

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

Business & Operations Committee Meeting

Date and Time

Thursday January 16, 2020 at 8:30 AM

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

Ben Sutton, Emily Ormsby, Irina Brimmell, Jordache Avery, Kari Lovell, Laura Melton

Committee Members Absent

Brad Battista, Nakia Echols

Guests Present

Chuck Meadows

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 Jan 16, 2020 at 8:30 AM.

C. Approve Minutes

Emily Ormsby made a motion to approve the minutes from Business & Operations Committee Meeting on 12-12-19.

Laura Melton seconded the motion.

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

II. Business & Operations Update

A. 2019 Form 990 Update

- 990 has been filed.
- Action:
 - Confirm/review Whistleblower Policy with Governance Committee
 - Confirm that Document Retention Policy applies to business records, not just academic records

B. Financial Update

- Doing well in relation to budget
- No budget amendment needed this year
- Budget holders are putting in their requests for next fiscal year
 - Will schedule working sessions for the Finance Committee, if needed
- Public Budget Meetings will occur on 2/12 and 2/18 in conjunction with the Bus Ops Committee and Board Meeting; Kari will post the notice in the Fulton Daily Reporter

C. CD Reinvestment

D. Facilities and Grounds Update

- Roof
 - On schedule for replacement this summer; APS is rebidding the job now.
 - EC will be off-limits to all staff beginning on May 28th and until completion
 - Summer new hire orientations and retreats will need to occur at an alternate locations (e.g., MC); however, parent orientations will need to occur at the EC.
 - Kari will work with Lara to ensure that all summertime activities are moved.
 - Teachers will need access to the school after the retreat to get their classrooms set up; Kari will confirm that date with Lara/Chuck.
- Intercom
 - No updates; still awaiting final bids.
- Backyard Projects
 - Retaining walls complete and look good
 - Landscaping coming along

- Master plan meeting pending

E. Annual Financial Calendar

F. Annual Staff Bonus

- All compensation related activities have been communicated to, and approved by, the Governance Committee.

G. Financial Policies and Annual Resolution Update

- Working towards May finalization for all policy changes.
- Propose time(s) in late January/early February for Kari, Emily, Irina, Laura to review consolidated redline together; approx. 2 hrs (Laura will send consolidated draft for everyone's review prior to that meeting).

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 9:30 AM.

Respectfully Submitted,
Emily Ormsby