

Board of Directors Meeting Minutes

December 20, 2025

I. Call to Order - the meeting was called to order at 9:07 AM

II. Roll Call - Virtual: Director Alphonsa Foward, Mr. Willie Tolbert, Ms. Theresa Thomas, Mr. Carter Wilson, Ms. Matisa Wilbon, Ms. Christine Chen

III. Review minutes from the previous meeting on Saturday, November 15, 2025

IV. NLAE Mission and Vision

V. NLAE Updates

- Past Events
 - Staff Celebration: November 18, 2025 – Time of thanks for teachers
 - SWCC Holiday Shop: December 1 - 5, 2025 – raised >\$6000 for school
 - Royal Court Coronation: December 9, 2025 – Night of Elegance formal
 - National Beta Club Induction Ceremony: December 10, 2025 – 90 students were inducted into the Beta Club
 - Middle School Holiday Concert: December 11, 2025
 - Game Night at the Elementary School: December 12, 2025
 - End of Year Staff Celebration: December 16, 2025
 - Re-Enrollment ends, Open Enrollment Begins: December 19, 2025
- Upcoming Events
 - Winter Break: December 22, 2025 - January 2, 2026
 - All staff returns on January 2, 2026
 - Mid-Year Instructional Institute: January 2, 2026 – focus on MTSS & ELA learning curriculum (addition of cursive writing curriculum in 3rd grade)
 - School Store Fundraiser: January 12, 2026
 - MLK Jr. Day (No School): January 19, 2026
 - Honor Roll Assembly: January 22, 2026
 - Open Enrollment Ends: January 30, 2026

VI. Enrollment

- Current Enrollment for SY 2025-2026 – 612 students enrolled, 121 on waiting list
- Re-Enrollment Period: *ended December 19, 2025*
- *Open Enrollment Period: December 19, 2025 - January 30, 2026*

VII. Positive Behavioral Interventions and Support (PBIS)

- December Lesson: Integrity

- MTSS Discipline Data

VIII. School Nutrition Program

- Free and Reduced Lunch (FRL Eligibility Data)
 - 61.3% Total Free/Reduced Lunch
- Average Daily Participation: 40% (up by 20% from SY2024-2025)
- A second RFP may be needed for the breakfast program – pending direction from GaDOE

IX. Assessments

- Gifted Assessment Overview
- District Assessments
- iReady (Mid-Year) – in January 2026

X. Academic Updates

- Grade Recovery (Middle School)
 - Staffing
 - Number of Students
 - Working with students to submit missing assignments

XI. Employee Services

- Mid-Year Instructional Institute: January 2, 2026
- Teacher Evaluations: January 2, 2026
 - Two Brief Observations
 - Mid-Year Conferences
- Letters of Intent: February 13, 2026
- Offer Letters: February 20, 2026
- Teacher Contracts: March 13, 2026

XII. Financial Update

- Financial Report – To be reviewed during the week of December 22, 2026

XIII. Board Updates

- Georgia School Board Association (GSBA) Conference Reflections
- NLAE was recognized as a Literacy Leader in the Gwinnett County School District
- Next Meeting: February 21, 2026
- Spring BOD training

XIV. Adjournment – meeting was adjourned at 9:42 am