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**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**
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Atlanta Neighborhood Charter School

Minutes

Finance & Operations Committee Meeting

Date and Time

Monday December 11, 2023 at 12:00 PM

Location

Elementary Campus - Meeting Trailer
688 Grant Street
Atlanta, GA 30315

Attendees may join in-person or via [Zoom](#).

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

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

Committee Members Absent

Ben Sutton, Drew Waddell

Guests Present

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

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 Dec 11, 2023 at 12:09 PM.

C. Approve Previous Month's Committee Meeting Minutes

Cory Tiede made a motion to approve the minutes from Finance & Operations Committee Meeting on 11-13-23.

Oriol Miroso seconded the motion.

The committee **VOTED** unanimously 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 November 30, 2023.

- YTD revenue is \$1.1M higher than the target, primarily due to the increased APS allocation, timing of CARES funds and nutrition grant receipts and MACAL program growth.
- YTD expenses are \$.4M higher than the target, primarily due to expenses incurred but not budgeted for including tenor bonus, stipends and staff retreat, timing of invoice payments, additional training costs and MACAL program growth.

Chiquetta West also provided an update on the school's aftercare and nutrition program income receivables. Overall, the receivables are staying steady and the team is taking steps at improving collections by regular communication with families and staff.

B. Facilities and Grounds

Alastair Pullen provided an update on the following improvements:

- Installation of new locks at both campuses that enhances security efforts by enabling fast lockdown via cell/table access.
- Installation of blinds on the first floor of the EC
- Handicap access installation at the MC

C. Salary Study Update

Chiquetta West provided an update on the school's salary study completed this month. Overall, ANCS staff and teacher pay is less competitive compared to that of ANCS.

Chiquetta and team are analyzing potential options and next steps to align the pay and will share more details during the January 2024 committee meeting.

D. Holiday Bonus

Cory Tiede made a motion to Approve the holiday bonus of \$1,000 per person.

Oriol Miroso seconded the motion.

The committee discussed the need for a holiday bonus that matches the level offered by APS to its staff and teachers.

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

E. Finance & Operations Policies Review

Irina Brimmell provided an overview of the policies that require detailed discussion to ensure the outlined steps are being performed and that all actions currently taken related to the budget preparation and tracking are included in the policies. A more thorough discussion is scheduled to take place during the January 2024 committee 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 1:00 PM.

Respectfully Submitted,
Irina Brimmell

Documents used during the meeting

- StatementofActivity - YTD.pdf
- StatementofFinancialPosition - Nov.pdf
- StatementofActivity - Nov.pdf
- Finance Committee Financial Statement - November 2023.xlsx
- ANCS Finance and Operations Policies - select policies.docx