

APPROVED



## The Anchor School

### Minutes

#### Board of Directors Meeting

Monthly BOD Meeting

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#### Date and Time

Wednesday April 24, 2024 at 7:00 PM

#### Location

Dr. Dawn Gregory is inviting you to a scheduled Zoom meeting.

Topic: TAS Board Meeting

Time: Apr 24, 2024 07:00 PM Eastern Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us02web.zoom.us/meeting/tZUudOyvvpzMjHtEVJ4vVEh7uK5BsRp7Ocadj/ics?icsToken=98tyKuGprTgvHd2duR2CRpwcA4jCZ-3xmFxEgrd4qjWxFRZ2aITjHbdgIYBvR\\_ft](https://us02web.zoom.us/meeting/tZUudOyvvpzMjHtEVJ4vVEh7uK5BsRp7Ocadj/ics?icsToken=98tyKuGprTgvHd2duR2CRpwcA4jCZ-3xmFxEgrd4qjWxFRZ2aITjHbdgIYBvR_ft)

Join Zoom Meeting

<https://us02web.zoom.us/j/81335798945?pwd=c2EyL0hrVWxSczNOOW5vVWtZNSsydz09>

Meeting ID: 813 3579 8945

Passcode: TAS

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One tap mobile

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Dial by your location

• +1 305 224 1968 US

• +1 309 205 3325 US

Meeting ID: 813 3579 8945

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Passcode: 055240

Find your local number: <https://us02web.zoom.us/j/kc9Y5mSuNc>

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### **Directors Present**

D. Gregory (remote), D. Grissom (remote), E. Desprez Isbell (remote), J. Anfield-El (remote), J. Burton (remote), J. Whittington (remote), L. Stephens (remote), N. LeBlanc (remote), V. Thompson (remote)

### **Directors Absent**

*None*

### **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**

E. Desprez Isbell made a motion to move public comment up in the agenda.

D. Grissom seconded the motion.

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

### **B. Call the Meeting to Order**

D. Gregory called a meeting of the board of directors of The Anchor School to order on Wednesday Apr 24, 2024 at 7:05 PM.

### **C. Approve Minutes**

N. LeBlanc made a motion to approve the minutes from Board of Directors Meeting on 03-27-24.

J. Anfield-El seconded the motion.

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

V. Thompson made a motion to approve the minutes from Board of Directors Meeting on 02-12-24.

D. Grissom seconded the motion.

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

### **D. Public Comment**

- Marcia Wingfield (parent): Very pleased with the learning curriculum for their student at the school
  - Asking the school to establish a "school zone" sign outside the school/in the surrounding area

## II. Academic Updates

### A. Academic Dashboard

#### Enrollment updates

- As of April, on track with an application goal
- 144 students currently projected for 2024-2025 enrollment

#### Academics

- Anchor School students grew more than expected based on normative national averages for Math and Reading between Fall and Winter semesters

## III. Operational Updates

### A. Facility Updates

- School has revised scope of work for Phase 2 facilities buildout to minimize the upfront financial/investment needs
- Will still bring 3 classrooms and one library space online for the 2024-2025 school year
- This allows for 5 classrooms per grade level, an extra classroom, and a library space that can serve as a flex space
- Board will communicate with Georgia's DOE and SCSC to guarantee compliance with revised scope

### B. Staffing Report

- No vacancies for current school year
- 70% of budgeted personnel expenditures have been accounted for
- 6 positions needed for next school year - three offers have been extended for some of these positions

## IV. Finance Updates (Treasurer / CFO)

### A. Review Financial Statements / Financial Dashboard

- Additional revenue drives \$50K increase to projected operating income
- Biggest savings were in Benefits & Insurances
- Net \$60K increase to projected operating income

- Could reserve Special Projects budget for EOY cash-on-hand (which is still projected to be critically low)
- School is preparing to draw down federal funds after resource allocation

## **B. Enrollment Report**

- Enrollment for SY2425 continues to increase month-over-month.
- Current enrollment is stable, compared to last month.

## **C. SY2425 Budget Update**

- Budget deep-dive scheduled for Board discussion on Thursday, April 25
- Public budget hearings scheduled for May 4 at 10am, and May 13 at 7pm
- Plan is to vote on budget in May board meeting

## **D. Federal Programs Policy**

- Important for Board to review in the school's Federal Programs and Procedures Handbook:
  - Cost principles
  - Duties of staff
  - Procurement
- This needs to be in place before we draw down on funding for the facilities loan

## **E. CSP Grant Budget**

- CSP sub-grant budget details budgeting and categories for Year 1 through Year 4
- Has already been submitted to SCSF

## **V. Community Engagement**

### **A. Events Calendar**

- Had a great community canvassing day in March
- Had community mural put up and beautification day in April
- First week of May (6-10): Teacher Appreciation Week - Board encouraged to participate
- May 2: Happy hour fundraising event
- May 8: Luncheon
- May 24: Scholar showcase
- June 3: Panelist presentations from scholars at Moving in the Spirit - Board encouraged to participate

### **B. Co-Design Session Updates**

- The next co-design meeting happening next week

### **C. Fundraising Dashboard**

- **May 2:** Helping Hands Happy Hour, fundraising event from 6:30-8pm at The Commerce Club
- Board members encouraged to sell at least 5 tickets, and to RSVP yourselves
- Board member pledges/commitments encouraged by end of April

## **VI. Governance**

### **A. Items for Information (First Read)**

- Furniture vendor
- Bus transportation vendor
- Janitorial vendor
- Food service vendor
- Student information system vendor
- Academic calendar (SY24)

### **B. Annual Policy Reviews**

To review and approve in May and June board meetings:

- Fiscal policy
- Staff handbook
- Student & family handbook
- Board governing policies
- TAS bylaws
- Head of school contract

### **C. Compliance Reports**

- 100% board compliance for in-person training
- 6 hours virtual training due by Tuesday, April 30th at noon EST

### **D. Executive (Governance) Committee Report**

Board members were asked to review the below items for further discussion. The board approval process and committee structures will go into effect immediately.

- Board strategic policies
- Board self-assessment policies
- Board approval process

- Government management framework
- Committee structures

## VII. Voting Actions

### A. CSP Grant Budget Vote

D. Gregory made a motion to table vote on CSP grant budget.

D. Grissom seconded the motion.

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

### B. Federal Programs Policy

J. Whittington made a motion to approve Federal Programs Policy with final edits from leadership team and Finance Committee.

D. Gregory seconded the motion.

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

## VIII. 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 8:12 PM.

Respectfully Submitted,  
N. LeBlanc

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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.*