533 | \$ 473,978 | \$ 402,174 | \$ (71,804) | \$ 514,157 | | | |
| Purchased Professional and Tech Svcs | | | | | | | | |
| Contracted Service -Administration | \$159,183 | \$260,699 | \$236,951 | (\$23,748) | \$ 104,500 | | | |
| Contracted Service - Teachers | - | 30,800 | - | (30,800) | - | | | |
| Contracted Service -Counselors | - | 6,600 | - | (6,600) | - | | | |
| Contracted Service -Technology Specialist | 12,259 | - | 44,000 | 44,000 | 10,000 | | | |
| Contracted Service - Physical/Occupational/Mobility | 32,325 | - | 59,325 | 59,325 | 76,800 | | | |
| Backgrounds & Fingerprints | 1,421 | - | 250 | 250 | 750 | | | |
| Professional Legal Services | 5,648 | 6,500 | 10,000 | 3,500 | 20,000 | | | |
| Per Diem and Fees - Prof. Dev. | 25,800 | 24,000 | 28,000 | 4,000 | 35,000 | | | |
| Total Purchased Professional & Tech | \$ 236,635 | \$ 328,599 | \$ 378,526 | \$ 49,927 | \$ 247,050 | | | |

2016-2017
Notes

2017-2018
Notes

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|-----------------------------------|--|
| 378 Students at \$7,284 | 480 Students at \$7,284 |
| 20 Regular; 25 Special Ed; 1 ESOL | 24 Regular; 2 Special Ed; 1 ESOL (INCREASE 4.0) |
| Music, PE | 20% Increase Music, PE + \$10,000; Tech (INCREASE 1.0 Tech) |
| 3 Para; 1 Aide | 3 Para; 2 Aides- (INCREASE 1.0 Aide) |
| 1 Secretary | 1 Secretary |
| 1 Clerk | 1 Clerk (INCREASE .5 Clerk) |
| See Contracted Services | |
| After School Coordinator | |
| | |
| At 12/30/16 26 Enrolled | 40 Enrolled (INCREASE 15%) |
| All except hourly and subs | |
| 2.7% to \$9,500 | |
| | |
| Prestige, Business Mgr | Prestige \$90,000 * 7/12; Business Mgr \$50 * 20 * 52 |
| | |
| Snap, Cumberland | \$5,400 per month (includes 20% increase) |
| Ling & Kerr Therapy Services | 15 * \$50 |
| | |

| | Year To Date | | 2016-2017 | | 2016-2017 | | Increase/Decrease Change | 2017-2018 | Projection |
|---|---------------------|--------|---------------------|--------|---------------------|--------|--------------------------|---------------------|------------|
| | 1/20/2017 | Actual | Budget | v10 | Budget | v11 | | | |
| Supplies | | | | | | | | | |
| Supplies - General | \$ 61,463 | | \$ 20,000 | | \$ 64,000 | | \$ 44,000 | \$ 20,000 | |
| Supplies - Instructional and Tech | 44,129 | | 59,693 | | 60,000 | | 317 | 42,000 | |
| Computer Software | 43,517 | | 17,500 | | 50,000 | | 32,500 | 96,000 | |
| Expendable Equipment | 0 | | 5,500 | | 0 | | (5,500) | 0 | |
| Energy | 25,437 | | 51,966 | | 52,000 | | 4 | 62,400 | |
| Textbooks | 0 | | 1,500 | | 0 | | (1,500) | 15,000 | |
| Books (Other Than Textbooks) | 347 | | 5,000 | | 900 | | (4,100) | 7,500 | |
| Total Supplies | \$ 174,893 | | \$ 161,179 | | \$ 226,900 | | \$ 65,721 | \$ 242,900 | |
| Other Purchased Services | | | | | | | | | |
| Student Transportation | \$ 1,058 | | \$ 1,200 | | \$ 1,200 | | \$ 0 | \$ 0 | |
| Insurance | 13,674 | | 23,367 | | 23,367 | | 0 | 28,040 | |
| Communication | 12,818 | | 17,566 | | 19,000 | | 1,432 | 20,220 | |
| Food Service Management | 14,464 | | 33,000 | | 29,464 | | (3,536) | 36,000 | |
| Travel - Employees | 1,040 | | 0 | | 1,500 | | 1,500 | 5,000 | |
| Total Other Purchased Services | \$ 37,170 | | \$ 28,008 | | \$ 42,500 | | \$ 14,482 | \$ 50,000 | |
| Purchased Property Svcs | | | | | | | | | |
| Facility TICAM and Cleaning Services | \$ 54,605 | | \$ 88,288 | | \$ 84,288 | | (3,980) | \$ 84,288 | |
| Repair & Maint. - General and Facility | 18,432 | | 8,004 | | 25,000 | | 16,986 | 10,000 | |
| Repair & Maint. - Technology | 1,327 | | 500 | | 2,000 | | 1,500 | 4,500 | |
| Building and Land Rental | 203,000 | | 348,000 | | 348,000 | | 0 | 355,308 | |
| Equipment and Vehicle Rental | 151 | | 0 | | 0 | | 0 | 0 | |
| Other Purchased Property Services | 0 | | 48,606 | | 45,000 | | (3,606) | 45,000 | |
| Total Purchased Property Svcs | \$ 277,515 | | \$ 493,378 | | \$ 504,288 | | \$ 10,910 | \$ 499,096 | |
| Property Expenses | | | | | | | | | |
| Purchase of Equipment | | | \$ 13,400 | | \$ 0 | | \$ (13,400) | \$ 62,300 | |
| FPE Lease Costs | 48,214 | | 104,278 | | 117,910 | | 13,632 | 139,382 | |
| Total Purchased Property Svcs | \$ 48,214 | | \$ 117,678 | | \$ 117,910 | | \$ 232 | \$ 201,692 | |
| Other Operating Expenses | | | | | | | | | |
| Dues & Fees | \$ 5,070 | | \$ 1,200 | | \$ 5,500 | | \$ 4,300 | \$ 5,500 | |
| Interest | | | | | | | | | |
| 23,801 | | 28,000 | | 47,201 | | 19,201 | 54,000 | | |
| Total Other Operating Expenses | \$ 28,872 | | \$ 29,200 | | \$ 52,701 | | \$ 23,801 | \$ 59,500 | |
| Total Expenses | \$ 1,801,849 | | \$ 3,116,665 | | \$ 3,194,474 | | \$ 77,809 | \$ 3,629,615 | |
| Total Current Year Income/(Loss) | \$ (165,976) | | \$ 10,085 | | \$ (146,523) | | \$ (156,608) | \$ 215,705 | |

| | 2016-2017 | 2017-2018 |
|---|-----------|-----------|
| Notes | | |
| Virtual Incentives, Staples, Solrice | | |
| Zones, Film Scientific, Rosetta, Stone | | |
| Power School K12 Solutions, Pk Wv | | |
| Georgia Power, Scana, Optima | | |
| Field Trips In & Out | | |
| Selective Ins. Co. of America | | |
| Shore Tel, Comcast, AT | | |
| Wholesome Turnmies North Atl. | | |
| Required State training | | |
| Needles, Mattison Bates, Meet Your Teacher, Travel Reimb, Consultants | | |
| American Facilities | | |
| Waste Mgmt, Handyman, Playground Solutions, A1 Signs | | |
| \$29,000 per month | | |
| Optima \$3,750/month | | |
| See Supplies-Instr. Tech | | |
| KingsBridge Holdings | | |
| LOC Origination Fee, Georgia True North, Private Bank of Decatur | | |
| \$3,900/month | | |
| Field Trips In & Out | | |
| 20% Increase | | |
| 20% Increase | | |
| 20% Increase | | |
| Addition of Fundraising position. Revenue increased as a result of these efforts. | | |
| American Facilities \$7,024 per month | | |
| 2.1% Increase per CPI | | |
| Optima \$3,750/month | | |
| 102 Laptops, 5 Teacher Laptops (Possibly Leased) | | |
| 102 Desks, 5 Teacher desks | | |
| KingsBridge Holdings \$11,616 * 12 | | |
| \$4,500 per month | | |



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: February 2, 2017

Title of Agenda Item: Amended Contract with Prestige Charter Solutions

Submitted by: Jennifer Langley

Background and Summary:

Contract with Prestige Charter School Solutions was amended to reflect current needs of the school and board.

Recommendation: Approve amended contract with Prestige Charter School Solutions as presented.

PRESTIGE CHARTER SCHOOL SOLUTIONS, LLC

Letter of Engagement

To the Board of Directors of Brookhaven Innovation Academy (hereinafter "Client", "the School", "You", "Your" and "Yours"):

This letter shall serve to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services that Prestige Charter School Solutions, LLC (hereinafter "We", "Us", "Our" and "Ours") will provide to Client.

We will perform the services noted herein under "Detail of Services and Fees". Our engagement specifically excludes any services not explicitly stated therein which will be billed at prevailing rates. You and we may modify the services by mutual agreement from time-to-time.

This engagement shall begin on the date that this engagement is executed by you and us and shall extend through June 30, 2021. Upon termination or expiration of this engagement, you will be provided with electronic copies of all documents on file with us relating to you or your school. In the event that we or you fail to perform our/your obligations under this engagement or for other reasonable cause, you or we may terminate this agreement without additional penalties or fees by providing notice to the other party via certified mail. Said notice must include the detailed reasons for termination. In the event that you terminate this agreement you agree to pay in full within 30 days of notice of termination all fees due through the date of termination in addition to all remaining deferred Planning Year Support fees. You agree that the fees charged, as enumerated above, are fair and reasonable and that you will not terminate this agreement at any time as a means of avoiding, eliminating, reducing or negotiating fees. In the event that your charter petition is approved and you fail to open for any reason, you agree to pay all fees that have been incurred for services rendered and deferred.

This Letter of Engagement and the terms, conditions, obligations and benefits herein shall endure and pass on to any company, corporation, partnership, foundation, tax-exempt organization or other entity that succeeds us or you during the term of this engagement.

The scope of this engagement will be limited to presenting information that is the representation of management. We are not being engaged to express an opinion or any other assurances on financial statements or reports, limited or otherwise. We are not independent with respect to Client.

We are not an education management organization or a management company. We are not a registered certified public accounting firm nor are we a registered attorney/law firm. At no time shall our services be construed as managerial in nature, nor are we serving in the capacity of an employee, executive, manager, officer or director, attorney or board member. This engagement is not an attest, compilation, review or assurance engagement.

The laws of the State of Georgia shall govern this Letter of Engagement. Should a dispute arise relating to any term(s) and/or condition(s) and/or obligation(s) herein you and us will hereto endeavor to resolve through a process of non-binding mediation any controversy, disagreement or claim, whether as to the interpretation, performance, duty or operation of this Letter of Engagement or any rights or obligations hereunder. In the event that resolution by non-binding mediation is unsuccessful, any such controversy, disagreement or claim will be submitted, for final resolution without appeal, to binding arbitration, by either you or us giving written notice to the other of the existence of a dispute which it desires to have arbitrated. The place of arbitration will be in Georgia. The arbitration will be conducted by a single arbitrator and will be held in accordance with the rules of the American Arbitration Association ("AAA"). If either you or we elect, the other party will agree to expedite arbitration under the AAA rules. In the event that you or we are unable to agree on the arbitrator within 45 days on the date of such written notice, the AAA will select the arbitrator. The decision and award (if any) of the arbitrator will be final and binding and barred from appeal, and it is mutually agreed that any such determination will have the same effect as an arbitration pursuant to any and all applicable sections of the Federal Arbitration Act, and that a judgment upon the award may be entered in any court having jurisdiction thereof or application may be made to such court for a judicial acceptance of the award and an order of enforcement, as the case may be. It is mutually agreed that you and we will bear your and our own respective costs of arbitration and shall split evenly all mutual costs of arbitration including, but not limited to, arbitrator fees and expenses, rent or lease of a locale and applicable filing fees. Pending the decision by the arbitrator with respect to the dispute or difference undergoing arbitration, all other obligations hereto will continue as stipulated herein, and all monies not directly involved in such dispute or difference will be paid when due, with the disputed amount to be paid into an escrow fund under the control of the arbitrator. The arbitrator will make its decision in accordance with the Federal Arbitration Act and/or any other applicable federal or state laws as may be appropriate. Notwithstanding the foregoing, we or you will have the option, in lieu of arbitration pursuant to this Article, to go into any court of competent jurisdiction (i) to seek injunctive or other equitable relief whether in respect of this Agreement or otherwise, ii) to collect fees owed or (iii) to enforce its rights with respect to any other agreement or instrument entered into between you and us.

You have been advised, understand and agree that some of the services being offered herein are provided by us but may be performed by a third-party contractor.

DETAIL OF SERVICES AND FEES

Planning Year Support: Contract Execution through June 30, 2016

Hours Not to Exceed ("NTE") = 1,100

- Develop and draft for board review and approval, best-practices-based employment policy and manuals
- Develop and draft for board review and approval, a comprehensive board policy manual
- Develop and draft for board review and approval, fiscal management policy including functional and operational level internal controls
- Draft first year operating budget based on application budget, actual projections and other inputs
- Work with Governing Board personnel committee to conduct national search for qualified school leader
- Facilitate screening, credential review and interviewing cycles for school leader candidates
- Faculty and staff HR recruiting and advertising including applicant pre-screening based on objective qualifications provided by board
- Faculty and staff candidate interview training for personnel committee and initial interview scheduling
- Background checks for staff/faculty candidates
- Credentials verification for staff/faculty candidates
- Enrollment in Georgia Applicant Processing Services ("GAPS") and facilitation of GAPS compliance
- Employee onboarding including establishing employee file setup, maintenance and retention system and applicable standards
- Introductory leadership training with governing board
- Assist with alignment and selection of textbooks, instructional materials, instructional technology and other resources associated with stated curriculum and learning objectives
- Assist with procurement of textbooks, instructional materials, instructional technology and other resources associated with stated curriculum and learning objectives
- Furniture, Fixtures and Equipment procurement assistance including RFP issuance, value analysis, competitive bid review and needs assessment
- Facilitate financing for furniture, fixtures and equipment
- Insurance procurement assistance including RFP issuance, value analysis, competitive bid review and needs assessment
- RFP issuance, review and negotiation for employee benefits, transportation, facilities maintenance, nutrition, IT infrastructure, computer equipment and office supplies
- Student marketing consulting and assistance in developing a recruiting strategy (including assisting in scheduling and setup of public information meetings)
- Design prospective student application and design student application submission and recording systems
- Develop and draft for board review and approval a parent/student handbook in alignment with GADOE standards and those established in the approved charter petition
- Lottery oversight, administration, execution and verification
- Student file setup and records procurement from local districts
- Setup and implement student file security protocol and custody/control training
- Facilitate design of student and class scheduling
- Preparation of filings for employer tax accounts
- Assistance in selecting a qualified payroll outsourcing contractor
- Payroll, accounts payable and accounting system setup and training
- NSLP Application preparation, menu planning and program development
- Assistance in completing items required by the Ready to Open checklist or equivalent assessment tool
- Initial staff development including training for first aid, CPR, AED and bloodborne pathogens
- Preparation of Application for Exemption under IRS Section 501(c)(3)
- Membership in the Georgia Charter Schools Association (membership fees paid by us)
- Establish and monitor planning year timeline including progress reporting to governing board

The above services shall be provided for a fee of \$150.00 per hour up to the NTE. Fees will be considered earned-in-full when rendered but payment of fees shall be deferred until July 1, 2016 at which time the fees shall become payable in 60 monthly installments.

Operations Support, Training and Transition: July 1, 2016 – June 30, 2019

- Accounting and bookkeeping in the first operating year with real-time financial dashboard access
- Accounting, payroll and bookkeeping transitional support and training in the 2nd and 3rd operating years
- Accounts payable and purchasing management, transitional support and training
- Oversight and review of outsourced payroll administration including payroll processing, payroll tax reporting, processing of deferrals and remittance of payroll tax liabilities
- Annual audit coordination including RFP issuance, field work assistance and audit draft analysis
- Principal/School Leader/Director training via our Chief Executive Leadership Training Series (CELTS®)
- Periodic Principal/School Leader/Director evaluation design and facilitation
- Business Manager Training (2nd – 3rd Operating Years) via our Independent Locally Operated Charter Schools (ILOCS®) training program
- Systems and procedural training for all clerical, financial and HR personnel
- Instructional staff development programming (10 hours per year)
- Facilitation of design of metrics-based, ongoing instructional program evaluation
- Annual policy training for all faculty and staff
- HR churn maintenance and employee onboarding including background investigation
- Ongoing Human Resource consulting including issues surrounding corrective action and terminations
- Annual board, administrative, personnel and operations policy review and updates
- E-Verify compliance
- Oversee development and issuance of monthly internally-generated financial and budget reports to governing board
- Monitor and manage financial reporting to authorizer
- Assistance in compiling content and preparing annual GADOE Charter System Annual Report
- Provide support in drafting responses to periodic inquiries made by the GADOE, the GASCSC or other regulatory agencies
- Manage and maintain compliance reporting related to underwriting terms and conditions for facilities financing
- Facilitate annual budget workshop planning and semi-annual budget workshop update
- Evaluate vendor/contractor performance and conduct design, issuance and review RFPs, in conjunction with school leadership
- Conduct and/or schedule required annual governance training
- Training for annual student lottery pre-testing and documentation
- Lottery oversight, administration, execution and verification
- Monthly board meeting attendance
- On-demand operations consulting
- Design, train, schedule, oversee and score all security and safety drills including fire, terrorism, school violence and tornado
- IEP / SIT program and team development and annual review
- Semi-Annual inspection, review and assessment of special education program in accordance with IDEA guidelines
- On-demand special education consulting
- Proctor training and procedural review for standardized state testing (including CCRPI)
- Analyze, interpret and report to the board results from state standardized testing and benchmark testing including trending and growth analytics
- Membership in the Georgia Charter Schools Association (membership fees paid by us)

The above services shall be provided for a fee during the first three operating years equal to the greater of \$135,000 per year or

- Operating Year 1 - \$475/FTE not to exceed 6.50% of QBE Funding
- Operating Year 2 - \$425/FTE not to exceed 6.00% of QBE Funding
- Operating Year 3 - \$355/FTE not to exceed 5.00% of QBE Funding

Accreditation, Renewal Support and Continued Operations Consulting: July 1, 2019– June 30, 2021

- Instructional staff development programming (5 hours per year)
- Annual policy training for all faculty and staff
- Assist in preparation for AdvancED (formerly SACS) accreditation review team
- Establish accreditation timeline and provide support for AdvancED (formerly SACS) accreditation team including collecting and assembling required data, artifacts, documentation and exhibits

- Ongoing Human Resource consulting including issues surrounding corrective action and terminations
- Perform technical and content review of annual GADOE Charter System Annual Report
- Monitor financial reporting to authorizer
- Manage and maintain compliance reporting related to underwriting terms and conditions for facilities financing
- Facilitate annual budget workshop planning and semi-annual budget workshop update
- On-demand operations consulting
- Semi-Annual inspection, review and assessment of special education program in accordance with IDEA guidelines
- On-demand special education consulting
- On-demand fiscal management and financial reporting consulting
- Facilitate annual teacher evaluation in accordance with established rubrics
- Academic program monitoring and compliance consulting
- Assist in preparation for charter renewal (4th and 5th operating years) in accordance with the SCSC Comprehensive Performance Framework

The above services shall be provided for a fee during the 4th and 5th operating years equal to

- Operating Year 4 - \$135/FTE not to exceed 4.00% of QBE Funding
- Operating Year 5 - \$115/FTE not to exceed 3.50% of QBE Funding

Other Conditions and Terms

- Fees do not include travel which will be billed to you at a flat, travel rate of \$245 per travel day. A travel day shall be defined as a day upon which any employee(s), consultant(s) or member(s) of our company physically arrives and is present on campus to provide services or any day upon which we travel to a destination on your behalf or at your request for a meeting or consultation. Travel costs include all mileage, airfare, pilotage, meals and lodging. Note that the travel rate is a flat rate per day, not per person. You will not be billed a per person travel rate. You will not be billed more than 20 travel days per year beginning on July 1 of the first operating year.
- You agree to pay us all fees via a standing, electronic direct debit authorization.
- We may recommend that you outsource certain functions to external service providers and vendors. Should you choose to do so, you are responsible for any and all fees charged by those external service providers and vendors. We will assist you in screening and evaluating all proposals and RFPs from third-party providers and vendors.
- At no time do we provide or promise to provide student recruiting services. While we will consult and provide feedback related to enrollment marketing, you remain solely responsible for all enrollment recruiting.
- Our services are being provided to you as a component of credit-risk reduction and credit-enhancement with a provider of facilities and/or operational financing (hereinafter "Lender" and not a party to this engagement). You acknowledge that the furnishing or sharing of financial and other information between us and Lender is required as a condition of you maintaining compliance with the agreed-upon terms and conditions of financing. You therefore grant permission and authorize us to provide and/or share with Lender any information, whether solicited or unsolicited, that we or Lender deem relevant to maintaining or mitigating credit-risk.
- At no time will we act as an agent to negotiate settlements, agreements, instruments, terms or liabilities related to debt obligations or employment on your behalf. Although we may provide advice and guidance regarding such negotiations, you agree to make an authorized representative of the board available to negotiate any such obligations or employment matters.
- You are not required to accept or participate in membership with the Georgia Charter Schools Association. The Georgia Charter Schools Association is not a party to this engagement.

By signing below you indicate your accord and understanding with the terms of this engagement and authorize us to commence work immediately.

Sincerely,

ACCEPTED AND AGREED TO:
BROOKHAVEN INNOVATION ACADEMY

DAVID M. RUTTER FAUNCE, SENIOR PARTNER
PRESTIGE CHARTER SOLUTIONS, LLC

BY: _____

DATE: _____



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: February 2, 2017

Title of Agenda Item: Staffing – Contracted Part Time Employees

Submitted by: Laurie Kimbrel & Jennifer Langley

Background and Summary:

Support is needed in the area of finance and fundraising and can be filled with part time contracted assistance at this time.

- Interim Business Manager – to be billed hourly at \$50 per hour, not to exceed 20 hours per week. The person in this position will work with the Head of School and finance committee on a variety of projects including payroll administration, further refinement multi-year projections, create a 2017-2018 budget, create fiscal policy and procedures compliant with GaDOE requirements including proper internal controls, procedures for purchasing, as well as bookkeeping, cash receipts and disbursements.
- Major Donor/Grants Consultant – this position will focus on private wealth donations, grants and foundations with a primary fundraising ask of contribution amounts greater than \$25,000. Recommendation to enter into six-month agreement, paid in arrears at \$6,000 each month with the ability to cancel after month three due to lack of performance, then renewable based on performance/board approval in month six. This position reports to the Board Chair. Lack of performance criteria include but are not limited to insufficient reporting, insufficient dedication to the position and, failure to meet financial goals. The goal for this position is to

assist BIA in meeting the \$500,000 fundraising annual goal with a minimum of \$150,000 raised within the six-month agreement.

- Development Consultant – this position will focus on community outreach / grassroots marketing to enhance enrollment and public/corporate awareness of BIA, as well as focus on private, corporate donations/sponsorships with a primary fundraising ask of contributions between \$5,000 to \$25,000 and community outreach / grassroots marketing. Recommendation to enter into six-month agreement, paid in arrears at \$5,000 each month with the ability to cancel after month three due to lack of performance, then renewable based on performance/board approval in month six. This position reports to the Board Chair. Lack of performance criteria include but are not limited to insufficient reporting, insufficient dedication to the position and, failure to meet financial goals. The goal for this position is to assist BIA in meeting the \$500,000 fundraising annual goal with a minimum of \$90,000 raised within the six-month agreement.