

**New Life Academy of Excellence  
Board of Directors Meeting Minutes**

December 16, 2023

- I. Call to Order: The meeting was called to order at 9:15 AM.
- II. Roll Call-Director Alphonsa Forward, Mr. Carter Wilson, Dr. Matisa Wilbon, Mr. Willie Tolbert, Ms. Theresa Thomas (conference line)
- III. Review minutes from the previous meeting on Saturday, November 18, 2023  
Minutes were approved as read.
- IV. NLAE Mission-The mission was read by Theresa Thomas.

V. School Updates

Past Events

- United Way Fundraiser ended Nov. 17, 2023
- SWCC Holiday Shop: Nov. 27 - Dec. 1, 2023
- Thanksgiving Break Nov. 20 - 24, 2023
- Learning Ally Virtual Session: Dec. 5, 2023

o Upcoming Events

- Talent Show Postponed until March 28, 2024
- Winter Break: Dec. 18, 2023 - Jan 3, 2024
- Mid-Year Instructional Institute -
- Middle School Open House (Tentative: Jan. 3, 2024) –Plan B is to have digital learning days until everything is complete and ready to open
- Martin Luther King Jr. Day: January 15, 2024
- Honor Roll Assembly: January 16, 2024
- Digital Learning Day #3: February 2, 2024
- Lunar New Year Week: Feb 5 - 9, 2024
- Student/Teacher Holiday: Feb 15 - 19, 2024
- Black History Program: February 22, 2024

VI. Enrollment

- o Current Enrollment 2023-2024 (596 students)
- o Re-enrollment Update (532 students)
- o Open Enrollment period: December 15, 2023 - January 31, 2024
- o School Tour: 2 Sessions, January 3, 2024
- o Advertisements:
  - Gwinnett Magazine
  - Lamar Signs
  - NLAE Website
  - NLAE Marquee
  - GCPS Website/TV
  - Gwinnett Daily Post
  - Daycare Flyers

The board discussed the need to enhance social media presence and advertisements on social media. We will discuss a specific strategy during the next board meeting.

The board discussed the need to set future goals on projected class sizes and number of classes across grades.

- o School Lottery: February 7, 2024 (conducted by Gwinnett County)

#### VII. PBIS Updates

- o Discipline Update-there was nothing out-of the ordinary related to discipline

#### VIII. Testing Updates

- o Gifted Assessment Overview-20 students were eligible for gifted services;  
6 teachers are gifted endorsed
- o District Assessments-completed

#### IX. Academic Updates

- o Grade Recovery (Middle School)-it is currently proposed to extend the school day for those students who need grade recovery
  - Staffing
  - Number of Students

#### X. Employee Services

- o Mid-Year Instructional Institute
  - Stop the Bleed training (GEMA)
- o Staff Spotlight of the Month
  - December: Mrs. Hyon
- o Teacher Evaluations-will be completed in the spring
  - Two Brief Observations
  - Mid Year Conferences
- o Letters of Intent given February 6, 2024
- o Offer Letters given February 27, 2024
- o Teacher Contracts: March 13, 2024

#### XI. School Nutrition Program

- o Equipment Grant application submitted for Milk Cooler
- o Community Eligibility Provision (CEP) declaration in progress

#### XII. Financial Update

- o Financial Report

Mr. Carter made a motion that the financial report be approved as read. Motion was seconded by Dr. Wilbon. Motion passed.

Mr. Tolbert moved to accept the offer from DataNet Systems, LLC to build out the technology infrastructure in the new middle school facility system not to exceed 60 hours or \$9,000). Mr. Carter seconded the motion. The motion passed.

#### XIII. Facilities Updates

- o School Tour
- o Technology Infrastructure
- o Open House (Tentative)
- o Draw #3- Mr. Carter moved to accept draw request # 3 for \$65,833.09 in addition to the change order request for \$44,132.58. Mr. Tolbert seconded. The motion passed.
- o Georgia School Board Association Conference Reflections
- o Next Meeting: February 17, 2024

#### XV. Adjournment-The meeting was adjourned at 10:37 AM