



Governing Board

**Meeting Minutes for 7/8/2021 | 7p.m.
186 Hunter Street, Norcross, GA 30071**

CALL TO ORDER

Call to order at 7:06 p.m. by Adam Caskey

MEMBERS PRESENT: Julie Tolbert, Adam Caskey, Walter Bell, Veronica Johnson, Zennie Lynch, Kelly Mandy, Via Jones, Gregg Stevens

I. Administrative Functions

A. Motion to approve meeting minutes from June 10, 2021
Walter Bell – 1st; Veronica Johnson – 2nd; Unanimous approval.

B. Motion to approve meeting agenda for July 8, 2021
Zennie Lynch – 1st; Kelly Mandy – 2nd; Unanimous approval.

II. Public Comment

A. No public comment

III. Academic Related Reports

A. Head of School Report

Cognia Accreditation. BIA has earned accreditation via Cognia! This was definitely a group effort. Very excited.

Return to school plans. Masks will be “strongly encouraged” is the language that we will use. Review of the plan for next school year following CDC / DPH guidance.

Right at School Summer Program. Program began at around 40 students and has gotten up to 60 participants.

Academic Tracker. Not much to report over the summer. Comparison data for GMAS will not be able until mid-August.

FY '22 Enrollment. We are overenrolled in Kindergarten and 6th grade. We did not open any seats in 6th grade, but we consolidate 3 classes down into 2. We have 4 1st grade classrooms.

Grade	K	1	2	3	4	5	6	7	8	Totals
Projected enrollment	75	85	71	70	72	69	63	55	52	612*
# on Waitlist	68	43	45	27	8	0	57	22	1	281

*10% projected attrition puts this total at 551

FY '22 PD Calendar. Digital learning / professional development days are mapped out. Fountas & Pinnell training is scheduled.

BIA Specific Tenets. We will have a PBL PD headed by our in-house PBL Committee made up of teachers who have been with BIA for a while and understand how it works. New US coding teacher will be using the CodeHS platform that we purchased. Waiting to hear back by Monday from Lower School coding teacher on decision to return.

Student Devices. Need 100 more due to student loss. Looking to amend the CSP and ARP budgets in order to fund the replacements.

B. Academic Committee Report

Academic Tracker. There will be a new Academic Tracker document developed for the new, upcoming school year with a new link that will be sent Veronica Johnson. Going forward, there will not be any academic indicators for the month of July, due to there not being any new data to report out.

This year's Academic Tracker began with October. Discussed what unique indicators we should have in August and September, going forward.

- August: School wide GMAS data, if anything new comes out from the GADOE.
- September:
 - o **MAP data, iReady, Fountas & Pinnell** assessment data will be added in September.
 - o **GKIDS** is ongoing all year. Readiness checks are done at the beginning of the year, throughout the year and then a final one at year-end.

BIA "Alumni" High School pursuits. Discussed the value of knowing and publishing a list of the high Schools BIA graduates attend. Admin will contact Ms. Hackett to locate that file of information.

Assessment Update. No 2020 – 2021 BIA vs State of GA Georgia Milestones Assessment data available yet from the State. Hoping for August 2021 update.

2021-2022 Benchmarks. BIA has an assessment calendar outlining all testing dates for the academic year. A new change for this school year:

- **iReady** can be broken up into sections, so they will try that this year for K – 5th. Testing will be spaced out over a couple of weeks, so that it will not be as taxing on the students or teachers.

Enrollment Update

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# on Waitlist	68	43	45	27	8	0	57	22	1	281

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Faculty Update. Discussion regarding Renzulli Professional Development and how it fits with iReady and other tools?

Renzulli is a gifted learning tool. We will use a “gifted collaborative” model as we do not have enough qualified students to support a pull-out model. The gifted certified teachers work with the general ED teachers to develop lesson plans to work with gifted students. We will have 3rd – 5th grade gifted teachers and encourage some additional teachers to sit for certification, which takes about a year.

Special Education. Administration will soon get access to SLDS to gather the number of SPED students. 40 – 45 students expected across the whole school. 4 SPED teachers hired and 2 paras. 10 – 12 students on each person’s case load; at numbers around 15 or higher becomes challenging with managing the paperwork.

New hires. Expecting to onboard:

- a. 1 new ESOL resource
- b. 1 Upper School Math instructor; awaiting a signed contract
- c. 1 Student Information staff member; previously hired resource took another job
- d. 1 Nurse will do some work with Viva Jones as she has some school experience
- e. 1 New Counselor met with Ms. Hackett to get up to speed

Cognia Accreditation. A Press Release has been developed that will be featured in the Norcross Downtown Development Authority’s monthly newsletter. The Cognia seal is now on BIAs website.

Niche.com. BIAs page is up and running. The ad will pop up on social media sites. Even clicking on competitors brings us up.

IV. Finance Committee Report – Zennie Lynch

A. Monthly Reports

Committee Meeting. Met on June 25, 2021. There is not a lot of activity in June, so not much to report.

Days Cash-on-hand is about 140 days; goal was 120 days. Some of the cash is restricted and reserved for things like the \$300,000 HVAC system. Overall, we are in a healthy financial situation.

Expecting to be at about \$400K for the school year.

Health Insurance rate comparison for next school year. After charter renewal, we will have an opportunity to participate in the state’s health benefit plan (in school year 2022 – 2023). That would result in a 35% - 51% increase in costs to the school, depending on the plan. The reasoning for the increased cost is that the health coverage lasts beyond retirement, so those costs are built into the premium rates.

V. Operations Committee Report – Walter Bell

Outdoor Classroom. Installation complete!

Awning. Installation date is July 15, 2021. We have given a deposit weeks ago, but we have not heard back yet on getting started.

Data collection. Completed ahead of time – CPI and Civil Rights reporting.

Cognia Accreditation. Information has been advertised locally. Ms. Tolbert has been invited to the Norcross Development Authority to speak and present about the school at an upcoming meeting.

Furniture. We have some furniture bids that we have paid 50% deposits for. Delivery is to begin Sept. 1, 2021. Mr. Byrd is working on disposing of some old furniture.

Maintenance. There is a leak in the mechanical room that is unresolved. Fred Schroer and Mr. Byrd are monitoring and working to solve. HVAC – Fred spoke to the engineer, and we will have our 1st RFP next week. Discussion of status of awning installation.

VI. Governance Committee Report – Adam Caskey

Nothing to report.

VII. Consultant’s Report (Ed Innovation Partners)

Charter Renewal. The SCSC has reached out to charter schools for benchmark data since no one will have good GMAS data. The idea, at present, is to compare BIA with other state charter schools. Ed Innovation is working to make sure that BIA is in a good position for renewal. We have solid data that proves BIA has met the terms of its charter; it is a matter of putting the information into a format that works for the SCSC.

Rolling out of new Special Education policies during pre-planning to ensure our obligations are met for the upcoming school year.

Working on strategies to help with teacher / staff retention in future years.

BIA as a feeder school. We are reaching out to International Charter School and Amana to see what other schools would be good matches in terms of working together to provide a solid feeder. Charter high school funding should not be a problem when you have a solid feeder pattern and have the facilities issue worked out. Looking for culturally similar schools even though there may be a different academic focus.

VIII. New Business

- A. 2nd Public Hearing 2020 – 2021 Amended Budget
- B. Approval of Commercial and Worker’s Comp Insurance Renewal
- C. Adoption of FY 22 Health Benefits Package

Motion to move into Public Hearing for 2020 – 2021 Amended Budget
Walter Bell – 1st; Kelly Mandy– 2nd. Unanimous approval.

BROOKHAVEN INNOVATION ACADEMY
 2020/21 AMENDED BUDGET
 At July 8, 2021

REVENUE

- Total funded enrollment was 547, K through 8th Grade. Revenue is has been budgeted based upon the Georgia State Department of Education Midterm Earnings Sheet for FY2021 dated 3/25/2021, in the amount of \$5,586,668 or \$10,213 per full time equivalent. This is \$304,544 more than the Initial Earnings Sheet for FY2021.

- **Federal Revenue includes:**

	Adopted FY2021	Amended FY2021
Title I-Improving the Academic Achievement of the Disadvantages	\$34,000	\$ 69,297
Special Ed-Flow through	71,000	79,018
Title II-Improving Teacher Quality	7,000	12,591
Title IV-Student Support and Academic Enrich.	10,000	10,000
Cares Act Relief Fund Grant (Utilities)	35,999	120,000
American Rescue Act Retention Bonus (GADOE)		54,783
American Rescue Act (ARP) (HVAC & Learning Loss)		53,990
Charter School – Covid -19 Relief Distance Learning Grant		47,621
Total Federal Revenue	\$157,999	\$ 447,330

- Donations budget was reduced from \$10,000 to \$8,200.
- The Boosterthon event netted the school over \$19,000. This will be used to build the outdoor classroom.
- Other Revenues include: SCSC Administrative Rebate \$46,696; Charter School Facilities Grant \$39,034.

EXPENDITURES

Position	Adopted Budget FY2021	Amended Budget FY 2021
Head of School	1.0	1.0
Associate Head of School-K4 and Data Collections	1.0	1.0
Associate Head of School 5-8 and Federal Programs Director	1.0	1.0
Instructional Support/Assessment	1.0	1.0
Library Media Specialist	1.0	1.0
Teachers	28.0	27.0
ESOL	1.5	1.0
Music/PE	2.0	2.0
Coding Teachers	2.0	1.0
Early Intervention Program	1.0	2.0
Guidance Counselor	1.0	1.0
Paraeducators	7.5	7.0
Business Manager	.5	.5
Student Information Specialist	1.0	1.0
Front Office Manager/Receptionist	1.0	1.0
Bookkeeper	1.0	1.0
Facilities Director	1.0	1.0
Technology Specialist	1.0	1.0
STAFFING TOTALS	53.50	51.50

Purchased Professional & Technology Services

- The school both employed and contracted for substitutes throughout the year. The original budget included \$45,000; total cost is expected to be \$60,710. The Head of School is working with staff on absences.
- Summer camp will be provided for 75 students for 8 weeks. This will be funded with federal funds. Estimated cost is \$72,000. \$53,990 will be funded in FY 2021.
- Legal services have been increased in response to ongoing issues.

Purchased Property Services

- Facility Cleaning Service cost was increased approximately \$17,000. The contract renewal took place after the budget was adopted.
- The repairs and maintenance budget has been increased to cover HVAC related costs. The budget was increased from \$80,000 to \$110,000.
- Engineering Consulting Services for an HVAC Retrofit Study & 5 Year Plan have been contracted for with a cost of \$18,900 plus and energy audit with a cost of \$2,700.

Other Purchased Services

- Student Transportation, Travel and Food Services Management provided savings of over \$31,000 in this category.

Supplies

- Energy costs in the amount of \$120,000 will be funded from the Cares Act Relief Fund Grant.
- Covid-19 Supplies, software, projectors will be funded with federal funds. \$25,000 budgeted for software focusing on learning loss.
- Classroom furniture will be replaced during FY21 and FY22. FY21 has a budget in the amount of \$100,000.

Other Operating Expenses

- Interest payments totaling \$698,550 were paid on bond indebtedness. Property tax due on 3031 Shallowford Road has been budgeted. Property tax on the leased furniture was paid to Kingsbridge in the amount of \$6,372.

Capital Outlay

- A 50% deposit in the amount of \$45,620 has been paid for the procurement and installation of an awning in the front of the school. Total cost \$91,240.
- \$24,000 has spent for the demolition of the structure at 3031 Shallowford.
- The final 50% payment of \$11,495 was made for the playground furniture purchased with the FY20 Boosterthon donations.
- \$6,476 has been paid towards purchase of a shade sail for the outdoor classroom with the FY21 Boosterthon donations.
- An intrusion system was installed with a cost of \$15,532.
- Replacement of 51 thermostats and new plant controls were installed with a cost of \$40,990. \$39,034 from the State Charter School Facilities Grant was used to fund this project.

Motion to move out of public hearing on 2020 – 2021 Amended budget
Kelly Mandy – 1st; Veronica Johnson – 2nd. Unanimous approval.

Motion to approve amended 2020 – 2021 budget.

Kelly Mandy – 1st; Walter Bell – 2nd. Unanimous approval.

Worker’s Compensation Insurance Renewal. Cost is going up by about 17%

Action

Board Meeting Date: July 8, 2021

Title of Agenda Item: Commercial and Workers’ Compensation Insurance Renewal

Submitted by: Lori Parrish

Background and Summary:

Attachments: Selective Insurance Company Commercial, Workers Compensation and Employers Liability Insurance Policies

On July 5, 2021 Brookhaven Innovation Academy’s commercial and workers compensation insurance policies came up for renewal. Below is a rate comparison over the years:

	2021-22	2020-21	2019-20
Workers’ Compensation (Payroll Driven)	\$16,731	\$15,071	\$ 13,831
Property, General Liability, Automobile, Umbrella, Abuse & Molestation, Crime, School Board Legal Liability, Terrorism-Certified Acts	\$28,034	\$25,788	\$ 22,888
Total	\$44,765	\$37,185	\$36,719
	16.9% Increase	1.3% Increase	

Motion to approve amended Worker’s Comp renewal.

Veronica Johnson – 1st; Walter Bell – 2nd. Unanimous approval.

Health Insurance Renewal. Last year, BCBS dropped the plan that BIA had used in the past. We received feedback suggesting the services and providers in the plan that we selected was not up to desired standards.

Board Meeting Date: July 8, 2021

Title of Agenda Item: Health Insurance Renewal

Submitted by: Lori Parrish

Background and Summary:

Attachments: Medical Plan Analysis, One Digital Executive Summary

On September 1, 2021 Brookhaven Innovation Academy’s medical, dental, life and vision insurance policies come up for renewal. Our current carrier is Kaiser. I have included the recommendations of our broker, One Digital, in the chart below.

	2021-22	2020-21	2019-20	2018-19
	Humana	Kaiser	Blue Cross	Blue Cross
Employer Paid – Medical	\$478.18	\$481.39	\$411.56	\$417.25
Employer Paid - \$20,000 Life	\$1.92	\$1.92	\$1.92	\$1.92
	Guardian	Guardian	Guardian	Guardian
Employee Paid -Dental	\$36.89	\$36.89	\$36.89	\$34.93
Employee Paid -Vision	\$ 8.15	\$ 8.15	\$ 8.15	\$7.91

The savings in expense to the school is approximately \$1,600. The school pays the cost for the employee. Our current carrier, Kaiser, has proposed a 0% increase for 2021-22. A 10% increase was included in the FY22 Adopted Budget. After open enrollment an analysis will be done to compare budget to actual. The results will be shared with the Finance Committee.

The broker recommendation is based upon current staff complaints regarding access to facilities. Humana has a wide net of availability for our staff. Many who left their doctors when we switched to Kaiser will be able to go back to their preferred doctors.

Fiscal Impact: As indicated.

Recommendation: That the Board approve the Health Insurance Renewal

Motion to approve amended Health Insurance Plan for 2020 – 2021.

Walter Bell – 1st; Kelly Mandy – 2nd. Unanimous approval.

IX. Executive Session for the Purpose of Discussing Personnel

A. Motion to move into Executive Session.

1. Veronica Johnson – 1st; Zennie Lynch – 2nd. Unanimous approval.

B. Motion to move out of Executive Session.

1. Zennie Lynch - 1st; Kelly Mandy – 2nd. Unanimous approval.

Motion to approve slate of new hires and uphold the employment contract as discussed in executive session.

1. Ashley Simpson – K Para
2. Joseph Harris – PE
3. Taylor Jordan – Upper School Social Studies
4. Catherine Han – Upper School Math (Tentative)

Walter Bell - 1st; Kelly Mandy – 2nd. Unanimous approval.

Motion to approve cost of living salary increase for BIA Head of School.

Zennie Lynch - 1st; Walter Bell – 2nd. Unanimous approval.

X. Next Regular Meeting: August 12, 2021

XI. ADJOURNMENT

A. Motion to adjourn at 8:20p.m.

1. Kelly Mandy – 1st; Walter Bell – 2nd. Unanimous approval.