



The Anchor School

Board of Directors Meeting

Monthly BOD Meeting

Published on May 15, 2024 at 6:59 PM EDT

Amended on May 15, 2024 at 8:23 PM EDT

Date and Time

Wednesday May 22, 2024 at 7:00 PM EDT

Location

The Anchor School
2460 Wesley Chapel Rd
Decatur, GA 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
II. Operational Updates			7:03 PM
The board will review and discuss operational updates (i.e. staffing, facility, etc.)			

	Purpose	Presenter	Time
<p>A. Facility Updates</p> <p>The Operations Committee will provide an update regarding facility expansion, construction schedule and maintenance.</p>	Discuss	Laura Stephens	5 m
<p>B. Staffing Report</p> <p>The board will review and discuss the staffing report to evaluate needs and ensure alignment with the school's financial health and enrollment goals.</p> <ul style="list-style-type: none"> • Current staffing • Current vacancies • New Hires / Offer Letter Requests • SY24 staffing plans 	Discuss	Josh Pinto Taylor	5 m
<p>C. Staffing Report Template</p> <p>First Read: The Operations Committee will discuss the need for a staffing report tool.</p>	Discuss	Derrick Grissom	1 m
<p>D. Employee Handbook</p> <p>First Read: The operations committee will introduce the need to review and revise the employee handbook.</p>	Discuss	Laura Stephens	1 m
<p>E. Vendor Considerations</p> <p>The Operations Committee will facilitate board discussions and approval for the following vendor categories:</p> <ul style="list-style-type: none"> • Furniture vendor • Bus transportation vendor 	Discuss	Josh Pinto Taylor	15 m
<p>F. Other Operational Updates</p> <p>The board will review and discuss other operational updates.</p>	Discuss	Josh Pinto Taylor	2 m
<p>III. Finance Updates (Treasurer / CFO)</p> <p>The board will review and discuss the school's financial health and sustainability.</p>			7:32 PM
<p>A. Enrollment Dashboard & SCSC Submittal</p>	Discuss	Jaamal Whittington	1 m

	Purpose	Presenter	Time	
<p>The finance committee will review the recent SCSC enrollment data submission for SY24 (funding data) and current SY23 enrollment. Additionally, the finance committee will present the enrollment dashboard, for board consideration and adoption.</p>				
B.	Enrollment Dashboard	Discuss	Dawn Gregory	2 m
<p>First Read: The finance committee will discuss the need for a formal enrollment dashboard.</p>				
C.	Budget Discussion / Review Financial Statements / Financial Dashboard	Discuss	Jaamal Whittington and Peter Laub	20 m
<p>The board will review and discuss the financial statements / financial dashboard.</p>				
D.	Auditor Selection	Discuss	Jaamal Whittington	1 m
<p>The finance committee will introduce the need to select an auditor, and provide the required timeline.</p>				
E.	LIIF Loan Financing Update	Discuss	Jaamal Whittington	5 m
<p>The board will review and discuss the Low Income Investment Fund (LIIF) construction loan details, process and timeline.</p>				

IV. Governance

8:01 PM

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

A.	Executive Session - Personnel Discussion	Discuss	Dawn Gregory	20 m
<p>To discuss or deliberate the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an employee [O.C.G.A. 50-14-3(b)(2)].</p>				
B.	Communication Policy	Discuss	Joseph Anfield-El	1 m
<p>First Read: The executive committee will identify the need for a board-administration communication policy.</p>				
C.	Head of School Contract	Discuss	Dawn Gregory	1 m
<p>First Read: The executive committee will discuss the need for creation of the SY24 Head of School contract.</p>				
D.	Items for Information (First Read)	Discuss	Dawn Gregory	2 m
<p>Items for information will be presented to the board for subsequent action (i.e. voting, decision-making, policy development):</p>				

	Purpose	Presenter	Time	
<ul style="list-style-type: none"> • Staff Handbook (Operations Committee) • Staffing Report (Operations Committee) • Student & Family Handbook (Academic Committee) • Head of School Contract (Governance Committee) • Communication Policy (Governance/Executive Committee) • Enrollment Dashboard (Finance Committee) 				
Deferred to June & August				
<ul style="list-style-type: none"> • Board Governing Policies (Governance Committee) • Board Recruitment (Governance/Executive Committee) • TAS Bylaws (Governance/Executive Committee) • Fiscal Policies (Financial Committee) 				
E.	Comprehensive Performance Framework (CPF) Intro	Discuss	Morgan Felts	10 m
	The board will receive a high-level review on the comprehensive performance framework.			
F.	Board Officer Nominations	Discuss	Dawn Gregory	3 m
	Nominations are open for candidates interested in serving in an officer role (chair, vice chair, secretary and treasurer) for SY 24.			
V.	Academic Updates			8:38 PM
	The board will review and discuss academic performance.			
A.	Academic Dashboard	FYI	Emily Desprez Isbell	2 m
	The academic committee will review new academic dashboard data.			
B.	Student & Family Handbook	Discuss	Emily Desprez Isbell	1 m
	First Read: The Academic Committee will introduce the needs for student/family handbook review and revisions.			
C.	School Calendar	Discuss	Nicole LeBlanc	5 m
	The academic committee will present the SY24 academic calendar for board discussion and approval.			
D.	Other Academic Updates	Discuss	Josh Pinto Taylor	1 m

	Purpose	Presenter	Time
The board will review and discuss other academic updates.			

VI. Community Engagement 8:47 PM

The board will be provided with community engagement updates.

A.	Events Calendar	Discuss	Jasmine Burton	1 m
-----------	-----------------	---------	----------------	-----

The board will review and discuss upcoming events and activities.

B.	Fundraising Dashboard	FYI	Vanecia Thompson	2 m
-----------	-----------------------	-----	------------------	-----

The board will review and discuss general fundraising and board commitment status and progress towards goals.

C.	Public Comment	FYI	Jasmine Burton	3 m
-----------	----------------	-----	----------------	-----

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

D.	Phonathon	Discuss	Jasmine Burton	1 m
-----------	-----------	---------	----------------	-----

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

VII. Voting Actions 8:54 PM

The board will vote on the presented action items.

A.	Furniture Vendor Vote	Vote	Joseph Anfield-EI	1 m
-----------	-----------------------	------	-------------------	-----

The board will vote to approve a furniture vendor.

B.	Bus Transportation Vendor Vote	Vote	Joseph Anfield-EI	1 m
-----------	--------------------------------	------	-------------------	-----

The board will vote to approve a bus transportation vendor.

•

C.	Auditor Vote	Vote	Joseph Anfield-EI	1 m
-----------	--------------	------	-------------------	-----

The board will vote to approve an auditor.

D.	Head of School Contract Amendment	Discuss	Joseph Anfield-EI	1 m
-----------	-----------------------------------	---------	-------------------	-----

The board will vote to approve amendments to the Head of School Contract

	Purpose	Presenter	Time
E. School Calendar Vote	Discuss	Joseph Anfield-EI	1 m
The board will vote to approve the SY24 Anchor School Calendar			

VIII. Closing Items **8:59 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.*