

APPROVED



## The Anchor School

# Minutes

## Board of Directors Meeting

Agenda posted by: September 18

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### **Date and Time**

Wednesday September 25, 2024 at 7:00 PM

### **Location**

Virtual

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### **Directors Present**

A. Pressey (remote), C. Humphrey (remote), E. Desprez Isbell (remote), J. Burton (remote), J. Whittington (remote), N. LeBlanc (remote), S. Birch (remote), S. Kollu (remote), S. Torres (remote), V. Thompson (remote)

### **Directors Absent**

*None*

### **Directors who arrived after the meeting opened**

J. Whittington

### **Ex Officio Members Present**

J. Pinto Taylor (remote)

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## Non Voting Members Present

J. Pinto Taylor (remote)

## Guests Present

G. Stevens (remote), K. Cadman (remote), M. Felts (remote)

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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 Sep 25, 2024 at 7:08 PM.

### C. Approve Minutes

N. LeBlanc made a motion to approve the minutes from Board of Directors Meeting on 08-28-24.

E. Desprez Isbell seconded the motion.

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

#### Roll Call

C. Humphrey	Aye
V. Thompson	Aye
J. Whittington	Aye
E. Desprez Isbell	Aye
S. Kollu	Aye
J. Burton	Aye
A. Pressey	Aye
N. LeBlanc	Aye
S. Birch	Aye
S. Torres	Aye

### D. Welcome New Members

- Amber, Sherrone, Shelby, Sahitya, and Carl shared introductions, backgrounds, experiences and what they will be supporting on the Board.

## II. Head of School Updates

### A. Executive Director Report

- Latest update is that due to the hurricane and potential severe weather, TAS will be closed Thursday, Sept 26th and Friday, Sept 27th.
- The Fire Drill Schedule, Facility Update, Communication Updates, Upcoming Important Dates, Financial Updates, Academic Updates, and Enrollment Updates are outlined in the September Executive Director Report. Further details can be found in the EDR attached to the agenda.

### **III. Community Engagement**

#### **A. Community Engagement Focus for SY24-25**

- Rather than working as an official Community Engagement Committee this year, this work will now be a part of the Community Engagement Task Force.
- Strategic goals for the Community Engagement Task Force is to develop a fully-functioning PTA this school year
- Jasmine shared this interest form link:  
[https://docs.google.com/forms/d/e/1FAIpQLSdmSspF78Shn3go6RBqNQNYJo-3ny\\_2vQUs2xhSCBBd5N1Wpw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdmSspF78Shn3go6RBqNQNYJo-3ny_2vQUs2xhSCBBd5N1Wpw/viewform)
- Autism Speaks event, info shared from Ms. Hardaway.

### **IV. Governance**

#### **A. Item for Information: Alcohol, Drug, and Tobacco Free Workplace Policy**

- TAS leadership has drafted the language for the Alcohol, Drug, & Tobacco Free Workplace Policy.
- The Governance Committee will review this draft at the next meeting. The committee will also discuss any policy gaps during the committee meeting (i.e. including items like vapes).
- The board will vote on this policy at the October Board of Director Meeting. The action item for this vote will come from the Governance committee.

#### **B. Policy Updates**

- Vanecia noted that in the next additions work should be done to ensure accessibility.
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#### **C. Vote: Staff Handbook**

- Updates were made to the staff handbook to include changes to state laws.
- Request was made to include page numbers in the action item recommendation form.

- The staff handbook was reviewed by the legal team and human resource consultant.
- Recommendation to add the Director of Operation as the point of contact to the Staff Handbook.

N. LeBlanc made a motion to Approve the Staff Handbook for the SY 24-25 as attached to the agenda, conditional of Director of Operations added as the point of contact.

S. Torres seconded the motion.

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

#### **D. Vote: Family Handbook**

N. LeBlanc made a motion to Adopt the Family Handbook for the SY 24-25.

J. Burton seconded the motion.

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

#### **E. Vote: Financial Policy Manual**

- Recommendation to update the Financial Policy Manual to a more readable font. The document opened in different fonts for different board members.
- Recommendation to save policy in PDF formats.

N. LeBlanc made a motion to approve the Financial Policy Manual and it's contents for the SY 24-25.

A. Pressey seconded the motion.

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

#### **F. Vote: Readopt Bylaws fo SY24-25**

- Changes made to the Bylaws were highlighted and reviewed prior to a vote to adopt the updated bylaws.
- Committees have been streamlined to ensure sustainability. There is no longer an Executive Committee.

N. LeBlanc made a motion to re-adopt the amended Bylaws.

V. Thompson seconded the motion.

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

### **V. Operations**

#### **A. Facilities Report**

- Meeting on 9/25 with the property management company and landlord to discuss facility concerns (noted in the attached facility report).

- Facility Renovation recommendations are also drafted in the agenda attached report. No bathroom features will need to be added, and somewhere between 3-5 classrooms will need to be added for the incoming 8th grade class.
- 21 Cobalt will draft a request letter for the property management company, but it will need to be reviewed by our legal counsel (Chris to send).

J. Whittington arrived at 8:13 PM.

N. LeBlanc made a motion to allow Morgan Felts (21 Cobalt) to draft a demand letter to the Property Management Company to share the CAM breakdown. She will not be serving as our legal counsel, and legal counsel will review.

V. Thompson seconded the motion.

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

## **B. Personnel Report**

- Offer was made for the Parent Mentor position as a liaison between TAS and families of TAS.
- Counselor signed offer letter today.
- TAS is still looking for the right candidate for the personalized learning educator. Continuing to source and interview for this role.
- School culture and climate results will be available by the end of the month.

## **VI. Finance Committee**

### **A. Monthly Financials Summary**

- Jaamal shared the monthly financials summary as shown in the attached August 2024 Financial Update PDF.
  - FY25 Approved Budget vs. Current Forecast - Overview
  - FY25 Previous Forecast vs, Current Forecast - Waterfall chart
  - FY25 Previous Forecast vs. Current Forecast - Variance Table
  - Monthly Cash Projections
  - Growing Dashboard
  - SCSC Dashboard
  - Financial Summary - August
    - Accomplishments
    - Next Steps
    - Goals & Horizon Issues
- Grant Update:
  - Dr. Pinto Taylor shared that TAS received the NSVF grant of \$165,000 in September.
- TAS is receiving funding for 178 students. TAS has 207 students currently enrolled.

### **B.**

## Financial Dashboard Review (includes enrollment)

### VII. Academic Committee

#### A. Academic Dashboard Review

- Dr. Pinto Taylor shared an overview of the Academic Dashboard and the data that will be collected and shared throughout the school year.
- Dr. Pinto Taylor shared the MAP diagnostic assessment results from the fall 2024 administration.

#### B. Vote: Adopt Professional Qualifications Policy

E. Desprez Isbell made a motion to adopt the Professional Qualifications & Code of Ethics Policy as attached for the 2024-2025 school year with the contingency to update at any point to include any new policy language recommended by legal counsel based on review and new legislative requirements.

J. Burton seconded the motion.

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

#### C. Vote: Approve Lottery and Enrollment Dates for SY24-25

E. Desprez Isbell made a motion to adopt the Lottery and Enrollment Plan & Timeline as attached for the 2024-2025 school year. The board recommends continuing with the practice of no weighted lottery.

V. Thompson seconded the motion.

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

#### D. Vote: Allow TAS Leadership to Manage Accreditation Process

E. Desprez Isbell made a motion to recommends that the TAS Governing Board allow TAS school leadership to manage the accreditation process so TAS is fully accredited by end of FY26.

N. LeBlanc seconded the motion.

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

#### E. Vote: Adopt Standards-Based Grading and Grade Conversions

E. Desprez Isbell made a motion to recommends that the TAS Governing Board adopt the Grade Conversion Policy as attached for the SY 24-25.

J. Burton seconded the motion.

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

### VIII. Public Comment

#### A. Dorothy Wells

From Ms. Dorothy Wells: join our team to support TAS for the Autism Speaks walk. Although the walk has been postponed we still need all financial support, [https://act.autismspeaks.org/site/TR?pg=team&fr\\_id=7792&team\\_id=182563](https://act.autismspeaks.org/site/TR?pg=team&fr_id=7792&team_id=182563) thank you for ANY donation!

## IX. Head of School Support & Evaluation

### A. HOS Development Update

- Kelly Cadman from Hive 180 shared a Head of School Development Update. Time has been spent this month working on and discussing:
  - Cash on hand recommendation
  - CPI reporting
  - Overview of financials
  - Items from the Operating budget that can be applied appropriately in other areas
  - SCSC training
  - CSP grant is almost done, but the budget needs a little more balancing.
  - FTE funding maximized
  - Communication plan is being utilized regularly
  - Monitoring checklist
  - Special education oversight
  - Cross-functional monitoring in the spring

## X. 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 9:14 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.*