

APPROVED



# Excelsior Village Academies

## Minutes

### Excelsior Village Academies October Board Meeting

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#### Date and Time

Wednesday October 18, 2023 at 8:00 PM

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#### Location

The Excelsior Village Academies' Board of Directors will meet virtually. Please see meeting details below to join.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/8754612347?pwd=UXN0amZyMmE3YlVNamhHK3JWVGJKUT09>

**Meeting ID: 875 461 2347**

**Passcode: EVA24**

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#### Directors Present

A. Holmes (remote), K. Rutherford (remote), N. Brinson (remote), R. Hutchins (remote), W. Smith (remote)

#### Directors Absent

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D. Paige, I. Nelson-Graham, K. Lee

**Guests Present**

M. Flowers (remote)

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**I. Opening Items**

**A. Call the Meeting to Order**

N. Brinson called a meeting of the board of directors of Excelsior Village Academies to order on Wednesday Oct 18, 2023 at 8:00 PM.

**B. Record Attendance**

**C. Approve Minutes**

N. Brinson made a motion to approve the minutes from.  
The board **VOTED** to approve the motion.

**II. Board Updates**

**A. Board Member Search: Attorney**

- Still searching for attorney for board
- Board members should continue to reach out to networks to fill this spot
- Templates available for support with board member search

**B. Facilities Update**

- Looking at a new facility with a building on it
- church building on 36 acres
- potentially a space for 3 years
  
- The previous land option was 14 acres - many red flags when it came to environmental issues
- December deadline for SCSC

**C. Board Terms of Service Update**

- Afi Holmes and Dr. Myela Paige have renewed their board membership
- Kristal Rutherford new board member
- Fredrick Guyton - Ending board service

**III. Pre-Opening Checklist Review**

**A. SCSC Pre-Opening Checklist Update**

- Reviewed Pre-opening checklist
- Items coded in yellow are in progress
- Many of the items will be finalized this evening
- Nov 3rd deliverables are priority right now
- Everyone has access to the checklist

#### IV. Governance

##### A. Approve Student and Family Handbook Policy

N. Brinson made a motion to approve student and family handbook policy.

W. Smith seconded the motion.

Will both parents and students sign?

The board **VOTED** to approve the motion.

##### Roll Call

D. Paige	Absent
I. Nelson-Graham	Absent
R. Hutchins	Aye
A. Holmes	Aye
K. Rutherford	Aye
K. Lee	Absent
N. Brinson	Aye
W. Smith	Aye

##### B. Approve Health Handbook Policy

N. Brinson made a motion to Approve Health Handbook Policy.

R. Hutchins seconded the motion.

The board **VOTED** to approve the motion.

##### Roll Call

R. Hutchins	Aye
N. Brinson	Aye
I. Nelson-Graham	Absent
D. Paige	Absent
A. Holmes	Aye
W. Smith	Aye
K. Rutherford	Aye
K. Lee	Absent

##### C. Approve Governing Board Bylaws

N. Brinson made a motion to Approve Governing Board Bylaws.

W. Smith seconded the motion.

-Where in the document does it share about the required board dues? Lives in the commitment doc and is present in bylaws as well

The board **VOTED** to approve the motion.

**Roll Call**

D. Paige	Absent
K. Rutherford	Aye
W. Smith	Aye
R. Hutchins	Aye
A. Holmes	Aye
K. Lee	Absent
I. Nelson-Graham	Absent
N. Brinson	Aye

**D. Approve School Year 2024-2025 Calendar**

N. Brinson made a motion to Approve School Year Calendar 2024-2025.

R. Hutchins seconded the motion.

Q: How aligned is this calendar to Henry County A: It mirrors it.

The board **VOTED** to approve the motion.

**Roll Call**

N. Brinson	Aye
I. Nelson-Graham	Absent
D. Paige	Absent
A. Holmes	Aye
K. Lee	Absent
K. Rutherford	Aye
W. Smith	Aye
R. Hutchins	Aye

**E. Approve Enrollment Policies**

N. Brinson made a motion to Approve Enrollment Policies.

W. Smith seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

N. Brinson	Aye
K. Lee	Absent
K. Rutherford	Aye
R. Hutchins	Aye
I. Nelson-Graham	Absent
A. Holmes	Aye
W. Smith	Aye
D. Paige	Absent

**F. Approve Pre-Enrollment Application**

N. Brinson made a motion to Approve Pre-Enrollment Application.

R. Hutchins seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

K. Lee	Absent
W. Smith	Aye
K. Rutherford	Aye
I. Nelson-Graham	Absent
R. Hutchins	Aye
A. Holmes	Aye
N. Brinson	Aye
D. Paige	Absent

**G. Approve Grievance and Whistleblower Policy**

N. Brinson made a motion to Approve Grievance and Whistleblower Policy.  
R. Hutchins seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

N. Brinson	Aye
K. Lee	Absent
A. Holmes	Aye
W. Smith	Aye
R. Hutchins	Aye
D. Paige	Absent
I. Nelson-Graham	Absent
K. Rutherford	Aye

**H. Approve Special Education Handbook Policy**

N. Brinson made a motion to approve special education handbook policy.  
R. Hutchins seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

A. Holmes	Aye
K. Rutherford	Aye
N. Brinson	Aye
D. Paige	Absent
K. Lee	Absent
I. Nelson-Graham	Absent
R. Hutchins	Aye
W. Smith	Aye

**I. Approve Founding Board of Directors Job Description**

N. Brinson made a motion to adopt the director of operations job description.  
R. Hutchins seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

N. Brinson	Aye
W. Smith	Aye
R. Hutchins	Aye
D. Paige	Absent
I. Nelson-Graham	Absent
K. Rutherford	Aye
A. Holmes	Aye
K. Lee	Absent

**V. Other Business**

**A. Student Enrollment Tracker**

- We have to meet a 65% applied benchmark by March 2024
- 85% enrolled by April or May 2024
- Enrollment tracker used for each board meeting
- Phone banking is important in helping with enrollment
- We have monthly goals for applications
- All hands on deck is extremely important for enrollment
- January 11th- applications close and lottery occurs on January 15th
- Application ensures applicants meet the birth year criteria

**B. EVA 360 Digital Marketing Campaign**

- Digital marketing reviewed by board member Afi Holmes
- We have lots of ground to cover to get our name out there
- Digital marketing supporting with our enrollment targets
- In future Michelle will be partnering with DOO for digital marketing

**C. Hiring Founding Director of Operations**

- Using Workable as hiring platform
- Michelle will be going through candidate and user experience
- Launch DOO by end of October
- Interviews start Mid November

**D. Board Financial Contributions**

- Foundation for donor management
- Board required to contribute financially each year
- Looking at Bloomerang - Cloud Based
- Bloomerang is a fraction of the cost with bigger names
- As we grow we will be able to add additional features

-Quoting us at \$1800 for the year for Bloomerang

#### **E. Phone Banking Board Support Update**

- Board has received email from Georgia Can
- Board committed to 1 hour doing phone banking
- Michelle meets with Pilleo every Thursday to see dashboard of calls
- The more board members we have making calls, the more families we will reach

### **VI. Flowers' Work Corner**

#### **A. Information Sessions**

- Every Monday information sessions held
- Needs to be promoted to prospective families
- Pre-enrollment app - Important to make that distinction
- 44 families in attendance
- Trunk or Treats happening on Saturday
- Board Member Rutherford has jumped right into community engagement

#### **B. Networking/Community Engagement Events**

- 2024 Atlanta Charter School Expo - Jan 20th
- Need two board members to attend the expo
- Michelle Flowers Paneled on School 101 - great exposure

#### **C. Facilities**

- Michelle working on facilities grant
- FRC meets every Monday
- We were ahead at first but slightly behind now
- Working on the best deal
- Diligent in trying to find the right deal
- Looking for a space to grow into

### **VII. Dates to add to Calendar**

#### **A. Board Governance Training**

- November 8th - 9am-4pm - In person - Required as a board to have 12 training hours
- Michelle Flowers checking to see if there are any virtual options
- Reginald Hutchins and Kristal Rutherford possibly available

#### **B. GCSA Finance Training**

- November 27th and 29th - William and Michelle attending

- 3 sessions over course of 2 days
- Not required for anyone else

**C. NSVF Training in Nashville**

Board member Afi Holmes and Chairwoman Nisah Brinson attending

**D. Upcoming Community Events**

- 2 Trunk of Treats - 10/21
- Henry's Night Out - 10/27 - 9:30pm
- Jewels Benefit Gala - 12/2 -7pm
- Board members encouraged to attend an event
- McDonough parade coming up

**VIII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:21 PM.

Respectfully Submitted,  
N. Brinson