



Governing Board

**Meeting Agenda for 11/11/2021:
7:00pm
186 Hunter Street, Norcross, Ga
30071**

CALL TO ORDER @ 7:08 p.m.

Attendees: Adam Caskey, Walter Bell, Zennie Lynch, Kelly Mandy, Julie Tolbert, Viva Jones, Katie French, Gregg Stevens, Danny Brewington, Angela Chastain, Brad Strumpf

I. Administrative Functions

Motion to approve agenda.

Zennie Lynch made a motion to table approval of the prior meeting minutes. Walter Bell – 2nd. Unanimous approval.

Kelly Mandy made a motion to amend the agenda to reflect no vote on the prior meeting minutes. Walter Bell – 2nd. Unanimous approval.

Motion to approve agenda as amended.

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

II. Public Comment

No public comment.

III. Academic Related Reports

A. Head of School Report

Academic Tracker

BIA's Academic Tracker reflect slightly increased student tardies. The number of Level 2 discipline incidents reflects one student that is being addressed. Only approximately 35% of staff had perfect attendance for the prior month. The administration at all levels continue to address staff engagement and the need for teachers to be present for their students.

Marketing

Mr. Brad Strumpf with Town Hall Guide of Atlanta gave a presentation regarding the ability of his team to gather specific household data regarding families moving in the area to allow BIA to target additional students in the area. Board members discussed

different aspects of the data gathering process, the availability of data regarding students not moving to the area, and the desire and need for targeted marketing. Mr. Strumpf left the meeting following his presentation.

Other Academic Related Reports

Current COVID-19 Status – Only a few confirmed cases for the month of October – all within the student population. All have completed their quarantine period and are back to school. No “clusters” in any single classroom or grade level. No confirmed cases reported from October 11 to present.

The administration is currently studying COVID mitigation efforts that may be needed to be implemented for the second semester. Vaccine availability for school-aged children is still relatively new and schools and the state are exploring different options. There is not an indication that Georgia will require students to receive the vaccine and BIA will work with legal counsel

GRE4T Initiative

The administrative team is completing the administrative tasks to participate in the GRE4T Initiative with GaDOE. BIA opted-in to the initiative as a means to fulfill certain aspects of its personalized learning program with a program supported by the GaDOE infrastructure. As we are progressing in the program, our administrators and teachers feel they spend more time with administrative tasks than implementing successful strategies for students. As we continue with the program, we will remain mindful of the program requirements, the tenets of our charter, and our commitment to students to ensure we implement personalized learning with fidelity.

Guidance

Career exploration lessons are scheduled in Upper School for this week. This is an important part of college and career readiness that is required for students in grades 6-8 and it will help BIA students understand the greater context of their classroom instruction. Throughout November we will have self-esteem and self-worth small group sessions. We are reviewing resumes for a second counselor.

B. Academic Committee Report.

The Academic Committee did not meet in November.

IV. Finance Committee Report

A. Monthly Reports.

The Finance Committee met on October 29, 2021 to discuss updated financial statements. All financial statements reflect BIA's sound financial position and reflect where we should be at this point in the fiscal year. Financial statements continue to reflect typically front-loaded costs and expenses. As a result, budget-to-actuals and cash flow should begin to reflect more stable monthly expenses. We will see two months of expenses for personnel soon reflected in one month as a result of holidays impacting payroll; however our available cash and days

cash on hand calculations will remain robust. The Finance Committee has discussed the potential need for a credit or debit card policy that may be explored further as finances are stable and proper and accountable use of a school credit card can streamline certain purchases.

B. Other Financial Reports

BIA is continuing to work with GaDOE to review, revise, and submit budget amendments for reimbursement of certain costs with the HVAC Renovation using federal CARES funding. The budget amendments are currently being reviewed by GaDOE.

V. Operations Committee Report

Enrollment and marketing. BIA enrollment remains steady at 530. Ms. Tolbert and team are exploring different marketing strategies for digital information In-person tours have resumed and are being conducted in accordance with COVID mitigation measures.

Facilities. The installation of the awning was complete and Mr. Schroer completed a walkthrough with the vendor. Minor repairs related to windows, plumbing, and leaks are being reviewed and completed.

Reporting. Ms. Tolbert reported that all FTE and CPI data reports were completed and submitted in a timely manner. All issues reported previously related to a few employees Clearance Certificates with GaPSC were resolved and BIA will receive T&E funding for those individuals.

VI. Governance Committee Report

Board Recruitment. Ongoing recruitment needs for new Board members.

Training. We completed one training session with EIP and will need to have calendar availability within the next few weeks for at least two additional sessions.

VII. Consultant's Report (Ed Innovation Partners)

EIP is working closely with the school administrative team to complete BIA's charter renewal application and governance training. We will hold additional training sessions in the coming weeks with the governing board to develop and finalize the strategic direction for charter renewal and the school's second charter term.

VIII. New Business

NONE

IX. Executive Session – For the purpose of discussing personnel and matters pertaining to student records that are exempt from the Open Records Act.

Motion to move into Executive Session @ 7:29 p.m.
Zennie Lynch – 1st; Walter Bell – 2nd. Unanimous approval.

Motion to move out of Executive Session.
Zennie Lynch – 1st; Walter Bell – 2nd. Unanimous approval.

X. Next Regular Meeting Date: December 8, 2021

Motion to approve slate of new hires – Mikayla Pumphrey, Special Education Paraprofessional; Sunny Silva, Paraprofessional/Substitute Teacher; Marissa Reynolds, STEM Lab Teacher (re-hire).

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

XI. ADJOURNMENT

Motion to adjourn.

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

Approved 12/8/2021