APPROVED

Excelsior Village Academies

Minutes

Excelsior Village Academies' December Board Meeting

Date and Time
Wednesday December 20, 2023 at 8:00 PM

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

One tap mobile
+13052241968,,8754612347#,,,,*218913# US
+13092053325,,8754612347#,,,,*218913# US

Directors Present
A. Holmes (remote), I. Nelson-Graham (remote), K. Rutherford (remote), N. Brinson (remote), R. Hutchins (remote), W. Smith (remote)

Directors Absent

D. Paige

Ex Officio Members Present
M. Flowers (remote)

Guests Present
Christa Thomas (remote)

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 Dec 20, 2023 at 8:01 PM.
N. Brinson made a motion to approve the minutes from Excelsior Village Academies October Board Meeting on 10-18-23.
A. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes

N. Brinson made a motion to approve the minutes from Excelsior Village Academies' Special Board Meeting on 11-01-23.
A. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Minutes

N. Brinson made a motion to approve the minutes from Excelsior Village Academies' November Board Meeting on 11-15-23.
W. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Record Attendance

E. Board Member Transition

Founding Board Member Kelly Lee will be transitioning from the board effective this week.

II. Updates

A. Pre-Opening Checklist

- On track for December deadlines and some March deadlines

- Waiting on physical address of school, SCSC has given guidance around this as we finalize location
- Enrollment - See Below
- Letter from Easterbrook - to ensure EVA is in good standing

B. Enrollment

- October, 9 applicants total
- November, 20 applicants
    - 10 Kinder
    - 3 First
    - 4 Second
    - 3 Third
- Not meeting 29 applicants a month
- **Need:** Phone banking, Community Engagement Taskforce has launched and on the ground work will be starting soon - Will need more support from Board
- Board Member Rutherford will share updates on CET

C. Hiring

- Sourcing candidates from Workable, have run interviews and EVA is moving close to making an offer to Director of Ops (Expected Mid-Jan)
- Next board meeting update will be provided on DOO final offer
- Retirement, Savings and Benefits:
    - Drafts are being sourced for the aforementioned three categories, final drafts will be circulated via email in the following weeks. Board expected to vote prior to hiring DOO in Mid-Jan

D. Facilities

- Completed Phase 1 of Due Diligence, no Phase 2
- Bids have been put out for EVA facilities project; vote later this meeting

N. Brinson made a motion to move forward with use of Charter Schools Development Corp for facilities design and construction.
W. Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Grants

- CSP Deadline moved from Dec 15 to Jan 5
- ReDefined Ed - received $75K, restricted to physical environment
    - Required to submit grant reports, first submitted Dec 15
- Charter School Growth Fund - Made it 2nd Round, Video Interview completed Dec 16

III. Board Business

A. Founding to Governing

Current Goal: Supporting our school leader with completing the requirements of the Pre-Opening Checklist

Board Member Expectations:

- Responding to emails within 48 hours (24 hours preferred)
- Reviewing EVA emails once a week
- Reviewing messages in GroupMe
- Confirming attendance on BoardOnTrack for meetings

Board Meetings

- Attending all meetings throughout the year with only 2 excused absences (Bylaws)
- Reading agenda prior to meeting and reading meeting minutes

B. Board Training

C. In-Person Meetings

- January 17 is final virtual meeting
- In-Person Meetings to begin Feb
- **Next Step:**
  - Chairwoman Brinson will send out top 2 dates for board to vote
  - Board to send suggestions for spaces

D. Follow-up on Next Steps

E. Board Member Opening

Vice Chair Opening

- Board Members to contact if interested in this role, otherwise Board will begin to recruit

Outstanding Board Positions

- Lawyer
- HR Professional

IV. Community Engagement Task Force

A. Phone Banking Next Steps

Taskforce is working on Community Engagement Strategic Plan
Need board members to log in google doc to claim hours when they phone bank for EVA.

Ask: EVA Board Members to dedicate 1 hour a week

Tuesdays at 7-7:45pm, bi-weekly (Tentative Task Force Meeting Time)

B. Upcoming Events

Task 1: Identifying viable partners in 3 mile radius of the school

- Email potential partners to Kristal and she will add to documents

Task 2: Phone banking (See Above)

V. Finance

A. Fundraising

- Boardmember Williams gave Bloomerang Update

N. Brinson made a motion to to move forward with Bloomerang as donor management system.
A. Holmes seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Dates to add to Calendar

A. Upcoming Board Governance Training

- See email for list of virtual trainings to fulfill required hours.
- Keep Chairwoman Brinson up to date on registration and completion of virtual trainings
- New School Orientation - Required, In Person
    - Board Members to attend one (1) of the following
        - Jan 17: 8:30a - 12p (Part 1)
        - Mar 13: 8:30a - 12p (Part 2)

B. Lottery

C. GCSA Conference

Date: March 11-13, 2024
Atlanta Marriott Northwest at Galleria

D. Atlanta School Choice Expo

Date: January 20, 2024
Time: 10a-1p
Louder Milk Conference Center

- Anticipating larger turnout from last year
- At least 2-3 Board Members to support

VII. 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 9:17 PM.

Respectfully Submitted,
R. Hutchins