



Atlanta Smart Academy

ASA Monthly Board Meeting

Published on February 19, 2024 at 3:52 PM EST

Amended on February 19, 2024 at 4:53 PM EST

Date and Time

Monday February 19, 2024 at 5:30 PM EST

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			1 m
C. Approve Minutes	Approve Minutes	Adam Tolliver	2 m
Approve minutes for ASA Monthly Board Meeting on January 22, 2024			
D. Approve Special Called Minutes	Approve Minutes		5 m
Approve minutes for Special Called Meeting on February 7, 2024			
II. Prestige Accounting			5:39 PM
A. Review and Updates			10 m

	Purpose	Presenter	Time
III. Finance, Facility, Development, and Strategic Partnership Committee			5:49 PM
A. Updates	Discuss	Ivan Lee	5 m
IV. Academic Oversight and Governance Committee			5:54 PM
A. Updates	Discuss		5 m
V. Introduction of Prospective Board Member			5:59 PM
A. Antoinette Kennedy	Discuss		
VI. Executive Director Support and Eval			
VII. Vote on Propsective Board Member			5:59 PM
A. Antoinette Kennedy	Vote		5 m
VIII. 2024-25 Academic Calendar			6:04 PM
A. Vote	Vote		5 m
IX. Public Comment			6:09 PM
A. Discussion	Discuss		5 m
X. Other Business			
XI. Closing Items			
A. Adjourn Meeting	Vote		

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for ASA Monthly Board Meeting on January 22, 2024

APPROVED



Atlanta Smart Academy

Minutes

ASA Monthly Board Meeting

Date and Time

Monday January 22, 2024 at 5:30 PM

Directors Present

A. Tolliver (remote), I. Lee, L. Harden (remote), R. Price (remote), S. Scott (remote), V. Williams (remote), W. Newman-Johnson (remote)

Directors Absent

J. Grimes, S. Fortson, S. Williamson

Directors who arrived after the meeting opened

I. Lee

Guests Present

bishopw512@gmail.com (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

L. Harden called a meeting of the board of directors of Atlanta Smart Academy to order on Monday Jan 22, 2024 at 5:34 PM.

C.

Approve Minutes

W. Newman-Johnson made a motion to approve the minutes from ASA Monthly Board Meeting on 12-18-23.

L. Harden seconded the motion.

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

Roll Call

S. Williamson Absent

W. Newman-Johnson Aye

S. Scott Aye

J. Grimes Absent

A. Tolliver Aye

I. Lee Absent

L. Harden Aye

S. Fortson Absent

V. Williams Aye

R. Price Aye

I. Lee arrived.

II. Prestige Accounting

A. Review and Updates

Net Income is higher than budgeted amount.

Need to reduce Undocumented Transactions amount

Revenue is in good standing; used around 45% of the budget

III. Academic Oversight and Governance Committee

A. Updates

Updates provided by V. Williams.

Committee working to review/update bylaws

Key Updates

Reminder to register for SCSC governance training

Monitoring Visit scheduled for Tuesday

Vote on Board Officers; New Board will commence July 1, 2024

B. Prospective Board Member--Bishop Williams

Introduction of Mr. Bishop Williams

IV. Executive Director Support and Eval

A.

Updates

Presentation by P. Meadows

Highlights

Semester 1 Awards Day

8th grade shadow days

School Choice Expo

Upcoming

Dance Production (2/1)

Career Day

Operations

4 operations findings out of 79 questions

-must response by 2/16

3 fiscal findings out of 9 policies

-board needs to review and modify by 2/8/24

Enrollment

2024-25 Enrollment now open

School Expo was held last Saturday

Finance

FY24 amendment requirement and FY25 Budgets

GALA recap provided

Academic Updates provided

V. Other Business

A. Confirmation of Polo Orders

B. Vote on New Board Officers

- Board Officers voted on new board members electronically

Chair: Veronica Williams

Vice Chair: Rosalynne Price

Treasurer: Ivan Lee

Secretary: Wanda Newman Johnsons

Congratulations new board officers!!

VI. Discussion and Vote on Prospective Board Member Bishop Williams

A. Discussion

Potential conflict of interest discussed.

-Mr. Williams serves in a subordinate leadership position to P. Meadows' husband at church.

V. Williams made a motion to appoint Bishop Williams as board member.

L. Harden seconded the motion.

Board recommended Mr. Williams serve as a committee member.

The motion did not carry.

Roll Call

L. Harden	Aye
R. Price	No
A. Tolliver	No
V. Williams	No
S. Williamson	Absent
J. Grimes	Absent
S. Fortson	Absent
S. Scott	No
I. Lee	Aye
W. Newman-Johnson	No

VII. Approve Policy Modifications

A. Schedule Special Called Meeting to approve policy modifications

2/5 @ 6:30 PM

B. Modification to Federal Internal Control Procedures

Tabled until special called meeting

C. Modification to Conflict of Interest Policy

Tabled until special called meeting

D. Modification to Parents Bill of Rights

Tabled until special called meeting

E. Modification to Complaint Procedures

Tabled until special called meeting

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 7:03 PM.

Respectfully Submitted,

R. Price

Coversheet

Approve Special Called Minutes

Section:	I. Opening Items
Item:	D. Approve Special Called Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Called Meeting on February 7, 2024

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Atlanta Smart Academy

Minutes

Special Called Meeting

Date and Time

Wednesday February 7, 2024 at 5:30 PM

Directors Present

A. Tolliver (remote), I. Lee (remote), L. Harden (remote), S. Scott (remote), V. Williams (remote), W. Newman-Johnson (remote)

Directors Absent

J. Grimes, R. Price, S. Fortson, S. Williamson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

A. Tolliver called a meeting to order on Wednesday Feb 7, 2024 at 5:35 PM.

C. Approve Grievance of Complaint Policy

I. Lee made a motion to approve Grievance of Complaint Policy.

W. Newman-Johnson seconded the motion.

The team **VOTED** unanimously to approve the motion.

D. Approve Conflict of Interest Policy

W. Newman-Johnson made a motion to approve Conflict of Interest Policy.

S. Scott seconded the motion.

The team **VOTED** unanimously to approve the motion.

E. Approve Parents' Bill of Rights

L. Harden made a motion to approve Parents' Bill of Rights.

I. Lee seconded the motion.

The team **VOTED** unanimously to approve the motion.

II. Review and Amend proposed Federal Internal Controls

A. Approve Federal Internal Control Procedures

W. Newman-Johnson made a motion to approve Federal Internal Control Procedures.

S. Scott seconded the motion.

The team **VOTED** unanimously to approve the motion.

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 6:07 PM.

Respectfully Submitted,

A. Tolliver

Coversheet

Updates

Section: III. Finance, Facility, Development, and Strategic Partnership Committee
Item: A. Updates
Purpose: Discuss
Submitted by:
Related Material:
ASA Finance, Facility, Development, and Strategic Partnership Committee February 2024 Board Report.pptx

BOARD REPORT



Finance, Facility, Development, and
Strategic Partnership Committee

February 2024

ATLANTA SMART ACADEMY

Strategic Plan Circuit Focus

2: Student Achievement & 3: Growth and Expansion

Committee Goals

To be determined

Summary of Committee Meeting

- Committee met 02/12/2024
- Reviewed January Preliminary Financials with Prestige
- Discussed possible budget amendment items
- Reviewed Monitoring results

Quarterly Rocks

Quarter 3: January - March 2024

- **Recruit additional committee members**
- **Schedule spring financial training**
- **Finanlize Budget amendment items**
- **Begin drafting FY24-25 Budget**
- **Make corrective actions from CPF results**

Monthly To Dos

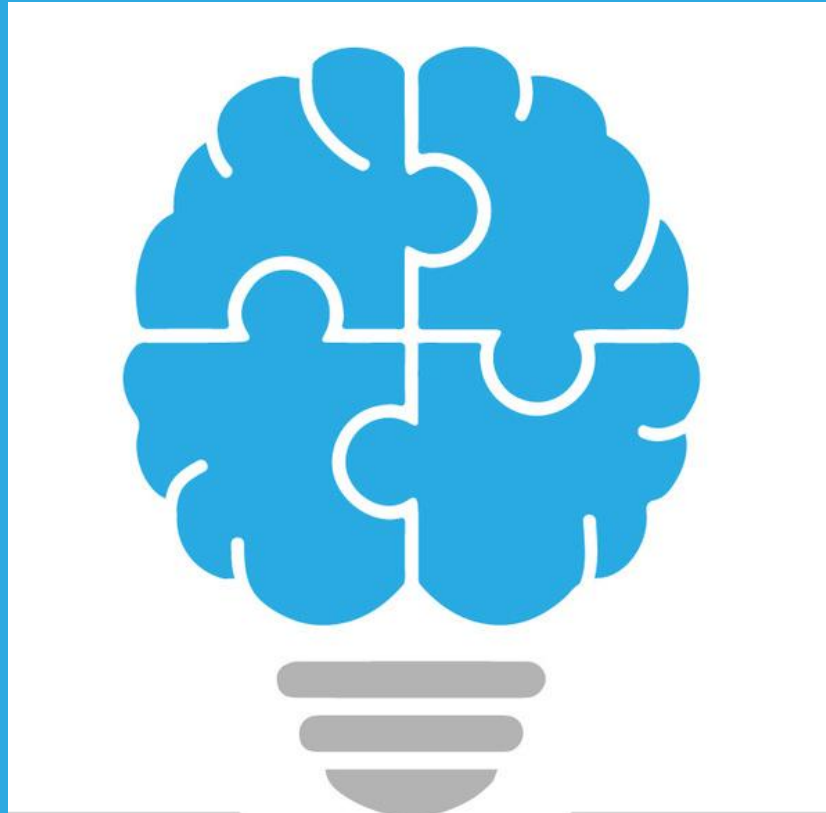
- **Schedule date for Spring financial training**
- **Find someone to attend GCSA Financial Management course (course starts 2/26/24)**
- **Work with Prestige to amend the budget**
- **Present amendment for budget to the board**

Coversheet

Updates

Section:	IV. Academic Oversight and Governance Committee
Item:	A. Updates
Purpose:	Discuss
Submitted by:	
Related Material:	ASA February AOG Committee Board Report.pdf

BOARD REPORT



Academic Oversight and
Governance Committee

February 2024

Strategic Plan Circuit Focus

1: Culture and Climate | 2: Student Achievement

Committee Goals

To Be Determined

Summary of Key Ideas

- Committee met January 11, 2024 for a working session to review bylaws
- Committee met February 5, 2024 to review Complaint Procedures, Parents Bill of Rights, Conflict of Interest policy, and Federal Internal Control procedures
- Committee discussed SCSC Monitoring results

Quarterly Rocks

- Amend bylaws
- Create committee goals and SMART goals for strategic plan
- Discuss succession plan and building board capacity

Monthly To-Do's

- Review bylaws

Board Action Items

- Invite 1 person to join board and 1 person to join a committee
- Vote on policies above
- Complete high performing board shadow

Coversheet

Antoinette Kennedy

Section:	V. Introduction of Prospective Board Member
Item:	A. Antoinette Kennedy
Purpose:	Discuss
Submitted by:	
Related Material:	Antionette Kennedy Resume.pdf

Antionette Kennedy

Personal Information

📍 Atlanta, Georgia 📞 404-839-7414 ✉ antionette.kennedy@gmail.com

Work Experience

Senior Manager - Sales Ops & Enablement

Verizon

📅 04/2022 – present 📍 ATLANTA, GA

- Assist in building the quota management and sales analytics system for Global Enterprise organization serving 4,000+ employees
- Work cross-functionally with Sales Ops leadership and Senior Solution Architects to translate business requirements into Anaplan software deliverables
- Deploy solutions to end-users, author user guides, and provide ongoing support and training
- Implement advanced analytics tools and techniques, such as predictive modeling and customer segmentation, to optimize sales performance and drive business growth.
- Create and delivered comprehensive sales performance reports and dashboards to senior management, providing actionable insights and recommendations to improve sales effectiveness and drive operational efficiency.

Senior Analyst - FP&A

Rightpoint

📅 09/2020 – 02/2021 📍 ATLANTA, GA

- Evolve and maintain enterprise reporting and forecasting infrastructure, leveraging the company's data warehouse through SQL, Power BI, Salesforce, and financial planning tool, Anaplan.
- Analyze KPI's across organization matrix and lead weekly insight meetings for technology, digital operations, product engineering, and design business units.
- Support cross-functional teams by identifying opportunities and challenges with global staffing by business unit, pricing and cost per team, and performance to budget and forecast.
- Partner with the Client Finance team to build advanced Excel simulations and PowerBI dashboards to help stakeholders easily interpret the key assumptions and output of its financial model.
- Identify and implement automation opportunities for recurring, data intensive processes.

Lead Financial Analyst - Supplier Relations

BCD Travel

📅 04/2018 – 05/2020 📍 ATLANTA, GA

- Provided monthly forecasting, ad-hoc financial modeling, and trend analysis for airline and hotel business.
- Responsible for \$4.7B in revenue portfolio of global air and hotel clients, including Delta Airlines, Marriott, and Hilton.
- Advised executive-level leadership's business decisions by auditing client proposals, assessing risk through What-If analysis, and providing mutually beneficial recommendations for contract counteroffers.
- Achieved 98.9% annual forecast accuracy on \$62.1M in air carrier earnings, allowing C-suite executives to best plan capital deployment.
- Reduced key account hotel report turn-around time from 3-4 day to minutes.
- Optimized manual Excel reporting process by migrating 9M+ historical records to Tableau dashboards.
- Provided cross-functional leadership to ensure data architect efforts align with business requirements.
- Built dynamic COVID-19 earnings impact tool with 3-month to 11-month outlook and presented findings to stakeholders
- Served as subject matter expert for UX/UI enhancement and re-design of airline data technology with PwC, ArcBI, and internal leadership

Work Experience

Revenue Management Analyst Marriott International

📅 04/2016 – 04/2018 📍 ATLANTA, GA

- Responsible for the pricing strategy and inventory management of Marriott Atlanta Metro market luxury portfolio.
- Grew premium room type revenue 18%+ by managing direct sale channel to target customer segment.
- Used business intelligence tools to identify demand generators and market conditions for optimal inventory pricing.
- Analyzed weekly STR and Travelclick performance versus competitors to create strategy with Executive leadership and monitored impact.
- Lead weekly meetings with Sales to validate projections and manage remaining inventory based on group fulfillment.
- Supervised team of 8 coordinators and served as primary revenue management contact in absence of Director of Revenue.

Sales Reporting System Analyst Marriott International

📅 05/2014 – 05/2016 📍 ATLANTA, GA

- Complex role responsible for 5 luxury hotels' implementation and maintenance of sales performance reports, productivity solutions, data mining, and incentive awards.
- Consistently achieved >3% error in monthly balance reports by using SQL queries to audit revenue and create data nets to prevent future errors. Process adopted by Atlanta Metro and New Orleans markets.
- Exceeded catering goals by using ad hoc report and Excel expertise to validate business strategies.
- Directly assisted Executive team in analyzing brand performance and forecasting sales goals.
- Developed synergy across Finance, Sales, and Operations teams by adapting communication skills to meet user's needs
- Built reputation as subject matter expert by effectively managing dual workload, allowing time to train and troubleshoot errors for counterparts across North America.
- Completed Revenue Management Associate Development Program with training in pricing, inventory control, forecasting, and competitive intelligence

Education

Psychology | Bachelor of Science - BS Georgia State University

- Coursework in advanced research design and analysis, statistics, and business innovation
- Raised \$250,000 in start-up investments from key stakeholders using market analytics skill set
- Created and pitched proposals to industry professionals including Google and Forbes
- 1 of 5 students selected to serve on \$2.9 million consulting project for the Russell Center for Entrepreneurship and Innovation to directly impact Atlanta's economy

Coversheet

Vote

Section:	VIII. 2024-25 Academic Calendar
Item:	A. Vote
Purpose:	Vote
Submitted by:	
Related Material:	DRAFT 2024-25 School Year Calendar (2).pdf

2024-2025 School Event Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
4	Independence day
15-31	Staff Summer Institute

August	
1	First Day of School (Early Release)

22 Instructional Days

September	
2	Labor Day

20 Instructional Days

October	
10	Virtual Learning Day
14	Indigenous Peoples' Day
11-15	Fall Break

20 Instructional Days

November	
5	Election Day- No School
25-29	Thanksgiving Break

15 Instructional Days

December	
20	Last day of Semester 1
23-31	Holiday Break

15 Instructional Days
Semester 1: 92 Instructional Days

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January	
6	Staff Professional Learning Day
7	First day of Semester 2
20	Martin Luther King Jr. Birthday

18 Instructional Days

February	
17-20	Winter Break
21	Virtual Learning Day

16 Instructional Days

March	
14	Staff Professional Learning Day

20 Instructional Days

April	
7-11	Spring Break

17 Instructional Days

May	
23	Last Day of School
27-28	Staff Post Planning Days

17 Instructional Days
Semester 2: 88 Instructional Days
180 Total Instructional Days for the Year

June	
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