

Agenda: Board of Directors Meeting

Library: Atlanta Classical Academy  
 3260 Northside Drive, Atlanta, GA 30327  
 April 16, 2015 @ 6 p.m.



**ATLANTA**  
 CLASSICAL ACADEMY

Agenda Item	Action	Member(s)
I. Call to Order/Pledge of Allegiance/ Atlanta Classical Academy Pledge		· Board
II. Opening Items · Adoption of Agenda · Approval of the Minutes · Welcome & opening comments	· Vote	· Board
III. Board's Standing Committees Reports · Finance Committee · Development Committee	· Report	· Yates · Franklin
IV. Principal's Report	· Report	· Dr. Moore
V. New Business · FY16 slate of directors, officers, committee leaders (2 <sup>nd</sup> read) · Committee charters discussion · Policy: Enrollment (Section V.B) · Policy: Facilities/use by others · Policy: Financial assistance · FY16 budget (1 <sup>st</sup> read)		
VI. Community Comments VII. Break VIII. Executive Session (as required) IX. Adjourn  Mandatory Training for Members of the Board: TBD		

**Board Meeting Procedures:** The Board invites and welcomes your attendance at its meetings. In order to maintain focus on business in a timely manner, the following procedures must be followed.

**Community Comments:** Before the beginning of the meeting, members of the community are welcomed to sign up to address the Board. Comments will be limited to 2 minutes during the allocated time of the meeting. To assure the accurate representation of the comments in the minutes and to help the board respond clearly, these comments must also be submitted in writing.

**Comments of Agenda Items:** If a non-board member would like to make a comment, offer information, or pose a question, they should raise a hand to indicate a desire to speak. Comments must be relevant and not reflect information about a specific student, faculty member, or a personally identifying situation. Such interjections will be recognized at the discretion of the Chairman.

# Atlanta Classical Academy

## *Board Structure, proposed, FY16 (2015-2016 school year)*

Current Board Members	1st Term Expires*	Officer				Committee Assignment						
		Chair	Vice-Chair	Treasurer	Secretary	Executive	Governance	Academic	Finance	Development	Facilities/Real estate	Engagement
		Date elected										
Matthew Kirby	2017	Jun-11				C	X	X	X	X	C	C
Scott Yates	2016			May-13		X			C	X	X	
Mark Carlson	2016					X	C					
Dr. Lee Friedman	2015						X	C				
Morgan Hamilton	2016				May-13			X		X	X	
Cat McAfee	2015						X	X	X			
Ms. Dudley Franklin	2017								X	C	X	

\*Annual meeting, 3rd Thursday in May.

## **Proposed change to Family Handbook, Section V (Enrollment), Paragraph B**

### **Currently approved policy:**

#### V.B. Admissions during the Current School Year

The school will maintain a public wait list for each grade, as required, which will be used to place students into available seats until and through the day of the official spring semester student count ("FTE count"), or approximately March 1, 2015.

Before the spring student count, the principal will fill available seats at his discretion, but in all cases the principal will fill seats according to the wait list or on a first-come, first-serve basis (if no wait list exists). The principal will not fill available seats after the spring FTE count.

### **The motion is to replace Section V.B. of the Family Handbook to the following:**

#### V. B. Admissions during the Current School Year

The school will maintain a public wait list for each grade, as required. If the principal chooses to fill a vacant seat, he will draw from the first name on the wait list, moving down the wait list until the position is filled. If there is no wait list, vacant seats will be filled on a first-come, first-serve basis. On the date of the lottery, the wait list for the current school year will terminate. No vacant seats will be filled after the lottery.

1<sup>st</sup> reading: April 16, 2015



**Financial Assistance Policy**

**A. General**

The Board of Directors and the Administrators of Atlanta Classical Academy strive to make attendance accessible to all eligible students. Therefore, in addition to the customary financial assistance offered to students for school lunches, Atlanta Classical Academy also works to provide assistance in the areas of school uniforms and bus transportation. Accordingly, students and their families will be afforded an opportunity to apply for financial assistance in the following areas: school lunch, school uniforms, and routine before/after-school transportation.

**B. Application Procedure**

Families that wish to apply for financial assistance should follow the procedures outlined below. Only one application is required per family, regardless of the number of enrolled students.

1. Submit an Atlanta Classical Academy Financial Assistance Application (ACA-5a) to the school front office. If applying during enrollment, please submit along with Part A or Part B of the required enrollment package.
2. Submit proof of income for every adult living in the home.
3. Schedule and participate in a financial assistance interview.

Financial assistance will be considered for each of the three categories: school lunch, school uniforms, and routine transportation. Additional coordination with the school office or the administration may be required. In determining financial assistance eligibility, Atlanta Classical Academy follows Federal Free and Reduced Lunch Program income eligibility guidelines. Families may qualify for assistance if household size and gross household income are less than the limits depicted below.

Household Size	Yearly	Monthly	Twice per Month	Bi-Weekly	Weekly
1	21,590	1,800	900	831	416
2	29,101	2,426	1,213	1,120	560
3	36,612	3,051	1,526	1,409	705
4	44,123	3,677	1,839	1,698	849
5	51,634	4,303	2,152	1,986	993
6	59,145	4,929	2,465	2,275	1,138
7	66,656	5,555	2,778	2,564	1,282
8	74,167	6,181	3,091	2,853	1,427
Each additional person living on your household add	+ 7,511	+ 626	+ 313	+ 289	+ 145
Monthly Income Conversion:	Weekly x 52 ÷ 12	Bi Weekly x 26 ÷ 12	Twice a month x 24 ÷ 12	Yearly ÷ 12	

**Source:** <http://www.fns.usda.gov/school-meals/income-eligibility-guidelines>

Notice of acceptance will be given within one week of final coordination with the front office and/or the administration. The school will notify the family via official school letter. If the application is denied, the family may re-apply at any time based on a change of situation within the household.

**C. Types of Financial Assistance**

1. **School Lunch:** Students qualifying for financial assistance may receive a no-cost lunch during the school year.
  - Chef Advantage, the school’s food service vendor, provides a daily hot lunch as well as a drink (choice between milk or water).
  - Students with unique dietary requirements will be afforded the opportunity to order specialized meals (vegetarian and dairy-free options are available).
  - The Business Manager will provide the name(s) and grade(s) of the student(s) to Chef Advantage for the lunch program.
  
2. **School Uniforms:** Students qualifying for financial assistance may receive a full set of uniforms at the beginning of the school year via an individualized payment plan.
  - The payment plan will be set up as determined by the financial needs of the family.
  - Families will receive monthly invoices from the school until the debt is paid in full.
  - Payments to Atlanta Classical Academy will be accepted in the form of check or cash and will be due on the 15<sup>th</sup> day of each month.
  - No single student is permitted to owe more than \$100 in uniform items.
  - One full set of uniforms includes the following:

K-4 Girls	K-4 Boys	5-8 Girls	5-8 Boys	9-12 Girls	9-12 Boys
1 SHIFT	1 NAVY POLO	1 BLUE POLO	1 BLUE POLO	1 NAVY POLO	1 NAVY POLO
1 POLO	1 PAIR PANTS	1 NAVY SKIRT	1 PAIR PANTS	1 PLAID SKIRT	1 PAIR PANTS
1 BIKE SHORT	1 BELT	1 BIKE SHORT	1 BELT	1 BLOUSE	1 WHITE OXFORD
		1 PE UNIFORM	1 PE UNIFORM	1 BIKE SHORT	1 TIE
				1 PE UNIFORM	1 BELT
					1 PE UNIFORM

**3. Routine Transportation:** Students qualifying for financial assistance may be offered a seat on the morning and afternoon bus route.

- The bus stops for the school route are determined by Atlanta Classical Academy based on student demographics for the given school year.
- Children will be assigned a bus stop near their home or area of town. Parents will be required to drive or walk the children to the nearest stop.
- Parents will be responsible for making sure students are at the appropriate bus stop on time each morning and afternoon.
- Parents (or designated legal guardians) must be present at drop off and pick up for the bus.
- The bus driver is not responsible for students once they arrive at the stop. Parents must be on time to retrieve their student(s).
- In case of inclement weather, the school will notify the parents of the bus riders with any changes or impacts to route timing.
- School uniforms are required to be worn on the bus.
- Atlanta Classical Academy expects all students to uphold school virtues. In addition, the bus company has strict rules for all students. Students must follow the rules of the company while on the bus or they will be subject to removal.

**ATLANTA CLASSICAL ACADEMY FINANCIAL ASSISTANCE APPLICATION**

**APPLICANT INFORMATION**

Name:		
Date of Birth:	SSN:	Phone:
Current Address:		
City:	State:	ZIP Code:
Own    Rent <i>(Please circle)</i>	Monthly Payment or Rent:	How Long?

**OUR FAMILY IS NOT INTERESTED IN FINANCIAL ASSISTANCE AT THIS TIME \_\_\_\_\_**  
 (Please initial and stop here if you do not wish to apply for assistance)

**EMPLOYMENT INFORMATION**

Current Employer:		
Employer Address:		How Long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Hourly Salary:	Annual Income:

**SPOUSE INFORMATION REQUIRED**

Name:		
Date of birth:	SSN:	Phone:

**SPOUSE EMPLOYMENT INFORMATION**

Current employer:		
Employer address:		How Long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Hourly Salary:	Annual Income:

**REFERENCES**

Name	Address	Phone

**CHILDREN AT ATLANTA CLASSICAL ACADEMY**

Name and Grade:	Name and Grade:
Name and Grade:	Name and Grade:

**SIGNATURES**

I authorize the verification of the information provided on this form as to employment. I have received a copy of this application.

Signature of Applicant:	Date:
Signature of Spouse <i>(required)</i> :	Date:



## Community Use and Rental Policy

### **A. General**

The mission of Atlanta Classical Academy is to develop students in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility.

School facilities or grounds may be made available to outside users during non-school hours. Any outside use shall align with the mission and operating philosophies of Atlanta Classical Academy. Community use or rental of Atlanta Classical Academy facilities shall not interfere with normal, day-to-day school activities.

Outside users shall:

- understand the mission and philosophy of Atlanta Classical Academy
- have an objective that does not conflict with that of Atlanta Classical Academy; the Constitution of the United States; the Constitution of Georgia; or federal, state, and local laws and ordinances
- not promote violence
- not allow drinking, smoking, or gambling on the property or in the facility

In addition, the following shall apply:

- The maximum number of participants shall be xxx.
- There are a total of 81 parking spots available (as well as 2 handicapped spots) in the upper and lower parking lots. On-street parking is strictly forbidden.
- Outside users are required to present proof of insurance for their entity or organization.
- A \$100 damage deposit is required at the time of application.
- The base fee for one-time events is \$50/hour, but may be subject to change.
- The fee structure for multiple-use contracts is subject to negotiation.

### **B. Application Process for One-Time Events**

1. Submit the Rental Application Form (ACA-6a) to the school office a minimum of 2 weeks prior to the event. Include proof of insurance and a \$100 refundable damage deposit.



2. The Assistant Principal will review the application along with the insurance policy, and sign the application, indicating approval or denial of the request. Notice of acceptance or denial shall occur with 1 week of application submission.
3. The school office will notify the point-of-contact of the result of the request, adjust the school calendar, file the application and insurance paperwork, and forward the deposit to the business office.
4. Payment of the usage fee is required by cash or check not later than 24 hours prior to the beginning of the actual time of use.

### **C. Application Process for Multiple Usage**

1. Submit the Rental Application Form (ACA-6a) to the school office at least 2 weeks prior to the regularly scheduled monthly board meeting held on the third Thursday of each month. Include proof of insurance.
2. The Assistant Principal will review the application, the insurance policy, and any associated impacts (e.g. logistics, costs, staffing), and will make a recommendation to the Principal.
3. The Principal shall, not later than 1 week prior to the regularly scheduled monthly board meeting, submit the application and recommendation to the board.
4. The board will review and discuss the recommendation, contract details, fee structure, and any associated details in executive session. The requester may be required to appear before the board. Notice of acceptance or denial shall occur the day after the regularly scheduled board meeting.
5. The school office will notify the point-of-contact of the result of the request.
6. A signed Atlanta Classical Academy Facility Rental Contract and rental fee for one month in advance of use are due in the school office within 5 working days of notification of acceptance.
7. The school office will adjust the school calendar, file the application and insurance paperwork, and forward the rental fee to the business office.

### **D. Hold Harmless, Indemnification, and Cancellation**

Atlanta Classical Academy is not able to provide onsite storage nor is the school responsible for the loss of any property that is left onsite.

As part of an agreement, applicants agree to indemnify and hold harmless Atlanta Classical Academy, and the Atlanta Classical Academy Board of Directors, employees, and agents from all claims, demands, judgments, costs, and expenses including attorney fees brought or asserted for injuries to any applicant's property or person including death arising out of, related to, or in any way connected with any individual's participation in any activity under the usage agreement, notwithstanding any tortious misconduct or negligent act or omission on the part of the school, its officers, employees, or agents, or the condition of the school property.

If an event is canceled due to inclement weather, usage fees will be refunded and an alternate date may be scheduled, *subject to availability*.

The School has the right to cancel any agreement at any time if it is determined to be in the best interest of the school. Timely notice will be given, whenever possible.

DRAFT



**ATLANTA  
CLASSICAL ACADEMY**

**Atlanta Classical Academy  
Community Rental Contract**

<b>Organization or Individual</b>	
Address	
E-Mail	
Phone	
<b>Point of Contact</b>	
Address	
E-Mail	
Phone	
<b>Contract Type</b>	<b>One Time or Multiple Usage</b>
<b>Date(s) Requested</b>	
<b>Time(s) Requested</b>	
<b>Facility Space Requested</b>	

**Note: The Point of Contact is required to be onsite during the entirety of the event.**

**The organizer(s): (initial each of the following)**

- \_\_\_\_\_ understand the mission and philosophy of Atlanta Classical Academy.
- \_\_\_\_\_ have an objective that does not conflict with that of Atlanta Classical Academy; the Constitution of the United States; the Constitution of Georgia; or federal, state, and local laws and ordinances.
- \_\_\_\_\_ will not promote violence.
- \_\_\_\_\_ will not allow drinking, smoking, or gambling on the property or in the facility.
- \_\_\_\_\_ expect less than xxx attendees/participants.
- \_\_\_\_\_ acknowledge they are responsible for all set up and clean up.

I have read the Community Use and Rental of Atlanta Classical Academy Policy and fully understand the procedure as set forth.

I understand that Atlanta Classical Academy may have an event or function in another area of the school occurring simultaneously.

Atlanta Classical Academy is not responsible for the loss of any property that is left onsite.

I understand Atlanta Classical Academy is NOT able to provide any storage of items.

As part of this agreement, the applicant agrees to indemnify and hold harmless Atlanta Classical Academy, and the Atlanta Classical Academy Board of Directors, employees, and agents from all claims, demands, judgments, costs, and expenses including attorney fees brought or asserted for injuries to any applicant's property or person including death arising out of, related to, or in any way connected with any individual's participation in any activity under the usage agreement, notwithstanding any tortuous misconduct or negligent act or omission on the part of the school, its officers, employees, or agents, or the condition of the school property.

If the event is canceled due to inclement weather the usage fee will be refunded and an alternate date will be scheduled, *subject to availability*.

The School has the right to cancel any agreement at anytime if it is determined to be in the best interest of the school. Timely notice will be given, whenever possible.

Applicant agrees to all of the terms of this contract:    **YES**    **NO**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**

The time(s) and area(s) as indicated above are available for use: **YES NO**

\_\_\_\_\_  
**School Office**

\_\_\_\_\_  
**Date**

The applicant meets all the requirements above:

**YES NO**

\_\_\_\_\_  
**Assistant Principal**

\_\_\_\_\_  
**Date**

**\*\*\* THE FOLLOWING IS FOR MULTIPLE USAGE CONTRACTS \*\*\***

A multiple usage contract is recommended:

**YES NO**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**

The Board approves the applicant's request:

**YES NO**

\_\_\_\_\_  
**Board Chair or Designee**

\_\_\_\_\_  
**Date**

**The multiple usage fee schedule shall be as follows:**

**\$\_\_\_\_\_ per \_\_\_\_\_ due on the \_\_\_\_\_ day of the preceding month for a maximum of \_\_\_\_\_ months. If changes are needed, either party may notify the other and further negotiations will be set up. The school has the right to increase the fee schedule during the contract period, if necessary, based on incurred costs of the school.**

Applicant agrees to all of the terms of this contract:

**YES NO**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**