

Meeting Minutes

BOLTON ACADEMY

Date: **August 21, 2025**

Time: **3:00 PM**

Recording:

https://www.youtube.com/live/xaT9tloY_Bo?si=0fhHFRo3cAqG8gpw

I. Call to order: Meeting called to order by Heather Stephenson at 3:11pm

II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Heather Stephenson	Present
Parent/Guardian	Joanna Caceres-Aponte	present
Parent/Guardian	Meredith Castelan	Present
Parent/Guardian	Shenita Mickens	Present, after roll call
Instructional Staff	Michael Armstrong	Present
Instructional Staff	Celine Browne-Roberts	Present
Instructional Staff	Breonna Jenkins	Present
Community Member	Avina Gupta	Present
Community Member	Amy Kelley (elected 8/21/25)	Present
Swing Seat	Latoya Brooks (elected 8/21/25)	Present, after roll call

Quorum Established: Yes, 6/7 (prior to election)

III. Action Items

- A. **Approval of Agenda:** Motion made by: **Avina Gupta**; Seconded by: **Joanna Caceres-Aponte**
Members Approving: Meredith Castelan, Michael Armstrong, Celine Browne-Roberts, Breonna Jenkins
Members Opposing: None
Members Abstaining: None
Motion The motion to approve meeting agenda passes

B. **Fill Open Community Member Seat:**

Open Position:	Community Member
Nominee's Name:	Amy Kelley, Agape

Meeting Minutes

GO Team Members In favor	Joanna Caceres-Aponte, Meredith Castelan, Michael Armstrong, Celine Browne-Roberts, Avina Gupta, Breonna Jenkins
GO Team Members Opposed	None
GO Team Members Abstaining	None

C. Fill Open Swing Seat:

Open Position:	Swing Seat
Nominee's Name:	Latoya Brooks
GO Team Members In favor	Joanna Caceres-Aponte, Meredith Castelan, Michael Armstrong, Celine Browne-Roberts, Avina Gupta, Breonna Jenkins
GO Team Members Opposed	None
GO Team Members Abstaining	None

D. Approval of Previous Meeting Minutes:

Motion made by: [Michael Armstrong](#); Seconded by: [Joanna Caceres-Aponte](#)
Members Approving: [Meredith Castelan](#), [Avina Gupta](#), [Celine Browne-Roberts](#),
[Avina Gupta](#), [Amy Kelley](#), [Shenita Mickens](#)
Members Opposing: None
Members Abstaining: None
Motion [The motion to approve the agenda passes](#)

E. Election of Officers and Representatives

i. Chair: Result: [Shenita Mickens](#)

Officer Position:	Chair
Nominee Name	Shenita Mickens
GO Team Members In favor of Nominee	Joanna Caceres-Aponte, Meredith Castelan, Michael Armstrong, Celine Browne-Roberts, Avina Gupta, Breonna Jenkins, Amy Kelley
GO Team Members Opposed	None
GO Team Members Abstaining	None

Meeting Minutes

ii. Vice Chair: Result: [Avina Gupta](#)

Officer Position:	Vice Chair
Nominee Name	Avina Gupta
GO Team Members In favor of Nominee	Joanna Caceres-Aponte, Meredith Castelan, Shenita Mickens, Michael Armstrong, Celine Browne-Roberts, Breonna Jenkins, Amy Kelley
GO Team Members Opposed	None
GO Team Members Abstaining	None

iii. Secretary: Result: [Celine Browne-Roberts](#)

Officer Position:	Secretary
Nominee Name	Celine Browne-Roberts
GO Team Members In favor of Nominee	Joanna Caceres-Aponte, Meredith Castelan, Shenita Mickens, Michael Armstrong, Avina Gupta, Breonna Jenkins, Amy Kelley
GO Team Members Opposed	None
GO Team Members Abstaining	None

iv. Cluster Representative: Result: [Meredith Castelan](#)

Officer Position:	Cluster-Representative
Nominee Name	Meredith Castelan
GO Team Members In favor of Nominee	Joanna Caceres-Aponte, Celine Browne-Roberts, Shenita Mickens, Michael Armstrong, Avina Gupta, Breonna Jenkins, Amy Kelley
GO Team Members Opposed	None
GO Team Members Abstaining	None

F. Review and Approve Public Comment Protocol

PUBLIC COMMENT

At Bolton Academy your voice matters. We encourage our community to come and spend time with us at our GO Team meetings to learn more about the governance side of Bolton Academy as well as share with us any concerns that you may have.

Opportunities for public comment shall be provided at least four (4) times in a school/fiscal year and noted on the meeting agenda.

- Up to 20 minutes will be set aside for public commentary at select meeting
- Public comment is open to all.
- Once GO Team meeting has started, those wishing to speak will indicate their name and topic of address in the virtual meeting chat.
- The principal will introduce the Speakers.
- Each speaker will have 2 minutes to share with the Go Team.
- The GO Team will not directly address concerns but may add items to future agendas or later assist speakers with needs.
- The Vice-Chairperson will time the speakers and at 2:00 minutes thank them for sharing.
- If there are no speakers for public commentary at the published meeting start time the Go Team will proceed with their agenda.
- If there are more than 10 speakers for any public commentary, only the first 10 will have the opportunity to speak at the meeting.

The public comment period is designed to gain input from the public. It is not for immediate responses by the GO Team to the public comment presented. At the end of each public comment period, the period will be closed and the GO Team will move on to the next agenda item. If there are questions or information that you have for the GO Team, you may also contact one or more of the GO Team members before or after the meetings.

- i. Heather Stephenson shared the Public Comment Protocol (above).
- ii. The GO Team is not required to schedule Public Comment at every meeting but should be in place for major discussions. Must set a specific time for Public Comment. Must have a clear process for how people sign up to speak.
- iii. The group discussed promoting public comment opportunities widely and in advance of meetings.
- iv. The group discussed having a Google form for public comments to be submitted if people do not want to speak aloud. This could help with engagement.
- v. **Approval of Public Comment:** Motion to adopt the Public Comment Protocol made by: [Avin Gupta](#); Seconded by: [Michael Armstrong](#)
Members Approving: [Joanna Caceres-Aponte](#), [Meredith Castelan](#), [Celine Browne-Roberts](#), [Breonna Jenkins](#), [Amy Kelley](#), [Shenita Mickens](#)
Members Opposing: None
Members Abstaining: None
Motion [The motion to approve the Public Comment Protocol passes](#)

Meeting Minutes

G. Set GO Team Meeting Calendar

- i. GO Teams are required to have a minimum of 6 business meetings, with at least 4 allowing for Public Comment
- ii. We selected all meeting dates for 2025-2026
- iii. Next meeting will be Wednesday, September 10 at 3pm (hybrid)

	Date	Time	Virtual or Hybrid	Time for Public Comment? (Yes/No)
1	September 10	3pm	Hybrid	Yes
2	October 1	3pm	Hybrid	Yes
3	December 10	3pm	Hybrid	Yes
4	January 14	3pm	Virtual	Yes
5	March 11	3pm	Hybrid	No
6	April 1	3pm	Hybrid	Yes
7				
8				

- iv. **Approval of GO Team meeting calendar:** Motion to adopt made by: [Avina Gupta](#); Seconded by: [Michael Armstrong](#)
Members Approving: [Joanna Caceres-Aponte](#), [Meredith Castelan](#), [Celine Browne-Roberts](#), [Breonna Jenkins](#), [Amy Kelley](#), [Shenita Mickens](#)
Members Opposing: None
Members Abstaining: None
Motion [The motion to approve the GO Team meeting calendar passes](#)

H. Review, Confirm/Update, and Adopt GO Team Meeting Norms

- i. Heather Stephenson shared GO Team Meeting Norms. Motion was made to approve norms as displayed on the screen.
- ii. **Approval of GO Team Meeting Norms:** Motion made by: [Celine Brown Roberts](#); Seconded by: [Breonna Jenkins](#)
Members Approving: [Joanna Caceres-Aponte](#), [Meredith Castelan](#), [Avina Gupta](#), [Michael Armstrong](#), [Amy Kelley](#), [Shenita Mickens](#), [Latoya Brooks](#)
Members Opposing: None
Members Abstaining: None

Motion [The motion to approve the GO Team meeting norms passes](#)

IV. Discussion Items:

- A. Stakeholder engagement at our school: Inform, input, invite

Meeting Minutes

- i. The group discussed meaningful ways to involve different stakeholders - not just as an audience, but as active participants.
 - 1. Families
 - a. Build on the success of the Back-to-School BBQ, which fostered a strong sense of community.
 - b. Partner with PTA-hosted events (ex: GO Team table presence).
 - c. Provide alternate engagement opportunities for those who miss events (ex: sharing photos).
 - d. Partner with SOFi.
 - e. Wear GO Team badges at school events for visibility.
 - f. Add a section in the Weekly Hoot (monthly) to share meeting minutes and invite public comments.
 - g. Create informational videos for the Bolton YouTube channel.
 - 2. Students
 - a. Leverage YouTube for student-focused content.
 - b. Use Instagram Reels, with student involvement in photos and content creation.
 - 3. Staff
 - a. Share updates through the internal staff newsletter.
 - 4. Community
 - a. Host an event at Agape.
 - b. Include Agape content or updates in the Weekly Hoot.

V. Information Items: Principal's Update

- i. APS Personal Electronic Device (PED) policy
 - 1. Ms. Stephenson shared that the PED policy will be enforced this year.
 - 2. Students are expected to keep their phones "up and away."
 - 3. Ms. Stephenson reviewed the consequences for policy violations.
- ii. Leveling
 - 1. Ms. Stephenson shared that Bolton currently has the largest enrollment in its history.
 - a. Projected enrollment: 556 students
 - b. Day 10 enrollment: 592 students
 - 2. Based on current enrollment, the school is projected to earn funding for at least two additional teaching positions.

Meeting Minutes

3. Ms. Stephenson shared three ideas that are under consideration for accommodating high enrollment:
 - a. Split classes at the grade level most impacted
 - b. Hire a teacher to reduce class size for ELA/Math only, reaching more students.
 - c. Add paraprofessional support to improve the adult-to-student ratio.
 4. The group discussed concerns about large class sizes, especially at the kindergarten level, and strategies for communicating potential changes with families and classrooms that may be affected.
- iii. APS Forward 2040: Facilities Task Force Meeting and Dates
1. APS is developing a long-term comprehensive plan for school buildings and facilities.
 2. Meredith is serving on the Facilities Task Force.
 3. Draft options are expected to be published by the end of this week for community review.
 4. The Bolton community will have opportunities to provide feedback at upcoming public forums and through a survey.
 - a. August 25: 12:00 PM (virtual) and 6:00 PM (in-person)
 - b. August 28: 6:00 PM at Sutton 7th & 8th Grade Campus

VI. Announcements

- i. G3 Summit - Saturday, September 27 from 8:30am-2:30pm
- ii. New GO Team member training & orientation

VII. Adjournment

Motion made by: [Michael Armstrong](#) Seconded by: [Latoya Brooks](#)

Members Approving: [Joanna Caceres-Aponte](#), [Meredith Castelan](#), [Shenita Mickens](#), [Avina Gupta](#), [Celine Browne-Roberts](#), [Breonna Jenkins](#), [Amy Kelley](#)

Members Opposing: None

Members Abstaining: None

Motion [The motion to adjourn GO Team meeting passes](#)

ADJOURNED AT [4:57pm](#)

Minutes Taken By: [Meredith Castelan](#)

Position: [Interim Secretary](#)

Date Approved: