

**Bolton Academy**

**Date: January 31, 2025**

**Time: 3:00pm EST**

**Location: Zoom recording at**

<https://www.youtube.com/live/TOmoEovey9s?si=TqmYw--2Gx8ypPSf>

- I. **Call to order:** Meeting called to order by Nikki Knox at 3:04pm
- II. **Roll Call:**

Role	Name	Present or Absent
Principal	Shavaun Mincey	Present
Parent/Guardian	Joanna Caceres-Aponte	Present
Parent/Guardian	Meredith Castelan	Present
Parent/Guardian	Nikki Knox	Present
Instructional Staff	Michael Armstrong	Present
Instructional Staff	Celine Browne-Roberts	Present
Instructional Staff	Nicole Hinton	Absent
Community Member	Avina Gupta	Absent
Community Member	Marie Cruzado Jeanneau	Absent
Swing Seat	Taniya Wilder	Present

**Quorum Established:** Yes, (6/9)

### III. Action Items

- a. **Approval of Agenda:** Motion made by: [Michael Armstrong](#); Seconded by: [Taniya Wilder](#)  
**Members Approving:** Shavaun Mincey, Joanna Caceres-Aponte, Meredith Castelan, Nikki Knox, Celine Browne-Roberts  
**Members Opposing:** None  
**Members Abstaining:** None  
**Motion** [The motion to approve agenda passes](#)

### IV. Discussion Items

- a. **Discussion Item 1:** Budget Allocation Presentation
  - i. Shavaun Mincey started by explaining the norms and budget development process, including the principal’s role and GO Team’s role in this process.
  - ii. Shavaun Mincey shared a copy of the school’s strategic plan and priority rankings. The Top 3 priorities for FY26 are:

1. Increase student performance in math
2. Increase student performance in ELA
3. Embed a data-driven, multitiered system of support to improve our multilingual learner performance
- iii. Reviewed the school allocation tab overview
  1. Funds that we earn for FY26 is \$9,177,711.
    - a. This is an increase from FY25 due to projected enrollment increases
- iv. Reviewed FY26 budget by function
  1. 76% of the budget is dedicated towards instruction
- v. Review FY26 additional earnings
  1. Signature funds and Turnaround funds are not included in the overall budget > impacted by APS \$100M deficit
    - a. Will need to submit special request for this funding
- vi. Reviewed staff allocations for FY26
  1. Requesting a fifth 4<sup>th</sup> grade teacher
  2. Requesting a second Assistant Principal
  3. Requesting a second Counselor
  4. Will need to move over some positions into signature funds
- vii. Reviewed non-staffing tab
  1. These line items will continue to be fleshed out over the next few weeks.
- viii. Reviewed signature & turnaround fund process
  1. APS is piloting zero-based budgeting for FY26
  2. Principals will develop proposed requests for the FY26, discuss with GO Team and provide to APS
- ix. Ms. Mincey will have a solid understanding of where we are going by our next meeting on February 12.
- x. What's next:
  1. GO Team feedback meeting on Feb 12
    - a. Will vote on draft budget at this time
  2. Cluster Superintendent Review (Feb 17-21)
  3. HR Staffing Conference (Feb 24-27)
  4. Final GO Team approval meeting on March 12
    - a. Will vote on final budget at this time

**V. Announcements** - none

**VI. Adjournment** Motion made by: [Michael Armstrong](#); Seconded by: [Celine Browne-Roberts](#)  
**Members Approving:** All others

Members Opposing: None

Members Abstaining: None

**Motion** Motion to adjourn the GO Team meeting passes

**VII. ADJOURNED AT 3:45pm**

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**Minutes Taken By:** Meredith Castelan

**Position:** Secretary

**Date Approved:** [Insert date when approved]