

Meeting Minutes

BOLTON ACADEMY

Date: **August 28, 2024**

Time: **6:00 PM**

Recording: **Zoom recording at**

<https://www.youtube.com/live/O5-fmzfXL1I?si=U2btMsLuEGrnfuRI>

I. Call to order: Meeting called to order by Shavaun Mincey at 6:06pm

II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Shavaun Mincey	Present
Parent/Guardian	Joanna Caceres-Aponte	Present
Parent/Guardian	Meredith Castelan	Present
Parent/Guardian	Nikki Knox	Present
Instructional Staff	Michael Armstrong	Present
Instructional Staff	Celine Browne-Roberts	Present
Instructional Staff	Nicole Hinton	Absent
Community Member	Avina Gupta (elected 8/28/2024)	Present
Community Member	Marie Cruzado Jeanneau	Absent
Swing Seat	LaKeitha Carlos	Absent

Quorum Established: Yes, 5/8 (prior to election)

III. Action Items

A. **Approval of Agenda:** Motion made by: **Michael Armstrong**; Seconded by: **Celine Browne-Roberts**

Members Approving: Shavaun Mincey, Joanna Caceres-Aponte, Meredith Castelan, Nikki Knox

Members Opposing: None

Members Abstaining: None

Motion The motion to approve meeting agenda passes

B. **Fill Open Community Member Seat:**

Open Position:	Community Member
Nominee's Name:	Dr. Avina Gupta
GO Team Members In favor	Shavaun Mincey, Joanna Caceres-Aponte, Meredith Castelan, Nikki Knox, Michael Armstrong, Celine Browne-Roberts

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GO Team Members Opposed	None
GO Team Members Abstaining	None

C. **Approval of Previous Minutes:**

Motion made by: [Nikki Knox](#); Seconded by: [Meredith Castelan](#)

Members Approving: Shavaun Mincey, Joanna Caceres-Aponte, Michael Armstrong, Celine Browne-Roberts, Avina Gupta

Members Opposing: None

Members Abstaining: None

Motion The motion to approve previous meeting minutes passes

D. **Election of Officers and Representatives**

i. **Chair: Result:** [Nikki Knox](#)

Officer Position:	Chair
Nominee Name	Nikki Knox
GO Team Members In favor of Nominee	Shavaun Mincey, Joanna Caceres-Aponte, Meredith Castelan, Michael Armstrong, Celine Browne-Roberts, Avina Gupta
GO Team Members Opposed	None
GO Team Members Abstaining	None

ii. **Vice Chair: Result:** [Joanna Caceres-Aponte](#)

Officer Position:	Vice Chair
Nominee Name	Joanna Caceres-Aponte
GO Team Members In favor of Nominee	Shavaun Mincey, Meredith Castelan, Nikki Knox, Michael Armstrong, Celine Browne-Roberts, Avina Gupta
GO Team Members Opposed	None
GO Team Members Abstaining	None

iii. **Secretary: Result:** [Meredith Castelan](#)

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Officer Position:	Secretary
Nominee Name	Meredith Castelan
GO Team Members In favor of Nominee	Shavaun Mincey, Joanna Caceres-Aponte, Nikki Knox, Michael Armstrong, Celine Browne-Roberts, Avina Gupta
GO Team Members Opposed	None
GO Team Members Abstaining	None

iv. **Cluster Representative: Result:** [Meredith Castelan](#)

Officer Position:	Cluster-Representative
Nominee Name	Meredith Castelan
GO Team Members In favor of Nominee	Shavaun Mincey, Joanna Caceres-Aponte, Nikki Knox, Michael Armstrong, Celine Browne-Roberts, Avina Gupta
GO Team Members Opposed	None
GO Team Members Abstaining	None

E. **Review and Approve Public Comment Protocol**

PUBLIC COMMENT

At Bolton Academy your voice matters. We encourage our community to come and spend time with us at our GO Team meetings to learn more about the governance side of Bolton Academy as well as share with us any concerns that you may have.

Opportunities for public comment shall be provided at least four (4) times in a school/fiscal year and noted on the meeting agenda.

- Up to 20 minutes will be set aside for public commentary at select meeting
- Public comment is open to all.
- Once GO Team meeting has started, those wishing to speak will indicate their name and topic of address in the virtual meeting chat.
- The principal will introduce the Speakers.
- Each speaker will have 2 minutes to share with the Go Team.
- The GO Team will not directly address concerns but may add items to future agendas or later assist speakers with needs.
- The Vice-Chairperson will time the speakers and at 2:00 minutes thank them for sharing.
- If there are no speakers for public commentary at the published meeting start time the Go Team will proceed with their agenda.
- If there are more than 10 speakers for any public commentary, only the first 10 will have the opportunity to speak at the meeting.

The public comment period is designed to gain input from the public. It is not for immediate responses by the GO Team to the public comment presented. At the end of each public comment period, the period will be closed and the GO Team will move on to the next agenda item. If there are questions or information that you have for the GO Team, you may also contact one or more of the GO Team members before or after the meetings.

- i. The GO Team is not required to schedule Public Comment at every meeting but should be in place for major discussions. Must set a specific time for Public Comment. Must have a clear process for how people sign up to speak.
- ii. Shavaun Mincey shared Public Comment Protocol on the screen (above). Discussed that we will likely make all GO Team meetings available for Public Comment.
- iii. Shavaun Mincey shared that historically we have not had contributions during the public comment period, likely due to other opportunities for families to be in touch with feedback and questions.
- iv. **Approval of Public Comment:** Motion to adopt made by: [Michael Armstrong](#); Seconded by: [Nikki Knox](#)
[Members Approving: Shavaun Mincey, Joanna Caceres-Aponte, Meredith Castelan, Celine Browne-Roberts, Avina Gupta](#)
[Members Opposing: None](#)
[Members Abstaining: None](#)
Motion [The motion to approve the Public Comment Protocol passes](#)

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F. Set GO Team Meeting Calendar

- i. GO Teams are required to have a minimum of 6 business meetings, with at least 4 allowing for Public Comment
- ii. We selected all meeting dates for 2024-2025
- iii. Next meeting will be Wednesday, September 18, 2024 at 6:30pm.

	Date	Time	Virtual or Hybrid	Time for Public Comment? (Yes/No)
1	September 18	6:30pm	Virtual	Yes
2	October 9	6:30pm	Virtual	Yes
3	December 11	6:30pm	Virtual	Yes
4	January 29	6:30pm	Virtual	Yes
5	March 12	6:30pm	Virtual	Yes
6	April 23	6:30pm	Virtual	Yes
7				
8				

- iv. **Approval of GO Team meeting calendar:** Motion to adopt made by: [Nikki Knox](#); Seconded by: [Avina Gupta](#)
Members Approving: Shavaun Mincey, Joanna Caceres-Aponte, Meredith Castelan, Michael Armstrong, Celine Browne-Roberts
Members Opposing: None
Members Abstaining: None
Motion [The motion to approve the GO Team meeting calendar passes](#)

G. Review, Confirm/Update, and Adopt GO Team Meeting Norms

- i. Shavaun Mincey shared GO Team Meeting Norms on the screen. Motion was made to approve norms as displayed on the screen.
- ii. **Approval of GO Team Meeting Norms:** Motion made by: [Nikki Knox](#); Seconded by: [Celine Browne-Roberts](#)
Members Approving: Shavaun Mincey, Joanna Caceres-Aponte, Meredith Castelan, Michael Armstrong, Avina Gupta
Members Opposing: None
Members Abstaining: None

Motion [The motion to approve the GO Team meeting norms passes](#)

IV. Discussion Items: *no discussion items*

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V. Information Items: Principal's Update

- i. Shavaun Mincey shared details about Bolton Academy's leveling and FY25 budget adjustment. She explained that leveling is the process the district uses to adjust school budget allocations to match student enrollment.
- ii. The 15-day count enrollment is higher than projected; therefore, Bolton Academy's budget adjustment is \$311,488.
- iii. As a result of the budget adjustment, Shavaun Mincey shared a summary of changes:
 1. Hire a bookkeeper to take on accounting responsibilities
 2. Hire an additional part-time support staff focused on math support for grades 2, 3, and 4.
 3. Hire an hourly paraprofessional to support the K-5 autism unit.
 4. Cover expenses for math and reading assessment subscriptions.
 5. Cover expenses to rekey the building and service radios.
 6. Purchase teacher supplies.
 7. Cover expenses for IB dues.
 8. Cover expenses for bus transportation for field trips.

B. Information Items: Resulting discussion after Principal's Update

- i. When asked about volume discounts, Shavaun Mincey explained that school size would not necessarily impact the ability to leverage discounts. The school depends on SOFI to support programs, including teacher appreciation.
- ii. Shavaun Mincey shared that when setting the 2024-2025 budget, a line item was overlooked which affected the reserve. This error will be addressed during the upcoming budgeting cycle.
- iii. When asked about applying for grants, Shavaun Mincey shared that the school has not been able to secure substantial grants in the recent past. This is due to our data not being low enough to qualify for grants. Open to creative ideas that would help explore this further. It was shared in the meeting chat that this is a potential resource for grant opportunities:
<https://gcn.org/>

VI. Announcements

- A. New APS superintendent, Dr. Bryan Johnson
 - i. Dr. Johnson has published a 100-day plan
<http://www.atlantapublicschools.us/100dayplan>

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- ii. Dr. Johnson will be conducting a stakeholder's survey and community events over the next few months.
- iii. North Atlanta cluster listening session is scheduled for Thursday, November 7 at 6pm at North Atlanta High School – attendance is encouraged.

B. GO Team member training and orientation

- i. All members must complete training for our GO Team to remain in compliance.
- ii. Contact office if there are any questions or issues accessing training in Elis.

VII. Adjournment

Motion made by: [Avina Gupta](#) Seconded by: [Celine Browne-Roberts](#)

Members Approving: [Shavaun Mincey](#), [Joanna Caceres-Aponte](#), [Meredith Castelan](#), [Nikki Knox](#), [Michael Armstrong](#)

Members Opposing: None

Members Abstaining: None

Motion The motion to adjourn GO Team meeting passes

ADJOURNED AT 7:21pm

Minutes Taken By: [Meredith Castelan](#)

Position: [Secretary](#)

Date Approved: [September 18, 2024](#)