

APPROVED



# The Anchor School

## Minutes

### Board of Directors Meeting

Monthly BOD Meeting

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#### **Date and Time**

Wednesday May 22, 2024 at 7:00 PM

#### **Location**

The Anchor School  
2460 Wesley Chapel Rd  
Decatur, GA 30035

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#### **Directors Present**

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

#### **Directors Absent**

J. Anfield-EI, J. Whittington

#### **Ex Officio Members Present**

J. Pinto Taylor

#### **Non Voting Members Present**

J. Pinto Taylor

#### **Guests Present**

G. Stevens, M. Felts

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

N. LeBlanc called a meeting of the board of directors of The Anchor School to order on Wednesday May 22, 2024 at 7:07 PM.

### C. Approve Minutes

V. Thompson made a motion to approve the minutes from Board of Directors Meeting on 04-24-24.

D. Gregory seconded the motion.

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

## II. Operational Updates

### A. Facility Updates

- Contractors are developing 4–5 rooms for readiness for next school year
- Paint, small improvements too
- SCSC is requesting weekly facilities updates

### B. Staffing Report

According to the April Financial Statements:

- 78% of budgeted personnel expenditures have been accounted for
- 70% of benefits and insurance expenditures have been accounted for.
- The spending target at the end of April would be approximately 83%. This means we aren't overspending on personnel after ten months of operation this fiscal year.
- Currently zero vacancies for the 2023–2024 school year.
- Currently one position that needs to be filled for the 2024–2025 school year.
  - The remaining position is in the Personalized Learning Department.
  - Requesting to make an offer letter for an Office Coordinator and Science teacher (will address in the next Executive Committee session)

### C. Staffing Report Template

- First read of a staffing report template provided by HR consultant
  - First read of a staffing report template provided by HR consultant

### D.

## Employee Handbook

- First read of the employee handbook
  - (Operations Committee will review/revise in coordination with Dr. PT)

## E. Vendor Considerations

Dr. PT is recommending two vendors for a board vote:

- Transportation recommendation: **Unit 221** (existing vendor)
  - Cost-savings, offers a bus route as part of a plan
  - Plan doesn't include a bus monitor
    - Should consider this need in our budget
    - Public comment: parent volunteer could work
- Furniture recommendation: **Lakeshore Learning** (new vendor)
  - Need to purchase desks, tables and chairs, some bookshelves
  - Couches, lounge items
- Dr. PT and the Finance Committee will follow up on bus monitoring costs using Unit 221

## F. Other Operational Updates

Summary of topics/focuses from the last Operations Committee meeting:

- Facilities protocol: school safety and security
- Re-enrollment: making sure numbers are updated and accurate
- Staffing: adequate staffing and subsequent policies
- CPF performance framework: need to create policies to firm this up

## III. Finance Updates (Treasurer / CFO)

### A. Enrollment Dashboard & SCSC Submittal

- Submitted 170 enrolled students for SCSC funding (beginning in August)
- Goal is to reach 180 students enrolled by October

### B. Enrollment Dashboard

- Dashboard is still being developed by Finance Committee
- Dr. Gregory recommends a weekly cadence for updating enrollment dashboard
- Board also appreciates the idea of year-to-date growth to see enrollment trends

### **C. Budget Discussion / Review Financial Statements / Financial Dashboard**

- Net \$4K increase to projected operating income
- Ended April with \$396K — projected to end FY24 with \$13K, 2 DCOH
  - Property manager hasn't been depositing checks consistently
    - EdTech has built this discrepancy into our cash flow projections
    - Laura asked Dr. PT for a letter and will work with landlord directly
- \$67.5K will be spent on facilities in June
- Planning one CSP reimbursement on 5/24 for ~\$44K, second on 6/11 for between \$70–110K, depending on actual expenses
- FY25 projected cash flow - 170 enrollment
  - Additional \$140K from CSP reimbursements not sufficient for positive cash
- Board is deferring vote on annual budget until June

### **D. Auditor Selection**

- Missed an SCSC deadline to submit auditor recommendation
- Will vote on auditor recommended by the Finance Committee

### **E. LIIF Loan Financing Update**

- We've reduced our initial scope of work to 4 spaces (from original plan of 8)
- LIIF underwriting is paused
- Dr. Gregory recommends we receive a Winter update on costs from the Finance Committee before deciding to cancel underwriting with LIIF

### **F. Public Comment**

No public comment

## **IV. Governance**

### **A. Executive Session - Personnel Discussion**

## **V. Academic Updates**

### **A. Academic Dashboard**

- Still being developed for a June board vote

### **B. Student & Family Handbook**

- Academic Committee will review and revise in next committee meeting, to prepare for a June board vote

**C. School Calendar**

**D. Other Academic Updates**

**VI. Community Engagement**

**A. Events Calendar**

- Deferred

**B. Fundraising Dashboard**

- Fundraising happy hour at The Commerce Club on May 2
  - Raised a little over \$900 from ticket sales
  - Shared more about the school, building awareness and community
- Developing an integrated fundraising calendar

**C. Phonathon**

- Raised just under \$3,000

**VII. Voting Actions**

**A. Furniture Vendor Vote**

E. Desprez Isbell made a motion to approve Lakeshore Learning as school's furniture vendor for 2024-2025 school year.

J. Burton seconded the motion.

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

**B. Bus Transportation Vendor Vote**

N. LeBlanc made a motion to approve Unit 221 as transportation vendor for 2024-2025 school year.

V. Thompson seconded the motion.

- Contingent upon budget, affordability, and ability to meet school ad state requirements
- Authority to negotiate bus monitoring service with Unit 221

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

**C. Auditor Vote**

#### **D. Head of School Contract Amendment**

D. Gregory made a motion to amend Head of School contract language for bonus structure.

V. Thompson seconded the motion.

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

#### **E. School Calendar Vote**

E. Desprez Isbell made a motion to align the school's Spring Break with Dekalb County's.

J. Burton seconded the motion.

- Unable to incorporate Dekalb County's February Break without changing our micro community planning or extending the school year

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

#### **F. Professional Development Plan**

V. Thompson made a motion to approve the creation of a professional development plan for the Head of School.

D. Gregory seconded the motion.

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

#### **G. Public Comment**

Parent appreciates the work being done by The Anchor School staff and the board

### **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 9:18 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.*