

Draft Meeting Minutes

Bolton Academy

Date: February 12, 2025

Time: 7:00pm EST

Location: Zoom recording at

<https://www.youtube.com/live/KAS7liWCboc?si=nWlq40Ek94uZfXzx>

- I. **Call to order:** Meeting called to order by Nikki Knox at 7:04pm
- II. **Roll Call:**

Role	Name	Present or Absent
Principal	Shavaun Mincey	Present
Parent/Guardian	Joanna Caceres-Aponte	Absent
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	Present, after roll call
Community Member	Marie Cruzado Jeanneau	Absent
Swing Seat	Taniya Wilder	Present

Quorum Established: Yes, (5/9) at roll call

III. **Action Items**

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

- b. **Approval of Previous Minutes (Jan 29 meeting):** Motion made by: [Celine Browne-Roberts](#); Seconded by: [Michael Armstrong](#)
Members Approving: Shavaun Mincey, Meredith Castelan, Nikki Knox, Taniya Wilder
Members Opposing: None
Members Abstaining: None

- Motion** The motion to approve previous minutes passes
- c. **Approval of Previous Minutes (Jan 31 meeting):** Motion made by: [Meredith Castelan](#); Seconded by: [Michael Armstrong](#)
Members Approving: Shavaun Mincey, Celine Browne-Roberts, Nikki Knox, Taniya Wilder
Members Opposing: None
Members Abstaining: None
- Motion** The motion to approve previous minutes passes

IV. Discussion Items

- a. **Discussion Item 1: Budget Development Presentation**
- i. The group reviewed the meeting norms and the budget development process.
 1. We are currently in Step 4: budget feedback meeting
 - ii. The group reviewed the school's strategic plan and top ranked priorities:
 1. Increase student performance in Math
 2. Increase student performance in ELA
 3. Embed a data-driven, multi-tiered system of support to improve our multilingual learner performance
 - iii. The group reviewed the FY26 signature and turnaround program funding process
 - iv. Overview of signature program funds
 1. Requested: \$274,940
 2. Approved: \$232,832
 - a. Signature Program World Language teacher
 - b. Signature Program Innovation teacher
 - v. Ms. Mincey presented details on position changes to support the FY26 budget:
 1. Created 3 positions
 - a. Assistant Principal
 - b. EIP teacher
 - c. 4th grade teacher
 2. Removed 3 positions
 - a. IB signature program coach
 - b. Part-time math support
 - c. 2nd counselor position
 - vi. Ms. Mincey presented details on non-personnel changes to support the FY26 budget.
 - vii. Ms. Mincey presented the priorities and strategies aligned with the three new/requested positions.

- viii. The group discussed the proposed positions and specifically how the proposed budget would support the school’s strategic priorities.
- ix. Ms. Mincey presented a plan for FY26 leveling reserve – available if additional funding comes in September due to enrollment levels.
 - 1. Would like to add an additional 3rd grade teacher if additional funding becomes available in September.

- b. **ACTION ITEM:** GO Team vote on Draft Budget: Motion made by: [Taniya Wilder](#); Seconded by: [Celine Browne-Roberts](#)
Members Approving: Shavaun Mincey, Meredith Castelan, Nikki Knox, Michael Armstrong, Avina Gupta
Members Opposing: None
Members Abstaining: None

V. Information Items

- a. Principal’s Report
 - i. Curriculum adoption: APS is adopting a new ELA curriculum. Ms. Mincey and Bolton staff reviewed the curriculum options earlier this week. HMH stood out as the best option. Ms. Mincey encourages all GO Team members and wider Bolton community to please review the options and vote (links to all curriculum options were sent to all parents yesterday).
- b. Next meeting is the budget approval meeting (March 12)
- c. GO Team candidacy declarations due by February 28

VI. Announcements [none](#)

VII. Public comment [none](#)

- VIII. **Adjournment** Motion made by: [Taniya Wilder](#); Seconded by: [Michael Armstrong](#)
Members Approving: Shavaun Mincey, Meredith Castelan, Nikki Knox, Michael Celine Browne-Roberts, Avina Gupta
Members Opposing: None
Members Abstaining: None
Motion [Motion to adjourn the GO Team meeting passes](#)

IX. ADJOURNED AT 8:05pm

Minutes Taken By: [Meredith Castelan](#)
Position: [Secretary](#)

Draft Meeting Minutes

Date Approved: [Insert date when approved]