

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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Atlanta Neighborhood Charter School

Minutes

Business & Operations Committee Meeting

Date and Time

Thursday December 12, 2019 at 8:30 AM

Location

Elementary Campus Business Cottage

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

Committee Members Present

Emily Ormsby, Jordache Avery, Kari Lovell

Committee Members Absent

Ben Sutton, Brad Battista, Irina Brimmell, Laura Melton, Nakia Echols

Guests Present

Chuck Meadows

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Emily Ormsby called a meeting of the Finance & Operations Committee of Atlanta Neighborhood Charter School to order on Thursday Dec 12, 2019 at 8:35 AM.

C.

Approve Minutes

Jordache Avery made a motion to approve minutes from the Business & Operations Committee Meeting on 11-14-19 Business & Operations Committee Meeting on 11-14-19.

Emily Ormsby seconded the motion.

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

II. Business & Operations Update

A. Financial Performance Update

- Cash flow updated to include revised allocations. The refund of FY19 administrative fees are \$32,200 for ANCS Middle and \$50,000 for ANCS Elementary. This amount was paid in a one-time ACH transfer in December. The mid-year allocation recalculation gained us \$21,954 more for the MC each month December - May and \$39,673 more for the EC each month. Total increase for FY20 is \$369,762.
- Revise budget in January/February.
- The Board should approve the draft Form 990 at the December meeting and then Mauldin & Jenkins will file it.

B. Facilities & Grounds Update

- Jordache and/or Chuck committed to make sure that we have a comprehensive facilities and grounds update prior to Bus and Ops meetings.
- Chuck instructed Jim to let him know if he begins to fear that the roof project is not on track to be completed this summer.
- Jordache will create a folder on the Board's Google drive for Buildings and Grounds. He will save drawings, proposals, etc. to this folder for the Board's information.
- Jordache reminded Kari and Chuck that as the school replaces retaining walls, if they're over 4', we need to get an engineer to take a look at the plans to ensure their design is structurally sound.

C. Finalize Annual Calendar

- The committee approved the calendar with the following changes:
 - The annual audit ends in September; however, we typically receive the draft audit report in October prior to the Bus & Ops committee meeting.
 - The Form 990 is presented to the Board in December and filed in December.
 - Add contract renewal process begins in January
 - Add Deadline for Contract Renewals in May.

- When is employee contract renewal? May 15 for State of GA. ANCS starts contract renewal process in January.

D. Update on Open Enrollment

E. Annual Increase/Pay Scale Policy Review Update

- In FY 2021, ANCS plans to more closely align with APS pay scale for qualified certified teachers.

F. FY20-21 Budget Draft - Forward-looking Update

- Kari writes budget with feedback from the leadership team and budget holders. She presents the budget to Finance and Ops committee, committee reviews, questions, and approves. Committee recommends budget for approval by the Board.
- After ANCS charter renewal, align the strategic plan with the new charter, and then align the budget with the strategic plan.

G. Financial Policies and Annual Resolution Update

- Kari, Laura, Irina, and Emily to schedule time to finalize financial policies.
- Executive Committee asks that all policy review be complete by May 2020.

III. Closing Items

A. Adjourn Meeting

Jordache Avery made a motion to adjourn the meeting.

Emily Ormsby seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:36 AM.

Respectfully Submitted,
Emily Ormsby