



Governing Board

Meeting Minutes for 06/11/2020

Public Teleconference Number: 605-475-4712; Access Number 809-791
Due to COVID-19 Crisis

CALL TO ORDER

Call to order @ 7:06p.m. by Adam Caskey, Board Chair

MEMBERS PRESENT: Adam Caskey, Walter Bell, Veronica Johnson, Fred Schroer, Michael Walker, Julie Tolbert, Viva Jones, Katie French, Lori Parrish, Gregg Stevens, Linda Dunn, Shaun Kerr

I. Administrative Functions

- A. Approval of Agenda
 - 1. Motion to approve agenda
 - 2. **Walter Bell** – 1st; **Veronica Johnson** – 2nd; Unanimous approval
- B. Approval of Minutes from May 14, 2020
 - 1. Motion to approve meeting minutes from March 2020 meeting
 - 2. **Walter Bell** – 1st; **Zennie Lynch** – 2nd; Unanimous approval
- C. Introduction of Ms. Katie French, new Assistant Principal for Lower School.

II. Public Comment

- A. Yvette Berry, BIA Parent Council President.
 - 1. Parent Council is looking to switch to a PTO model.
 - a. Proposal has been presented to school administration.
 - b. Team members have been identified to fill critical roles such as finance / auditing.
 - c. Members are committed to fulfilling roles for 2 years.
- B. Adam Caskey – update
 - a. Consultants have been engaged to help formulate an appropriate policy since this will be a first for BIA. Want to ensure that we are following all proper processes and procedures.
 - b. Will take this matter up at the July Board meeting.

III. Academic Related Reports

- A. Head of School Report
 - 1. Lottery Numbers: As of June 3, 173 slots available, 89 of which are in Kindergarten. 165 students are confirmed. 8 pending. 420 waitlisted.

B. Academic Committee Report

1. Return to school planning

- a. Scenarios considered: Face-to-face, all virtual, blend of face-to-face and virtual
- b. Parent survey: 54% of respondents report responded feeling comfortable / somewhat comfortable returning in-person; 46% report not being comfortable.
- c. Additional survey will be sent out in early July to get more detailed feedback.
- d. Holding discussions with other schools / districts
- e. Hybrid plan ideas discussed:
 - i. Face-to-face for those comfortable
 - ii. Virtual for those families not comfortable
 - iii. A/B days have been discussed that would vary by grade level, however the logistics are too challenging for teachers and families.
- f. Delayed start of the school year no longer being considered; that would require extending the school year into June 2021
- g. Goal of July 10 – 11, 2020 to have a finalized plan
 - i. Will get admin / teacher input. Would be helpful to get a group of parents and other stakeholders engaged in the discussions.
 - ii. Request for Board members to sit in on discussions with other stakeholders.
 - iii. There are faculty/staff/family health issues to consider
 - iv. Mid-July will be the latest for formal communication.
- h. Google Classroom Educator Certifications will be required of teaching staff.
- i. Exploring online resources for products compatible with Google Classroom
- j. In case of Virtual, the school day will be reflective of the typical school day.
 - i. Students in place at 7:45a.m. and in uniform.
 - ii. MAP Assessments can be given remotely; Ms. Bradley is coordinating and exploring.

2. Race In Education Discussion / Training

- a. Demographics
 - i. BIAs students are 39% African-American; 25% Caucasian; 22% Hispanic; 4% Asian; 10% Multi-ethnic
 - ii. Faculty/staff (for 2019-2020) is 59% Caucasian; 37% African-American; 2% Asian; 2% Hispanic
 - iii. Goal is for faculty/staff to be more reflective of our student population
- b. Cultural diversity
 - i. Staff asked to participate in training / panel hosted by the Assoc of Amer Education.
 - ii. Ms. Tolbert asked one of the Principal panelists, Mr. Hardin, to come in and discuss racial biases, how to overcome them, etc. with our faculty.
 - iii. Ms. Tolbert will be leading efforts to add to our collection of diverse literature in the Innovation Station.

- iv. During the 2019-2020 school year, each grade level was given access to culturally diverse literature; looking to expand even further.
 - v. BIA is examining its role and obligation to promote anti-racism.
- 3. FEV Tutor
 - a. Highest percentage of participation was 46% in its first week of being offered and rose back up to 44% the last week of May.
- 4. Reviewing different academic platforms with Ms. Bradley.
 - a. Goal is to focus in on the programs that are most effective and efficient in working with Google Classroom.
 - b. Curriculum Guides are being revised.
 - c. Reading & Math standards checklists are being created to ensure that teachers are covering all standards.
 - d. Lowest scoring area on Milestones was in Content Mastery (Spring 2019 data). Goal is to ensure we increase in that category.
 - e. Lists of remediation standards have been compiled.
 - i. Goal: Get students to understand lower grade level standard while teaching the current grade level content.
 - ii. Approach: Correlating grade-level standards vs. remediation (presented in different webinars).
- 5. Title 1 Programming
 - a. Ms. Viva Jones looking to have BIA identified as a Title 1 school so that money can be used for all students, not just those identified as Title 1 students.
 - b. We do not have to amend our CLIP.
- 6. Technology
 - a. We were awarded 49 laptops and 19 tablets to distribute to our most needy students for them to keep.
 - b. The laptops now come with backpacks; tablets come with protective pouches.
- 7. Personnel Updates
 - a. Ms. Katie French started on May 24 and has been working on data collection.
 - b. Student class data collection was done ahead of time.
 - c. She has been interviewing subs for next year and has several lined up.
 - d. Working with Ms. Jones on developing the Master Schedule.
- 8. Miscellaneous
 - a. Restructured office spaces for efficiency.
 - b. Working to identify a different vendor for school pictures.
- 9. Accreditation Process
 - a. BIA has entered the accreditation process.
 - b. Onsite Readiness Review documentation completed and submitted.
 - c. Self-evaluation must be completed in order to determine if school is ready for a review.

- d. Virtual Readiness Reviews are being conducted at this time; they will get back to Ms. Tolbert with a date soon.
 - e. Growth Projection Sheet for the SCSC has been completed and submitted.
 - f. 2020 Performance Review Application form
 - i. Internal date set for June 23, 2020. True deadline is June 30.
 - ii. Support requested from Governance and Finance Board.
 - iii. We have 1 last finding on our last monitoring visit.
10. Software renewals
- a. Discounts and price cuts requested and obtained from several vendors.
 - b. Ms. Tolbert will be asking for additional discounts to help offset anticipated budget cuts.
11. Transportation Companies
- a. Zennie Lynch has offered his services in financial guidance to the transportation companies that parents utilize.
 - b. Connections made with Empire and Mr. James Transportation.
 - c. Ms. Tolbert will reach out Adams Transportation as well.
 - d. Companies contacted were extremely grateful for the outreach. Both had applied for PPP. This effort went a long way with establishing a positive relationship with them.
12. Atlanta Lunch Company
- a. Julie will reach out.
13. FEV Tutors
- a. If we're NOT back in the building, may not re-invest in it.
 - b. If we do return to face-to-face, then it would be implemented during the exploratory period.
14. USA Test Prep
- a. Working to design a test bank of BIA created questions to be used for assessments.
 - b. Enables a better comparison of students across each grade; easier ability to monitor content mastery.
 - c. Standardizes assessment material across the school.
15. Infinite Campus Training
- a. Staff has been attending training on utilizing additional features.
 - b. Goal is to make administrative processes more seamless so teachers can focus on driving instruction.

IV. Finance Committee Report

A. Monthly Reports

- 1. Zennie expressed gratefulness for Julie's leadership.
- 2. Two meetings have been held.
 - a. 1st meeting focused on health insurance.
 - i. Health plan previously used by the school had been discontinued by Anthem.
 - ii. School was placed in another plan that significantly increased the monthly expenditures for the school.
 - iii. Broker has been engaged to explore other options.

- iv. September renewal, looking to get on a similar plan as offered historically at a better cost.
- b. 2nd meeting
 - i. Financials through the end of April are in the Board packet.
 - ii. Revenues are on pace to end the year where we expected it to be with the exception of a few areas. However, shortfalls are made up through funding granted via the SCSC.
 - iii. Largest new expenditures: Building energy and supplies resulting from our move to Hunter Drive.
 - iv. Balance Sheet:
 - 1. Liquidity is strong, based on our cash balance.
 - 2. Gov. Kemp has asked depts funded by the state to consider a 10+% reduction in revenues next year.
- 3. Lori Parris and Julie Tolbert have been doing a great job of managing our expenses.
 - a. The financing for the building was structured in such a way that we were able to create a cash cushion for a rainy day
 - b. Thanks expressed to Zennie Lynch for foresight and Julie's leadership.
- 4. Finance / Operations (Given by Adam Caskey on behalf of Fred)
 - a. The energy costs at Hunter street are much higher than Campus Drive.
 - b. Fred has been conducting discovery to find out why and what can be fixed.
 - c. There is no central control system as it was installed 20 years ago.
 - d. Looking at options to bring systems up-to-date.
 - e. \$300,000 investment. Any expenditure over \$100,000 requires an RFP.
 - f. There will be initial costs in order to get an engineer to provide specifications of exact needs.

V. Operations Committee Report

A. Monthly Report (Walter Bell)

- 1. Executive SCSC Performance Review Survey
 - a. Julie will continue to work with EIP to get all questions answered from an academic, financial and school governance perspective.
- 2. Summer and Spring data collections
 - a. No remaining issues.
- 3. Break-in Incident at the school last Sunday night.
 - a. Intruder left most things of value undisturbed, but did not do anything financially damaging.
 - b. Was picked up by law enforcement
 - c. Ms. Tolbert is looking into obtaining bids for a security system. Alarm system to be up and running for the beginning of the school year. Waiting on quotes.

VI. Governance Committee Report

A. Monthly Report (Adam Caskey)

- 1. Kelly Mandy has decided to stay on the Board in a reduced role.
- 2. Zennie to continue on another year.
- 3. We need to set the annual meeting for our July Board meeting.
- 4. Board recruitment. Need to begin planning for future succession.

VII. Consultant's Report (Ed Innovation Partners)

- A. Monthly Report (Gregg Stevens)
 - 1. Operational logistics. Assisting Linda and Katie with the Master schedule
 - 2. Working with Special Education team.
 - 3. Policy Development
 - a. Cash Receipts policy
 - b. Parent Council
 - 4. Sean Kerr is working closely with Anna to finalize student enrollment for next year; converting lottery recipients into full-fledged BIA students.
 - 5. Ms. Tolbert and the Board have not let the current crisis stand in the way of making sure that students are receiving a quality education. School leadership, rather than taking a break at present, has already begun planning for the Fall of 2020, putting us farther along than many other schools.

VIII. New Business

- A. Annual Meeting
 - 1. Proposal to have Annual Meeting at our July Board meeting.
 - 2. Motion to approve: [Walter Bell](#) (1st); [Veronica Johnson](#) (2nd); Unanimous approval.
- B. Public Hearing – Amendment to 2019 – 2020 Budget
 - 1. Motion to move into public hearing: [Zennie Lynch](#) (1st); [Michael Walker](#) (2nd); Unanimous approval.
 - 2. Budget 2 changes (Lori Parrish)
 - a. Adjustments needed in the utilities area.
 - b. Includes loan proceeds from the PPP grant.
 - c. One item not included is cost for alarm system, but we have extra room in the budget for it.
 - 3. This is 1st public hearing. We will present again at the next meeting for the 2nd hearing.
 - 4. Motion to move out of public hearing: [Zennie Lynch](#) (1st); [Michael Walker](#) (2nd); Unanimous approval.
- C. July 2020 Spending Resolution
 - 1. Governor's office has not adopted a budget for the next fiscal year.
 - 2. Guidance received from GADOE and others is to adopt a "spending resolution" which will give admin the ability to make expenditures on a monthly basis until a budget is formally adopted.
 - 3. SCSC presented a document in 1 of their webinars that has been tailored to BIA by Lori.
 - 4. Motion to approve July spending budget: [Veronica Johnson](#) (1st); [Walter Bell](#) (2nd). Unanimous.
- D. Amendment to Cash Receipts Policy
 - 1. As part of review from SCSC, this was an addition that we were asked to incorporate.
 - 2. We are to review our cash receipts policy on a regular basis. We have already been doing this, but the language needed to be added to the policy.
 - 3. Motion to approve: [Michael Walker](#) (1st); [Zennie Lynch](#) (2nd); Unanimous approval.

IX. Executive Session for the Purpose of Discussing Personnel

- A. Motion to move into Executive Session: [Walter Bell](#) – 1st; [Veronica Johnson](#) – 2nd; Unanimous approval
- B. Motion to move out of Executive Session: [Michael Walker](#) (1st); [Walter Bell](#) (2nd). Unanimous approval.

Approval of New Hires

- Gabrielle Williams – 4th grade
- Angel Hightower – SPED Parapro

Motion to approve new hires: [Zennie Lynch](#) – 1st; [Walter Bell](#) – 2nd; Unanimous approval

X. Next Meeting Date: July 9, 2020

ADJOURNMENT

- A. Motion to adjourn
 - 1. [Zennie Lynch](#) – 1st; [Veronica Johnson](#) – 2nd; Unanimous approval