



Governing Board

Meeting Minutes for 04/09/2020:
Virtual Meeting due to COVID-19

MEMBERS PRESENT: Adam Caskey, Zennie Lynch, Kelly Mandy, Michael Walker, Veronica Johnson, Walter Bell, Fred Schroer

CALL TO ORDER

- Call to order @ 7:08p.m. by Adam Caskey, Board Chair

I. Administrative Functions

- Approval of Agenda
 - Motion to approve agenda
 - Michael Walker – 1st; Veronica Johnson – 2nd; Unanimous approval
- Approval of Minutes from March 18, 2020
 - Motion to approve meeting minutes from March 2020 meeting
 - Kelly Mandy – 1st; Zennie Lynch – 2nd; Unanimous approval

II. Public Comment

- No public comment

III. Academic Related Reports

- Head of School Report
 - Lottery
 - Up 10 applications from last Board meeting. All but 1 8th grade family have confirmed their seat.
 - Student Registration Process
 - Shared Google Drive created to digitally store documents that can eventually be printed out and added to physical files.
 - Waiving health / immunization forms for now as physician offices are not operating as normal.
 - Reaching out to families who have not attempted to submit any registration materials.
 - Remote learning during Covid-19 school shutdown
 - Reviewed remote learning guidance with SPED department, EIP and BIA legal counsel. Following GADOE guidance.
 - Student engagement estimated to be around 85%. Teachers have been asked to reach out to any families that have not been engaged at all.

- Julie has been sending out celebratory e-mails to parents of students who have been completing all assignments.
- Staff Schedules. Remote learning employee schedule created for teachers and staff:
 - Documenting daily activities
 - Daily Log Sheet created for paraprofessionals and non-teaching staff
- School Calendar 2019-2020 and 2020-2021
 - Consideration of ending the current school year 1 week early; end of the school year is often reserved for testing.
 - Modifications made to our calendar this school year and/or next school year must be submitted to the State and there may be a deadline/cut-off for submission of plans.
- Incidence of video-bombing in a recent Zoom class meeting.
 - Kevin Miller, former Board member, is working with Adapture to draft a letter to go to parents. Suggestion made to switch to a different platform, perhaps Cisco WebEx which is being offered free for 90 days.
- Discussion of possibility of offering summer course offerings
 - Preliminary discussion needed between Julie and Board.
 - Hoping to receive funds from a grant to help support such an initiative.
 - Need to identify teachers who may be willing to host classes and would need to determine parent interest.
 - Budget / funding considerations.
 - Standards would still need to be remediated at the beginning of the next year for those who don't or can't participate.
- Academic transition plans for next school year in light of shutdown
 - Primarily engaging the reading and math teachers who are putting together a list of standards that may need to be remediated at the beginning of the next school year.
 - Discussion surrounding Milestones testing in 2021.
- Next year school plans
 - Current SPED space will become a STEM Lab
 - Create science lab to coordinate with lessons that teachers are working on; paraprofessional will assist with the clean-up after lab time.
 - With STEM being a part of our charter, Julie felt it was important to have a dedicated STEM space.
 - Reached out to AdvancED to begin the accreditation process which involves required training.
 - Staffing
 - Only need is for 1 paraprofessional.
 - Contracts are being extended.
 - Cobb Pediatrics and The Lane Center
 - In 2017 – 2018 we used Cobb Pediatrics
 - In 2018 – 2019 BIA used the Lane Center

- Large discrepancy in the services used in those years.
Possibility of having to pay money back to the State.
Reaching out to investigate.
- Parent Council Question regarding funds
 - Question around keeping all funds they raised this year for next school year
 - PC gets seed money every year
 - PC is not a separate 501c3 that undergoes an independent audit; any monies
 - Balance in PC's account is \$13,000 currently
 - ~ \$8000 was collected from classroom dues
 - Budget allocation for this school year was actually \$10,000
 - Formal, written policy needs to be put in place
 - Ask for a budget from PC for next school year and Julie to determine best plan for moving forward.
 - Gregg Stevens will draft a document that provides flexibility on specific \$ amounts
- Additional Academic Committee Topics
 - Leadership is checking in 3 x's per week with the teachers.
 - All teachers should be providing some digital face-to-face time for students every week.
 - Plan for the expansion of the gifted program to 3rd grade next academic year.
 - Updated Innovation Station plans for next year.

IV. Finance Committee Report

- Finance Committee met on March 26, 2020.
- BIA remains in a solid financial position.
- Received final QBE for the year; we will end the school year where we originally projected to be.
- Plan to use proceeds that we have in escrow related to the building towards facility repairs needed (i.e., HVAC).
- Discussed staffing plans for the next academic year.
 - PPP Program (Paycheck Protection)
 - We have applied for the program.
 - Final paperwork was submitted today, April 9, 2020.
 - Would result in \$400K - \$500K.
 - Used towards teacher payroll
 - Mortgage payments
 - Utilities, etc.
- Banks are overwhelmed with all of the applications.
 - Rainy day line of credit is on hold and likely won't be picked up again until the summer.

V. Operations Committee Report

- Staff was working to get data collections for March.
- Extra efforts made around disinfecting the school.
- Deadline for CPIs and other activities was extended to April 30; we are on track to meet that deadline.

V. Governance Committee Report

- We are covered in terms of training for the year
- Gregg Stevens / Danny
 - Chris and Linda have worked closely with Julie to make the school's remote learning plan as robust as possible. They have kept Gregg, Dave and Danny and Shawn in the loop.
 - Ensuring students with disabilities are being served appropriately.
 - Focus will shift towards operational components
 - i. Student retention & recruitment
 - ii. Working to make sure school is fully staffed and fully enrolled for the upcoming school year.
 - iii. Assisting in resource development through various grants and credit programs.
- State budget was in process in the Senate at the time Covid-19 hit.
 - It will have to be redone as there will likely be funding cuts for next year
- Grant opportunities available that the school will be pursuing to hopefully offset anticipated cuts.

VII. Consultant's Report (Ed Innovation Partners)

VIII. New Business

1) Revision to Retention/Promotion Policy in light of COVID-19 Crisis

- a. Includes procedural instructions on how remote learning (as opposed to “digital learning”, because not all students can be digital) is to take place.
- b. Grading guidelines included
- c. Norms for remote learning
- d. Remote learning grades will only count if they positively impact a student's overall grade; this is not an equitable situation
- e. Language included regarding behavioral expectations while online as well as how services are delivered to our ESOL and SPED students
- f. Motion to approve –
 - i. Veronica – 1st
 - ii. Michael – 2nd
 - iii. Unanimous approval
- g. Policy will be posted online and sent out to parents

2) Ratification of Board Chair and Finance Chair's Decision to submit grant/loan application to SBA/CARES Act Program

- a. Loan that converts to a grant, provided we keep the same number of staff members
- b. Motion to approve
 - i. Walter – 1st
 - ii. Kelly – 2nd
 - iii. Unanimous approval

IX. Executive Session for the Purpose of Discussing Matters permitted under O.C.G.A. §§ 50-14-2(1), 50-14-3(b)(2) and 50-14-3(b)(4)

Motion to move into Executive Session
Veronica – 2nd
Unanimous approval

Motion to move out of Executive Session
Zennie – 1st
Veronica – 2nd
Unanimous approval

ADJOURNMENT

Motion to adjourn
Walter – 1st
Kelly – 2nd
Unanimous approval

X. Next Meeting Date: May 14, 2020