



Brookhaven Innovation Academy Board of Directors
AGENDA

Meeting January 11, 2018 at 3159 Campus Drive, Norcross, GA, 7:00pm

1. Call to Order and Opening Remarks: Jennifer Langley
2. Approval of Agenda
3. Minutes Review and Approval
 - a. December 7, 2017 Board Meeting
4. Head of School Report: Tracy Islam / Terri Potter
5. Committee Reports:
 - a. Finance Committee: Zennie Lynch
 - a. Personnel Committee: Kelly Mandy
 - b. Facilities Committee: Adam Caskey
 - c. FF&E Committee: Jennifer Langley on behalf of Danielle Trost
 - d. Academic Committee: Stephanie Cross
 - e. Fundraising Committee: Kevin Miller
 - f. Technology Committee: Michael Walker
6. New Business
 - a. Board updated organizational chart – action
 - b. Benefits provider search results – action
 - c. 2018-2019 school calendar - action
7. Public Participation
8. Executive Session
 - a. Personnel
 - b. Real estate
9. Old Business
 - a. Extension of 3031 Shallowford Road Diligence Period for one additional month - action
 - b. Extension of Campus Drive lease for the 2018-2019 school year - action
10. Adjourn



Brookhaven Innovation Academy Board of Directors
Meeting Minutes

Meeting December 7, 2017 at 3159 Campus Drive, Norcross, GA, 7:00pm

Board Members Present: Adam Caskey, Kelly Mandy, Jennifer Langley, Stephanie Cross, Michael Walker, Jonathan Schwartz, Ellenor Stone

Board Members Absent: Kevin Miller, Zennie Lynch, Danielle Trost, Andrew Hamilton, Ed Lindsey

Administration Present: Terri Potter, Tracy Islam, Lori Parrish

Call to Order and Opening Remarks: Jennifer Langley

Meeting called to order at 7:01 pm

Motion to Approve the Agenda by Adam Caskey, 2nd by Kelly Mandy with amendment and removal of agenda item #6. Motion approved.

Motion to Approve November 2, 2017 Board Meeting Minutes by Adam Caskey, 2nd by Kelly Mandy

Head of School Report: Terri Potter

Associate Head of School Report: Tracy Islam

Committee Reports:

- a. Academic Committee: Stephanie Cross
- b. Diversity Committee: Stephanie Cross
- c. Personnel Committee: Kelly Mandy
- d. Facilities Committee: Adam Caskey
- e. FF&E Committee: Danielle Trost
- f. Finance Committee: Zennie Lynch
- g. Executive Committee: Jennifer Langley

New Business

- h. Bully Policy, Terri Potter / Ellenor Stone
 - i. Motion to approve the Bully Policy with future development by the Diversity Committee by Michael Walker, 2nd by Adam Caskey. Motion approved.
- i. Adopt Attendance Policy, Tracy Islam
 - i. Motion to adopt the attendance policy with notice to parent/student by phone call or in person meeting to any student over 7 unexcused absences, and to amend the Parent/Student Handbook to reflect the updated Attendance Policy by Michael Walker, 2nd by Ellenor Stone. Motion approved.
- j. Approve updated Parent/Student handbook with new Attendance Policy included, Tracy Islam
- k. Staffing Plan for 2018-2019, Kelly Mandy
 - i. Motion to accept staffing plan presented by Kelly Mandy, 2nd by Ellenor Stone. Motion approved.
- l. Salary Scale for teachers, Kelly Mandy
 - i. Motion to defer decision on salary scale following the budget adoption for 2018-2019 by Ellenor Stone, 2nd by Michael Walker. Motion approved.
- m. Architect Recommendation by Facilities Committee

BIA Board Meeting Minutes for December 7, 2017

- i. Motion to approve the recommended architect firm, Cooper Carry, by Michael Walker, 2nd by Ellenor Stone. Motion approved.
- n. Contracted Services for Compliance, Risk, Governance
 - i. Motion to approve the engagement of EIP presented by Ellenor Stone, 2nd by Kelly Mandy. Motion approved.

Public Participation – no public present.

Motion to move into Executive Session by Adam Caskey, 2nd by Stephanie Cross. Motion approved.

- o. Personnel
- p. Real estate

Motion to move out of Executive Session by Michael Walker, 2nd by Ellenor Stone. Motion approved.

Motion to adjourn by Jonathan Schwartz, 2nd by Adam Caskey. Motion approved.

Adjournment at 9:58 p.m.

DRAFT

HEAD OF SCHOOL REPORT:

Hiring practice update
Hiring fairs update
Reporting for SCSC and their visit

ASSOCIATE HEAD OF SCHOOL REPORT:

Enrollment Update:

1. 4 withdraws in December/early January:
 - 2 moved
 - 2 school change (Terri contacted both)
2. Spots Open in Lotterease:
 - K-2
 - 6-1
 - 7-1
3. Tours have begun - 183 families signed up thus far

PROPOSED 2018-2019 SCHOOL CALENDAR:



3159 Campus Drive
Norcross, GA 30071

Board of Directors Meeting Agenda Item

Consent

Action

Discussion

Information

Board Meeting Date: January 11, 2018

Title of Agenda Item: 2018/2019 School Year Calendar

Submitted by: Tracy Islam

Background and Summary:

Approving a school year calendar in January or earlier allows existing BIA families to plan ahead and will also serve as a recruiting tool for new students. Highlights of the calendar draft are as follows:

- 185 day school year (charter includes an extended school year)
- 197 day work year for teachers
- 10 professional development days arranged to minimize impact to instruction with as few shortened weeks as possible
- Breaks and holidays relatively aligned with public school districts (comparison data attached)
- Once a month 1:30pm dismissals allow for ongoing teacher professional development and team planning time.

This calendar was reviewed by the BIA instructional leadership team.

Fiscal Impact: None

Recommendation: Approval of the 2018/2019 School Year Calendar

Brookhaven Innovation Academy – 2018/2019 School Year

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

■ No School/Holiday
 ■ First/Last Day of Semester
 ■ Parent/Teacher Conferences
■ 1:30 Dismissal
 ■ Professional Development Day (No Students)

July
July 23-Jul 31 Professional Dev. Day

August
Aug 1 – First Day of School
Aug 9 – 1:30 Dismissal
23 Days of Instruction

September
Sept 3 – No School (Labor Day)
Sept 13 – 1:30 Dismissal
19 Days of Instruction

October
Oct 4 – P/T Conferences
Oct 5 – Professional Dev. Day
Oct 5-9 – Fall Break
Oct 18 – 1:30 Dismissal
19 Days of Instruction

November
Nov 8 – 1:30 Dismissal
Nov 19 – 23 – Thanksgiving Break
17 Days of Instruction

December
Dec 6 – 1:30 Dismissal
Dec 21 – Last Day of 1st Semester
Dec 24 – Dec 31 – Winter Break
15 Days of Instruction

January
Jan 1 – Holiday (New Year's Day)
Jan 2 – Professional Dev. Day
Jan 3 – First Day of 2nd Semester
Jan 10 – 1:30 Dismissal
Jan 21 – No School (MLK DAY)
20 Days of Instruction

February
Feb 7 – 1:30 Dismissal
Feb 18 – No School (Pres. Day)
19 Days of Instruction

March
Mar 1 – Parent/Teacher Conferences
Mar 7 – 1:30 Dismissal
March 25 – 29 – Spring Break
15 Days of Instruction

April
Apr 11 – 1:30 Dismissal
22 Days of Instruction

May
May 9 – 1:30 Dismissal
May 22 – Last Day 2nd Semester
May 23 – Professional Dev. Day
16 Days of Instruction

June

2018-2019 School Calendar Comparison Information						
	APS	Dekalb	Gwinnett	Cobb	Fulton	
First Day	1-Aug	2-Aug	6-Aug	1-Aug	6-Aug	
Fall Break	Oct 10-12	Oct 8-19	October 4-8	Sept 24-28	Oct 5-8	
		*3 day break for Thanksgiving				
Winter Break	Dec 24-Jan 4	Dec 24-Jan 4	Dec 21-Jan 2	Dec 24-Jan 4	Dec 21-Jan 4	
Feb Break	Feb 20-22	18-Feb	18-Feb	Feb 18-22	Feb 15-16	
Spring Break	Apr 8-12	Mar 25-29	Apr 1-5	Apr 1-5	Apr 1-5	
Last Day	24-May	24-May	22-May	22-May	23-May	
Total Days	180	180	180	180	180	180

FINANCE COMMITTEE REPORTS:

Summary notes from Finance Committee Meeting 1/5/18

- Finance Committee discussed a plan for future cooperation with the Parent Council and Fundraising Committees – Finance Committee Members Freida Rakhman, Nancy Jacobson will work with school leadership and parent council leadership on a better method for transparency and communication.
- Financial statements and other related documents for the month ending and YTD 11/30/17 were presented for review.
- Finance Committee reviewed a first pass of the Extended Cashflow Forecast for the remainder of the fiscal year ending June 30, 2018. After review, recommendations for improvement were made, and it will be shared with the board in February 2018.
- 2017 – 2018 expenses are tracking in line with budget with two exceptions: Legal and Professional services (ie. Physiological services, counseling, etc.). The two exceptions are partially offset by the reclassification of the FFE & Technology cost into a 3-year Lease.
- Operating Cash Flow remains a challenge but is expected to improve in the second part of the school year due to some relief of prior obligations and an increase in the monthly allotment from the state.

Brookhaven Innovation Academy
2017-18 Actual YTD v Budget (Full Yr)

	07/01/2017 Through 11/30/2017		Year Ending 06/30/2018	
	Actual	17-18 Version 1	Summary	% of Budget - 50.00%
Net Income with Financing and Capital Items				
Net Operating Income/(Loss)				
Revenues				
Revenue - Federal Sources				
Other Federal Grants Through GADOE	68,695	90,525	21,831	75.88 %
Total Revenue - Federal Sources	68,695	90,525	21,831	75.88 %
Revenue - Local Sources				
Charter Commission Revenue	1,455,220	3,777,746	2,322,526	38.52 %
Club Dues and Fees	885	0	(886)	0.00 %
Donations	133,133	167,500	34,367	79.48 %
Fundraising (School-Based) & Field Trips	6,280	0	(6,280)	0.00 %
After School Care Revenues	657	0	(657)	0.00 %
Other Revenues	9,645	0	(9,645)	0.00 %
Donations-Capital	439,218	0	(439,218)	0.00 %
Total Revenue - Local Sources	2,045,038	3,945,246	1,900,207	51.84 %
Total Revenues	2,113,733	4,035,771	1,922,038	52.37 %
Expenses				
Personal Services - Salaries				
Teachers	595,606	1,237,996	642,391	48.11 %
Substitute - Non Certified	12,250	40,800	28,550	30.02 %
Extended Day - Teachers	5,650	10,000	4,350	56.50 %
Art, Music, PE Teachers	36,260	187,000	150,740	19.39 %
Principal	43,750	100,000	56,250	43.75 %
Assistant Principal	30,000	72,000	42,000	41.67 %
Aides And Paraprofessionals	59,247	116,220	56,973	50.98 %
Secretarial Staff	10,531	22,800	12,269	46.19 %
Clerical Staff	13,133	36,000	22,867	36.48 %
Accountant	19,250	52,000	32,750	37.02 %
Technology Specialist	18,750	45,624	26,874	41.10 %
Total Personal Services - Salaries	844,427	1,920,440	1,076,014	43.97 %
Personal Services - Benefits				
Health Insurance	66,260	214,904	148,644	30.83 %
FICA/Medicare	12,767	30,384	17,617	42.02 %
Teachers Retirement System	122,309	290,436	168,127	42.11 %
Unemployment Compensation	3,821	14,099	10,277	27.11 %
Other Employee Benefits	336	0	(336)	0.00 %
Total Personal Services - Benefits	205,493	549,823	344,329	37.37 %
Purchased Professional and Tech Svcs				
Contracted Service -Administration	45,000	52,500	7,500	85.71 %
Contracted Service -Counselors	34,527	75,000	40,474	46.04 %
Contracted Service -Technology Specialist	13,271	0	(13,271)	0.00 %
Backgrounds & Fingerprints	319	750	431	42.45 %
Professional Legal Services	19,660	20,000	340	98.30 %
Per Diem and Fees - Prof. Dev.	28,529	35,000	6,471	81.51 %
Total Purchased Professional & Tech Svcs	141,306	183,250	41,945	77.11 %
Purchased Property Svcs				
Facility TICAM and Cleaning Services	35,120	95,000	59,880	36.97 %

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Brookhaven Innovation Academy
2017-18 Actual YTD v Budget (Full Yr)

	07/01/2017 Through 11/30/2017		Year Ending 06/30/2018	
	Actual	17-18 Version 1	Summary	% of Budget - 50.00%
Repair & Maint. - General and Facility	11,890	13,000	1,110	91.46 %
Repair & Maint. - Technology	1,949	4,500	2,551	43.31 %
Building and Land Rental	149,350	355,308	205,958	42.03 %
Computer and IT Rental	2,483	0	(2,483)	0.00 %
Other Purchased Property Services	18,750	45,000	26,250	41.67 %
Total Purchased Property Svcs	219,542	512,808	293,266	42.81 %
Other Purchased Services				
Insurance	9,417	25,403	15,986	37.07 %
Communication	16,513	25,000	8,487	66.05 %
Food Service Management	11,357	53,280	41,923	21.32 %
Travel - Employees	2,916	7,500	4,584	38.88 %
Other Purchased Services	24,947	80,000	55,053	31.18 %
Total Other Purchased Services	65,150	191,183	126,033	34.08 %
Supplies				
Supplies - General	24,529	15,000	(9,529)	163.53 %
Supplies - Instructional and Tech	43,692	102,000	58,308	42.84 %
Computer Software	85,807	96,000	10,193	89.38 %
Energy	20,291	50,000	29,709	40.58 %
Purchased Food	2,260	0	(2,260)	0.00 %
Textbooks	15,173	26,000	10,827	58.36 %
Books (Other Than Textbooks)	8,369	10,000	1,631	83.69 %
Expendable Equipment	2,072	68,430	66,358	3.03 %
Expendable Computer Equipment	0	25,000	25,000	0.00 %
Total Supplies	202,193	392,430	190,237	51.52 %
Other Operating Expenses				
Dues & Fees	1,984	5,500	3,516	36.08 %
Interest	16,044	48,000	31,956	33.42 %
FFE Lease Costs	11,741	134,544	122,802	8.73 %
Total Other Operating Expenses	29,769	188,044	158,274	15.83 %
Total Expenses	1,707,880	3,937,978	2,230,098	43.37 %
Total Operating Net Income/(Loss)	405,853	97,793	(308,060)	415.01 %
Financing Sources and Uses				
Other Loan Proceeds	1,526,155	0	(1,526,155)	0.00 %
Principal Payments	(1,567,754)	0	1,567,754	0.00 %
Operating Transfers to Other Funds	(45,676)	0	45,676	0.00 %
Total Financing Sources and Uses	(87,275)	0	87,275	0.00 %
Capital Items				
Land Acquisition And Development	375,000	0	(375,000)	0.00 %
Building Improvements	6,945	6,570	(375)	105.71 %
Total Capital Items	381,945	6,570	(375,375)	5,813.47 %
Net Income with Financing and Cap. Items	(63,367)	91,223	154,590	(69.46) %

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Brookhaven Innovation Academy
2017-2018 Actual by Month

	Month Ended July Actual	Month Ended August Actual	Month Ended September Actual	Month Ended October Actual	Month Ended November Actual	07/01/2017 Through 11/30/2017 Actual
Revenues						
Revenue - Federal Sources						
Other Federal Grants Through GADOE	0	3,721	0	15,438	49,536	68,695
Total Revenue - Federal Sources	0	3,721	0	15,438	49,536	68,695
Revenue - Local Sources						
Charter Commission Revenue	0	582,151	291,023	291,023	291,023	1,455,220
Club Dues and Fees	0	0	50	495	340	885
Donations	1,498	41,596	40,756	13,539	35,744	133,133
Fundraising (School-Based) & Field Trips	1,943	1,078	0	2,938	321	6,280
After School Care Revenues	0	0	206	236	213	657
Other Revenues	39	9,606	0	0	0	9,645
Donations-Capital	6,000	86,185	13,380	116,327	217,327	439,218
Total Revenue - Local Sources	9,480	720,616	345,415	424,558	544,968	2,045,038
Total Revenues	9,480	724,337	345,415	439,996	594,504	2,113,733
Expenses						
Personal Services - Salaries						
Teachers	115,999	115,333	137,045	113,613	113,614	595,606
Substitute - Non Certified	0	700	3,150	3,800	4,600	12,250
Extended Day - Teachers	0	0	0	0	5,650	5,650
Art, Music, PE Teachers	7,041	7,084	7,969	7,084	7,083	36,260
Principal	8,750	8,750	8,750	8,750	8,750	43,750
Assistant Principal	6,000	6,000	6,000	6,000	6,000	30,000
Aides And Paraprofessionals	11,875	12,083	11,864	12,770	10,656	59,247
Secretarial Staff	1,875	1,875	2,860	1,960	1,960	10,531
Clerical Staff	2,627	2,627	2,627	2,626	2,627	13,133
Accountant	4,250	3,000	4,000	4,000	4,000	19,250
Technology Specialist	3,750	3,750	3,750	3,750	3,750	18,750
Total Personal Services - Salaries	162,167	161,202	188,015	164,353	168,690	844,427
Personal Services - Benefits						
Health Insurance	9,205	(5,483)	34,397	13,586	14,555	66,260
FICA/Medicare	2,241	2,359	2,886	2,583	2,697	12,767
Teachers Retirement System	14,869	26,981	26,836	26,989	26,633	122,309
Unemployment Compensation	1,322	1,287	809	280	125	3,821
Other Employee Benefits	50	49	77	161	(2)	336
Total Personal Services - Benefits	27,687	25,193	65,005	43,599	44,008	205,493
Purchased Professional and Tech Svcs						
Contracted Service -Administration	7,500	7,500	7,500	7,500	15,000	45,000
Contracted Service -Counselors	0	245	10,846	23,435	0	34,527
Contracted Service -Technology Specialist	6,259	5,313	1,700	0	0	13,271
Backgrounds & Fingerprints	193	97	29	0	0	319
Professional Legal Services	1,105	2,201	8,958	4,577	2,819	19,660
Per Diem and Fees - Prof. Dev.	0	14,635	5,284	8,086	524	28,529
Total Purchased Professional & Tech Svcs	15,057	29,991	34,317	43,598	18,343	141,306
Purchased Property Svcs						
Facility TICAM and Cleaning Services	7,024	7,024	7,024	7,024	7,024	35,120
Repair & Maint. - General and Facility	7,015	1,895	0	0	2,980	11,890
Repair & Maint. - Technology	0	0	730	(53)	1,272	1,949
Building and Land Rental	29,870	29,870	29,870	29,870	29,870	149,350
Computer and IT Rental	827	828	827	0	0	2,483

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Brookhaven Innovation Academy
2017-2018 Actual by Month

	Month Ended July Actual	Month Ended August Actual	Month Ended September Actual	Month Ended October Actual	Month Ended November Actual	07/01/2017 Through 11/30/2017 Actual
Other Purchased Property Services	3,750	3,750	3,750	3,750	3,750	18,750
Total Purchased Property Svcs	48,486	43,367	42,201	40,591	44,896	219,542
Other Purchased Services						
Insurance	3,938	1,865	1,865	0	1,749	9,417
Communication	2,013	3,497	6,066	3,204	1,734	16,513
Food Service Management	0	0	7,723	0	3,634	11,357
Travel - Employees	501	0	1,909	0	506	2,916
Other Purchased Services	3,312	3,450	1,131	1,993	15,061	24,947
Total Other Purchased Services	9,764	8,812	18,694	5,197	22,684	65,150
Supplies						
Supplies - General	10,901	5,932	1,838	1,913	3,945	24,529
Supplies - Instructional and Tech	5,501	535	493	33,099	4,065	43,692
Computer Software	79,428	5,096	0	0	1,283	85,807
Energy	2,212	9,986	3,568	4,120	404	20,291
Purchased Food	0	809	505	946	0	2,260
Textbooks	14,227	947	0	0	0	15,173
Books (Other Than Textbooks)	1,089	28	4,687	2,370	194	8,369
Expendable Equipment	0	0	0	2,072	0	2,072
Total Supplies	113,358	23,333	11,091	44,520	9,891	202,193
Other Operating Expenses						
Dues & Fees	70	54	1,465	367	28	1,984
Interest	(1,614)	2,940	2,795	8,660	3,263	16,044
FFE Lease Costs	22,425	11,213	8,659	(33,638)	3,082	11,741
Total Other Operating Expenses	20,881	14,207	12,919	(24,611)	6,373	29,769
Total Expenses	397,400	306,105	372,242	317,247	314,885	1,707,880
Total Operating Net Income/(Loss)	(387,920)	418,232	(26,827)	122,749	279,619	405,853
Financing Sources and Uses						
Other Loan Proceeds	283,955	297,500	267,200	265,800	411,700	1,526,155
Principal Payments	(75,617)	(547,500)	(28,950)	(504,051)	(411,638)	(1,567,754)
Operating Transfers to Other Funds	0	0	0	(36,387)	(9,287)	(45,676)
Total Financing Sources and Uses	208,338	(250,000)	238,250	(274,638)	(9,225)	(87,275)
Capital Items						
Land Acquisition And Development	0	0	0	0	375,000	375,000
Building Improvements	6,945	0	0	0	0	6,945
Total Capital Items	6,945	0	0	0	375,000	381,945
Net Income with Financing and Cap. Items	(186,527)	168,232	211,423	(151,889)	(104,606)	(63,367)

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Brookhaven Innovation Academy
2017-2018 Actual YTD v Current Budget

	07/01/2017 Through 11/30/2017		Summary
	Actual	17-18 Version 1	
Net Income with Financing and Capital Items			
Net Operating Income/(Loss)			
Revenues			
Revenue - Federal Sources			
Other Federal Grants Through GADOE	68,695	31,225	(37,470)
Total Revenue - Federal Sources	68,695	31,225	(37,470)
Revenue - Local Sources			
Charter Commission Revenue	1,455,220	1,458,667	3,448
Club Dues and Fees	885	0	(886)
Donations	133,133	62,500	(70,633)
Fundraising (School-Based) & Field Trips	6,280	0	(6,280)
After School Care Revenues	657	0	(657)
Other Revenues	9,645	0	(9,645)
Donations-Capital	439,218	0	(439,218)
Total Revenue - Local Sources	2,045,038	1,521,167	(523,871)
Total Revenues	2,113,733	1,552,392	(561,341)
Expenses			
Personal Services - Salaries			
Teachers	595,606	515,834	(79,771)
Substitute - Non Certified	12,250	17,000	4,750
Extended Day - Teachers	5,650	4,169	(1,481)
Art, Music, PE Teachers	36,260	77,919	41,659
Principal	43,750	41,669	(2,081)
Assistant Principal	30,000	30,000	0
Aides And Paraprofessionals	59,247	48,425	(10,822)
Secretarial Staff	10,531	9,500	(1,031)
Clerical Staff	13,133	15,000	1,867
Accountant	19,250	21,669	2,419
Technology Specialist	18,750	19,010	260
Total Personal Services - Salaries	844,427	800,195	(44,231)
Personal Services - Benefits			
Health Insurance	66,260	88,960	22,700
FICA/Medicare	12,767	12,660	(107)
Teachers Retirement System	122,309	121,015	(1,294)
Unemployment Compensation	3,821	2,957	(865)
Other Employee Benefits	336	0	(336)
Total Personal Services - Benefits	205,493	225,592	20,098
Purchased Professional and Tech Svcs			
Contracted Service -Administration	45,000	37,500	(7,500)
Contracted Service -Counselors	34,527	31,250	(3,276)
Contracted Service -Technology Specialist	13,271	0	(13,271)
Backgrounds & Fingerprints	319	600	281
Professional Legal Services	19,660	8,331	(11,329)
Per Diem and Fees - Prof. Dev.	28,529	26,000	(2,529)
Total Purchased Professional & Tech Svcs	141,306	103,681	(37,624)
Purchased Property Svcs			
Facility TICAM and Cleaning Services	35,120	39,581	4,461
Repair & Maint. - General and Facility	11,890	8,450	(3,440)
Repair & Maint. - Technology	1,949	3,500	1,551
Building and Land Rental	149,350	148,045	(1,305)
Computer and IT Rental	2,483	0	(2,483)
Other Purchased Property Services	18,750	18,750	0
Total Purchased Property Svcs	219,542	218,326	(1,216)

Brookhaven Innovation Academy
2017-2018 Actual YTD v Current Budget

	07/01/2017 Through 11/30/2017		Summary
	Actual	17-18 Version 1	
Other Purchased Services			
Insurance	9,417	14,068	4,651
Communication	16,513	10,419	(6,094)
Food Service Management	11,357	22,200	10,843
Travel - Employees	2,916	3,125	209
Other Purchased Services	24,947	33,331	8,384
Total Other Purchased Services	65,150	83,143	17,993
Supplies			
Supplies - General	24,529	9,000	(15,529)
Supplies - Instructional and Tech	43,692	29,169	(14,523)
Computer Software	85,807	81,650	(4,157)
Energy	20,291	20,831	540
Purchased Food	2,260	0	(2,260)
Textbooks	15,173	26,000	10,827
Books (Other Than Textbooks)	8,369	4,169	(4,200)
Expendable Equipment	2,072	68,430	66,358
Expendable Computer Equipment	0	25,000	25,000
Total Supplies	202,193	264,249	62,056
Other Operating Expenses			
Dues & Fees	1,984	5,500	3,516
Interest	16,044	20,000	3,956
FFE Lease Costs	11,741	56,060	44,318
Total Other Operating Expenses	29,769	81,560	51,790
Total Expenses	1,707,880	1,776,746	68,866
Total Operating Net Income/(Loss)	405,853	(224,354)	(630,207)
Financing Sources and Uses			
Other Loan Proceeds	1,526,155	0	(1,526,155)
Principal Payments	(1,567,754)	0	1,567,754
Operating Transfers to Other Funds	(45,676)	0	45,676
Total Financing Sources and Uses	(87,275)	0	87,275
Capital Items			
Land Acquisition And Development	375,000	0	(375,000)
Building Improvements	6,945	6,570	(375)
Total Capital Items	381,945	6,570	(375,375)
Net Income with Financing and Cap. Items	(63,367)	(230,924)	(167,557)

Brookhaven Innovation Academy
Statement of Assets, Liabilities and Fund Balance
07/01/2017 Through 11/30/2017

ASSETS

Current Assets

Cash and Cash Equivalents

 Checking Account - Private Bank

\$ 64,859

 Petty Cash

500

 Checking Account - Private Bank Capital

1

 Cash in Bank-Private Bank Annual

1

Total Cash and Cash Equivalents

\$ 65,361

Short Term Investments

\$ 1,000

Accounts Receivable (Net)

19

Prepays, Deferrals and Other Current

40,000

Total Current Assets

\$ 106,380

Capital Assets (Net of Dep'n)

 Buildings and Land

244,643

 Furniture, Fixtures and Equipment

322,598

Total Net Capital Assets

\$ 567,241

Total Assets

\$ 673,621

LIABILITIES AND FUND BALANCE

Liabilities

Current Liabilities

 Current Leases and Other Current Liabs

118,164

 Accounts Payable

191,538

 Payroll Liabilities

35,399

Total Current Liabilities

\$ 345,101

Long Term Liabilities

\$ 500,347

Total Liabilities

\$ 845,448

Fund Balance

 Net Asset Accounts

\$ (171,827)

Total Fund Balance

\$ (171,827)

Total Liabilities and Fund Balance

\$ 673,621

Brookhaven Innovation Academy
2017-18 Statement of Revenues, Expenditures and Changes in Fund Balance
07/01/2017 Through 11/30/2017

	Actual
Net Income with Financing and Capital Items	
Net Operating Income/(Loss)	
Revenues	
Revenue - Federal Sources	
Other Federal Grants Through GADOE	68,695
Total Revenue - Federal Sources	68,695
Revenue - Local Sources	
Charter Commission Revenue	1,455,220
Club Dues and Fees	885
Donations	133,133
Fundraising (School-Based) & Field Trips	6,280
After School Care Revenues	657
Other Revenues	9,645
Donations-Capital	439,218
Total Revenue - Local Sources	2,045,038
Total Revenues	2,113,733
Expenses	
Personal Services - Salaries	844,427
Personal Services - Benefits	205,493
Purchased Professional and Tech Svcs	141,306
Purchased Property Svcs	219,542
Other Purchased Services	65,150
Supplies	202,193
Other Operating Expenses	29,769
Total Expenses	1,707,880
Total Operating Net Income/(Loss)	405,853
Financing Sources and Uses	
Other Loan Proceeds	1,526,155
Principal Payments	(1,567,754)
Operating Transfers to Other Funds	(45,676)
Total Financing Sources and Uses	(87,275)
Capital Items	
Land Acquisition And Development	375,000
Building Improvements	6,945
Total Capital Items	381,945
Net Income with Financing and Cap. Items	(63,367)

**Brookhaven Innovation Academy
Working Capital Analysis by Month**

	Month Ended July <small>Actual</small>	Month Ended August <small>Actual</small>	Month Ended September <small>Actual</small>	Month Ended October <small>Actual</small>	Month Ended November <small>Actual</small>
Working Capital					
Cash and Cash Equivalents	2,241	149,531	378,489	211,825	65,361
Accounts Payable and other Current Liabilities	250,752	256,427	283,570	268,795	226,937
Net LOC Balance	42,412	(207,588)	30,662	(207,588)	(207,525)
Total Working Capital	<u>\$ (290,923)</u>	<u>\$ 100,692</u>	<u>\$ 64,257</u>	<u>\$ 150,618</u>	<u>\$ 45,949</u>
Working Capital Net of LOC					
Cash and Cash Equivalents	2,241	149,531	378,489	211,825	65,361
Accounts Payable and other Current Liabilities	250,752	256,427	283,570	268,795	226,937
Total Working Capital Net of LOC	<u>\$ (248,511)</u>	<u>\$ (106,896)</u>	<u>\$ 94,919</u>	<u>\$ (56,970)</u>	<u>\$ (161,576)</u>

Internally Prepared
****FOR MANAGEMENT USE ONLY****
 Unaudited

PERSONNEL COMMITTEE REPORT:

Head of School Search Update:

- 13 candidates were interviewed through Zoom video conferencing.
 - Interviewers met at the Kroger on Tuesday December 12th to debrief over the candidates
 - At the debrief, 5 were chosen to move to the next round. Stephanie and Kelly interviewed one additional candidate after the debrief and decided to bring her to the next round.
 - On Saturday January 6th, board members, administration and 2 teachers and EIP representative interviewed the 6 candidates that were brought to this round. All 6 candidates also completed a writing task.
 - 2 candidates were chosen for a final interview which will consist of spending a few hours at the school and eating a meal with various board members
 - A specially called board meeting will be scheduled to discuss candidates
-

FACILITIES COMMITTEE REPORT:

Summary Of Progress on 3031 Shallowford Road Diligence:

- Title inspected and title insurance commitment obtained
- Phase I Environmental Completed - Report is clear
- Sewer Application Granted
- Architect RFP Process Completed and Cooper Carry Selected
- Phase I Engineering Study Completed suggesting site viability
- ALTA Survey Completed revealing no encroachment or other legal description issues
- Architect has initiated programming process with School Administration and Board

Next Steps for 3031 Shallowford Road:

- True North and Architect are in beginning stages of programming and building design phase
- Final Stages of Site Diligence to be Completed Prior to 3/1/18
- Architect to Present Initial Design in March, 2018
- Obtain DOE Approvals Late Spring 2018
- Obtain Construction Permits Late Spring-Mid Summer 2017
- Begin Construction Late Summer, 2017-Early Fall 2017

Campus Drive - 8th Grade Expansion

- Working with TN to get Norcross and DOE approval for Temporary Cottages
-

FURNITURE, FIXTURES & EQUIPMENT COMMITTEE REPORT:

Danielle is working with True North Companies for the approval process with City of Norcross and GA Department of Education of mobile classrooms needed for 2018-2019.

Administration is looking into the added cost and needs of IT to support the additional modular spaces.

Estimates to date:

- Initial set up fee: \$24,488
- Monthly fee for all three modulars: \$3122
- Total 12 month lease: \$61,952
- There is a return fee for the units of roughly 17,000-bringing our estimated total estimated cost to BIA to \$79,000.

ACADEMIC COMMITTEE REPORT:

- CSP update: Using CCRPI data, Chad, Stephanie, Tracy and Terri are crafting student achievement goals for the next two years for submission with the CSP grant. The academic committee will review these goals and provide feedback prior to submission.

- Committee structure update: Chad Mote has (Ed Innovation Partners) created a new document with key duties, tasks, and deliverables for the academic committee (see attached). The committee will review this document at its next meeting in late January and report back to the board once the document has been finalized.

FUNDRAISING COMMITTEE REPORT:

Phase 2 focus:

Homes For OUR HOME

CC Data for more detailed focus on fundraising

Grants

Spring BIA Charity Golf event

TECHNOLOGY COMMITTEE REPORT:

Proposed Updated Timeline:

- Draft Review with Jennifer and Terri 01/10
- Review High-level Site and Updated Project Timeline during the IT Committee section of Board Meeting 01/11
- Gain feedback from board members 01/11-01/15
- Consolidate all feedback 01/15
- Go To Meeting with Michael, Jennifer and Admin 01/16
- Gather Transfer and Move Domain credentials (see Move and Transfer Notes) 1/17

BIA Board Meeting Agenda for January 11, 2018

- Move Domain (Go Daddy to Go Daddy) see Move and Transfer Notes (Takes 4-5 days)
- Transfer Domain (current hosting to Go Daddy) see Move and Transfer Notes (Takes 4-5 days)
- Publish new site: Sunday 1/28/2018

MODIFIED ORGANIZATIONAL CHART WITH ADDED DIVERSITY COMMITTEE AND CHAIR UPDATES:



BIA Board Organizational Chart

