

DRAFT



# Excelsior Village Academies

## Minutes

### Excelsior Village Academies' Finance Committee

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#### Date and Time

Saturday July 19, 2025 at 10:00 AM

#### Location

The Excelsior Village Academies' Finance Committee will meet in person. Please see the location below:

5295 Highway 155 North, Atlanta, Georgia

You can also join virtually. Please see the meeting details below:

#### Join Zoom Meeting

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

**Meeting ID: 875 461 2347**

**Passcode: EVA24**

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The Excelsior Village Academies' Board of Directors will meet in person. Please see the location below:

5295 Highway 155 North, Atlanta, Georgia

You can also join virtually. Please see the meeting details below:

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### Join Zoom Meeting

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

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### Committee Members Present

R. Hutchins, T. Burrell, W. Smith

### Committee Members Absent

A. Holmes

### Guests Present

M. Flowers

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

W. Smith called a meeting of the Finance Committee of Excelsior Village Academies to order on Saturday Jul 19, 2025 at 10:14 AM.

### C. Approve Minutes

W. Smith made a motion to approve the minutes from Excelsior Village Academies' Finance Committee on 06-21-25.

R. Hutchins seconded the motion.

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

### D. Approve Minutes

W. Smith made a motion to approve the minutes from Excelsior Village Academies' Finance Committee on 05-10-25.

R. Hutchins seconded the motion.

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

### E.

## Approve Minutes

W. Smith made a motion to approve the minutes from Excelsior Village Academies' Finance Committee Meeting on 04-19-25.

R. Hutchins seconded the motion.

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

## II. Finance

### A. Budget items for Budgeting Adjustment

**Proposal:** Operations Associate/Manager

- Finance, Operations, and Facilities
- \$70K-\$75k, w/ benefits \$97.5k
- Not a leadership team position, but will be included in planning with the team.

**Proposal:** Virtual Assistant

- Administrative paperwork, low incidence emails, and phone calls
- *Recommendation 1: \$2k contracts for 9 months, ~\$25k*

**Facilities:**

- Bids for new contracts came in for maintaining the facilities (cleaning, prepping the building, etc)
- ~\$90k
- Increase ~\$11k from SY25
- *Recommendation 1: Increase Janitorial Supplies by \$6k, increasing to \$13k for SY26*
- *Recommendation 2: Budget for \$83k, increase of \$13,640 for SY26*
- *Recommendation 3: Budget for \$8,500, \$2,800 increase for SY26*

### B. SY26 Board Dues

Board dues at \$500, motion to move into main meeting

W. Smith made a motion to move into Executive Session.

R. Hutchins seconded the motion.

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

### C. Executive Session Discussion

W. Smith made a motion to close executive session.

R. Hutchins seconded the motion.

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

### D.

### **Next Steps**

Recommendation for Budget Adjustment:  
\$169,940

### **III. 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 11:22 AM.

Respectfully Submitted,  
R. Hutchins