



## Governing Board

**Meeting Agenda for 08/12/2021:  
7:00pm  
186 Hunter Street, Norcross, Ga  
30071**

**CALL TO ORDER @ 7:06p.m.**

Attendees: [Adam Caskey](#), [Walter Bell](#), [Zennie Lynch](#), [Fred Schroer](#), [Kelly Mandy](#), [Julie Tolbert](#)

### **I. Administrative Functions**

Agenda

Motion to approve agenda.

[Kelly Mandy](#) – 1<sup>st</sup>; [Walter Bell](#) – 2<sup>nd</sup>. Unanimous approval.

Ordinary Approval of July board meeting minutes were tabled until the September meeting due to a malfunction of the Secretary's technology device.

### **II. Public Comment**

Co-Presidents of Parent Council provided public comments.

### **III. Academic Related Reports**

#### **A. Head of School Report**

**Milestones.** Milestones data will be embargoed (not released to the public) until 8/16. The expectation will be to cover the results in the September meeting.

**Student Enrollment.** BIA ended the year with 488 students enrolled. Enrollment at the start of the school was 546 students enrolled with 136 students on the waitlist. Of the 546 students, 164 of those students are new to BIA.

**Marketing.** The Administration is working on the execution of a marketing campaign to increase the waitlist and overall interest in the school. It is partnering with local realtors who are selling homes in the area, and the Norcross Downtown Development Authority to increase overall awareness. Facebook continues to be a component of its Social Media Strategy. School tours have resumed.

**Assessments.** The Administration has determined that it will stratify its assessment tools based on grade levels. It has also determined that it conduct the assessments during different timeframes but in close proximity. See the following for assessment tools and timeframes:

- MAP to 6 - 8 grades
  - August 10 - 12
  - ELA and Math
- DRC Beacon for grades 3 – 5. Advantages are that it can test in phases instead of all at once.
  - Week of August 16 due to necessary Professional Development
  - ELA and Math
  - Very similar to MAP in that it is adaptive
  - Advantage is it is directly aligned with the Georgia Standards whereas MAP is not.
- F & P for grades K - 5
  - Currently being conducted
- iReady Diagnostic Assessment for grades K – 5. This will help with personalized learning.
  - Week of August 16

B. Academic Committee Report.

- No further commentary beyond the head of schools academic related report.

**IV. Finance Committee Report**

A. Monthly Reports

The Quarterly Disclosure Package for the School's Bond and for time period 6/30/2021 was reviewed and discussed. Overall, the School remains in a healthy financial position. It ended the year with positive Net Income, has sufficient liquidity to cover its short and longer term obligations, and is in compliance with its financial covenants.

B. Financial Audit process for Fiscal Year 2021 has formally begun. No surprises expected here.

**V. Operations Committee Report**

**Marketing.** See Notes in Head of School Report.

**Data Reports.** No outstanding state reports. Viva is working on Free & Reduced lunch application processing.

**Food Operations** – A new Food vendor was selected and has begun operations with the school. The administration has received positive reports from the students on the food quality.

**Facilities.**

**Renovation and Repairs**

**A. HVAC**

A revision of the HVAC budget must be done in order to comply with DOE requirements. This is being worked on by Fred and the administration.

**B. Awning**

The final drawing of the awning is expected to be completed by 8/17, followed by a construction meeting on 8/23.

**C. Elevator**

Elevator is in need of repair – initial quote is \$3,200.

**Other Facility Items**

**A. Furniture**

New Furniture will be arriving starting 8/30 and will be installed starting 9/1. The delivered furniture will be staged in the gym prior to installation, thus PE will be held outdoors. A quote is being gathered for the removal of the existing furniture. Outdoor classroom is completed, up and running.

**VI. Governance Committee Report**

**Board Recruitment.** Ongoing recruitment needs for new Board members.

**VII. Consultant's Report (Ed Innovation Partners)**

Discussion moved to Executive Session

**VIII. New Business**

A. Motion to move approved the June 30, 2021 quarterly Continuing Disclosure Package.

Walter Bell – 1<sup>st</sup>; Fred Schroer – 2<sup>nd</sup>. Unanimous approval.

B. Motion to amend Agenda to include review and approval of the 5-Year Mechanical Program.

Walter Bell – 1<sup>st</sup>; Kelly Mandy – 2<sup>nd</sup>. Unanimous approval. Agenda Amended

a. Discussion include an overview of the four (4) step process:

i. Evaluation of the system

ii. Update to Electronics (Immediate savings recognized)

iii. Replacement & Repair of HVAC Elements as needed.

iv. RFP process to include receiving bids for the costs (materials & labor) to overhaul the entire system to make the system more effective and efficient.

b. After review it was determined that the approval of the 5 year plan would be tabled until further information could be provided.

**IX. Executive Session – For the purpose of discussing Real Estate & Personnel.**

Motion to move into Executive Session @ 8:44p.m.  
Zennie Lynch – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

Motion to move out of Executive Session @ 9:01p.m  
Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

**X. Next Regular Meeting Date: September 9, 2021**

Motion to move forward with the plan to address the Business Manager need.  
Walter Bell – 1<sup>st</sup>; Zennie Lynch – 2<sup>nd</sup>. Unanimous approval.

Motion to authorized Board Chair to list real estate with commercial realtor for an amount no less than original purchase price.  
Zennie Lynch – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

**XI. ADJOURNMENT**

Motion to adjourn.  
Kelly Mandy – 1<sup>st</sup>; Walter Bell – 2<sup>nd</sup>. Unanimous approval.

Minutes approved on September 9/9/2021