



Brookhaven Innovation Academy Board of Directors  
AGENDA  
Meeting:  
May 4, 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. April 13, 2017 Regular Meeting
4. Head of School Report: Laurie Kimbrel
5. Committee Reports:
  - a. Finance Committee: Zennie Lynch
  - b. Facilities Committee: Andrew Hamilton
  - c. Grievance & Governance Committees: Ed Lindsey
6. Public Hearings
  - a. 2016-2017 Budget Version 11
  - b. 2017-2018 Budget
7. New Business
  - a. 403 b plan for teacher retirement saving – discussion
  - b. Selection of Auditor - action
  - c. Additional facilities needs for 2017-2018
    - i. Furniture
    - ii. Site modification
8. Public Participation

9. Executive Session  
a. Personnel

10. Personnel - Action

11. Adjourn



Brookhaven Innovation Academy Board of Directors  
April 13, 2017 at 3159 Campus Drive, Norcross, GA  
Minutes

Present: Taryn Bowman, Andrew Hamilton, Zennie Lynch, Kevin Miller, Michael Robertson, Ed Lindsey (on phone), Jennifer Langley (on phone), Danielle Trost (arrived 7:05 pm)

1. Call to Order and Opening Remarks – 7:02 pm  
Zennie Lynch opened meeting and shared that he attended a Harvard Business School event last night about technology in schools and will share his notes from the event with all board members. He also commented that BIA seems to be on the right track given what was presented.
2. Approval of Agenda  
Motion to approve agenda as presented – Taryn Bowman. Seconded by Andrew Hamilton.  
Ayes: 7  
Noes: 0  
Motion passed.
3. Minutes Review and Approval
  - a. March 16, 2017 Regular Meeting  
Change minutes to reflect that Ed Lindsey arrived at 7:20 pm.  
Motion to approve minutes as amended – Ed Lindsey, seconded by Taryn Bowman.  
Ayes: 7  
Noes: 0  
Motion passed.
4. Head of School Report: Laurie Kimbrel  
Additions to report
  - Map test results will be sent home on the last day of school with students.

- Student choice in Upper School – staff is investigating how to incorporate choice for students so that they can begin to understand their own personal interests.
- We have 10 open teaching positions.

#### 5. Committee Reports:

- Academic Committee: Kelly Mandy  
Laurie Kimbrel shared report in Kelly Mandy's absence. Report that was included with the board agenda was reviewed.
- Finance Committee: Zennie Lynch  
Finance committee met the week before spring break. Cash flow is still a concern but we are moving to point where some of the revenue not realized in year one will start to come in for year two. In terms of operating revenue, we are nearing break even. In March our funding was reduced \$26,000 less per month as a true up for lower enrollment than projected in October. Operating expenses will not change significantly over the next three months. The line of credit covers the net loss for the year.  
Financial reports included with board agenda packet were reviewed.
- Fundraising Committee: Kevin Miller & Taryn Bowman  
Fundraising committee met and developed a plan for what they can commit to given their time and expertise. Report included with board agenda packet was reviewed.  
Michael Robertson shared his concern that the success of the school depends on our ability to raise money beyond state funding. All agreed.  
Taryn reported that she has sent a personal letter to some known philanthropists in the area and has three follow up meetings at this point. She will follow up with others.  
Michael Robertson requested information regarding where the current money that has been raised came from and suggested that it's a good place to start for future requests.  
Kevin Miller suggested a board workshop on the issue of fundraising and sharing their contacts for fundraising.

#### 6. New Business

- 2017-2018 Employee Handbook – Action  
Motion to approve handbook as presented – Ed Lindsey, seconded Danielle Trost  
Ayes: 7  
Noes: 0  
Motion passed.
- Grievance Policy – Action  
Motion to approve as presented – Michael Robertson, seconded by Kevin Miller.  
Ayes: 7  
Noes: 0  
Motion passed.

c. 2017-2018 Instructional Materials - Action

i. Odysseyware adoption

Motion to approve as presented - Michael Robertson, seconded by Andrew Hamilton.

Ayes: 7

Noes: 0

Motion passed.

ii. Go Math adoption

Motion to approve as presented - Kevin Miller, seconded, Danielle Trost

Ayes: 6 (Zennie Lynch, Kevin Miller, Ed Lindsey, Danielle Trost, Jennifer Langley, Michael Roberts)

Noes: 0

Abstain: 1 (Taryn Bowman)

Motion passed.

d. Champions After School Program Contract – Action

Motion to approve contract as presented – Jennifer Langley, seconded Danielle Trost

Ayes: 6 (Zennie Lyncy, Kevin Miller, Ed Lindsey, Danielle Trost, Jennifer Langley, Michael Roberts)

Noes: 0

Abstain: 1 (Michael Robertson)

Motion passed.

Motion to move public participation to this point in the agenda made by Michael Robertson, seconded by Danielle Trost.

• Kelly Livingston – parent

Concern about class size for first grade because they are over enrolled.

Concern about permanent location.

Concern about fundraising efforts. Should have been more and should have been earlier.

Ear marking funds is important for some parents. \$5000 is too much for recognition.

There should be levels of donors. Sponsorships from local businesses are important.

e. Multi Year Projection – Discussion

Lori Parrish has developed this multi-year projection over the last several months. It has been reviewed by Finance Committee several times. Revenue changes are based on additional students and additional money per student as well. The MYP has been developed conservatively.

f. 2017-2018 Clubs & Stipends – Information/Discussion

Motion to move to executive session for purpose of personnel at 9:00 pm – Ed Lindsey, seconded by Michael Robertson.

Ayes: 7  
Noes: 0  
Motion Passed.

Motion to move back to open session at 9:05 pm – Ed Lindsey, seconded by Michael Robertson.

7. Motion to approve personnel agenda as presented – Michael Robertson, seconded by Danielle Trost.

Ayes: 7  
Noes: 0  
Motion passed.

8. Motion to adjourn at 9:06 pm – Michael Robertson, seconded by Zennie Lynch.

Ayes: 7  
Noes: 0  
Motion passed.

DRAFT

EXECUTIVE SESSION AFFIDAVIT  
(AS REQUIRED UNDER O.C.G.A. § 50-14-4(b))

The undersigned presiding Board Officer of the Brookhaven Innovation Academy, Inc. Board of Directors, under oath, hereby states and certifies that at the Board meeting held on April 13, 2017, the following:

- 1) The Board properly entered executive session as permitted by O.C.G.A. § 50-14-3. The only matters discussed during such executive session of its meeting as allowable under O.C.G.A. § 50-14-2 and 50-14-3 were as follows:
  - ( ) To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings or other judicial actions;
  - ( ) To discuss tax matters which are confidential by state law;
  - ( ) To authorize negotiations to purchase, dispose of, or lease property;
  - ( ) To authorize the ordering of an appraisal related to the acquisition or disposal of real estate;
  - ( ) To enter into a contract to purchase, dispose of or lease property, subject to approval in a subsequent public vote;
  - ( ) To enter into an option to purchase, dispose of, or lease real estate, subject to approval in a subsequent public vote;
  - To discuss the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of a public officer or employee, but not when receiving evidence or hearing argument on charges filed to determine disciplinary action;
  - ( ) To discuss records (or portions thereof) exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50.
- 2) To the best knowledge and belief of the undersigned, no other matters than those of a purely personal and/or nongovernmental nature were discussed during said executive session.
- 3) By executing this affidavit, the undersigned does hereby state that he/she in no way waives any rights granted under the 5th Amendment to the United States Constitution.
- 4) This affidavit is executed solely for the purpose of compliance with the mandate of O.C.G.A. § 50-14-4(b) and shall serve no other purpose.

This 10<sup>th</sup> day of April, 2017.

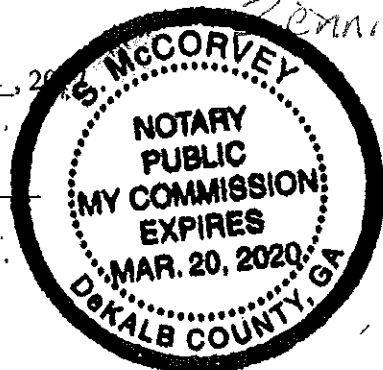
[Signature]  
PRESIDING OFFICER

[Signature]

SUBSCRIBED AND SWORN TO  
before me this 10<sup>th</sup> day of April, 2017.

[Signature]

Notary Public  
My commission expires:



**Brookhaven Innovation Academy  
Personnel Actions  
April 13, 2017**

**Resignations:**

- Hayley Erck – Intent not to return for 2017-2018
- Jacques Etienne – Intent not to return for 2017-2018
- Janice Walton – Intent not to return for 2017-2018

**Contract Renewals:**

Administration

- Tracy Islam, Assistant Principal

Teacher Leaders

- James Bridgeforth, Teacher Leader
- Brent Fulton, Director of Instructional Technology
- Latrice Lyle, Teacher Leader
- Mary Miller, Teacher Leader
- Michelle Westmoreland, Teacher Leader

Teachers

- Adriana Carrillo
- Tiffany Cook
- Megan Davenport
- Ashley Jenkins
- Megan Logue Rice
- Nathan Meadows
- Leah Owen
- Roselyn Patterson
- Karissa Reid
- Jackie Schaedel
- Taniesha Sledge
- Alina Schmidt
- Rachael Wolford
- Jarvis Williams



## HOS Report – May 4, 2017

### Instructional Program

- Georgia Milestones Assessments for 3<sup>rd</sup> – 6<sup>th</sup> grade are complete. We will have results to share in August. These tests are required for all public schools in Georgia and measure grade level achievement.
- MAP (Measure of Academic Progress) assessments in reading and math will be given on May 16-17 for all students K-6. These tests measure growth of students over time and are not grade level dependent. We will have results to share in July.
- Teachers are planning a MAP test assembly to get our students excited to “test their best” and to remind students of test taking tips.
- Student end of year reports will be sent home with each student on May 24. These reports will include standards based report cards and end of year MAP test results.
- The first annual BIA Jumpathon will be held on Friday, May 19<sup>th</sup>. The purpose of the event is to assist students to set and reach fitness goals as well as to raise money. All proceeds will be used to purchase PE and music equipment.
- TKES (teacher evaluation) summative conferences are scheduled with individual teachers.
- Teachers are in final stages of developing “essential standards” for English Language Arts at each grade level. Staff will work together in May to ensure vertical alignment between grades.
- The final project exhibition night of the year will be held on May 18 at 7:00 pm.

### 17-18 Planning

- Parent night to preview changes for 17-18 will be held on Monday, May 8<sup>th</sup> at 7:00 pm.
- Hiring is underway. We are still working on recruiting middle school teachers.
- School leaders participated in Tynker and Rosetta Stone webinars to begin to plan how to more fully implement these programs.
- Purchase orders for instructional materials (including Odysseyware and GoMath) are being generated and professional development is being scheduled.
- Contract for PBL 101 for new staff and 2 sustained support visit days for all staff are being planned with the Buck Institute for Education.
- Furniture order assembled and discussed at facilities committee. We need to inventory our chairs and determine needs prior to placing order.
- Asset tagging will occur on May 24.
- Teacher Leaders are working to develop a school wide student response team for 2017-2018 to address student behavior systems and academic intervention.

### Events

- SCSC commissioners visit to BIA on May 23
- Kindergarten graduation on May 22
- Parent Council spring fling on May 20

## 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	Month Ended January Actual	Month Ended February Actual	Month Ended March Actual	07/01/2016 Through 03/31/2017 Actual
<b>Revenues</b>										
Revenue - Federal Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,439.00	0.00	6,439.00
Other Federal Grants Through GADOE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,439.00	0.00	6,439.00
<b>Total Revenue - Federal Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,439.00</b>	<b>0.00</b>	<b>6,439.00</b>
Revenue - Local Sources	239,738.00	239,635.00	239,635.00	240,574.00	240,569.00	240,569.00	240,569.00	240,569.00	214,170.00	2,136,028.00
Charter Commission Revenue	5,100.00	50,725.01	17,250.00	27,009.82	11,625.00	16,833.67	17,241.17	7,821.13	178.00	153,783.80
Donations	0.00	0.00	0.00	8,174.77	1,596.00	1,055.00	0.00	637.92	102.00	11,555.69
Fundraising (School-Based) & Field	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Trips	0.00	12,950.00	2,080.00	13,545.00	6,262.80	4,200.00	685.00	4,599.77	6,730.00	51,052.57
After School Care Revenues	0.00	0.00	0.00	0.00	486.16	200.00	7,173.51	0.00	1,762.36	9,622.03
Other Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue - Local Sources</b>	<b>244,838.00</b>	<b>303,310.01</b>	<b>258,965.00</b>	<b>289,303.59</b>	<b>260,528.96</b>	<b>262,857.67</b>	<b>265,668.68</b>	<b>260,066.82</b>	<b>222,942.36</b>	<b>2,362,042.09</b>
<b>Total Revenue</b>	<b>244,838.00</b>	<b>303,310.01</b>	<b>258,965.00</b>	<b>289,303.59</b>	<b>260,528.96</b>	<b>262,857.67</b>	<b>265,668.68</b>	<b>260,066.82</b>	<b>222,942.36</b>	<b>2,368,481.09</b>
<b>Expenses</b>										
<b>Personal Services - Salaries</b>	42,619.07	82,670.90	78,645.91	81,125.07	80,159.15	77,422.42	80,568.05	77,250.06	81,465.12	681,925.75
Teachers	0.00	900.00	2,800.00	3,700.00	2,100.00	5,095.00	2,200.00	1,400.00	1,900.00	20,095.00
Substitute - Non Certified	0.00	5,708.34	5,708.34	5,708.34	5,708.34	4,628.79	8,582.43	9,971.00	10,385.92	56,401.50
Art, Music, PE Teachers	0.00	7,083.34	7,083.34	7,083.34	7,083.34	7,083.34	7,083.34	7,083.34	7,083.34	63,750.05
Principal	5,333.33	5,333.33	5,333.33	5,333.33	5,333.33	7,000.00	5,333.33	8,878.33	10,131.60	65,526.07
Assistant Principal	0.00	7,314.97	9,353.52	10,088.32	7,000.00	7,000.00	5,758.33	1,602.00	(14,477.05)	0.00
Aides And Paraprofessionals	1,150.79	5,883.26	0.00	0.00	0.00	1,125.00	1,836.00	0.00	16,277.05	16,277.05
Secretarial Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	2,800.00	7,800.00
Chemical Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,583.34	3,583.34
Accountant	3,583.33	4,544.50	4,575.50	4,513.49	4,017.41	3,563.34	3,583.34	3,583.34	3,583.34	35,567.59
Technology Specialist	531.25	0.00	6,136.08	16,310.00	0.00	9,347.50	0.00	11,563.75	(43,908.58)	0.00
Physical/Occupational/Mobility Therapist	0.00	1,794.63	2,663.25	1,479.51	1,781.50	1,431.75	1,855.50	1,945.70	1,581.75	14,533.59
Other Administrative Personnel	60,301.10	121,233.27	123,424.27	135,342.40	114,938.07	122,050.47	116,800.32	133,630.85	82,155.82	1,009,876.57
<b>Personal Services - Benefits</b>	0.00	12,810.30	12,858.58	12,858.58	12,858.58	28,315.02	11,236.29	10,897.04	9,578.88	111,413.27
Health Insurance	0.00	9,274.28	8,814.25	2,076.66	1,970.88	4,369.11	2,013.14	2,025.46	(14,790.43)	20,525.59
FICA/Medicare	4,572.24	0.00	34,106.68	16,155.71	15,617.80	15,013.14	14,474.45	16,741.78	16,609.39	128,718.95
Teachers Retirement System	1,613.83	3,115.88	2,689.17	1,079.33	385.45	149.29	3,111.21	3,091.08	2,426.15	17,661.39
Unemployment Compensation	6,186.07	25,200.46	58,468.68	32,170.28	30,832.71	48,046.56	30,835.05	32,755.36	13,823.99	278,319.20
<b>Total Personal Services - Benefits</b>	<b>6,186.07</b>	<b>25,200.46</b>	<b>58,468.68</b>	<b>32,170.28</b>	<b>30,832.71</b>	<b>48,046.56</b>	<b>30,835.05</b>	<b>32,755.36</b>	<b>13,823.99</b>	<b>278,319.20</b>
<b>Purchased Professional and Tech Svcs</b>	29,375.00	1,484.45	50,578.49	23,272.93	17,036.55	20,410.55	10,319.63	10,759.18	18,654.75	181,941.53
Contracted Service - Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,908.58	43,908.58
Contracted Service -Technology Specialist	0.00	11,943.69	850.00	850.00	1,850.00	2,914.78	0.00	850.00	850.00	20,108.47
Backgrounds & Fingerprints	0.00	0.00	0.00	1,083.35	144.75	241.25	48.25	48.25	(48.25)	1,517.60
Professional Legal Services	0.00	0.00	1,987.50	0.00	3,660.00	2,125.00	1,965.00	3,194.00	400.00	13,331.50
Per Diem and Fees - Prof. Dev.	13,800.00	0.00	0.00	6,000.00	0.00	400.00	6,000.00	1,315.00	6,904.00	34,419.00
<b>Total Purchased Professional &amp; Tech Svcs</b>	<b>43,175.00</b>	<b>13,428.14</b>	<b>53,415.99</b>	<b>31,206.28</b>	<b>22,741.30</b>	<b>26,091.58</b>	<b>18,332.88</b>	<b>16,156.43</b>	<b>70,659.08</b>	<b>295,226.68</b>
<b>Purchased Property Svcs</b>	3,750.00	14,524.00	7,283.15	10,774.00	10,774.00	10,774.00	10,774.00	10,774.00	14,524.00	93,951.15
Facility TICAM and Cleaning Services	0.00	4,300.00	1,717.22	3,960.65	4,248.08	3,912.23	1,033.46	569.16	(98.23)	19,642.57
Repair & Maint. - General and Facility	0.00	0.00	0.00	1,326.96	0.00	0.00	0.00	446.00	(18.00)	1,754.96
Repair & Maint. - Technology	29,000.00	29,000.00	29,000.00	29,000.00	29,000.00	29,000.00	29,000.00	29,000.00	58,000.00	290,000.00
Building and Land Rental	0.00	151.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151.20
Equipment and Vehicle Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Purchased Property Svcs</b>	<b>32,750.00</b>	<b>47,975.20</b>	<b>38,000.37</b>	<b>45,061.61</b>	<b>44,022.08</b>	<b>43,686.23</b>	<b>40,807.46</b>	<b>40,789.16</b>	<b>72,407.77</b>	<b>405,499.88</b>

Internally Prepared  
\*\*\*UNAUDITED\*\*\*  
For Management Use

**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	Month Ended January Actual	Month Ended February Actual	Month Ended March Actual	07/01/2016 Through 03/31/2017 Actual
<b>Other Purchased Services</b>										
Student Transportation	0.00	0.00	0.00	1,113.56	0.00	729.28	0.00	245.96	0.00	2,088.80
Insurance	1,364.00	1,755.00	4,404.00	2,037.00	2,077.00	2,037.00	4,074.00	0.00	2,043.00	19,791.00
Communication	0.00	157.52	5,194.76	1,538.56	3,161.44	1,716.16	2,138.25	1,161.62	2,114.99	17,183.30
Food Service Management	0.00	0.00	2,475.60	4,630.50	2,241.00	2,659.50	2,457.00	3,676.50	7,546.50	25,686.80
Travel - Employees	75.00	304.17	660.43	0.00	0.00	535.00	59.36	1,416.98	771.46	3,822.40
Other Purchased Services	5,663.13	19,060.06	1,049.73	181.73	2,750.00	8,570.69	3,460.00	8,055.81	371.69	49,162.84
<b>Total Other Purchased Services</b>	<b>7,102.13</b>	<b>21,276.75</b>	<b>13,784.52</b>	<b>9,501.35</b>	<b>10,229.44</b>	<b>16,247.63</b>	<b>12,188.61</b>	<b>14,556.67</b>	<b>12,847.64</b>	<b>117,734.94</b>
<b>Supplies</b>										
Supplies - General	387.87	30,013.06	4,114.23	16,719.25	3,887.65	7,819.60	5,781.12	1,947.56	2,723.52	73,393.86
Supplies - Instructional and Tech	12,439.00	1,825.00	7,740.41	10,250.49	6,099.15	277.50	6,780.61	177.00	969.18	46,558.70
Computer Software	10,680.00	0.00	3,187.00	250.00	0.00	0.00	890.00	5,440.00	0.00	20,407.00
Energy	5,219.27	5,015.67	5,586.97	3,338.25	2,613.51	3,663.39	4,068.90	2,953.56	1,648.70	34,108.22
Purchased Food	0.00	0.00	0.00	0.00	0.00	47.98	0.00	0.00	0.00	47.98
Books (Other Than Textbooks)	0.00	346.50	0.00	4,785.49	0.00	(4,785.49)	0.00	885.25	260.24	1,491.99
<b>Total Supplies</b>	<b>28,726.50</b>	<b>37,200.23</b>	<b>20,628.61</b>	<b>35,343.43</b>	<b>12,600.31</b>	<b>7,022.98</b>	<b>17,480.63</b>	<b>11,403.37</b>	<b>5,601.64</b>	<b>176,007.75</b>
<b>Other Operating Expenses</b>										
Dues & Fees	2,500.00	0.00	335.00	0.00	386.08	1,048.75	1,707.15	25.71	0.00	6,002.69
Interest	678.28	942.42	0.00	9,986.62	7,766.56	3,216.09	4,292.33	2,611.09	3,838.57	33,331.96
Other Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.52	118.52
FFF Lease Costs	0.00	0.00	0.00	25,789.12	11,212.66	11,212.66	11,212.66	22,425.32	0.00	81,852.42
<b>Total Other Operating Expenses</b>	<b>3,178.28</b>	<b>942.42</b>	<b>335.00</b>	<b>35,775.74</b>	<b>19,365.30</b>	<b>15,477.50</b>	<b>17,212.14</b>	<b>25,062.12</b>	<b>3,957.09</b>	<b>121,305.59</b>
<b>Total Operating Expenses</b>	<b>181,419.08</b>	<b>267,256.47</b>	<b>308,057.44</b>	<b>324,401.14</b>	<b>254,729.21</b>	<b>278,622.95</b>	<b>253,657.13</b>	<b>274,364.16</b>	<b>261,463.03</b>	<b>2,403,970.61</b>
<b>Total Operating Net Income(Loss)</b>	<b>63,418.92</b>	<b>36,053.54</b>	<b>(49,092.44)</b>	<b>(35,097.55)</b>	<b>5,799.75</b>	<b>(15,765.28)</b>	<b>12,011.55</b>	<b>(14,297.34)</b>	<b>(38,520.67)</b>	<b>(35,489.52)</b>
<b>Financing Sources and Uses</b>										
Capital Lease Proceeds	(14,835.06)	(14,564.72)	479,895.41	0.00	0.00	0.00	0.00	0.00	0.00	350,395.63
Other Loan Proceeds	243,206.00	0.00	0.00	0.00	0.00	255,152.46	298,376.90	225,491.76	104,227.06	1,126,394.18
Principal Payments	0.00	0.00	0.00	0.00	0.00	(486,810.01)	(286,192.86)	(232,668.96)	(89,547.16)	(1,085,218.99)
<b>Total Financing Sources and Uses</b>	<b>128,270.94</b>	<b>(14,564.72)</b>	<b>479,895.41</b>	<b>0.00</b>	<b>0.00</b>	<b>(231,657.55)</b>	<b>42,184.04</b>	<b>(7,237.20)</b>	<b>14,679.90</b>	<b>471,570.82</b>
<b>Capital Items</b>										
Purchase of Equipment	0.00	20,004.91	351,297.28	1,542.28	0.00	869.67	0.00	0.00	0.00	373,714.14
<b>Total Capital Items</b>	<b>0.00</b>	<b>20,004.91</b>	<b>351,297.28</b>	<b>1,542.28</b>	<b>0.00</b>	<b>869.67</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>373,714.14</b>
<b>Net Income with Financing and Cap. Items</b>	<b>191,689.86</b>	<b>1,483.91</b>	<b>79,505.69</b>	<b>(36,639.83)</b>	<b>5,799.75</b>	<b>(248,292.50)</b>	<b>54,195.59</b>	<b>(21,534.54)</b>	<b>(23,840.77)</b>	<b>2,367.16</b>

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For Management Use

**Brookhaven Innovation Academy**  
**Statement of Assets, Liabilities and Fund Balance**  
07/01/2016 Through 03/31/2017

**ASSETS**

Current Assets	
Cash and Cash Equivalents	\$ 25,000.00
Checking Account - Private Bank	500.00
Petty Cash	<u>25,500.00</u>
Total Cash and Cash Equivalents	
Short Term Investments	\$ 1,000.00
Investment Accounts	<u>1,000.00</u>
Total Short Term Investments	
Accounts Receivable (Net)	<u>47,925.86</u>
Total Current Assets	<u>\$ 74,425.86</u>
Other Current Assets	<u>\$ 4,562.48</u>
Capital Assets (Net of Dep'n)	<u>\$ 2,986.54</u>
<b>Total Assets</b>	<b><u>\$ 81,974.88</u></b>

**LIABILITIES AND FUND BALANCE**

Liabilities	
Current Liabilities	\$ 191,609.10
Long Term Liabilities	<u>\$ 0.00</u>
Total Liabilities	<u>\$ 191,609.10</u>
Fund Balance	
Net Asset Accounts	
Fund Balance Unreserved / Undesignated	<u>\$ (109,634.22)</u>
Total Net Asset Accounts	<u>\$ (109,634.22)</u>
Total Fund Balance	<u>\$ (109,634.22)</u>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 81,974.88</u></b>

**Brookhaven Innovation Academy**  
**Statement of Assets, Liabilities and Fund Balance**  
07/01/2016 Through 03/31/2017

**ASSETS**

Current Assets	
Cash and Cash Equivalents	
Checking Account - Private Bank	\$ 25,000.00
Petty Cash	500.00
Total Cash and Cash Equivalents	<u>\$ 25,500.00</u>
Short Term Investments	
Investment Accounts	\$ 1,000.00
Total Short Term Investments	<u>\$ 1,000.00</u>
Accounts Receivable (Net)	<u>47,925.86</u>
Total Current Assets	<u>\$ 74,425.86</u>
Other Current Assets	<u>\$ 4,562.48</u>
Capital Assets (Net of Dep'n)	<u>\$ 2,986.54</u>
<b>Total Assets</b>	<b><u>\$ 81,974.88</u></b>

**LIABILITIES AND FUND BALANCE**

Liabilities	
Current Liabilities	\$ 191,609.10
Long Term Liabilities	\$ 0.00
Total Liabilities	<u>\$ 191,609.10</u>
Fund Balance	
Net Asset Accounts	
Fund Balance Unreserved / Undesignated	\$ (109,634.22)
Total Net Asset Accounts	<u>\$ (109,634.22)</u>
Total Fund Balance	<u>\$ (109,634.22)</u>
<b>Total Liabilities and Fund Balance</b>	<b><u>\$ 81,974.88</u></b>

**Brookhaven Innovation Academy**  
**2016-2017 Statement of Revenues, Expenditures and Changes in Fund Balance**  
07/01/2016 Through 03/31/2017

	Actual
<b>Net Income with Financing and Capital Items</b>	
<b>Net Operating Income/(Loss)</b>	
<b>Revenues</b>	
<b>Revenue - Federal Sources</b>	6,439.00
Other Federal Grants Through GADOE	6,439.00
<b>Total Revenue - Federal Sources</b>	
<b>Revenue - Local Sources</b>	2,136,028.00
Charter Commission Revenue	153,783.80
Donations	11,555.69
Fundraising (School-Based) & Field Trips	51,052.57
After School Care Revenues	9,622.03
Other Revenues	2,362,042.09
<b>Total Revenue - Local Sources</b>	2,368,481.09
<b>Total Revenues</b>	
<b>Expenses</b>	1,009,876.57
<b>Personal Services - Salaries</b>	278,319.20
<b>Personal Services - Benefits</b>	295,226.68
<b>Purchased Professional and Tech Svcs</b>	405,499.88
<b>Purchased Property Svcs</b>	117,734.94
<b>Other Purchased Services</b>	176,007.75
<b>Supplies</b>	121,305.59
<b>Other Operating Expenses</b>	2,403,970.61
<b>Total Expenses</b>	(35,489.52)
<b>Total Operating Net Income/(Loss)</b>	
<b>Financing Sources and Uses</b>	350,395.63
Capital Lease Proceeds	1,126,394.18
Other Loan Proceeds	(1,065,218.99)
Principal Payments	411,570.82
<b>Total Financing Sources and Uses</b>	
<b>Capital Items</b>	373,714.14
Purchase of Equipment	373,714.14
<b>Total Capital Items</b>	2,367.16
<b>Net Income with Financing and Cap. Items</b>	

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## Brookhaven Innovation Academy Working Capital Analysis 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
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	198,007.22	147,252.51	163,641.52
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>\$ (142,764.75)</u>	<u>\$ (130,571.60)</u>	<u>\$ (149,689.97)</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	198,007.22	147,252.51	163,641.52
Total Working Capital Net of LOC	<u>\$ (15,732.46)</u>	<u>\$ (14,248.55)</u>	<u>\$ 103,397.86</u>	<u>\$ 100,441.25</u>	<u>\$ 112,634.40</u>	<u>\$ (138,141.52)</u>

## Brookhaven Innovation Academy Working Capital Analysis by Month

	Month Ended	Month Ended	Month Ended
	January Actual	February Actual	March Actual
Working Capital			
Cash and Cash Equivalents	25,485.00	30,774.00	25,500.00
Accounts Payable and other Current Liabilities	108,151.85	153,252.71	191,609.10
Net LOC Balance	53,732.49	46,495.29	61,175.19
<b>Total Working Capital</b>	<b>\$ (136,399.34)</b>	<b>\$ (168,974.00)</b>	<b>\$ (227,284.29)</b>
Working Capital Net of LOC			
Cash and Cash Equivalents	25,485.00	30,774.00	25,500.00
Accounts Payable and other Current Liabilities	108,151.85	153,252.71	191,609.10
<b>Total Working Capital Net of LOC</b>	<b>\$ (82,666.85)</b>	<b>\$ (122,478.71)</b>	<b>\$ (166,109.10)</b>

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11-11-2014



Brookhaven Innovation Academy  
Facilities Committee Meeting  
April 20, 2017

Present in the meeting: Jennifer Langley, Laurie Kimbrel, Bill Langley, Andrew Hamilton, Adam Caskey

- 1) Discussion of the IT inconsistency at the school. JL offered to get AH in touch with Jason Ellinger, parent in the school and also IT specialist to see if he could assist as a volunteer in some way before engaging a paid company such as Rocket IT. Their proposal was reviewed as well.
- 2) Equipment order should reflect 16" chairs vs. 14" chairs and Laurie is working on a final order for review by the Committee.
- 3) Committee reviewed and approved the bid to update the school for 7th grade classes by Strong Tower construction.
- 4) Technology equipment needed for 2017-18 - approx. 60 lap tops for students and 5 teacher lap tops.
- 5) Bill is working with landlord to review the feasibility of adding in 8th grade at Campus Drive.



3159 Campus Drive  
Norcross, GA 30071

**Board of Directors Meeting Agenda Item**

Discussion

**Board Meeting Date:** May 4, 2017

**Title of Agenda Item:** 2016-17 Budget Version 11

**Submitted by:** Lori Parrish

**Background and Summary:**

Attached please find 1) 2016-17 v11 vs. v10  
2) 2016-17 Actual YTD v Budget (Full Yr)

The State of Georgia requires that a change in the total revenues and/or expenditures must be approved by the Board. Additionally, two public hearing must be held to allow public comment on the proposed budget. This meeting will be the first.

The Budget Amendment includes the additional revenue as follows:

SOURCE	AMOUNT
Charter Commission Revenue	\$26,788
Special Education-Federal	\$52,719
Title II-Professional Development-Federal	\$ 6,430
	\$85,937

The expenditures included in this budget are best estimates based upon actual spending through March 31, 2017.

The net loss has improved to (\$30,967). The improved "bottom line" is the result of savings in personnel and benefits. Personnel savings generally comes from employees not staying for the full year. The benefits savings is the result of the budget assumption that Brookhaven Innovation Academy employer and employees would pay Social Security Tax. The additional revenue was not anticipated in previous versions of the budget.

**Fiscal Impact:** As indicated.

**Recomendtion:** Review and provide feedback.

**Brookhaven Innovation Academy**  
2016-17 v11 vs. v10

	Year Ending 06/30/2017		Variance
	2016-17 v11	2016-17 v10	
<b>Revenues</b>			
<b>Revenue - Federal Sources</b>			
Other Federal Grants Through GADOE	\$ 59,158.00	\$ 0.00	59,158.00
<b>Total Revenue - Federal Sources</b>	<b>\$ 59,158.00</b>	<b>\$ 0.00</b>	<b>59,158.00</b>
<b>Revenue - Local Sources</b>			
Charter Commission Revenue	\$ 2,778,538.00	\$ 2,751,750.00	26,788.00
Donations	143,684.00	81,000.00	62,684.00
Fundraising (School-Based) & Field Trips	11,555.00	0.00	11,555.00
Student Nutrition Sales - Students	0.00	9,000.00	(9,000.00)
Student Nutrition Sales - Teachers and Staff	0.00	1,000.00	(1,000.00)
After School Care Revenues	61,053.00	156,000.00	(94,947.00)
Other Revenues	9,622.00	0.00	9,622.00
<b>Total Revenue - Local Sources</b>	<b>\$ 3,004,452.00</b>	<b>\$ 2,998,750.00</b>	<b>5,702.00</b>
<b>Total Revenues</b>	<b>\$ 3,063,610.00</b>	<b>\$ 2,998,750.00</b>	<b>64,860.00</b>
<b>Expenses</b>			
<b>Personal Services - Salaries</b>			
Teachers	\$ 914,951.00	\$ 977,500.00	(62,549.00)
Substitute - Non Certified	25,145.00	28,790.00	(3,645.00)
Art, Music, PE Teachers	86,312.00	68,500.00	17,812.00
Principal	94,871.00	85,000.00	9,871.00
Assistant Principal	63,996.00	64,000.00	(4.00)
Aides And Paraprofessionals	91,741.00	112,000.00	(20,259.00)
Clerical Staff	20,806.00	13,500.00	7,306.00
Accountant	20,799.00	0.00	20,799.00
Technology Specialist	46,804.00	43,000.00	3,804.00
Other Administrative Personnel	17,749.00	17,220.00	529.00
<b>Total Personal Services - Salaries</b>	<b>\$ 1,383,174.00</b>	<b>\$ 1,409,510.00</b>	<b>(26,336.00)</b>
<b>Personal Services - Benefits</b>			
Health Insurance	\$ 141,411.00	\$ 156,802.52	(15,391.52)
FICA/Medicare	27,197.00	107,827.52	(80,630.52)
Teachers Retirement System	184,502.00	199,343.79	(14,841.79)
Unemployment Compensation	19,628.00	10,003.79	9,624.21
<b>Total Personal Services - Benefits</b>	<b>\$ 372,738.00</b>	<b>\$ 473,977.62</b>	<b>(101,239.62)</b>
<b>Purchased Professional and Tech Svcs</b>			
Contracted Service -Administration	\$ 210,042.00	\$ 260,698.98	(50,656.98)
Contracted Service - Teachers	0.00	30,800.00	(30,800.00)
Contracted Service -Counselors	53,909.00	6,600.00	47,309.00
Contracted Service -Technology Specialist	22,659.00	0.00	22,659.00
Backgrounds & Fingerprints	1,767.00	0.00	1,767.00
Professional Legal Services	16,331.00	6,500.00	9,831.00
Per Diem and Fees - Prof. Dev.	34,419.00	24,000.00	10,419.00
<b>Total Purchased Professional &amp; Tech</b>	<b>\$ 339,127.00</b>	<b>\$ 328,598.98</b>	<b>10,528.02</b>
<b>Purchased Property Svcs</b>			
Facility TICAM and Cleaning Services	\$ 126,951.00	\$ 88,268.04	38,682.96
Repair & Maint. - General and Facility	22,041.00	8,004.00	14,037.00
Repair & Maint. - Technology	2,355.00	500.00	1,855.00
Building and Land Rental	348,000.00	348,000.00	0.00

**Brookhaven Innovation Academy**  
2016-17 v11 vs. v10

	Year Ending 06/30/2017		Variance
	2016-17 v11	2016-17 v10	
Equipment and Vehicle Rental	151.00	0.00	151.00
Other Purchased Property Services	0.00	48,606.16	(48,606.16)
<b>Total Purchased Property Svcs</b>	<b>\$ 499,498.00</b>	<b>\$ 493,378.20</b>	<b>6,119.80</b>
<b>Other Purchased Services</b>			
Student Transportation	\$ 3,589.00	\$ 1,200.00	2,389.00
Insurance	19,791.00	23,367.00	(3,576.00)
Communication	23,484.00	17,568.00	5,916.00
Food Service Management	32,889.00	33,000.00	(111.00)
Travel - Employees	5,821.00	0.00	5,821.00
Other Purchased Services	49,164.00	28,008.00	21,156.00
<b>Total Other Purchased Services</b>	<b>\$ 134,738.00</b>	<b>\$ 103,143.00</b>	<b>31,595.00</b>
<b>Supplies</b>			
Supplies - General	\$ 77,942.00	\$ 20,000.00	57,942.00
Supplies - Instructional and Tech	55,558.00	59,683.00	(4,125.00)
Computer Software	20,407.00	17,500.00	2,907.00
Expendable Equipment	0.00	5,500.00	(5,500.00)
Energy	42,609.00	51,996.00	(9,387.00)
Purchased Food	48.00	0.00	48.00
Textbooks	0.00	1,500.00	(1,500.00)
Books (Other Than Textbooks)	2,992.00	5,000.00	(2,008.00)
<b>Total Supplies</b>	<b>\$ 199,556.00</b>	<b>\$ 161,179.00</b>	<b>38,377.00</b>
<b>Other Operating Expenses</b>			
Dues & Fees	\$ 6,303.00	\$ 1,200.00	5,103.00
Interest	43,832.00	28,000.00	15,832.00
Other Expenditures	119.00	0.00	119.00
FFE Lease Costs	115,492.00	104,277.74	11,214.26
<b>Total Other Operating Expenses</b>	<b>\$ 165,746.00</b>	<b>\$ 133,477.74</b>	<b>32,268.26</b>
<b>Total Expenses</b>	<b>\$ 3,094,577.00</b>	<b>\$ 3,103,264.54</b>	<b>(8,687.54)</b>
<b>Total Current Year Income/(Loss)</b>	<b>\$ (30,967.00)</b>	<b>\$ (104,514.54)</b>	<b>73,547.54</b>

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

	07/01/2016 Through 03/31/2017		Year Ending 06/30/2017	
	Actual	2016-17 v11	Summary	% of Budget - 50.00%
<b>Revenues</b>				
<b>Revenue - Federal Sources</b>				
Other Federal Grants Through GADOE	\$ 6,439.00	\$ 59,158.00	52,719	10.88 %
<b>Total Revenue - Federal Sources</b>	<b>\$ 6,439.00</b>	<b>\$ 59,158.00</b>	<b>52,719</b>	<b>10.88 %</b>
<b>Revenue - Local Sources</b>				
Charter Commission Revenue	\$ 2,136,028.00	\$ 2,778,538.00	642,510	76.88 %
Donations	153,783.80	143,684.00	(10,100)	107.03 %
Fundraising (School-Based) & Field Trips	11,555.69	11,555.00	(1)	100.01 %
After School Care Revenues	51,052.57	61,053.00	10,000	83.62 %
Other Revenues	9,622.03	9,622.00	(0)	100.00 %
<b>Total Revenue - Local Sources</b>	<b>\$ 2,362,042.09</b>	<b>\$ 3,004,452.00</b>	<b>642,410</b>	<b>78.62 %</b>
<b>Total Revenues</b>	<b>\$ 2,368,481.09</b>	<b>\$ 3,063,610.00</b>	<b>695,129</b>	<b>77.31 %</b>
<b>Expenses</b>				
<b>Personal Services - Salaries</b>				
Teachers	\$ 681,925.75	\$ 914,951.00	233,025	74.53 %
Substitute - Non Certified	20,095.00	25,145.00	5,050	79.92 %
Art, Music, PE Teachers	56,401.50	86,312.00	29,911	65.35 %
Principal	63,750.05	94,871.00	31,121	67.20 %
Assistant Principal	47,999.97	63,996.00	15,996	75.00 %
Aides And Paraprofessionals	65,526.07	91,741.00	26,215	71.43 %
Clerical Staff	16,277.05	20,806.00	4,529	78.23 %
Accountant	7,800.00	20,799.00	12,999	37.50 %
Technology Specialist	35,567.59	46,804.00	11,236	75.99 %
Other Administrative Personnel	14,533.59	17,749.00	3,215	81.88 %
<b>Total Personal Services - Salaries</b>	<b>\$ 1,009,876.57</b>	<b>\$ 1,383,174.00</b>	<b>373,297</b>	<b>73.01 %</b>
<b>Personal Services - Benefits</b>				
Health Insurance	\$ 111,413.27	\$ 141,411.00	29,998	78.79 %
FICA/Medicare	20,525.59	27,197.00	6,671	75.47 %
Teachers Retirement System	128,718.95	184,502.00	55,783	69.77 %
Unemployment Compensation	17,661.39	19,628.00	1,967	89.98 %
<b>Total Personal Services - Benefits</b>	<b>\$ 278,319.20</b>	<b>\$ 372,738.00</b>	<b>94,419</b>	<b>74.67 %</b>
<b>Purchased Professional and Tech Svcs</b>				
Contracted Service -Administration	\$ 181,941.53	\$ 210,042.00	28,100	86.62 %
Contracted Service -Counselors	43,908.58	53,909.00	10,000	81.45 %
Contracted Service -Technology Specialist	20,108.47	22,659.00	2,551	88.74 %
Backgrounds & Fingerprints	1,517.60	1,767.00	249	85.89 %
Professional Legal Services	13,331.50	16,331.00	3,000	81.63 %
Per Diem and Fees - Prof. Dev.	34,419.00	34,419.00	0	100.00 %
<b>Total Purchased Professional &amp; Tech</b>	<b>\$ 295,226.68</b>	<b>\$ 339,127.00</b>	<b>43,900</b>	<b>87.05 %</b>
<b>Purchased Property Svcs</b>				
Facility TICAM and Cleaning Services	\$ 93,951.15	\$ 126,951.00	33,000	74.01 %
Repair & Maint. - General and Facility	19,642.57	22,041.00	2,398	89.12 %
Repair & Maint. - Technology	1,754.96	2,355.00	600	74.52 %
Building and Land Rental	290,000.00	348,000.00	58,000	83.33 %
Equipment and Vehicle Rental	151.20	151.00	(0)	100.13 %

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

	07/01/2016 Through 03/31/2017		Year Ending 06/30/2017	
	Actual	2016-17 v11	Summary	% of Budget - 50.00%
<b>Total Purchased Property Svcs</b>	\$ 405,499.88	\$ 499,498.00	93,998	81.18 %
<b>Other Purchased Services</b>				
Student Transportation	\$ 2,088.80	\$ 3,589.00	1,500	58.20 %
Insurance	19,791.00	19,791.00	0	100.00 %
Communication	17,183.30	23,484.00	6,301	73.17 %
Food Service Management	25,686.60	32,889.00	7,202	78.10 %
Travel - Employees	3,822.40	5,821.00	1,999	65.67 %
Other Purchased Services	49,162.84	49,164.00	1	100.00 %
<b>Total Other Purchased Services</b>	\$ 117,734.94	\$ 134,738.00	17,003	87.38 %
<b>Supplies</b>				
Supplies - General	\$ 73,393.86	\$ 77,942.00	4,548	94.16 %
Supplies - Instructional and Tech	46,558.70	55,558.00	8,999	83.80 %
Computer Software	20,407.00	20,407.00	0	100.00 %
Energy	34,108.22	42,609.00	8,501	80.05 %
Purchased Food	47.98	48.00	0	99.96 %
Books (Other Than Textbooks)	1,491.99	2,992.00	1,500	49.87 %
<b>Total Supplies</b>	\$ 176,007.75	\$ 199,556.00	23,548	88.20 %
<b>Other Operating Expenses</b>				
Dues & Fees	\$ 6,002.69	\$ 6,303.00	300	95.24 %
Interest	33,331.96	43,832.00	10,500	76.04 %
Other Expenditures	118.52	119.00	0	99.60 %
FFE Lease Costs	81,852.42	115,492.00	33,640	70.87 %
<b>Total Other Operating Expenses</b>	\$ 121,305.59	\$ 165,746.00	44,440	73.19 %
<b>Total Expenses</b>	\$ 2,403,970.61	\$ 3,094,577.00	690,606	77.68 %
<b>Total Current Year Income/(Loss)</b>	\$ (35,489.52)	\$ (30,967.00)	4,523	114.60 %



3159 Campus Drive  
Norcross, GA 30071

**Board of Directors Meeting Agenda Item**

Discussion

**Board Meeting Date:** May 4, 2017

**Title of Agenda Item:** 2017-18 Budget v1

**Submitted by:** Lori Parrish

**Background and Summary:**

Attached please find: 2017-18 v1 vs. 2016-17 v11

As of July 1, 2016, a state charter school may not approve an annual operating budget unless the school's governing board has held at least two public meetings to provide an opportunity for public comment on the proposed budget.

The budget presented is similar to the multi-year projection provided during a previous meeting. The Donation budget has been reduced by \$100,000 and After School Care Revenues have been reduced to \$0.

This budget will be adjusted if necessary and presented for adoption at the June Board Meeting.

**Fiscal Impact:** As indicated.

**Recommendation:** Review and provide feedback.



**Brookhaven Innovation Academy**  
**2017-18 v1 vs. 2016-17 v11**

	<b>2017-18 v1</b>	<b>2016-17 v11</b>	<b>Difference</b>
<b>Revenues</b>			
<b>Revenue - Federal Sources</b>			
Other Federal Grants Through GADOE	\$ 58,700.00	\$ 59,158.00	(458.00)
<b>Total Revenue - Federal Sources</b>	<b>\$ 58,700.00</b>	<b>\$ 59,158.00</b>	<b>(458.00)</b>
<b>Revenue - Local Sources</b>			
Charter Commission Revenue	\$ 3,777,746.00	\$ 2,778,538.00	999,208.00
Donations	150,000.00	143,684.00	6,316.00
Fundraising (School-Based) & Field Trips	0.00	11,555.00	(11,555.00)
Student Nutrition Sales - Students	0.00	0.00	0.00
Student Nutrition Sales - Teachers and Staff	0.00	0.00	0.00
After School Care Revenues	0.00	61,053.00	(61,053.00)
Other Revenues	0.00	9,622.00	(9,622.00)
<b>Total Revenue - Local Sources</b>	<b>\$ 3,927,746.00</b>	<b>\$ 3,004,452.00</b>	<b>923,294.00</b>
<b>Total Revenues</b>	<b>\$ 3,986,446.00</b>	<b>\$ 3,063,610.00</b>	<b>\$ 922,836.00</b>
<b>Expenses</b>			
<b>Personal Services - Salaries</b>			
Teachers	\$ 1,192,000.00	\$ 914,951.00	277,049.00
Substitute - Non Certified	40,800.00	25,145.00	15,655.00
Art, Music, PE Teachers	187,000.00	86,312.00	100,688.00
Principal	100,000.00	94,871.00	5,129.00
Assistant Principal	72,000.00	63,996.00	8,004.00
Aides And Paraprofessionals	116,220.00	91,741.00	24,479.00
Clerical Staff	58,800.00	20,806.00	37,994.00
Accountant	52,000.00	20,799.00	31,201.00
Technology Specialist	45,624.00	46,804.00	(1,180.00)
Other Administrative Personnel	0.00	17,749.00	(17,749.00)
<b>Total Personal Services - Salaries</b>	<b>\$ 1,864,444.00</b>	<b>\$ 1,383,174.00</b>	<b>481,270.00</b>
<b>Personal Services - Benefits</b>			
Health Insurance	\$ 209,396.00	\$ 141,411.00	67,985.00
FICA/Medicare	29,712.00	27,197.00	2,515.00
Teachers Retirement System	282,708.00	184,502.00	98,206.00
Unemployment Compensation	10,332.00	19,628.00	(9,296.00)
<b>Total Personal Services - Benefits</b>	<b>\$ 532,148.00</b>	<b>\$ 372,738.00</b>	<b>159,410.00</b>
<b>Purchased Professional and Tech Svcs</b>			
Contracted Service -Administration	\$ 52,500.00	\$ 210,042.00	(157,542.00)
Contracted Service - Teachers	0.00	0.00	0.00
Contracted Service -Counselors	75,000.00	53,909.00	21,091.00
Contracted Service -Technology Specialist	0.00	22,659.00	(22,659.00)
Backgrounds & Fingerprints	750.00	1,767.00	(1,017.00)
Professional Legal Services	20,000.00	16,331.00	3,669.00
Per Diem and Fees - Prof. Dev.	35,000.00	34,419.00	581.00
<b>Total Purchased Professional &amp; Tech</b>	<b>\$ 183,250.00</b>	<b>\$ 339,127.00</b>	<b>(155,877.00)</b>

<b>Purchased Property Svcs</b>			
Facility TICAM and Cleaning Services	\$ 95,004.00	\$ 126,951.00	(31,947.00)
Repair & Maint. - General and Facility	20,000.00	22,041.00	(2,041.00)
Repair & Maint. - Technology	4,500.00	2,355.00	2,145.00
Building and Land Rental	355,308.00	348,000.00	7,308.00
Equipment and Vehicle Rental	0.00	151.00	(151.00)
Other Purchased Property Services	45,000.00	0.00	45,000.00
<b>Total Purchased Property Svcs</b>	<b>\$ 519,812.00</b>	<b>\$ 499,498.00</b>	<b>20,314.00</b>
<b>Other Purchased Services</b>			
Student Transportation	\$ 0.00	\$ 3,589.00	(3,589.00)
Insurance	27,714.00	19,791.00	7,923.00
Communication	24,996.00	23,484.00	1,512.00
Food Service Management	53,280.00	32,889.00	20,391.00
Travel - Employees	7,500.00	5,821.00	1,679.00
Other Purchased Services	80,000.00	49,164.00	30,836.00
<b>Total Other Purchased Services</b>	<b>\$ 193,490.00</b>	<b>\$ 134,738.00</b>	<b>58,752.00</b>
<b>Supplies</b>			
Supplies - General	\$ 15,000.00	\$ 77,942.00	(62,942.00)
Supplies - Instructional and Tech	70,000.00	55,558.00	14,442.00
Computer Software	96,000.00	20,407.00	75,593.00
Expendable Equipment	0.00	0.00	0.00
Energy	50,000.00	42,609.00	7,391.00
Purchased Food	0.00	48.00	(48.00)
Textbooks	26,000.00	0.00	26,000.00
Books (Other Than Textbooks)	10,000.00	2,992.00	7,008.00
<b>Total Supplies</b>	<b>\$ 267,000.00</b>	<b>\$ 199,556.00</b>	<b>67,444.00</b>
<b>Other Operating Expenses</b>			
Dues & Fees	\$ 5,500.00	\$ 6,303.00	(803.00)
Interest	35,000.00	43,832.00	(8,832.00)
Other Expenditures	0.00	119.00	(119.00)
Equipment	100,000.00		100,000.00
FFE Lease Costs	134,544.00	115,492.00	19,052.00
<b>Total Other Operating Expenses</b>	<b>\$ 275,044.00</b>	<b>\$ 165,746.00</b>	<b>109,298.00</b>
<b>Total Expenses</b>	<b>\$ 3,835,188.00</b>	<b>\$ 3,094,577.00</b>	<b>\$ 740,611.00</b>
<b>Total Current Year Income/(Loss)</b>	<b>\$ 151,258.00</b>	<b>\$ (30,967.00)</b>	<b>\$ 182,225.00</b>



3159 Campus Drive  
Norcross, GA 30071

**Board of Directors Meeting Agenda Item**

Consent

Action

Discussion

Information

**Board Meeting Date:** May 4, 2017

**Title of Agenda Item:** Establishment of 403(b) plan service provider

**Submitted by:** Laurie Kimbrel and Lori Parrish

**Background and Summary:** A 403(b) plan is a tax -advantaged retirement savings plan available for public education organizations. It has tax treatment similar to a 401(k) plan. Employee salary deferrals into a 403(b) plan are made before income tax is paid and allowed to grow tax-deferred until the money is taxed as income when withdrawn from the plan.

ValuTeachers is the official 403(b) provider for the Georgia Charter School Association. There are no plan establishment, management, administrative or product fees. Teachers will have the opportunity to meet with a representative to discuss their own retirement plan and if a 403(b) account may be helpful. No teacher is obligated to set up a plan and there is no cost to BIA.

**Fiscal Impact:** None. There is no cost to Brookhaven Innovation Academy for this service.

## ValuTeachers 403(B) "Partner Benefits" for Each Charter School

- 1) No plan establishment, management, administrative, or product fees.
- 2) 5% Bonus on all employee 403(B)/457(B) contributions received in either the first 7 or 10 years. Classified and Non Classified employees have access to the exact same products and product features.
- 3) No fee 403(B)/457(B) **Third Party Administration** (TPA) services.
- 4) A well-proven Education and Enrollment business model to increase the retirement savings participation rates.
- 5) **Life Changer of The Year Program** eligibility for school employees making a significant positive impact on students.
- 6) Financial Literacy Seminars for the parents of Charter School students.
- 7) Optional **Guaranteed Lifetime Income** benefit available for those employees desiring their 403(B)/457(B) to provide an income stream in retirement that cannot be outlived.
- 8) Two **Retire 101** Staff Presentations each academic school year to provide retirement education regarding TRS information and 403(B) information.

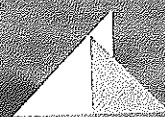
Rodney P. Keyes

ValuTeachers, National Director/GCSA Member Schools

[RodneyKeyes@ValuTeachers.com](mailto:RodneyKeyes@ValuTeachers.com)

[www.garetirementplans.com](http://www.garetirementplans.com)

404.944.7424



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ValuTeachers

# 403(b) Solutions FOR YOU

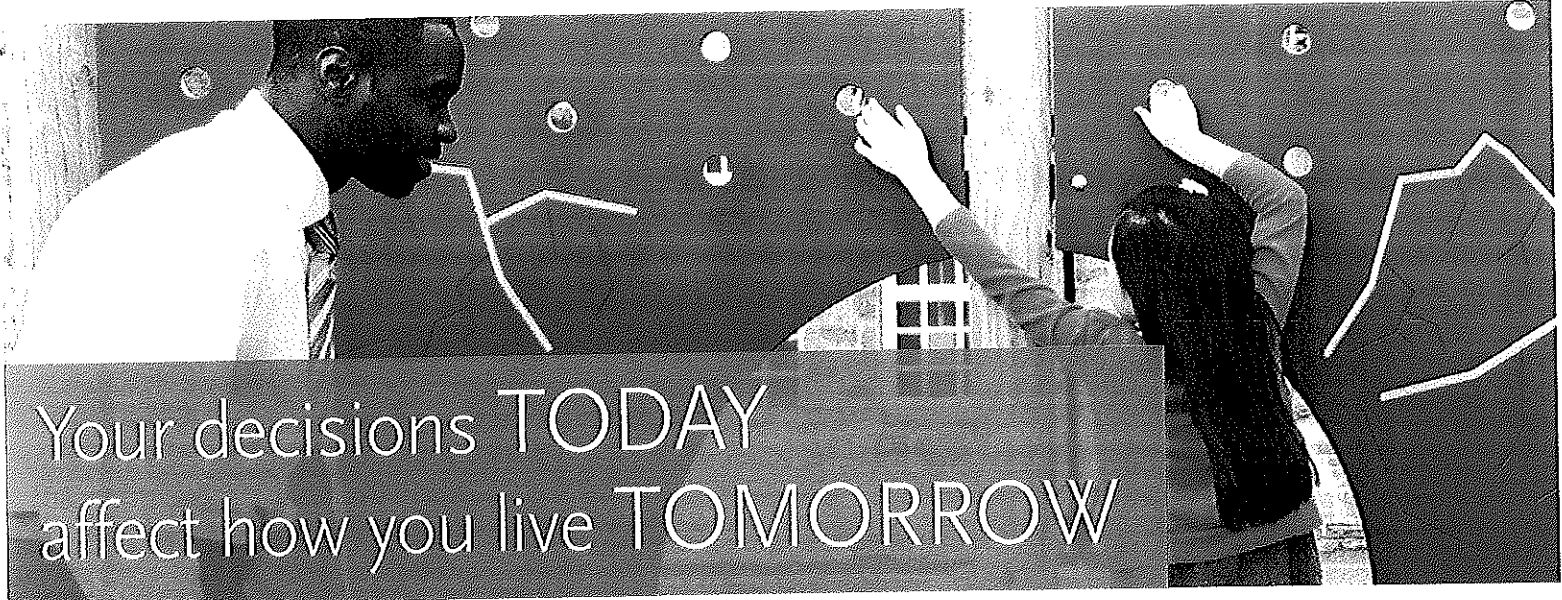
How  
do you see  
yourself in  
retirement?

Products issued by:  
**Life Insurance Company of the Southwest®**

National Life Group® is a trade name of National Life Insurance Company, Montpelier, VT, Life Insurance Company of the Southwest (LSW), Addison, TX and their affiliates. Each company of National Life Group is solely responsible for its own financial condition and contractual obligations. LSW is not an authorized insurer in New York and does not conduct insurance business in New York.

TC92072(0916)3

Cat No 101390(0217)



Your decisions **TODAY**  
affect how you live **TOMORROW**

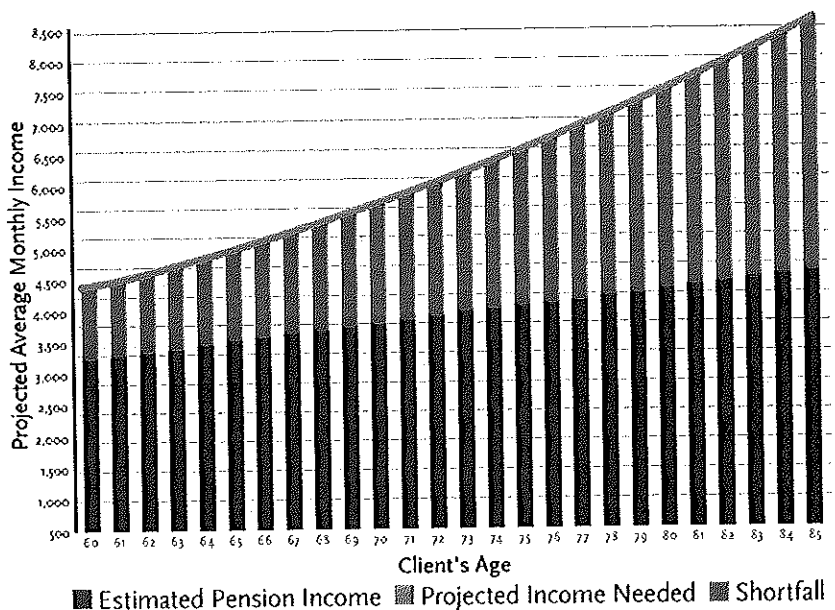
**Your pension may not be enough.** For those who take the time to plan for their financial future, retirement will give them an opportunity to do what they have always wanted to do. For others, it may mean working during their golden years, cutting back on their lifestyles and spending, or even relying on family members to help take care of them.

**Will your retirement income cover your ever-increasing retirement expenses?**

Many school educators and administrators will experience a significant drop in income when they retire, even though they may have been covered under a pension plan<sup>1</sup>.

## Beware of the RETIREMENT INCOME GAP

**Sample Gap Analysis Report — Prepared for Valued Policyowner**  
Retirement Years



For illustrative purposes only.

<sup>1</sup> Source: The Retirement Analysis Kit (TRAK) Software by TrustBuilders, Inc. 2014 Version. [www.tbinc.com](http://www.tbinc.com). Assumes participant retiring at age 60 for CalPERS.

Now is  
the time to  
plan and save.

You can take control of your retirement security by contributing directly to a 403(b) savings plan through payroll deductions.

A 403(b) plan permits you to accumulate money on a highly tax-favored basis, to supplement teacher retirement or another retirement plan.

Additionally, your 403(b) monies can follow you wherever you go. They can be transferred to other employer plans or into a traditional IRA.

Save with  
someone  
you trust.

**Choose an A-rated carrier with a long history of keeping its promises.**

Annuities may be the smartest savings options available, given that they provide a guarantee of income, tax-deferral advantages and flexibility and control of retirement savings. We offer both traditional fixed and indexed annuities in the 403(b) market. Products may vary by withdrawal charge periods, crediting methods and features.

The guarantees provided by our fixed and fixed indexed annuities mean that our policyowners haven't lost a penny of their policy value due to downturns in the stock market.<sup>2</sup>

Keep collecting  
a check when  
you retire.

Our Guaranteed<sup>3</sup> Lifetime Income Rider offers additional value to the base policy. By purchasing and attaching it to your Annuity Policy, you can receive guaranteed lifetime income, have access to your money if your needs change and leave any remaining accumulated value to your heirs.

**A.M. Best**

- A (Excellent) –
- Third highest out of 16

**Standard & Poor's**

- A+ (Strong)
- Fifth highest out of 21 rankings

**Moody's**

- A2 (Good)
- Sixth highest out of 21 rankings<sup>4</sup>

**The Longer You Defer Taxes...  
The Faster Your Money Grows**

One of the greatest single advantages of participating in a tax-deferred plan is that any dividends, interest, capital gains and growth accumulate on a tax-deferred basis while the money remains in the account.<sup>2</sup>

	Post-tax	Pre-tax
Gross Income per Paycheck	\$4,500	\$4,500
Pre-tax contributions	\$0	\$133*
Standard tax deductions	\$672	\$639
Post-tax retirement contributions	\$100	\$0
Take-home pay	\$3,113	\$3,113

\* This hypothetical example is for illustrative purposes only. This example is based on a teacher in the state of Texas claiming single and zero allowances and in the 25% tax bracket.

<sup>2</sup> Assuming no early withdrawals. Taxes are due at time of distribution, early distributions may incur IRS penalty tax and/or applicable withdrawal charges.

<sup>3</sup> Guaranteed Lifetime Income Rider (GLIR) is Policy Form Nos. 20135(0613), 20136(0613), or state variations thereof, is issued by Life Insurance Company of the Southwest, and is available on our fixed indexed annuities. Riders are optional, may be available at additional cost, and may not be available in all states or on all products. Guarantees are dependent on the claims paying ability of the issuing Company.

<sup>4</sup> Financial Strength Ratings for National Life Insurance Company and Life Insurance Company of the Southwest as of 8/24/16. Ratings are subject to change.

# We are the RIGHT CHOICE for RETIREMENT INCOME

Your representative can tailor a retirement savings program that will take into consideration your current savings and your future retirement needs.

Have the peace of mind that you are contributing to a financial product that is protected and backed by a company with decades of experience.

National Life Group offers excellent 403(b) annuities through our member company, Life Insurance Company of the Southwest. We have helped thousands of people working in the education field save money for their futures and for their retirement.

Be sure to talk with your financial professional to find out how you can get started today!

## Frequently Asked Questions

### **How do I make contributions?**

Contributions must be made through payroll. A salary reduction agreement is required and will inform your employer of your decision to participate. You can change the amount of your contributions by completing a new salary reduction agreement.

### **May I contribute from a checking or savings account?**

No. All 403(b) contributions must be made through payroll.

### **How much can I contribute?**

The IRS sets annual deferral limits on how much may be contributed. Special catch-up provisions may apply for participants over age 50 and for longevity of service with the same employer. A retirement specialist can assist you in calculating the Maximum Allowed Contribution.

### **Are loans available to me?**

If the 403(b) plan allows, loans are permitted to individuals. The plan sponsor must approve loans in advance. Loan limits apply and are aggregated with any other loans in 403(b) accounts within the plan and any

loans from any other qualified retirement plan of the employer..

### **When can I take money out?**

You can take distributions from the 403(b) plan at age 59½, if you are fully disabled, or at separation of service (10% IRS penalty may apply if withdrawn before age 59½. Regular income tax will be due on distributions.). Distributions due to financial hardship may be available. Please check with the Plan Administrator for eligible hardship distributions and be able to provide any supporting documentation of the hardship. All distributions must be approved by the plan administrator.

### **What is a Plan Administrator?**

Most school districts engage a third-party administrator (TPA) to establish and manage their 403(b) plan document to ensure compliance with IRS rules and guidelines.

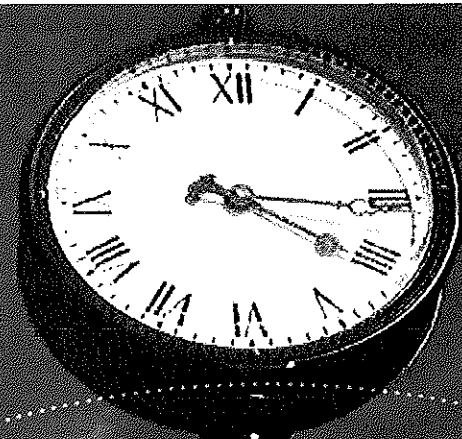
A school district's benefit office can provide you with information regarding their TPA.





National Life  
Group®

Experience Life®



# Time is a wonderful asset, especially when it comes to saving for retirement.

Increase your retirement contributions today to take advantage of a financially sound retirement down the road.

Based on monthly contributions for 15 years at 3%.



**\$25** → **\$5,669**



An increase of \$25 per month, the cost of a pizza, could purchase a vacation in retirement.



**\$100** → **\$22,679**



An increase of \$100 per month, the cost of tickets to a special event, could purchase a car in retirement.



**\$50** → **\$11,339**



An increase of \$50 per month, the cost of a mani/pedi, could purchase a home remodel in retirement.



**\$125** → **\$28,349**



An increase of \$125 per month, the cost of a pair of athletic shoes, could purchase a timeshare in retirement.



**\$75** → **\$17,009**



An increase of \$75 per month, the cost of a round of golf, could purchase a sailboat in retirement.



**\$150** → **\$34,019**

**TOWARDS  
ONE YEAR  
LIVING  
EXPENSES**

An increase of \$150 per month, the cost of a shopping trip, could help with one year of living expenses in retirement.

When time is on your side, every increase you make to your retirement savings can make a significant impact on the total amount of money you have to live the life you want in retirement.



National Life Group® is a trade name of National Life Insurance Company, Montpelier, VT, Life Insurance Company of the Southwest (LSW), Addison, TX and their affiliates. Each company of National Life Group is solely responsible for its own financial condition and contractual obligations. LSW is not a member in New York and does not conduct insurance business in New York.



National Life Group®

Life Insurance Company of the Southwest®

Employer Information Form  
403(b) and 501(c)(3)

**PROFILE & CONTACT INFORMATION**

Brookhaven Innovation Academy 403B  
Plan Name

Brookhaven Innovation Academy  
Employer Sponsor Name

Laurie Kimbrel  
Primary Contact Name

3159 Campus Drive  
Address

Norcross GA Gwinnett 30071  
City State County Zip Code (zip+4)

770-538-1550  
Phone Ext. Fax

lkimbrel@biaschool.org  
Email\* Website

Number of Eligible Employees:

\* By providing your email, you have agreed to receive our Retirement Resource Blog.

**TYPE OF PLAN**

Required: Copy of 403b Plan Document/Adoption Agreement

**403(b) Plans (Please check only one)**

Public School  ORP  Public Charter

Government  (description)

Roth 403(b)

**501(c)(3) Plan (Please check only one)**

Private School  Private Charter  Church

Church School/Academy  Other

Government  (description)

Required: Please attach IRS Letter of Determination or check this box:  
 Applying Plan was established and is being administered based on IRS regulations governing 501(c)(3) organizations.

**COMPANY INFORMATION**

47-4087305 7/01 38  
Employer Tax Identification Number Company Fiscal Year End (mm/dd) Number of Employees

Payroll schedule:  Weekly  Bi-weekly  Semi-monthly  Monthly (If monthly:  12 or  13)

If any months are to be skipped, please check them below:  
 None  January  February  March  April  May  June  
 July  August  September  October  November  December

Are you subject to ERISA?  Yes  No If yes, Plan #:

Plan Start Date: 7/1/17 Plan Reporting Period: 7/1 - 6/30

Do you want to receive our billings?  Yes  No

How often will remittances be sent to NLG?  Weekly (52)  Semi-monthly (24thly)  Bi-weekly (26thly) Monthly:  12 or  13

Do you have employer or matching contributions?  Yes  No

Do you have a vesting schedule?  Yes  No If yes,  100%  other

Do you accept refunds?  Yes  No  
If no, where are refunds to be sent?  Employee  Plan Administrator  Common Remitter

**Employer Information Form - 403(b) and 501(c)(3) - Continued**

**TYPE OF PLAN ADMINISTRATION**

- Plan Sponsor will self-administer this Plan  
 Third Party Administrator will administer this Plan (Please complete the next section.)

**THIRD PARTY ADMINISTRATOR (TPA) INFORMATION**

Alta Montclair

Company Name

Contact Name	Phone	Ext.

Address	City/State/Zip

Email	Website

Fax	If applicable, SPARK Aggregator ID

**AUTHORIZED SIGNATURES**

If plan is being self-administered or in case it will be in the future, please provide a list of those authorized to approve transactions. Note: if additional lines are needed, please provide separately and submit with this form.

Laurie Kimbrel	Head of School	
Printed Name	Title	Signature

Lori Parrish	Business Manager	
Printed Name	Title	Signature

Zennie Lynch	Board Member	
Printed Name	Title	Signature

**COMMON REMITTER (If different than the Plan Administrator)**

- Third Party Common Remitter     Payroll Center     Employer     Other

Name	Phone

Address	Fax

City/State/Zip	Email

Contact Name	Phone

Employer Information Form - 403(b) and 501(c)(3) - Continued

**EMPLOYER SIGNATURE**

- I am authorized to sign on behalf of the employer sponsoring this plan.
- Please execute and submit the Information Sharing Agreement with this form. Note: If available, you may submit your own (or your Plan Administrator's) Information Sharing Agreement. National Life Group will review, and if accepted will mail an executed copy.

Laurie Kimbrel

Printed Name of Authorized Signature for Employer

Head of School

Title

Authorized Employer Representative Signature

Authorized Signature

--	--	--	--	--	--	--	--

Date (mm/dd/yyyy)

Have you been working with a specific Financial Professional/Home Office Representative? (If so, please fill in as much information about that agent as possible.)

Rodney P. Keyes

Name

Contract Number

770-716-1620

Phone Number

rodneykeyes@valuteachers.com

Email

**NEXT STEPS**

**Contact Information:**

Attn: Retirement Services Team  
 Phone: 866-243-7174  
 RPRUnit@nationallife.com  
 SCAN/FAX: 214-638-9257

**Remittance Address**

The lockbox address below should be used for all payments.

**Life Insurance Company of the Southwest**  
 Dept. 1109  
 P.O. Box 121109  
 Dallas, TX 75312-1109

Remittance for CA only  
 Dept. LA 21527  
 Pasadena, CA 91185

Overnight  
 1501 N. Plano Road  
 Suite 100  
 Richardson, TX 75081

National Life Group will coordinate contribution processing, and information sharing protocols with your Plan's Third Party Administrator and/or Authorized Plan Sponsor personnel.



Pursuant to applicable 403(b) regulations, Life Insurance Company of the Southwest ("LSW") is required to enter into an information sharing agreement with an employer who sponsors a 403(b) plan and with whom LSW has existing 403(b) annuities issued to participants in Employer's 403(b) plan. LSW is a writer of fixed annuities (both traditional and equity indexed) only.

This Section 403(b) Information Sharing Agreement is entered into between Life Insurance Company of the Southwest ("LSW") 15455 Dallas Parkway, Suite 800, Addison, TX 75001 and Brookhaven Innovation Academy ("Employer/School District") at 3159 Campus Drive, Norcross, GA 30071 (address) applicable to the following 403(b) plan Brookhaven Innovation Academy 403B ("Plan"). This Agreement is effective as of the last date shown next to the signatures below.

In consideration for the actions listed below, LSW and the Employer/School District agree as follows:

1. Responsibilities of LSW:

- A. Upon written request by Employer/School District, LSW shall, in a timely manner, provide to Employer/School District or to any third party designated by the Employer/School District any and all account data and information applicable to all 403(b) annuities held by current and future participants in the Plan necessary for the Plan to be administered in accordance with Internal Revenue Code and Regulations. Such information shall include, but is not limited to, information necessary to make required calculations, loans, distributions, and/or other actions permitted by the Plan and applicable laws and regulations.
B. LSW agrees to maintain such policy information and to provide same through procedures and methods reasonably necessary to satisfy the information sharing requirements of the Plan and any applicable law and regulation. Information will be made available in any reasonable format requested by the Employer/School District or its designee.

2. Responsibilities of Employer/School District:

- A. Employer/School District agrees to provide LSW with written documentation if the Employer/School District delegates any of its administrative duties regarding the Plan to a third person.
B. Employer/School District agrees that it will, in a timely manner, transmit to LSW in writing or in an electronic manner acceptable to LSW any request for employee account information necessary to facilitate the proper administration of the Plan. Employer/School District agrees, upon LSW's reasonable written request (or by such other form of request agreed to by Employer/School District), to provide LSW with information necessary to administer the policy provisions of a Plan participant's annuity, e.g. separation from service, loan and hardship approvals, employment status, etc.
C. Employer/School District agrees that if, at this time, it does not have a written 403(b) plan document covering its 403(b) participants at this time, such a written plan document will be executed by January 1, 2010 and that LSW will be an approved vendor in such Plan.

3. General

- A. This Agreement is applicable to all current and future Plan participants who own an LSW annuity.
B. This Agreement shall remain in force until terminated in writing. Any such termination must be preceded by at least forty five (45) days prior written notice.

"Employer/School District"

By: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Laurie Kimbrel/Head of School
Authorized Person/Title (print)

"LSW"

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title:



3159 Campus Drive  
Norcross, GA 30071

**Board of Directors Meeting Agenda Item**

Consent

Action

Discussion

Information

**Board Meeting Date:** May 4, 2017

**Title of Agenda Item:** Selection of Auditor

**Submitted by:** Lori Parrish

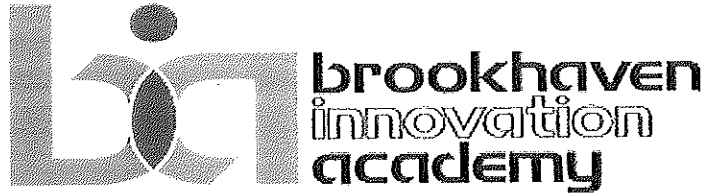
**Background and Summary:**

State charter schools are required to receive annual independent audits conducted by a certified professional accountant authorized to do business in Georgia each year. To facilitate timely, accurate, and high-quality audits, the SCSC approves auditors that state charter schools may select to conduct their required audit at the expense of the SCSC.

The board had previously approved Maudlin and Jenkins as the auditor and they have subsequently been placed on the SCSC approved list for 2016-2017 audits. In order to be on a regular annual approval cycle, the finance committee recommends that the board re-affirm Maudlin and Jenkins as the auditor for BIA.

**Fiscal Impact:** None. Fees will be paid by SCSC if board selects an auditor from their list of approved providers.

**Recommendation** Approve Maudlin and Jenkins as the auditor for the 2016-2017 fiscal year.



3159 Campus Drive  
Norcross, GA 30071

**Board of Directors Meeting Agenda Item**

Consent

Action

Discussion

Information

**Board Meeting Date:** May 4, 2017

**Title of Agenda Item:** Additional facilities needs for 2017-2018

**Submitted by:** Laurie Kimbrel

**Background and Summary:**

The total student enrollment at BIA is currently about 400 and this will increase to about 490 students during the 2017-2018 school year. The student enrollment increase is a result of three additional classes at the 7<sup>th</sup> grade level and one additional class at the 6<sup>th</sup> grade level. This increase in enrollment brings the need for additional classroom space as well as additional furniture.

Staff has worked to create a facilities use plan for 2017-2018 that maximizes our limited space (attached). In order to create the 5<sup>th</sup> grade classrooms, two interior walls need to be removed. The estimated cost for this construction is \$6,570 (quote attached).

Staff also created a list of additional furniture needs for 2017-2018 and worked with Impact Office Interiors to find the most cost effective solutions for our needs (quote attached). Please note that the Scholarcraft Ovation chair line item is not yet finalized. We are conducting an inventory of current chairs and will determine the amount and size of chairs necessary to meet our needs.

Items not included in this agenda item that will also be necessary for 2017-2018:

- Computers for new staff members

- Charging carts
- Student computers
- TVs
- Furniture/items for 6-7<sup>th</sup> grade student lounge

**Fiscal Impact:**

Construction: \$6,570

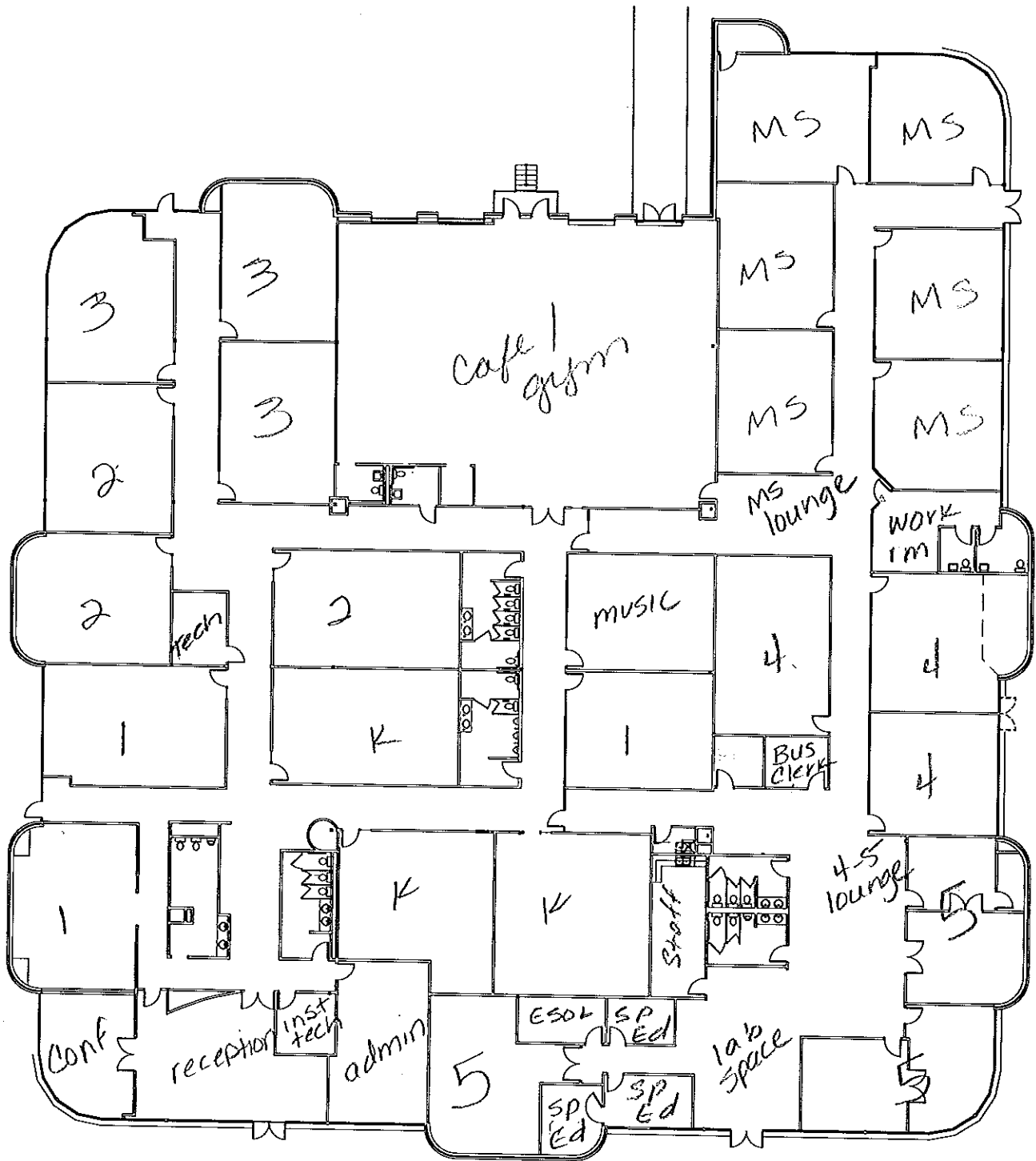
Furniture: \$43,229

**Recommendation** Approve expenditures for construction and furniture for 2017-2018.



BIA Facility Usage  
2017-2018  
DRAFT

MS = 6<sup>th</sup> + 7<sup>th</sup> grade



**SUBMITTED BY**  
 STRONG TOWER CONSTRUCTION, INC.  
 5990 UNITY DRIVE  
 SUITE C  
 NORCROSS, GA 30071

**SUBMITTED TO**  
 TRACY ISLAM  
 BROOKHAVEN ACADEMY  
 NORCROSS, GA 30071

**PROJECT INFORMATION**  
 Name: MODIFICATIONS FOR 2 CLASSROOMS (REV)  
 Property: CORPORATE SQUARE  
 Building/Suite #:  
 Date: 14 FEB 2017 (rev 3 APRIL 2017)  
 Job No: 2017-BROOKHAVEN-1 JOP (rev)  
 Project Manager: JOSEPH O. PRIDGEN

**DRAWING INFORMATION**  
 Plans By: PER DISCUSSION WITH TRACY ISLAM  
 Plans Dated:  
 Plans Job No.  
 Plans Nos.  
 Addendum Nos.  
 Estimator: JOSEPH O. PRIDGEN

DESCRIPTION OF WORK			SUBTOTAL
<b>NEW CLASSROOM AT LAURIE'S OFFICE</b>			
DEMO WALL BETWEEN TWO OFFICES	LF	20	
PULL SMALL AMOUNT OF CARPET AND USE FOR WALL PATCHES	LS	1	
REPAIR RUBBER BASE AS NEEDED WITH SAVED BASE	LS	1	
PATCH AND PAINT AFFECTED AREAS ONLY	LS	1	
F&I FIRE ALARM STROBE ONLY	LS	1	
F&I ONE EMERGENCY LIGHT	LS	1	
NOTE: TWO EXISTING SIDE DOOR FROM OLD SIDE OFFICES TO REMAIN AS-IS			
GENERAL CONDITIONS AND O&P	LS	1	
<b>SUBTOTAL</b>			<b>\$2,995.00</b>

<b>NEW CLASSROOM AT OLD ESOL</b>			
DEMO WALL BETWEEN TWO OFFICES	LF	18	
USE SOME OF PULLED CARPET FROM ROOM ABOVE TO PATCH WA	LS	1	
REPAIR RUBBER BASE AS NEEDED WITH SAVED BASE	LS	1	
PATCH AND PAINT AFFECTED AREAS ONLY	LS	1	
F&I FIRE ALARM STROBE ONLY	LS	1	
F&I ONE EMERGENCY LIGHT	LS	1	
F&I NEW UPPER HEAD BOLT TO LOCK DOUBLE DOOR	LS	1	
RELOCATE SWITCHES AND REWIRE LIGHTS AS NEEDED	LS	1	
NOTE: TWO EXISTING SIDE DOOR FROM OLD SIDE OFFICES TO REMAIN AS-IS			
GENERAL CONDITIONS AND O&P	LS	1	
<b>SUBTOTAL</b>			<b>\$3,575.00</b>

<b>SUBTOTAL</b>	<b>\$6,570.00</b>
<b>OVERHEAD &amp; PROFIT</b>	<b>INCLUDED IN ABOVE</b>
<b>TOTAL</b>	<b>\$6,570.00</b>

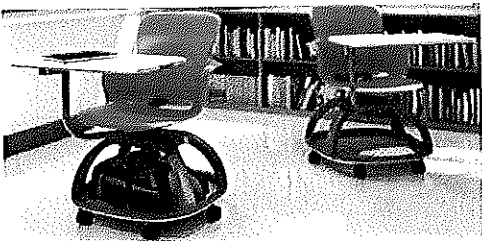
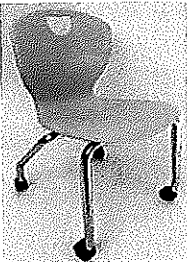
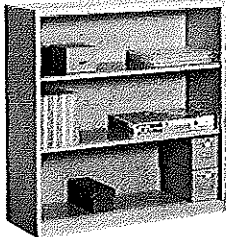
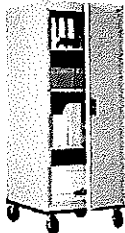
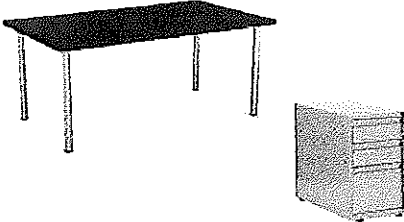


**Impact Office Interiors**

2017-2018 School Year

date: 18-Apr-17  
 project: BIA 2017-2018

from: Impact Office Interiors-Benjamin Frank

item name	item description	unit qty	unit cost	extended cost
7th Grade Chair/Desk Manuf - Haskell "Ethos"		70	\$ 286	\$ 20,020.00
Notes - Tablet is 12.5"D x 23.25"W				
Manuf - Scholarcraft "Ovation"		60	\$ 57	\$ 3,420.00
Notes - 14" Seat				
Bookcase - Metal 3 shelf Manuf - Global		12	\$ 113	\$ 1,356.00
Storage Cabinet - Classroom Manuf - Sandusky		3	\$ 357	\$ 1,071.00
Notes - 24" x 60" with casters				
Teacher Desk - Option 1 Manuf - Enwork		3	\$ 473	\$ 1,419.00
Notes (1) - 30"D x 60" W w/ 3" leghs (2) Includes box/box/file drawer (3) Price is for static - non adj ht (4) Adj Ht legs - add \$189				

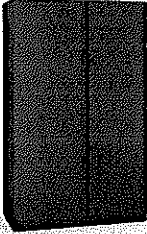
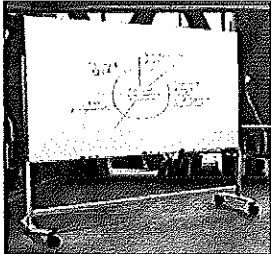
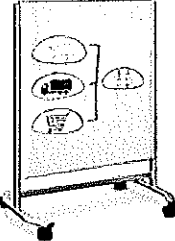
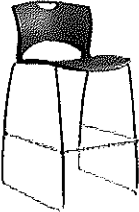


**Impact Office Interiors**

date 18-Apr-17  
 project BIA 2017-2018

from Impact Office Interiors-Benjamin Frank

2017-2018 School Year

<p><b>Teacher Desk - Option 2</b>            Manuf - Scholarcraft - Matches existig</p> <p>Notes (1) - 30"D x 60" W w/ 3" leghs            (2) Includes box/box/file drawer            (3) Price is for static - non adj ht            (4) Adj Ht legs included</p>	<p>0 \$ 716 \$ -</p> <p>No picture available - same as existing product</p>
<p><b>Storage Cabinet - PE and Misc</b>            Manuf - Great Openings "Trace"</p> <p>Notes - 42"W x 77"H (existing is 84"H)</p>	 <p>3 \$ 628 \$ 1,884.00</p>
<p><b>Mobile White Board</b>            Manuf - Mooreco "Visionary"</p> <p>Notes (1) - 48"H x 71"W            (2) - Glass Board = no "ghosting" effect            *longer lasting            (3) Dual Sided            (4) Magnetic</p>	 <p>3 \$ 760 \$ 2,280.00</p>
<p><b>Small White Board - Open Area</b>            Manuf - Mooreco "Visionary"</p> <p>Notes (1) - 48"H x 36"W            (2) - Glass Board = no "ghosting" effect            *longer lasting            (3) Dual Sided            (4) Magnetic</p>	 <p>1 \$ 480 \$ 480.00</p>
<p><b>Bar Ht Stool - Parsons Table</b>            Manuf - Sit On It "On Call"</p>	 <p>20 \$ 151 \$ 3,020.00</p>

**Impact Office Interiors**



date 18-Apr-17

project BIA 2017-2018

from Impact Office Interiors-Benjamin Frank

2017-2018 School Year

**Teacher and Staff Chair**  
Manuf - Corp Design "Argento"

4 \$ 250 \$ 1,000.00

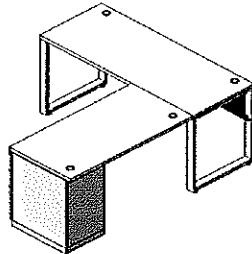
Notes (1) - Synchro Tilt, Ratchet Back  
Adj Lumbar, Seat Slider, 4 way adj arm



**Desk - Instructional Tech Coor**  
Manuf - Hyer

1 \$ 401 \$ 401.00

Notes (1) L Shape Consists of:  
\* Desk - 24"D x 60"W w/ box/box/file  
\*Return - 24"D x 48"W  
(2) - Additional upper or lower storage  
can be added if required

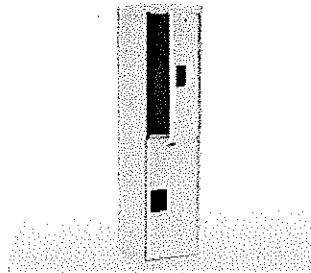


**Lockers**

Manuf - Sandusky

40 \$ 145 \$ 5,800.00

Notes (1) - Same as existing  
(2) 40 units = 2 lockers per unit



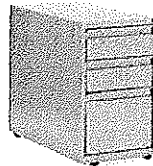
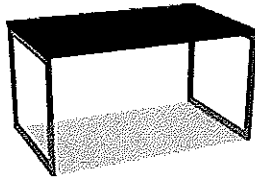
**Head Of School Desk**

Manuf - Enwork

1 \$ 626 \$ 626.00

2 \$ 226 \$ 452.00

Note (1) 36"x72" Top  
(2) Added 2 Mobile file drawers



Total \$ 1,078.00

\$ 43,229.00