

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 January 16, 2020 at 8:30 AM

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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, Jordache Avery, Kari Lovell, Laura Melton

#### Committee Members Absent

Brad Battista, Nakia Echols

#### Guests Present

Chuck Meadows

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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 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