**BOLTON ACADEMY**

**Date: August 28, 2024**

**Time: 6:00 PM**

**Recording: Zoom recording at**

[**https://www.youtube.com/live/O5-fmzfXL1I?si=U2btMsLuEGrnfuRl**](https://www.youtube.com/live/O5-fmzfXL1I?si=U2btMsLuEGrnfuRl)

1. **Call to order:** Meeting called to order by Shavaun Mincey at 6:06pm
2. **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 Hinson** | **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)

1. **Action Items**
   1. **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

* 1. **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 |
| GO Team Members **Opposed** | None |
| GO Team Members **Abstaining** | None |

* 1. **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

* 1. **Election of Officers and Representatives** 
     1. **Chair: Result:** Nikki Knox

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| **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 |

* + 1. **Vice Chair: Result:** Joanna Caceres-Aponte

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| **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 |

* + 1. **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 |

* + 1. **Cluster Representative: Result:** Meredith Castelan

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| --- | --- |
| **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 |

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

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Description automatically generated

* + 1. 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.
    2. Shavaun Mincey shared Public Comment Protocol on the screen (above). Discussed that we will likely make all GO Team meetings available for Public Comment.
    3. 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.
    4. **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

* 1. **Set GO Team Meeting Calendar** 
     1. GO Teams are required to have a minimum of 6 business meetings, with at least 4 allowing for Public Comment
     2. We selected all meeting dates for 2024-2025
     3. 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** |  |  |  |  |

* + 1. **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

* 1. **Review, Confirm/Update, and Adopt GO Team Meeting Norms**
     1. Shavaun Mincey shared GO Team Meeting Norms on the screen. Motion was made to approve norms as displayed on the screen.
     2. **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

1. **Discussion Items:** *no discussion items*
2. **Information Items: Principal’s Update** 
   * 1. 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.
     2. The 15-day count enrollment is higher than projected; therefore, Bolton Academy’s budget adjustment is $311,488.
     3. 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.
   1. **Information Items: Resulting discussion after Principal’s Update**
      1. 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.
      2. 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.
      3. 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/>
3. **Announcements** 
   1. New APS superintendent, Dr. Bryan Johnson
      1. Dr. Johnson has published a 100-day plan <http://www.atlantapublicschools.us/100dayplan>
      2. Dr. Johnson will be conducting a stakeholder’s survey and community events over the next few months.
      3. North Atlanta cluster listening session is scheduled for Thursday, November 7 at 6pm at North Atlanta High School – attendance is encouraged.
   2. GO Team member training and orientation
      1. All members must complete training for our GO Team to remain in compliance.
      2. Contact office if there are any questions or issues accessing training in Elis.
4. **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

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**Minutes Taken By:** Meredith Castelan

**Position:** Secretary

**Date Approved:** [Insert Date When Approved]