

APPROVED



The Meliora School

Minutes

Board Meeting

Date and Time

Tuesday March 3, 2026 at 7:00 PM

Location

Remote: call in details below

Directors Present

L. Hooda (remote), L. Ramdhanie (remote), P. Flinch (remote), Z. Mahmuda (remote)

Directors Absent

D. Cepin, L. Hollon

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

P. Flinch called a meeting of the board of directors of The Meliora School to order on Tuesday Mar 3, 2026 at 7:27 PM.

C. Approve Agenda

D. Approve Minutes from Previous Meeting

L. Ramdhanie made a motion to approve the minutes from Board Meeting on 02-03-26.
L. Hooda seconded the motion.

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

II. Recurring Items

A. Head of School Report

Enrollment - Exceeding SCSC benchmarks

- 123 learners fully enrolled; 77 6th grade, 44 7th grade
- SCSC enrollment verification benchmark for May is officially exceeded.
- Post-Lottery Conversion Strategy - second round of big blue envelopes went out.
- Keeping enrolled warm - monthly events (cookout in April) more to come in June and July.
- Transportation & Access Strategy - most common hesitation by families. Options are being reviewed and will be brought to the board next meeting.
- Governance and policy alignment - updated enrollment policy to be voted on 17 March 2026.

Finance - On track with all SCSC financial and operational benchmarks.

- Updated financial forecasting will be presented at 17 March 2026 board meeting.
- Fundraising -
 - Finance, Facilities, and Operations interviews completed with Charter School Growth Fund (CSGF)
 - Camelback Ventures (\$50,000) submission
 - Kindness Fundraiser in April - Parent Community Task Force - goal of ~ \$15k
- Payroll Infrastructure and Operational Readiness
 - Payroll is fully established and compliant with SCSC expectations for financial controls and operational preparedness.
- Upcoming: budget hearings

Facilities - aligned with all SCSC pre-opening facilities requirements

- Lease signed
- School site secured
- GaDOE Facility Coe received
- School code received

Hiring, Benefits, Payroll - on track to meet required personnel milestones

- Voting on Director of Specialized Services - potentially move to full-time contingent on receipt of CSGF funding
- 403(b) retirement contributions for Kiaura and Dr. Keck will begin in April.
- Founding Manager of Operations - going into final interviews aligned with April staffing milestones.

- Instructional Hiring - 5 roles available, 50 candidates in the pipeline.
- Relay Graduate School partnership - current pool for Year 1 placement is smaller than anticipated. Steps being taken to expand the pool.

Community Outreach & Events -

- School Choice Expo - March 14
- Meliora Mondays - March 2, March 16, March 30
- GCSA Conference - Chrissy speaking

Academics -

- Partnering with Building 21 (school in Philadelphia) and doing a site visit this week to observe and study the mastery-based model in practice. 18 month implementation proposal to support launch and deep execution of mastery-based learning systems. Additional details pending.
- Curriculum - Mr. Arrington narrowing core curriculum aligned to requirements. Mock year 1 schedule is under construction.
- Still working with The Forest School as a no-cost professional learning partner.

B. Academic Committee Update

Committee chair - Lakeesha Ramdhanie
Charter drafted. Scope built out next meeting.

C. Finance Committee Update

Committee chair - Lydia Hollon
Charter drafted, upcoming finance meeting on Friday.

D. Operations Committee Update

Committee chair - Laila Hooda
Charter drafted, would like more info from Head of School

E. Community Engagement Committee Update

Committee Chair - Zenat Mahmuda
14 parents on the task force with 2 more to join.
2 events in March and 2 in April
Fundraising

III. New Items

A. Procedural Vote - Acceptance of the Resignation of Board Member Stinson

P. Flinch made a motion to accept the resignation of Board Member Stinson.
L. Hooda seconded the motion.

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

B. Vote on Attachment A - Subgrant Award Authorized Individuals

P. Flinch made a motion to accept the Resolution to Accept Subaward Agreement.

L. Ramdhanie seconded the motion.

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

C. Discussion and Vote on Student Wellness Policy

P. Flinch made a motion to approve the Student Wellness Policy.

L. Hooda seconded the motion.

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

D. Discussion and Vote on Procurement Policy

P. Flinch made a motion to approve the Procurement Policy.

Z. Mahmuda seconded the motion.

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

E. Discussion and Vote on School Nutrition Policy

P. Flinch made a motion to approve the School Nutrition Policy.

L. Hooda seconded the motion.

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

F. Discussion and Vote on PT Director of Specialized Support Position

P. Flinch made a motion to to approve the part time Director of Specialized Support position.

Z. Mahmuda seconded the motion.

Discussion on this being part time role. Better idea after 01 April on what we need - part time or full time. Contingency plan is being created if CSGF does not come through and this role needs to stay part time.

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

G. Board Recruitment

Discussion around expanding our board recruitment efforts to other areas of expertise: finance, technology, development/marketing, facilities/operations, real estate.

- Board members are encouraged to mention this opportunity to their affiliated organizations, such as churches, etc.
- Continue to utilize the Gwinnett Chamber of Commerce
- Board members to fill out Board on Track profile to help the group ascertain the gaps.

H.

Advisory Board

Discussion around adding an Advisory Board. This is a group of non-voting, subject matter expertise who may not have the time or bandwidth to commit to a board member position. Board is interested in exploring this further, particularly if there are potential candidates from board recruitment who are unable to commit fully at this time. This also unlocks opportunity for out of state interested parties. Advisory board members will have a financial commitment to the school as well as the title.

IV. Closing Items

A. Next Meeting Date: 17 March 2026

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:01 PM.

Respectfully Submitted,
P. Flinch