

DRAFT



## The Anchor School

# Minutes

## Executive Committee Meeting

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### **Date and Time**

Tuesday June 18, 2024 at 6:00 PM

### **Location**

Virtual

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### **Committee Members Present**

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

### **Committee Members Absent**

*None*

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

J. Anfield-EI

### **Guests Present**

G. Stevens (remote), J. Pinto Taylor (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 Executive Committee Committee of The Anchor School to order on Tuesday Jun 18, 2024 at 6:12 PM.

### C. Approve Meeting Minutes

D. Gregory made a motion to approve the minutes from Executive Committee Meeting on 06-01-24.

N. LeBlanc seconded the motion.

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

## II. Annual Calendar

### A. Quarterly Meeting Calendar

- Executive Committee has agreed to meet quarterly *at minimum* for the 2024–2025 school year
- We can add meetings also
- Board will review the full board and committee meeting calendar for 2024-2025 for at the June board meeting for board adoption

## III. Administrative Governance

### A. HOS Bonus Contract Amendment

- Bonus contract will be executed following board vote
- Head of School contract needs to be signed and processed by June 28

### B. Head of School Contract Extension

- Extension language drafted by Legal
- Extends existing contract and language to **August 30** - needs to be signed by Head of School

J. Anfield-EI arrived at 6:26 PM.

## IV. Hiring Governance

### A. Hiring Process

- Offer letters, welcome letters, and interview selection guide are drafted
- Dr. PT asked:
  - When the school will start implementing hiring with these practices -> **upon board approval of the process**
  - What to do with employee recommendations -> **Will follow up with Finance Committee**
    - Note: Personnel recs should still follow Item for **Info/Committee/Action Item** process. Personnel is currently slated to

go through Ops (but would require coordination of Finance and Executive Comm)

## V. Annual Policy Review & Prioritization

### A. Policy Prioritization & Matrix

- Fiscal and procurement policies: Finance Committee
- Bylaws: Executive Committee
  - First read is this month
- Board vote in August on Bylaws
  - Executive committee will need to review Bylaws beforehand and make a formal recommendation to implement at the August board meeting
- Joseph and Dr. Gregory will make sure that voting in new board officers is included in the Bylaws

## VI. Consultant Debriefs & Recommendations

### A. Financial Health Debrief & Recommendations

- The Executive Committee agrees that CFO services would greatly benefit the school
  - Board vote would be to pursue a fractional CFO, and come to a vote in a special meeting in July
  - Finance Committee will be responsible for bringing CFO recommendations to the board
- Avolon has provided a quote for fractional CFO services
  - Avolon would then provide strategic support, cash flow management, and financing decisions

### B. HR Debrief & Recommendations

Executive Committee recommendations:

- Continue services with Tausha Maubry as needed, on a deliverables basis
  - Monthly HR support will continue
- Employee handbook review and recommendations
- Development of a staff guidebook for policy training
- We *may* be able to allocate CSP funds towards these deliverables (Dr. PT will confirm)

### C. Governance Debrief & Recommendations

- We've had success standing up committees, but **compliance** is still challenging

- Committees need to define different roles within committees to ensure compliance
- Executive Committee will recommend continuing governing services
  - Gaps: Execution, accountability

## **VII. Executive Session**

### **A. Executive Session: Personnel**

The Executive Committee Did Not Go into Executive Session

## **VIII. Board Relations**

### **A. Board Relations**

- Tabling this discussion

## **IX. Board Recruitment**

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

- Will attach board recruitment documents to June board meeting agenda

## **X. Public Comment**

### **A. Public Comment**

No one from the public attended this meeting

## **XI. 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 7:57 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.*