



The Anchor School

Board of Directors Meeting

Monthly BOD Meeting

Published on June 19, 2024 at 6:59 PM EDT

Amended on June 26, 2024 at 6:11 PM EDT

Date and Time

Wednesday June 26, 2024 at 7:00 PM EDT

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/82409991402?pwd=FgasPZ1aLkn7MgTwwSzma3oqeCDGjr.1>

Meeting ID: 824 0999 1402

Passcode: TAS

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

	Purpose	Presenter	Time
C. Approve Minutes	Approve Minutes	Nicole LeBlanc	1 m
Approve minutes for Board of Directors Meeting on May 22, 2024			

II. Finance Updates (Treasurer / CFO) 7:03 PM

The board will review and discuss the school's financial health and sustainability.

A. Enrollment Dashboard	Vote	Jaamal Whittington	1 m
The board will vote to adopt the enrollment dashboard.			
B. Financial Statements	Discuss	Jaamal Whittington	15 m
The board will review the financial statements, including budget to actuals comparisons.			
C. Fractional CFO (Vote)	Vote	Jaamal Whittington	5 m
The board will vote to contract a Fractional CFO.			
D. SY24-25 Budget (Vote)	Vote	Jaamal Whittington	15 m
The board will vote to approve the school year 2024-2025 budget.			

III. Public Comment 7:39 PM

The Anchor School welcomes engagement from its village of students, parents, educators, and community partners.

A. Public Comment	FYI	Dawn Gregory	3 m
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IV. Operational Updates 7:42 PM

The board will review and discuss operational updates (i.e. staffing, facility, etc.)

A. Staffing Dashboard (Vote)	Vote	Derrick Grissom	2 m
The board will vote on the staffing dashboard.			
B. Personnel Actions - Hiring Approval (Vote)	Vote	Derrick Grissom	5 m
. The board will discuss and approve an administrative hire.			
C. Employee Handbook - Intermittent Approval (Vote)	Vote	Derrick Grissom	2 m

	Purpose	Presenter	Time
The employee handbook has been revised to incorporate management input. The next iteration will incorporate HR best practices.			
D. Offer Letter & Welcome Letter Policy (Block Vote)	Vote	Derrick Grissom	5 m
The board will vote to approve the offer letter and welcome letter			
E. Custodial Vendor (Vote)	Vote	Derrick Grissom	2 m
F. Nutrition Vendor (Vote)	Vote	Derrick Grissom	2 m
G. Vendor Updates	FYI	Josh Pinto Taylor	2 m
Updates will be provided regarding the following vendor's contracts:			
<ul style="list-style-type: none"> • Furniture vendor • Bus transportation vendor 			

V. Academic Updates 8:02 PM

The board will review and discuss academic performance.

A. Academic Dashboard (Vote)	Vote	Emily Desprez Isbell	3 m
The board will vote to adopt the academic dashboard.			
B. Student & Family Handbook (Vote)	Vote	Emily Desprez Isbell	2 m
C. Phonathon	FYI	Jasmine Burton	2 m

The community engagement committee will share details for the upcoming phonathon.

VI. Governance 8:09 PM

The governance (executive) committee will provide updates for review and discussion.

A. Board & Committee Meeting Calendars (Vote)	Vote	Nicole LeBlanc	1 m
The board will vote to approve the SY24 Anchor Board and Committee Meeting Calendars			
B. July Meeting (Vote)	Vote	Dawn Gregory	2 m
The Executive Committee proposes a called meeting for Wednesday, July 17, 2024 7 PM - 8 PM.			
C. Head of School Contract Extension (Vote)	Vote	Joseph Anfield-El	2 m

	Purpose	Presenter	Time	
			The board will vote to approve an extension to the Head of School Contract	
D.	Communication Policy (Vote)	Vote	Dawn Gregory	2 m
			The board will vote to approve the communication policy.	
E.	Personnel Action - Hiring (Vote)	Vote	Joseph Anfield-El	2 m
			The board will vote to authorize approach to contract an additional short-term senior executive resource. Contractor TBD.	
F.	Personnel Action - HOS PDP	Vote	Dawn Gregory	20 m
			The board previously voted and approved to implement a HOS professional development plan. The board will vote to approve the PDP details. Discussions will be held in an executive session.	
G.	HR Consultant (Vote)	Vote	Dawn Gregory	2 m
			The board will vote to extend the HR consultant engagement (retainer for administration support and Handbook project).	
H.	Governance Coaching (Vote)	Vote	Dawn Gregory	2 m
			The board will vote to extend the governance coaching support contract.	
I.	Board Recruitment	FYI	Nicole LeBlanc	5 m
			The board will be introduced to recruitment documents and resources. Recruitment priority: finance & operations.	
J.	Annual Committee Calendar Details	FYI	Dawn Gregory	1 m
			Detailed Committee Annual Calendars are due by the August board meeting.	

VII. Items for Information

8:48 PM

The board will review upcoming voting actions and pre-read materials.

A.	Upcoming Voting Actions (First Read)	Discuss	Dawn Gregory	5 m
			Items for information will be presented to the board for subsequent action (i.e. voting, decision-making, policy development):	
			<ul style="list-style-type: none"> • Procurement Policy (Finance Committee) • Staff Purchases Policy (Finance Committee) • Employee Handbook (Operations Committee) 	

Deferred to July & August

Purpose

Presenter

Time

- Fiscal Policies (Financial Committee)
- Board Governing Policies (Governance Committee)
- Board Recruitment (Governance/Executive Committee)
- TAS Bylaws (Governance/Executive Committee)
- Board Roles & Responsibilities (Governance/Executive Committee)
- Conflict of Interest (Governance/Executive Committee)

VIII. Closing Items

8:53 PM

A. Adjourn Meeting

Vote

Dawn Gregory

1 m

This is the conclusion of the meeting, and proceedings will be officially adjourned.

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.*