



Governing Board

**Meeting Minutes for 3/15/2022 | 7p.m.
186 Hunter Street, Norcross, GA 30071**

CALL TO ORDER

Call to order at 6:40 p.m. by Adam Caskey.

MEMBERS PRESENT: Julie Tolbert, Katie French, Viva Jones, Adam Caskey, Walter Bell, Veronica Johnson, Zennie Lynch,

I. Administrative Functions

Motion to approve meeting minutes from February 10, 2022
Walter Bell – 1st; Veronica Johnson – 2nd; Unanimous approval

Motion to approve meeting agenda for March 15, 2022
Zennie Lynch – 1st; Walter Bell – 2nd; Unanimous approval

II. Public Comment

Two parents present. Concerns expressed regarding not being informed of changes taking place within the schools as compared with pre-pandemic. Attempts at getting communication from teachers and admin have not been fruitful. Thought that this Board meeting was the forum to have a dialogue between them and the Board.

III. Academic Related Reports

Head of School Report

Academic Tracker Review

- **Enrollment:** 493 enrolled. 13 withdrawals including 1 family of four. One family did not like the Upper School bathroom/locker schedule, however changes were put into place due to challenges such as the Tik Tok challenges and other behavioral issues. The changes were meant to improve the safety of all students. Several withdrew to home school, some had multiple attendance issues and some wanted “a new environment”.
- **Student Attendance** Significant decrease in student tardies and absences
- **Discipline:** 7 Level-1 incidences and 4 Level-2. 5 students with 2 or more discipline incidences.

Lottery Update. Out of 114 seats available, 111 have been confirmed. We continue to accept online applications to help boost the Wait List. Working with Forum to continue marketing.

Georgia Milestones. Preparation has begun in the school. The State School Superintendent has indicated that this year's GMAS will be used as a new baseline.

iReady / MAP. Assessments will be moved back in order to provide some break-time between GMAS and iReady/MAP.

Comptia. Ms. Mangham, 3rd – 8th grade Coding teacher, has connected with this program called that instructs students on motherboards, networking, computer repairs and hardware. Students can sit for the Informational Technology Fundamentals Plus Exam. Students can go on to participate in IT apprenticeships, support BIAs IT department, etc. They may be able to be certified by the end of May.

Academic Committee Report – Veronica Johnson

Nothing additional to report

IV. Finance Committee Report – Zennie Lynch

Met on February 25, 2022. Financial reports were reviewed. Journal entries and bank reconciliation documents are expected to be approved at the next Finance Committee meeting. We have ~157 days of cash on hand, so we remain financially solid.

Comparative salary review of BIAs schedule with other state charter schools and some metro-Atlanta schools was done. Results of this work will be discussed in the New Business portion of the meeting.

Discussion of State Health Benefit Plan. The estimated figures were reviewed of the financial impact on the profit/loss for the school.

V. Operations Committee Report – Walter Bell

Met on March 8, 2022.

SCSC Monitoring Visit Update. Two findings were dropped from the original letter due to BIA proving that they had met the requirements.

Some new reporting fields were requested by the SCSC as it relates to inventory.

Board meeting minutes that were previously missing have now been uploaded.

Update needed to our dress code to allow for a religious exemption.

Comprehensive Performance Framework (CPF). We have a 95 in Financial Performance and a 93 in Operational Performance. BIA was one of the top schools, academically, according to the way the SCSC scored Academics this year, given that Milestones was not used.

Employee Contracts. Agreement that Neal Christian, the incoming Head of School, should be involved in these discussions to ensure that future contracts align with his vision.

Facilities. We have a persistent leak behind the cafeteria area. The leak was found after digging two layers underground. Very little traffic from students in this area. Hoping to get the leak actually repaired this weekend. Fred Schroer is expecting a quote this week.

VI. Governance Committee Report – Adam Caskey

Reminder that we will have training this coming Saturday from 9:30a.m. – 12:30p.m., virtual. EIP is working with the incoming Head of School to get him prepared to take the reins.

VII. Consultant’s Report (Ed Innovation Partners)

None

VIII. New Business

1. Approval of 2022-23 Budgeting Calendar
Finance Committee to review expectations for 2021-22 and assumptions for 2022-23. Public hearings must take place for the proposed budgets.

Motion to approve the Budget Calendar for 2022 – 2023 school year.

[Walter Bell – 1st](#); [Veronica Johnson – 2nd](#). Unanimous approval.

2. Approval of Purchase Orders
Purchase approval limits:
 - Over \$7,500 – require approval of the Finance Committee (single vendor)
 - Over \$25,000 – require Board approval prior to issuing a Purchase Order or binding BIA with a Contract or Lease (single vendor)

Proposed new Approval Form that would clearly indicate that the Finance Committee and full Board has approved a purchase.

Reviewed slate of new approval forms. Board has already previously approved expenditures, but we are formalizing the process to ensure that we have clear documentation of what was approved, when, etc.

- iReady
- Dekalb Office (school furniture)
- LMI systems (school projectors that were funded by Boosterthon funds)
- Staples (new laptops for students)
- Writing By Design (Common Core curriculum resource)
- GoGuardian software
- Angela Chastain (Contract Business Manager)
- Charter 1 Food (Lunch provider. The cost estimate is based on the cost of the free/reduced lunch student recipients)
- EIP (Consulting firm)

- Forum Communications (PR / Marketing firm from March 2022 – December 2022)
- HECNA (Cleaning services)

Motion to approve the slate of purchase orders as presented.
Veronica Johnson – 1st; Walter Bell – 2nd. Unanimous approval.

3. Approval of 2022-23 Personnel Budget Allotment
4. Approval of Forum Communications agreement

Motion to table new business item #3 and remove item #4
Walter Bell – 1st; Zennie Lynch – 2nd. Unanimous approval

- **Note:** The agreement with Forum communications has already been previously approved and entered into.

Motion to amend the agenda to allow Board Chairman to enter into a 3-year agreement with EIP.
Walter Bell – 1st; Veronica Johnson – 2nd. Unanimous approval.

Motion to amend the agenda to add an Executive Session
Adam Caskey – 1st; Walter Bell – 2nd. Unanimous approval.

IX. Executive Session for the Purpose of Real Estate Discussing Personnel

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

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

Motion to approve slate of New Hires
➤ Tiffani Lowe – 2nd grade

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

X. Next Regular Meeting: April 14, 2022

XI. ADJOURNMENT

Motion to adjourn at 7:59p.m.
Walter Bell – 1st; Zennie Lynch – 2nd. Unanimous approval.