

APPROVED



## The Anchor School

### Minutes

#### TAS General Board Meeting

August 2022

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#### **Date and Time**

Wednesday August 17, 2022 at 7:00 PM

#### **Location**

This meeting will be held virtually.

Topic: TAS - General Board Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/81754720093>

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## BOARD APPROVED

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### Directors Present

D. Gregory (remote), J. Burton (remote), J. Whittington (remote), M. Sutton (remote), T. Ramsey (remote)

### Directors Absent

G. Matteson, L. Stephens

### Ex Officio Members Present

J. Pinto Taylor (remote)

### Non Voting Members Present

J. Pinto Taylor (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

D. Gregory called a meeting of the board of directors of The Anchor School to order on Wednesday Aug 17, 2022 at 7:03 PM.

### C. Minutes Review

J. Whittington made a motion to approve the July 2022 TAS Board Meeting Minutes.

J. Burton seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

J. Burton Aye

T. Ramsey Aye

L. Stephens Absent

**Roll Call**

D. Gregory Aye  
M. Sutton Aye  
G. Matteson Absent  
J. Whittington Aye

**D. Agenda Review**

T. Ramsey made a motion to adopt the August 2022 TAS General Board Meeting Agenda.

J. Burton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

M. Sutton Aye  
T. Ramsey Aye  
J. Whittington Aye  
L. Stephens Absent  
D. Gregory Aye  
J. Burton Aye  
G. Matteson Absent

**II. Governance**

**A. Governance Brief**

Dawn Gregory reported in the past month the Board has been collaborating with BoardOnTrack and GCSA to establish sound governance practices for the formation of the governing board. GCSA and BoardOnTrack are providing The Anchor School with individualized training for the governance committee to ensure organizational success.

**B. Board Executive Role Decisions**

T. Ramsey made a motion to elect the list of Proposed Board Members as Directors of the Board.

J. Burton seconded the motion.

**List of Proposed Board Members:**

Dawn Gregory  
Maureen Sutton  
Jaamal Whittington  
Jasmine Burton  
Laura Stephens  
Gillian Matteson  
Taylor Ramsey

The board **VOTED** to approve the motion.

**Roll Call**

J. Burton Aye

**Roll Call**

G. Matteson Absent  
M. Sutton Aye  
T. Ramsey Aye  
J. Whittington Aye  
D. Gregory Aye  
L. Stephens Absent

M. Sutton made a motion to nominate Dawn Gregory as Board Chair.

J. Burton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

M. Sutton Aye  
T. Ramsey Aye  
J. Whittington Aye  
D. Gregory Aye  
J. Burton Aye  
L. Stephens Absent  
G. Matteson Absent

M. Sutton made a motion to nominate Jamaal Whittington as Treasurer.

J. Burton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

M. Sutton Aye  
T. Ramsey Aye  
J. Whittington Aye  
J. Burton Aye  
G. Matteson Absent  
L. Stephens Absent  
D. Gregory Aye

D. Gregory made a motion to nominate Maureen Sutton as Secretary.

J. Burton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

D. Gregory Aye  
J. Burton Aye  
L. Stephens Absent  
M. Sutton Aye  
G. Matteson Absent  
T. Ramsey Aye  
J. Whittington Aye

D. Gregory made a motion to nominate Maureen Sutton as Vice-Chair.

J. Burton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

M. Sutton Aye  
J. Burton Aye  
G. Matteson Absent  
J. Whittington Aye  
L. Stephens Absent  
T. Ramsey Aye  
D. Gregory Aye

**C. Board Committee Placement Decisions**

The Board Chair established Committee Rosters in accordance with the procedures established in the By-Laws.

**ACADEMIC COMMITTEE:**

Chair: Taylor Ramsey

Members: Dawn Gregory, Jasmine Burton, Maureen Sutton

**FINANCE COMMITTEE:**

Chair: Jaamal Whittington

Members: Dawn Gregory, Gillian Matteson, Maureen Sutton

**GOVERNANCE COMMITTEE:**

Chair: Dawn Gregory

Members: Maureen Sutton, Jamaal Whittington, Taylor Ramsey

**DEVELOPMENT COMMITTEE:**

Chair: Gillian Matteson

Members: Dawn Gregory, Laura Stephens, Maureen Sutton

**FACILITIES COMMITTEE:**

Chair: Laura Stephens

Members: Dawn Gregory, Jaamal Whittington, Maureen Sutton

**COMMUNITY ENGAGEMENT COMMITTEE:**

CHAIR: Jasmine Burton

Members: Dawn Gregory, Taylor Ramsey, Maureen Sutton

T. Ramsey made a motion to determine term lengths of Board Members as set forth in the By-Laws in a future board meeting.

J. Burton seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

J. Burton Aye  
G. Matteson Absent

**Roll Call**

T. Ramsey Aye  
L. Stephens Absent  
J. Whittington Aye  
M. Sutton Aye  
D. Gregory Aye

**D. Organizational Bylaws**

M. Sutton made a motion to approve the proposed By-Laws subject to the conditions set forth in the Discussion section below.

T. Ramsey seconded the motion.

Context regarding By-Laws development and approach was discussed. While recognizing that they are in good shape, additional reviews and revisions would be beneficial at this stage, such as examining the role of Executive Director. The Board considered passing the By-Laws subject to this discussion and in particular: (i) amending Section 7.5 to require a majority for a quorum and (ii) amending Section 8.1 to be revised to reflect the following intended Board Officers: Chair, Treasurer, Secretary and Vice Chair.

The board **VOTED** to approve the motion.

**Roll Call**

J. Burton Aye  
D. Gregory Aye  
T. Ramsey Aye  
J. Whittington Aye  
M. Sutton Aye  
L. Stephens Absent  
G. Matteson Absent

**E. Board Handbook**

M. Sutton made a motion to approve the proposed Board Handbook.

T. Ramsey seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

J. Burton Aye  
G. Matteson Absent  
J. Whittington Aye  
D. Gregory Aye  
T. Ramsey Aye  
L. Stephens Absent  
M. Sutton Aye

**F. Insurance Coverage - Employment Practice Liability Insurance (EPLI) & 3rd Party Insurance Coverages**

M. Sutton made a motion to approve purchase of proposed Utica Insurance Policy - EPLI and 3rd Party Insurance Coverage.

T. Ramsey seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

J. Whittington Aye  
J. Burton Aye  
G. Matteson Absent  
T. Ramsey Aye  
D. Gregory Aye  
M. Sutton Aye  
L. Stephens Absent

**G. State Charter Schools Commission of Georgia (SCSC) - Contract Review**

M. Sutton made a motion to approve TAS draft charter contract with the SCSC.

T. Ramsey seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

M. Sutton Aye  
J. Burton Aye  
J. Whittington Aye  
G. Matteson Absent  
T. Ramsey Aye  
L. Stephens Absent  
D. Gregory Aye

**III. Academic Committee**

**A. Academics Brief**

Taylor Ramsey reported academic programming will be one of the top priorities in the planning year. These efforts will begin officially in September. This month, we established two mission-specific goals in the draft contract with the SCSC.

**B. BES Follow On Support - Contract Review**

M. Sutton made a motion to approve signing contract with BES for training and professional development during the planning year.

J. Whittington seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

J. Burton Aye  
T. Ramsey Aye  
L. Stephens Absent

#### **Roll Call**

G. Matteson Absent

J. Whittington Aye

M. Sutton Aye

D. Gregory Aye

### **IV. Finance**

#### **A. Finance Brief**

Jamaal Whittington reported that financial health will be one of the top priorities in the planning year. The current balance is as of August 17th was \$266,201.21. There is an increase of \$49,985 since the last finance brief. We received a \$50,000 start-up grant and the bank charged a \$15 wire transfer fee. We are working with the bank to see if that fee can be waived, and if future wire transfers will include a similar fee. We will be advising to process using ACH transfers as a preferred method.

### **V. Development**

#### **A. Development Brief**

Jasmine Burton reported community engagement will be another top priority in the planning year. There are plans to send a team of three people from the original co-design team to participate in the High Tech High New Schools Creation Fellowship. This is a great opportunity for the community co-design team to continue providing input on the academic program during the planning year.

Jasmine Burton reported that development will also be a top priority in the planning year. This month we will begin creating fundraising materials and strategies for finding the resources needed for our blue-sky scenario plan.

### **VI. Facility**

#### **A. Facility Brief**

Dawn Gregory reported finding a facility will be a top priority in the planning year. This month we will be conducting feasibility studies and assembling a facility team to help us evaluate the proposed facility.

### **VII. Head of School Support And Evaluation Taskforce**

#### **A.**

### Head of School Support Brief

Maureen Sutton reported hiring a Head of School is one of our most urgent priorities in the planning year. Later this month, we will begin considering how the board will support and evaluate the Head of School. Within these considerations, we will make plans to hire and onboard our Founding Head of School.

### B. Head of School Taskforce Creation

M. Sutton made a motion to nominate Dawn Gregory and Taylor Ramsey to serve on the Head of School Taskforce.

T. Ramsey seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

J. Burton Aye

L. Stephens Absent

G. Matteson Absent

T. Ramsey Aye

M. Sutton Aye

J. Whittington Aye

D. Gregory Aye

D. Gregory made a motion to nominate Maureen Sutton and Jamaal Whittington to also serve on the Head of School Taskforce.

T. Ramsey seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

T. Ramsey Aye

M. Sutton Aye

L. Stephens Absent

G. Matteson Absent

J. Whittington Aye

J. Burton Aye

D. Gregory Aye

## VIII. Other Business

### A. Public Comment

Board Chair called for public comment and closed same seeing no indication of public comment.

M. Sutton made a motion to Adjourn the meeting.

J. Burton seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

J. Whittington Aye

**Roll Call**

G. Matteson Absent  
M. Sutton Aye  
J. Burton Aye  
L. Stephens Absent  
T. Ramsey Aye  
D. Gregory Aye

**IX. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:26 PM.

Respectfully Submitted,  
M. Sutton

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**Documents used during the meeting**

- Meeting Minutes - July 2022.pdf
- Anchor Schools, Inc. - Board Bylaws - 08.15.2022.pdf
- TAS Board Policy Manual - 08.15.2022.pdf
- The Anchor School - Utica EPLI Information.pdf
- The Anchor School - Great American EPLI Proposal.pdf
- TAS - draft contract with SCSC - v2 - 08.15.2022.pdf
- FOS\_Y0\_Anchor School - BES - v2 - 08.15.2022.pdf

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**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.*