

APPROVED



## The Anchor School

### Minutes

#### Executive Committee Meeting

Governance Meeting

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#### Date and Time

Saturday June 1, 2024 at 12:00 PM

#### Location

Join Zoom Meeting

<https://us02web.zoom.us/j/86744120374?pwd=tpC1yCELuwyelqQLYrNfq9cqvqehvG.1>

Meeting ID: 867 4412 0374

Passcode: TAS

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One tap mobile

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#### Committee Members Present

D. Gregory (remote), J. Anfield-EI (remote), J. Whittington (remote), N. LeBlanc (remote)

#### Committee Members Absent

*None*

#### Committee Members who arrived after the meeting opened

J. Anfield-EI

#### Committee Members who left before the meeting adjourned

N. LeBlanc

#### Guests Present

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Nichole Bradley (remote), Tausha Mabry (remote), gregg.stevens@21cobalt.com (remote), morgan.felts@21cobalt.com (remote)

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## I. Opening Items

### A. Record Attendance

### B. Call the Meeting to Order

D. Gregory called a meeting of the Executive Committee of The Anchor School to order on Saturday Jun 1, 2024 at 12:06 PM.

### C. Approve Meeting Minutes

D. Gregory made a motion to approve the minutes from Executive Committee Meeting on 05-13-24.

N. LeBlanc seconded the motion.

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

## II. Governance Items

### A. Debrief HR Audit

Tausha Mabry and Nichole Bradley shared findings and recommendations from the HR audit.

- HR topics, findings and recommendations, along with best practice templates were provided for review

#### Next Steps:

- Debrief the management team (HR consultants)
- Highlight board-level actions (HR consultants by Friday 6/7/24)
- The Executive Committee will submit questions to HR consultants (by Friday 6/7/24)

J. Anfield-EI arrived.

### B. HOS 360 Evaluation

N. LeBlanc left.

HOS 360 Evaluation Staff Survey results were shared with the board. Analysis continues and will be shared with the HOS upon completion.

### **C. Head of School Professional Development Plan**

HOS professional development plan was approved by the board on May 22, 2024.

Survey results along with other documentation will serve as inputs into the HOS professional development plan (PDP). The PDP template was provided by the HR consultants.

#### **Next Steps:**

- J. Anfield-EI will draft the topic areas of the PDP along with examples by Friday, June 14th.

### **D. Board Agenda Items & Reading Materials Procedures**

N. LeBlanc is developing a standard operating procedure (SOP) for board / committee meetings (creating agenda items, reading materials, publishing agenda and meeting minutes).

#### **Next Steps:**

- N. LeBlanc will share the SOP during the board retreat on Saturday, June 8th.

## **III. Board Retreat**

### **A. Board Retreat Agenda & Expectations**

The board retreat agenda was discussed and restructured. The agenda will be finalized and distributed to the board by Monday, June 3rd.

#### **Next Steps:**

- Governance consultants will propose a training agenda for the retreat.

## **IV. Board Recruitment**

### **A. Recruitment Plan & Timeline**

Draft recruitment materials will be shared with the executive committee meeting. The committee will continue recruitment efforts virtually.

#### **Next Steps:**

- D. Gregory will share recruitment documents with the executive committee.
- The executive committee will identify two prospective board members during the months of June & July, for board approval in August.

## **V. Annual Policy Review & Prioritization**

**A. Policy Prioritization & Matrix**

The executive committee will continue evaluation and prioritization of annual policy review/revisions.

**VI. Public Comment**

**A. Public Comment**

There were no public comments.

**VII. 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 1:52 PM.

Respectfully Submitted,  
D. Gregory

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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.*