

APPROVED



## ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

# Atlanta Neighborhood Charter School

## Minutes

### Finance and Operations Committee Meeting

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#### **Date and Time**

Monday September 18, 2023 at 12:00 PM

#### **Location**

Elementary Campus - Meeting Trailer

688 Grant Street

Atlanta, GA 30315

Attendees may join in-person or via video conference.

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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 (remote), Chiquetta West, Cory Tiede (remote), Drew Waddell (remote), Irina Brimmell (remote), Oriol Miroso (remote)

#### **Committee Members Absent**

*None*

#### **Guests Present**

Alastair Pullen (remote), Markecia Jacobos, Martha Kessenich, Paige Teusink

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B.**

### **Call the Meeting to Order**

Irina Brimmell called a meeting of the Finance & Operations Committee of Atlanta Neighborhood Charter School to order on Monday Sep 18, 2023 at 12:02 PM.

### **C. Approve May 15, 2023 Meeting Minutes**

Oriol Miroso made a motion to approve the minutes from Finance and Operations Committee Meeting on 08-14-23.

Drew Waddell seconded the motion.

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

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

### **A. Financial Performance Update**

Chiquetta West provided an update on the school's financial performance, revenue and expenditures through August 31, 2023.

The committee discussed the annual staff tenure bonus payout. They payout is taking place this week for \$170k.

The committee discussed the status of CARES/ESSER funding reimbursements from APS. The school has received most of the reimbursement amount requested with \$150k remaining to be received from APS and \$160k remaining to be spent through June 30, 2024.

The committee discussed the status of delinquent accounts in aftercare and nutrition programs. The balances of \$7.6k and \$15k, respectively, have significantly decreased from last year and are cumulative. The business office is working with the relevant teams to continue the active collections effort.

The committee received a confirmation that the auditor will be in attendance during the October committee meeting to present the draft audit report due on November 1, 2023.

### **B. Cleaning Contract Update**

Chiquetta West provided an update on the new janitorial services proposal from the existing vendor. The vendor has been providing services to the school for the last five years. The school is satisfied with the services and is engaging the vendor for similar scope as last year, with exception of the daily porter services. The new annual spend is \$170k and the contract is up for approval at the September Board Meeting.

### **C. Self-Help Credit Union CD rollover**

Chiquetta West provided an update on the Certificate of Deposit (CD) scheduled to mature on October 11th with the Self-Help Credit Union. The proceeds of the CD (\$253k)

are going to be invested into an easy-to-liquidate vehicle with Edward Jones. Chiquetta will provide an update on the specific investment at the October Finance & Operations Committee meeting.

#### **D. Facilities and Grounds**

Alastair Pullen provided an update on the work at the EC and MC locations, which includes new EC intercom system with a panic button functionality, painting the EC building exterior, herb garden in the planters at the EC, retaining wall on Pavilion St (EC), and the hot water heater replacement at the MC.

#### **E. Data Project Discussion**

Oriol Mirosa updated the committee on the Data Project he is leading this year. The committee members were encouraged to think through what data they need to do the committee work and accomplish the committee goals, to think through any gaps in data that currently exist and the format the data could be delivered in. Some examples that were discussed include the aging schedule for delinquent payments, comparison to prior year or to a typical year, and revenue allocation calculation drivers embedded in the budget estimate and the actuals.

### **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 1:01 PM.

Respectfully Submitted,  
Irina Brimmell

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#### **Documents used during the meeting**

- StatementofActivity-Aug.pdf
- StatementofActivity-YTD.pdf
- StatementofFinancialPosition - Aug.pdf
- Finance Committee Financial Statement - August 2023.xlsx
- Atlanta Neighborhood Charter School (ANCS) Janitorial Proposal.docx