



### **Meeting Minutes: August 17, 2017**

The regular monthly meeting of Northside Education Inc. dba Atlanta Classical Academy was held on August 17, 2017 at 6 p.m. at Atlanta Classical Academy, 3260 Northside Drive, N.W., Atlanta, GA 30327, the Board Chair being in the chair and the Secretary being present.

In attendance: Board Chair Matthew Kirby, Dr. Lee Friedman, Scott Yates, Cat McAfee, Amanda Kresch and Principal Steve Lambert. With a majority of the directors in office in attendance, a quorum was established for the transaction of business.

*The board unanimously approved the minutes of the August 11, 2017 special meeting.*

*The board unanimously approved the agenda of this regular meeting.*

### **Community Comments**

There were no comments from members of the community.

### **Board Chair's Report**

- a. The Chairman welcomed directors and attendees and opened the first regular board meeting of the 2017-18 academic year by reviewing the mission statement of Atlanta Classical Academy.
- b. The Chairman presented Governing Process Policies 4.0, 4.a, and 4a.1-7.

### **Treasurer's Report**

- a. The Treasure reported that he has reviewed the July 2017 financial statements as prepared by the Principal, confirmed account balances, and noted no unusual circumstances.

### **Principal's Report:**

- a. Mr. Lambert outlined six key objectives for the 2017-2018 school year: (1) Develop leaders within the institution, (2) Streamline the delivery of the curriculum, (3) Help *all* students thrive, (4) Achieve SACS accreditation, (5) Prepare for the charter renewal process (Fall of 2018), and (6) Prepare the facility to serve K-12 students.
- b. Atlanta Classical Academy employees completed five days of training beginning August 7, 2017. Training included emergency response drills conducted with the support of local first responders.
- c. University of Georgia and Georgia Tech admissions officers are scheduled to visit Atlanta Classical Academy on August 23<sup>rd</sup> to discuss the college admissions process.

- d. The Atlanta Classical Academy college fair is scheduled for September 12, 2017.
- e. Principal Lambert reported results of the employee overall satisfaction (OSAT) survey. The distribution was as follows: Very Satisfied (61%), Satisfied (27%), Somewhat satisfied (12%). No employees reported being less than "Somewhat satisfied."

**New Business**

*The motion is to affirm that the Principal has presented a reasonable interpretation of Policies 2d, 2d1-2, and 2d3-18.*

Moved: Mr. Kirby  
Second: Ms. McAfee  
Vote: Unanimous approval

*The motion is to affirm that evidence presented by the Principal demonstrates accomplishment of the interpretation of Policies 2d, 2d1-2, and 2d3-18.*

Moved: Mr. Kirby  
Second: Mr. Yates  
Vote: Unanimous approval

*The motion is to require Principal Lambert to provide at his earliest opportunity preliminary June financials, the current bank compliance certificate receipt, and system-generated bank reconciliations for all accounts.*

Moved: Mr. Kirby  
Second: Ms. McAfee  
Vote: Unanimous approval

*The motion is for the board to receive the slate of employees as presented in the agenda.*

Moved: Mr. Kirby  
Second: Mr. Yates  
Vote: Unanimous approval

*The motion is for the board to adopt the code of ethics policy and the conflict of interest policy as presented in the agenda.*

Moved: Mr. Kirby  
Second: Ms. McAfee  
Vote: Unanimous approval

*The motion is to require Principal Lambert to present at the September board meeting the monitoring report for Policy 2c (and below) for the current year for all funds (charter school fund, capital fund, general fund).*

Moved: Mr. Kirby  
Second: Ms. McAfee  
Vote: Unanimous approval

*The motion is to approve the board's meeting schedule for financial year 2018 as presented in the agenda.*

Moved: Mr. Kirby  
Second: Mr. Yates

Vote: Unanimous approval

*The motion is to approve the Ends Policies as written in the agenda and to evaluate such policies annually in October by the Principal's self-report.*

Moved: Mr. Kirby

Second: Ms. McAfee

Vote: Unanimous approval

### **Executive Session**

The board did not enter an executive session.

At approximately 7:15 p.m., the Chairman adjourned the meeting.

Respectfully submitted,

Amanda Kresch, Board Secretary

### **Attachments:**

- a. Dashboard
- b. Slate of employees
- c. Code of Ethics policy
- d. Conflict of Interest policy
- e. Board meeting schedule
- f. Board policies, updated 8.17.17

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**a) Dashboard**



**DASHBOARD**  
As of August 14, 2017

Upcoming Meetings & Events	
<u>Board Meeting</u>	<u>School Events</u>
September 21	August 23 - 11th Grade Students & Parents College Night
October 19	August 25 - Principal's Coffee & Supper on South Lawn
November 16	August 29 - MST Town Hall Meeting

Grade	2014-15		2015-16		2016-17		2017-18	
	W/D	Add	W/D	Add	W/D	Add	W/D	Add
K								
1								
2								
3								
4					9	4		
5					1			
6					1	1		
7					1	1		
8					2	1		
9					1	2		
10					5			
11								
12								
	0	0	0	0	20	9	0	0

Student Services			
	Due in 17/18	Completed	Next 30 days
Annual IEPs Reviews	32	-	-
3-year Eligibilities	6	-	-
Meetings:			
Amendment		-	-
Initial Eligibilities		-	-
Initial IEP		-	-
	<b>Total</b>	<b>0</b>	<b>0</b>
SST Meetings		-	-

Grade	ENROLLMENT					LOTTERY MARCH 14, 2017			
	Enrolled	Withdrawals	Additions	Open Seats	Offers Out	Applicants	Day-of-Lottery Preference	Offered	Wait List
K	55	-	-	-	-	295	31	50	245
1	53	-	-	1	1	124	1	-	124
2	54	-	-	1	1	103	0	-	103
3	54	-	-	-	-	110	4	-	110
4	56	-	-	-	-	118	11	-	118
5	53	-	-	1	1	89	6	-	89
6	52	-	-	1	1	130	17	-	130
7	55	-	-	-	-	85	11	-	85
8	53	-	-	1	2 (twins)	59	3	-	59
9	44	-	-	10	No WL	48	2	-	48
10	49	-	-	5	No WL	18	1	-	18
11	37	-	-	17	No WL	5	1	-	5
	615	0	0	37		1,184	88	50	1,134
	96	New students							
	361	Families							

Attendance								
Charter Metric:								
Absent 15 days or more								
	Required	Actual	Current Year		Number	%		
Year 1	10%	7.4%	3 unexcused absences		-	0.0%		
Year 2	8%	1.0%	5 unexcused absences		-	0.0%		
Year 3	6%	2.7%	6+ total absences		-	0.0%		
Year 4	5%		15+ total absences		-	0.0%		
Thanksgiving Week								
	2014		2015		2016		2017	
	#	%	#	%	#	%	#	%
Monday	44	9%	48	9%	51	8%		
Tuesday	67	14%	85	16%	58	10%		

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**b) Slate of Employees**

<u>Director</u>	<u>Officer</u>	<u>Term ends at Annual Meeting</u>	<u>Area of responsibility</u>
Mr. Matthew Kirby	Chair	2 <sup>nd</sup> / 2020	Development, renewal
Dr. Lee Friedman	Vice Chair	2 <sup>nd</sup> / 2018	Accreditation, authorizer relations
Mr. Scott Yates	Treasurer	2 <sup>nd</sup> / 2019	Audit committee, budget, finance
Ms. Amanda Kresch	Secretary	1 <sup>st</sup> / 2020	Secretary
Ms. Cat McAfee		2 <sup>nd</sup> / 2019	Training

All hands:    Development  
                    Board recruitment  
                    Political Advocacy

Updated: August 9, 2017

### **c) Model Code of Ethics Policy**

The Atlanta Classical Academy Governing Board (the board) desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Ethics and each member of the board agrees that he or she will:

#### **I. Domain I: Governance Structure**

1. Recognize that the authority of the board rests only with the board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the charter school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any member of the board may bring to the board.

#### **II. Domain II: Strategic Planning**

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the charter school.
2. Participate in all planning activities to develop the vision and goals of the board.
3. Work with the board and the school leader to ensure prudent and accountable uses of the resources of the charter school.
4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education and the board.

#### **III. Domain III: Board and Community Relations**

1. Seek regular and systemic communications among the board and students, staff, and the community.
2. Communicate to the board and the school leader expressions of public reaction to board policies and charter school programs.

#### **IV. Domain IV: Policy Development**

1. Work with other board members to establish effective policies for the charter school.

2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on charter school programs and performance.

#### **V. Domain V: Board Meetings**

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the charter school, during executive session of the board.
6. Make decisions in accordance with the interests of the charter school as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

#### **VI. Domain VI: Personnel**

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leader.
2. Support the employment of persons best qualified to serve as employees of the charter school and insist on regular and impartial evaluations of charter school staff.
3. Comply with all applicable laws, rules, regulation, and all board policies regarding employment of family members.

#### **VII. Domain VII: Financial Governance**

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of the charter school.

#### **VIII. Conduct as a Board Member**

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.
3. Communicate in a respectful professional manner with and about fellow board members.
4. Take no private action that will compromise the board or charter school administration.
5. Participate in all required training programs developed for board members by the board or the State Board of Education.

6. In the annual report, submitted to the Department, disclose the status of board member compliance with the Code of Ethics.

#### **IX. Conflicts of Interest**

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the conflicts of interest policy of the board, all applicable laws and State Board of Education Standard, rules and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board. The board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused board member may bring witnesses on his or her behalf to the hearing, and the board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the board that the accused board member has violated this Code of Ethics, the board shall determine an appropriate sanction. A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the board to sanction a board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.



**d) Conflict of Interest Policy**

The Atlanta Classical Academy Governing Board (the board) shall adhere to these Conflict of Interest provisions.

**Domain VII: Financial Governance**

1. No board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, employment for himself or herself, any of his or her immediate family members, or others.
2. No board member shall act in his or her official capacity in any matter in which he or she, any of his or her immediate family members, or any business organization in which he or she has a material financial interest, that would reasonably be expected to impair his or her objectivity or independence of judgment.
3. No board member shall solicit or accept or knowingly allow any of his or her immediate family members or any business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that board member in the discharge of his or her official duties. For purposes of this paragraph, a gift, favor, loan, contribution, service, promise, or other thing of value shall not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of Code Section 16-10-2.
4. No board member shall use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, any of his or her immediate family members, or any business organization with which he or she is associated.
5. No board member or any of his or her immediate family members or any business organization in which he or she has an interest shall represent any person or party other

than the charter school governing board in connection with any cause, proceeding, application, or other matter pending before the charter school governing board on which he or she serves.

6. No board member shall be prohibited from making an inquiry for information on behalf of a community member if no fee, reward, or other thing of value is promised to, given to, or accepted by the board member or any of his or her immediate family members in return therefor.

7. No board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the charter school governing board, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.

8. No board member may also be an officer of any organization that sells goods or services to that charter school unless the organization providing goods or services is a Non-profit membership organization or there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase of goods or services that is equal to or greater than \$10,000 shall be approved by a majority of the members of the board in an open public meeting.

9. No board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the charter school governing board, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group

10. No charter school governing board may do business with a bank or financial institution where a board member is an employee, stockholder, director or officer when such member owns 30% or more stock in that institution.

11. No board member may have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the board, or sell gasoline to the board from a corporation in which the board member is a shareholder.

12. No board member shall accept a monetary fee or honorarium in excess of \$101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity which directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.

### **Conduct As Board Member**

1. No board member shall disclose or discuss any information which is subject to attorney-client privilege belonging to the charter school governing board to or with any person other than other board members, the board attorney, the school leader, or persons designated by the school leader for such purposes unless such privilege has been waived by a majority vote of the whole board.
2. No board member shall vote on the employment or promotion of any of his or her immediate family members. No immediate family member of a board member may be employed or promoted unless a public, recorded vote is taken separately from all other personnel matters.
3. No board member may be employed in any position in the charter school in which they serve.
4. No board member shall be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.
5. No member a charter school governing board shall serve simultaneously on the governing body of a public local school district or of a private elementary or secondary educational institution that actively seeks funding from any government entity or private entity from which the charter school seeks funding.

Each member of this board understands and acknowledges that no person shall be eligible to serve on a charter school governing board unless he or she:

- (1) Has read and understands the code of ethics and the conflict of interest provisions applicable to members of charter school governing boards and has agreed to abide by them; and
- (2) Has agreed to annually disclose compliance with the State Board of Education's policy on training for members of charter school governing boards, the code of ethics of charter school governing boards, and the conflict of interest provisions applicable to members of charter school governing boards



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**e) Board meeting schedule (FY18)**

- (1) Regular meetings (3rd Thursday, August – June, 6 p.m.)
- (2) Academics – October, regular meeting @ 5 p.m.
- (3) Development and real estate - October
- (4) Budget – January, regular meeting at 5 p.m.
- (5) Training – December (board only, date/time TBD)
- (6) Audit committee – audits start Oct, then by policy
- (7) Accreditation – December, regular meeting at 5 p.m.
- (8) Renewal – March, regular meeting @ 5 p.m.

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**e) Board Policies (updated 8/17/2017)**

Policy Type	Heading	2017 Policy #	Policy	Policy Approved	FREQUENCY
Governance Process	Global Governance Process Policy	4.0	The purpose of the board, on behalf of the citizens of Georgia, is to ensure that Atlanta Classical Academy (a) achieves appropriate results for students for an appropriate cost (as specified in its charter and its board Ends policies) and (b) avoids unacceptable actions and situations (as specified in board Executive Limitations policies).	8/27/2016	annually
Governance Process	Governing Style	4.a	The board will govern lawfully, observing the principles of the Policy Governance model, with an emphasis on (a) outward vision rather than internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and the CEO, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.	8/27/2016	annually
Governance Process	Governing Style	4.a.1	1. The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board will not use the expertise of individual members to substitute for the judgment of the board, although the expertise of individual members may be used enhance the understanding of the board as a body.	8/27/2016	annually
Governance Process	Governing Style	4.a.2	2. The board will direct, control, and inspire the school through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts in the lives of students, not on the administrative or programmatic means of attaining those effects inside the school.	8/27/2016	annually
Governance Process	Governing Style	4.a.3	3. The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Although the board can change its Governance Process policies at any time, it will scrupulously observe those currently in force.	8/27/2016	annually
Governance Process	Governing Style	4.a.4	4. Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.	8/27/2016	annually
Governance Process	Governing Style	4.a.5	5. The board will allow no officer, individual, or committee of the board to hinder or serve as an excuse for not fulfilling group obligations.	8/27/2016	annually
Governance Process	Governing Style	4.a.6	6. The board will monitor and discuss the board's process and performance at each meeting. Self-monitoring will include comparison of board activity and discipline to its policies in the Governance Process and Board-Management Delegation categories.	8/27/2016	annually
Governance Process	Governing Style	4.a.7	7. The board will take into account the inherent value of diversity in race, gender, ethnicity, religion, cultural background, and other viewpoints (as well as the value of such diversity to the school's authorizers and the larger community) when (a) governing the school, (b) assessing the performance of the school, the CEO/school leader, and any other direct reports, and (c) recruiting, appointing and training any future CEO/school leader, other direct reports, board members, and board officers.	6/15/2017	annually