

APPROVED



# Excelsior Village Academies

## Minutes

### Excelsior Village Academies' December Board Meeting

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#### Date and Time

Wednesday December 20, 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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One tap mobile

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#### Directors Present

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

#### Directors Absent

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D. Paige

**Ex Officio Members Present**

M. Flowers (remote)

**Non Voting Members Present**

M. Flowers (remote)

**Guests Present**

Christa Thomas (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 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