



The Anchor School

Board of Directors Meeting

Monthly BOD Meeting

Published on March 20, 2024 at 6:54 PM EDT

Amended on March 27, 2024 at 6:50 PM EDT

Date and Time

Wednesday March 27, 2024 at 7:00 PM EDT

Location

The Anchor School
2460 Wesley Chapel Rd
Decatur, Georgia 30035

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
A. Record Attendance		Nicole LeBlanc	1 m
B. Call the Meeting to Order		Dawn Gregory	1 m
C. Approve Minutes	Approve Minutes	Nicole LeBlanc	1 m
	Approve minutes for Special Board Meeting on February 20, 2024		
D. Public Comment		Dawn Gregory	3 m

Purpose Presenter Time

The purpose of this item is to allow for public comments.

II. Board Training 7:06 PM

A. Board on Track Training Discuss Gina Fafard 20 m

Board-on-Track (Bot) will provide training (software as a governance tool). The board will learn to use advanced (Bot) features for optimized governance. Topics include:

1. Goal setting and management
2. Reports
2. Assessments / Evaluations

B. Board Assessment FYI Dawn Gregory 1 m

Board members are required to complete a 15-minute self-assessment. The results of the self-assessment will inform the training topics, retreat agenda, and board recruitment strategies. Due: 4/3/2024 by 5 PM.

C. Board Fiduciary Training Discuss Chris Adams 15 m

TAS legal counsel will provide a brief overview of board fiduciary responsibilities / accountability.

III. Academic Updates 7:42 PM

The board will review and discuss the Academic Dashboard(s).

A. Enrollment Dashboard Discuss Josh Pinto Taylor 10 m

The Head of School will provide written enrollment updates. Updates include:

Current State:

1. Current Enrollment Count
2. Enrollment Changes Since Last Month

Future State:

3. SY24/25 Pending Applications / Re-Enrollments
4. SY 24/25 Completed Applications / Completed Re-Enrollment
5. Lottery Update, as applicable
6. Enrollment Strategy

Discuss Trends and Significant Changes: (i.e.)

- Growth by grade
- Increase in new enrollment
- Decrease in returning students

B. Academic Performance Dashboard Discuss Josh Pinto Taylor 2 m

The Head of School will provide and discuss the academic performance dashboard, to include:

- Standardized Testing (Milestones, MAP, etc.)
- LKES/TKES academic performance goals
- Climate Survey
- Key Indicators

C. Staffing Report Discuss Josh Pinto Taylor 2 m

The Board will evaluate the school's staffing needs and ensure alignment with the school's financial health and enrollment goals.

The Head of School will provide a staffing report to include:

- **Number of staff** by position (teachers, specialists, support staff), including vacancies and filled positions
- **Staffing Costs:** (salaries, benefits, professional development)
- **Licenses and certifications:** percentage of staff with relevant credentials
- **Separations:** number of staff leaving the school and reasons for departure (voluntary/involuntary).
- **Comparison:** staffing costs to the budget and enrollment numbers.

D. Operational Updates Discuss Josh Pinto Taylor 1 m

The Head of School will provide operational updates and requests.

	Purpose	Presenter	Time
E. Building Technology RFP Update	Vote	Josh Pinto Taylor	1 m
The purpose of this item is to provide an update on the network technology RFP process.			

IV. Finance Updates

7:58 PM

The board will review and discuss fiscal governance matters, including financial health, sustainability, and the school's ability to achieve its mission and educational goals.

A. Financial Health & Sustainability (CFO / Treasurer)	FYI	Peter Laub And Jaamal Whittington	15 m
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The board will review and discuss the financial statements / dashboard. The CFO and Board Treasurer will discuss the school's financial health, and will identify any pending / future financial considerations and decisions.

B. Budget Process & Timeline	Discuss	Vanecia Thompson	2 m
Best practices and exemplars for the budget process will be shared with the board. Confirmed budget process tasks and dates will be confirmed.			

C. GCSA Financial Training Overview	FYI	Derrick Grissom & Gregg Stevens	5 m
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The board will be provided with a brief summary from the recent GCSA Conference Financial Training session.

D. CSP Grant Update	FYI	Josh Pinto Taylor	1 m
The Head of School will provide a summary of the CSP grant compliance requirements and restrictions, including award details, dates and disbursements.			

E. Federal Grant Policies	FYI	Josh Pinto Taylor	1 m
The Head of School will review the CSP grant requirement for a federal grant policy. .			

F. Public Comment	Discuss	Dawn Gregory	3 m
The public is invited to provide comment.			

G. CSP Grant Award, Terms, & Conditions Approval	Vote	Dawn Gregory	2 m
The board will vote to receive CSP grant funds and agree to comply with all terms and conditions.			

H. Facility Underwriting Fees Vote	Vote	Josh Pinto Taylor	5 m
The board will discuss and vote on the underwriting fees of the loan.			

	Purpose	Presenter	Time
I. Fundraising Dashboard	FYI	Josh Pinto Taylor	1 m
The board will review and discuss general fundraising and board commitment status and progress towards goals.			
V. Governance			8:33 PM
A. Governance Progress Report	Discuss	Joseph Anfield-El	5 m
The board governance updates / information will be reviewed and discussed.			
B. HR Consultant Services Vote	Vote	Dawn Gregory	10 m
The HR Consultant will provide an update and recommendations to the board. The board will vote to approve HR service hours.			
C. Financial Health Check-up Proposal Vote	Vote	Dawn Gregory	5 m
D. Governance Support Services Vote	Vote	Dawn Gregory	10 m
21 Cobolt will share a proposal to support board governance.			
E. Compliance & Training Review	FYI	Dawn Gregory	1 m
Highlight Upcoming Compliance/Regulatory Requirements.			
VI. Facility Updates			9:04 PM
The Board will review and discuss facility and maintenance updates.			
A. Facility Expansion Updates	Discuss	Josh Pinto Taylor	1 m
The board will review and discuss proposed expansion updates, construction schedule and maintenance updates.			
VII. Community Engagement			9:05 PM
The board will be provided with community engagement updates.			
A. Co-Design Meeting Update	Discuss	Vanecia Thompson	2 m
The board will review and discuss the co-design meeting minutes, to include			
<ul style="list-style-type: none"> • Agenda topics • Public updates provided • Discussion / public feedback 			

	Purpose	Presenter	Time
• Recommendations for board consideration			
B. Community Events & Activities.	FYI	Vanecia Thompson	1 m
Community events and activities will be reviewed and discussed for board engagement.			
C. Leadership Engagement Calendar	FYI	Josh Pinto Taylor	1 m
The board will be informed of management's planned attendance at events and activities.			
VIII. Closing Items			9:09 PM
A. Summary of Commitments	FYI	Joseph Anfield-EI	1 m
A summary of all board and/or management commitments will be reviewed, including but not limited to action items (owner and due dates), future agenda and voting items. These topics will be incorporated into the next board meeting agenda.			
B. Adjourn Meeting	Vote	Dawn Gregory	1 m
The purpose of this item is to officially end the meeting.			

The Anchor School is a village of educators, families, and community members that partners with 6th through 12th-grade students who are developing the knowledge, skills, and confidence they need to thrive in school and beyond. Through our commitment to excellent instruction, community partnerships, and holistic student development, we cultivate anchors that build a more just and equitable future.

**In August 2022, the SCSC authorized TAS as a GA Charter School with approval to enroll students who will be in the 6th grade in the fall of 2023.*