APPROVED

Atlanta SMART Academy

Minutes

ASA Board Meeting

Date and Time
Monday December 16, 2024 at 5:30 PM

Directors Present
A. Bruce (remote), A. Kennedy (remote), B. Williams (remote), I. Lee (remote), R. Price (remote), S. Scott (remote), V. Williams (remote), W. Newman-Johnson (remote)

Directors Absent
L. Harden, S. Fortson

Guests Present
P. Meadows (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

V. Williams called a meeting of the board of directors of Atlanta SMART Academy to order on Monday Dec 16, 2024 at 5:38 PM.

C. Approve Minutes

W. Newman-Johnson made a motion to approve the minutes from ASA Board Meeting on 11-18-24.

S. Scott seconded the motion.
The board **VOTED** to approve the motion.

II. Academic Oversight and Governance Committee

A. Committee Report - Sandra Scott

The Academics Oversight and Governance team focused on how to get better with tracking academics metrics

- Testing scheduling and planning, actual results and track on a regular basis to help being more proactive and what questions to be asking.
- Veronica and Sandra will work on the template to share with Patrice to provide feedback
- The template will assist with documenting where we are and where we need to be and identify the target metrics

Governance Training

- New and tenured members must received six (6 hours of training annually by June 30.
- February Governance Training Board Members - Loudermilk Conference Center, 40 Courtland St, NE, Atlanta, GA
- Tuesday, Feburary 11, 2025 - New Governance Board Members - 12pm-5pm
- Wednesday, February 12, 2025 - Tenured Board Members - 8:00am - 5pm
- Alternative dates in April, Athens, GA

Board Member Resignations

- Two of our board members have voluntarily resigned Lauren Harden and Shirilynn Forston
- Veronica will update the SCSC this will bring us to a total of 8 board members

Board Recruitment Fair

- Rosalynne Price and Sandra Scott attened the recruitment fair at the Loudermilk Conference Center and had a booth. There was good traffic and they had conversations with about six (6) people. Approximately three (3) individuals look like great candidates to have on the board. We will wait for them to contact us. We have a couple of business cards to follow up.
- Board members are requested to look for good board candidates within their network.

Annual Survey

- The annul survey is due at midnight on December 16th - Patrice Meadows is still looking for some additional information from finance.
- Alyssa from Prestige has been out of the office. Patrice will send a communication and will submit as soon as possible.

III. Finance, Facility, Development, and Strategic Partnership Committee

A. November Financials

Ivan Lee reviewed November Financials

- Critical financial metrics summary reviewed
- Days cash on hand 33 days (below benchmark of 60 days)
- Balance sheet - cash balance and accounts receivable reviewed
- Accounts payable balance paying within 30 days
- Profit and loss vs budget reviewed
- Undocumented transations (60 >$40,000) still being worked on to reduce
- By the end of December we should be at 50%
- Nutrition is supposed to be reimbursed
- We will review the contracted and professional more carefully at the next Finance Committee meeting with Prestige

IV. Executive Director Support and Eval

A. Highlights

Family Engagment Month

- Church partners donated turkeys and we were able to distribute to families
- Restore More - family social emotional workshop
- Family game night
- Family appreciation luncheon - families werea ble to come and each lunch

B. Academics Update

- In December we took I-ready benchmarks to track student growth in Ready and Math results reported in January
- 2024 CCRPI Overview
- Middle School beating the state in Progress and Closing Gaps
- ES - students enter from various backgrounds / places
- Our CCRPI data trends shows and updward trends from elementary through middle school
- We have maintained 100% closing gaps scores for two years in middle school

C. Operations

Enrollment and Faciliaties

- Enrollment 2025-26 school year applications opens January 1, 2025
- Social media ads and new marketing videos to drive awareness - a budget of $15K to create new marketing videos and testimonials
- GeorgiaCAN School Choice Fair in January
- Billboards will help prospects connect with school

Facilities

- New owner closed on the property working with Halpern until the end of December
- We will set up a a meeting with the new owner to discuss their property plans and review how many properties would be coming available and discuss first right of refusal for ending leases
- Strategic plan review of expansion plans and determine spacing to expand K-8

D. Finance

Grants and Fundraising

Grants

- Working on grant applications - Google Drive spreadsheet with all the grants, due dates, amounts and what the funds will be used for.
- Meeting with a fundraiser this week - Thursday
- Cox returning for MLK day project Jan 17th – ASA will be the site of their MLK Program and they will be doing another mural and assisting in building out our library.
- Chick-Fil-A meeting with Owner Operator for Community Grants

Gala Recap
Budget – $12,351
Board sponsored band
Photgrapher sponsored
Costs for catering, host and videographer

- 64 tickets sold
- (3) Sponsors
- Auction
- Thank You Letters

Tickets, Sponsors, Auction, Donations (Checks) and General Donations
Net Revenue $17,643

Net Profit ~$5,292K

Auction Items remaining

- $50 barbecue gift card
- American Express gift certificate private activity
- Private wine class from Total Wine
- Things provided by Braves and Falcons Foundation
- Gym membership

Can use for other items or staff appreciation, etc. or raffle

V. Other Business

A. New Credit Card Policy

R. Price made a motion to Approve New Credit Policy.
I. Lee seconded the motion.
Review of Divy and receipts
Timeframes for the offenses

- 7 days after purchase date
- 14 days after purchase date
- 60 days after purchase date termination of credit card priviledges

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

Roll Call	
R. Price	Aye
L. Harden	Absent
V. Williams	Aye
I. Lee	Aye
S. Fortson	Absent
S. Scott	Aye
W. Newman-Johnson	Aye
A. Kennedy	Aye
A. Bruce	Aye

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 7:06 PM.

Respectfully Submitted,
W. Newman-Johnson