

APPROVED



## ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

# Atlanta Neighborhood Charter School

## Minutes

### Business & Operations Committee Meeting

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#### Date and Time

Thursday November 14, 2019 at 8:30 AM

#### Location

Elementary Campus Business Cottage

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In accordance with Georgia's open meetings requirements, notice of this meeting has been posted at both campuses and on the ANCS website.

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#### Committee Members Present

Ben Sutton, Emily Ormsby, Irina Brimmell, Kari Lovell, Laura Melton (remote)

#### Committee Members Absent

Brad Battista, Jordache Avery, Nakia Echols

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

Ben Sutton

#### Guests Present

Paul Harrison

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

Laura Melton called a meeting of the Finance & Operations Committee of Atlanta Neighborhood Charter School to order on Thursday Nov 14, 2019 at 8:30 AM.

### **C. Approve Minutes**

Laura Melton made a motion to approve minutes from the Business & Operations Committee Meeting on 10-17-19 Business & Operations Committee Meeting on 10-17-19.

Emily Ormsby seconded the motion.

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

## **II. Business & Operations Update**

### **A. Investment Program Review**

Ben Sutton arrived.

- Kari will provide insight to state policies governing the school's investments, so that the Committee can ensure adherence within its policies and actions.
- The Committee agreed to lock the \$127,781 Money Market Investment Shares into a 2 year CD.

### **B. Review Financials**

- ANCS received approximately \$60k in grants for security program and another \$3k for a behavior grant.
- Much of professional development booked in October but still within budget.
- Fixed asset expenditures - timing difference causing budget surplus. Waiting for invoices for projects. Replacing railroad ties at MC with stone masonry work.
- Balances may change once AJEs and RJE's received from auditors.

### **C. Review Annual Financial Calendar**

- Discussed whether audit could be moved earlier on the calendar. Kari does not think it's possible from a workload perspective. Mauldin & Jenkins already perform interim work in May each year.
- Laura to provide prior year agendas so Committee can cross reference them to the Financial Calendar to ensure nothing is missed.

### **D. Update on Financial Policies and Annual Resolution**

Laura, Irina, and Emily will schedule a phone call to discuss financial policies and will have recommended changes for the Committee at the December meeting.

### **E. Employee Contracts**

Tabled for December.

Note: Employees who are part of TRS (non-teaching staff included) must be under an employment contract.

**F. Facilities & Grounds Update**

No updates.

**III. 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 9:38 AM.

Respectfully Submitted,

Emily Ormsby

Emily Ormsby made a motion to adjourn the meeting.

Ben Sutton seconded the motion.

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