APPROVED

Excelsior Village Academies

Minutes

Excelsior Village Academies' Board Meeting

Date and Time
Saturday July 19, 2025 at 11:00 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

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

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

5295 Highway 155 N; Stockbridge, GA 30281

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

One tap mobile
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Directors Present
D. Paige, K. Rutherford (remote), N. Brinson (remote), R. Hutchins, T. Burrell, W. Smith

Directors Absent
A. Holmes, R. Culpepper III

I. Opening Items

A. Call the Meeting to Order

R. Hutchins called a meeting of the board of directors of Excelsior Village Academies to order on Saturday Jul 19, 2025 at 11:28 AM.
T. Burrell made a motion to approve the minutes from Excelsior Village Academies' Board Meeting on 06-21-25.
R. Hutchins seconded the motion.
The board **VOTED** to approve the motion.

B. Record Attendance

II. Updates

A. Enrollment Update + Hiring

Current Enrollment based on Families that have picked up enrollment folders: **207**
Total Applications: **391**

- Initially capped K at 20, but will increase to 25 (bringing five families off the waitlist)

- Working to remain at solid at 220, 225 once the five additional families are added to K

B. School EOY Data

Goal: 1% or less suspended in the last 3 months
Status 6/1/25: 1 of 80 students suspended since 3/1/25 (once) -> 1.2%
Goal Not Met

Goal: Fewer than 1.5 referrals per 100 students per school day
Status 6/1/25: 26 referrals for the year, which is 0.19 referrals per 100 students per school day
Goal Met

C. Staff Handbook, Student Handbook and Summer Institute

Staff Handbook:

- Feedback from Commission about FMLA guidelines
- Added the SY26 School Calendar

Student Handbook:

- School Calendar
- Updated Uniform Policies

D. Approval of SY26 Staff Handbook

D. Paige made a motion to approve the Staff Handbook.
W. Smith seconded the motion.
The board **VOTED** to approve the motion.

E. Approval of SY26 Student Handbook

D. Paige made a motion to made a motion to approve the Student Handbook.
W. Smith seconded the motion.
The board **VOTED** to approve the motion.

F. Summer Teacher Institute Update

Fully hired for teaching staff and TAs
Awaiting second SPED teacher to be staffed, will be contracted

Institute has been going really well, and families have been able to meet teachers during family orientation.

III. Finance

A. Executive Session

R. Hutchins made a motion to move into executive session.
W. Smith seconded the motion.
The board **VOTED** to approve the motion.
R. Hutchins made a motion to close the executive session.
D. Paige seconded the motion.
The board **VOTED** to approve the motion.
D. Paige made a motion to approve the offer letter as edited.
W. Smith seconded the motion.
The board **VOTED** to approve the motion.
R. Hutchins made a motion to amend the agenda to discuss budget adjustments.
D. Paige seconded the motion.
The board **VOTED** to approve the motion.
$195,440 in budget adjustment for board approval

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 10 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 Janatorial Supplies by $6k, increasing to $13k for SY26*
- *Recommendation 2: Budget for $83k, increase of $13,640 for SY26*
- *Recommendation 3: Budget for $9,000, $3,300 increase for SY26*

D. Paige made a motion to to approve the budget adjustments at $195,440.
R. Hutchins seconded the motion.
The board **VOTED** to approve the motion.

IV. Upcoming Events

A. School Events

Orientations have been completed
Back to School Jam

- 12-4p
- July 26

Small Success Academy

- July 28

First Day of School

- August 4

V. Board Business

A. Follow Up on FY26 Board Meeting Schedule

- Reminder: Complete the form in outlook
- Vote will happen on August 16th meeting

B. Board Retreat

- Sept 6
  - 9am-1pm
  - Location: TBD

VI. 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 12:06 PM.

Respectfully Submitted,
R. Hutchins