July Board of Directors (BoD) Meeting Agenda

5258 Norwood Ave, Unit 3, Jacksonville, FL 32208

Date: July 16, 2025
from 6:00 PM – 7:30 PM

1. **Call to Order - Audrieanna Burgin**
    - Verification of quorum and roll call.

2. Public Comment

3. Facilities Update - Zach Rossley

4. Previous meeting minutes from May 2025 [vote]

5. ED Updates - Cameron Frazier

- Academic Updates
- Budget **[vote]**
- Minimum Enrollment **[vote]**

6. Board Chair Updates -Audrieanna

- Upcoming Board Transitions
    - i. Board member service completed:
        1. Brittany Herndon - December 2025
    - ii. Board member service beginning:
        1. Kent James, pending September 2025
        2. Ashley Goggins, pending September 2025
    - iii. Board chair service completed:
        1. Audrieanna Burgin, 2025, will remain on board for 2025-2026 year.
    - iv. Board Leadership
        1. Selecting new chair by end of 2025, special meeting
        2. Board member elections early 2026

July Board of Directors (BoD) Meeting Minutes

Location: Virtually via the official BCA Zoom

Date: Wednesday, July 16, 2025

Time: from 6:00 PM – 7:30 PM

Attendees:

Present Board Members: Dr. Audrieanna Burgin, Brittany Herndon, Niko Negron, Desiree Corley Jones, Zach Rossley, Javon Knight

Absent Board Members: NA

Staff Present: Cameron Frazier

1. **Call to Order - Dr. Audrieanna Burgin**
   This meeting was called to order by Dr. Audrieanna Burgin. Verification of quorum and roll call was conducted.

2. **Public Comment**
   - Opened up for public comment.
   - No Comment.

3. **Facilities Update - Zach Rossley**
   a. Beulah Beal Campus - 330 West Ninth Street lease update: 34,000 square foot building on 1.24 acres, located 2.4 miles from current campus.
   b. Lease structured as triple net; owner pays certain operating expenses and passes costs through to BCA, while BCA directly pays utilities and janitorial services.
   c. Initial lease term is six years (including 25-26 school year) with an option to extend for four additional years; base rent starts at $9 per square foot in lease year one (discounted to 619 per square foot through negotiated phased payments) with annual increases: 6% for years 2–6 and 8% for years 7–10.
   d. Landlord agreed to complete checklist items and make owner improvements (including handling structural repairs, major issues, and the HVAC system

costs); phase one environmental assessment has been completed and came back clean.

e. Pros include inexpensive rent relative to the local market ($14 per square foot at Gateway), flexibility to absorb enrollment growth, turnkey condition ready for occupancy, and significant savings (projected over $4.5 million by end of lease term) compared to a construction project.
f. Cons include paying rent for a mostly unoccupied building during the first year, leasing versus owning (which imposes risk if the lease is not extended), and the need for a strong working relationship with the landlord to avoid extra operational hassles.

4. Approval Of Previous Meeting Minutes - Dr. Audrieanna Burgin

- **Presenter:** Dr. Audrieanna Burgin
- Dr. Audrieanna confirmed that the minutes from the previous meeting were distributed and asked for any questions or discussion. None were raised.
- **Motion to Approve:** Javon
- **Seconded by:** Niko
- No opposition was noted.
- Vote held; motion passed unanimously with "Aye" responses.

5. ED Updates - Cameron Frazier

Educational and Financial Update

- Mission remains to prepare students for success in college and life by mirroring the HBCU experience, building positive relationships, leveraging identity, and upholding high expectations.
- Strategic goals: **three-year** goal to become a blue ribbon school and a **one-year** goal to become an A-rated school.
- Highlights from the last school year include a successful family ball event, kindergarten graduations, award ceremonies, a zoo field trip, and a fun field day with stations, water boom, and balloon fights.
- Significant donations were received: **nearly $24,000** from the Young Lawyers Association's Chili Cook Off and a CSP grant originally awarded at **$500,000** but later increased to **$1.4 million** with reimbursement starting now.
- Current bank balance is **$588,000** with additional reimbursements expected from FEFP, Title 1, Title 2, and Title 4 funding.

- Academics: Star reading and fast reading assessments show significant growth, especially in kindergarten; while third grade proficiency resulted in a school grade of D due to lack of growth scores, improvements in math were also noted. Comparisons with local peers indicate proximity to schools with strong proficiency.
- Curriculum changes include continuing Fish Tank reading curriculum for all grades and switching to Singapore Math for all grade levels, with teacher training scheduled to begin **next week**.
- Enrollment and Staffing

  Enrollment target for the upcoming school year is **278**; current records in Focus show **247** registered students with a confirmed rollback of **65** additional applications and a waiting list of **47**.

  Efforts are underway to close documentation gaps, especially for kindergarten, with orientation planned and support provided by two UNCF interns.

  Staffing: Target of **31** staff members for next school year with **26** confirmed; interviews are ongoing to fill positions for a first grade teacher and an additional third grade teacher. However, hiring for the dean and school counselor position has been slower.

  An upcoming board walkthrough of the new facility at Beulah Building is scheduled for **Tuesday, July 22** from 12 to 2.

  VOTE: Minimum enrollment of **270** and the annual budget for the 2025-20**26** school year were approved in a single motion.

6. Board Chair Updates - Dr. Audrieanna Burgin

Board and Governance Transitions

a. Brittany's board service as a founding board member will conclude in **December 2025**; plans to celebrate her contributions are being organized.
b. New board members confirmed: Kent James, senior manager of learning experience and design at CSX (also a local pastor), and Ashley Goggins, a respected local attorney involved in pro bono work. Their commencement is pending completion of governance training and fingerprinting requirements.
c. The current board chair's service will conclude in **December 2025**; a new chair will be selected by the end of **2025** with upcoming board elections in

early 2026 to fill remaining positions such as vice chair and board secretary.

d. Policy: New board members are not allowed to roll into board chair seats unless they have served for at least one year; potential exists for a new board member to later become vice chair and eventually serve as chair.

7. Public Comment – No comments.

8. Adjournment 6:59pm

- **Motion to Adjourn:** Brittany
- **Seconded by:** Zach
- **Vote:** Unanimous approval
- **Meeting Adjourned at 6:59pm**