



Meeting Minutes: August 18th, 2016

The regular monthly meeting of Northside Education Inc. dba Atlanta Classical Academy was held on August 18th, 2016 at 6 p.m. at Atlanta Classical Academy, 3260 Northside Drive, N.W., Atlanta, GA 30327, the Chairman being in the chair and Secretary being present.

In attendance: Matthew Kirby, Scott Yates, Dudley Franklin, Cat McAfee, Morgan Hamilton, Dr. Lee Friedman and Mark Carlson, Dr. Moore and Col. Lambert.

The board unanimously approved the agenda of this meeting and the minutes from the July 19th 2016 board meeting.

Professional Guest

John Miller, Sterling Risk Advisors, presented a Summary of Insurance report prepared for Atlanta Classical Academy.

Reports

The Chairman reported that board training and policy development work with consultant Brian Carpenter will occur 8/22, 23, 24 (6 – 9 p.m.) and 8/27 (9 a.m. – 4 p.m.) at 3260 Northside Drive. The Chairman reported on a phone conversation with APS' Office of Innovation Executive Director Gayle Burnett. Ms. Burnett reports no current compliance issues. Kirby, Friedman, Moore and Lambert will be meeting with Ms. Burnett in September. The chair of the Development Committee reported that the school has secured commitments in excess of \$2.6M towards its \$3M *Building on Purpose* capital campaign. The chair of the Committee on Directors discussed the purpose of governance training with Dr. Brian Carpenter and the plans to complete the board's strategic planning process with Greenway Strategic Management.

Principal's Report / Monitoring

Motion is to approve the slate of employees.

Moved: Matthew Kirby
Second: Cat McAfee
Vote: Unanimous approval

Motion is to acknowledge receipt of the Certificate of Occupancy for the classroom addition

Moved: Matthew Kirby
Second: Cat McAfee
Vote: Unanimous approval

Motion is to receive Atlantic Capital Bank's compliance certificate as prepared by the Principal, and to confirm that the bank is in receipt of the same.

Moved: Matthew Kirby
Second: Cat McAfee
Vote: Unanimous approval

Motion is to receive the Principal's financial report dated July, 2016. (Since the August 18th meeting, the Principal has requested the opportunity to re-issue July 2016 financial statements pursuant to adjustments recommended by the auditor. Statements will be published at a later date.)

Moved: Matthew Kirby
Second: Dudley Franklin
Vote: Unanimous approval

Motion is to approve the enrollment report.

Moved: Matthew Kirby
Second: Mark Carlson
Vote: Unanimous approval

New Business

The motion is to approve the contract with Greenway Strategic Management for strategic planning consulting services, the contract not to exceed \$12,700.

Moved: Matthew Kirby
Second: Cat McAfee
Vote: Unanimous approval

Executive Session

The board unanimously approved a motion to enter Executive Session to discuss a matter authorized by GA Code 50-14-1, namely, to discuss records exempt from public inspection or disclosure pursuant to Article 4 of Chapter 18 of Title 50. Affidavit is attached.

Upon the conclusion of Executive Session, the meeting adjourned at 7:58 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Matthew Kirby". The signature is stylized and cursive, with a large, looped initial "M" and a distinct "K" and "B" at the end.

Mr. Matthew Kirby, Board Chairman



Atlanta Classical Academy
3260 Northside Drive NW
Atlanta, GA 30305
Phone: 404.369.3500

T.O. Moore
Principal
tmoore@atlantaclassical.org

Employee Report

Executive Summary

We hired eleven new faculty members for this new academic year and one new staff member. Five of the faculty members were filling new positions due to the growth of the school. The new staff member is providing more office support, particularly in the areas of business and general tech support to the registrar and IT director. There were three changes of position. Mrs. Boyd moved to third grade from kindergarten. Mrs. Edwards (who was on leave most of the second term) moved from sixth grade to upper-elementary English support. Ms. Lancaster-Thomas, who was the substitute for sixth grade, became the regular teacher of that class.

We are currently still searching for **one position** in student services.

The new faculty members are listed below, first new positions, then replacements:

Mr. Haiju	science and math
Mr. Schreck	literature and math
Mr. Andrew	literature and some student services
Mr. Hawkins	Latin
Señora Rigby	Spanish and translation help

Mrs. Adams	kindergarten
Mrs. Andrew	third grade
Mrs. Dye	student services
Mrs. Messiah	student services
Mr. Dunlap	athletic director/P.E.
Mrs. Post	art (joining us 24 August)

The new staff member is Mrs. Busse.

Please see below for current employee roster.

Employee Roster

Administration:

Dr. Moore	principal
Colonel Lambert	assistant principal

Staff:

Mr. Tidwell	business manager
Mr. Richter	IT director
Mrs. Carlson	registrar
Mrs. Thompson	receptionist
Mrs. West	secretary
Mrs. Eagleson	resource room director
Mr. Neitzel	facilities manager
Ms. Evans	compliance/testing consultant
Mrs. Holland	school nurse
Mrs. Welcher	special events director
Mrs. Ramirez	cafeteria manager
Mrs. Davis	development director
Mrs. Busse	business office assistant

Faculty:

Mrs. Hobart	kindergarten
Miss O'Rourke	kindergarten
Mrs. Adams	kindergarten
Mrs. Wallach	first grade
Miss Stoldt	first grade
Ms. Washburn	first grade
Mrs. Swartz	second grade (née Slingo)
Miss Ham	second grade
Mrs. Boyd	third grade
Mrs. Andrew	third grade
Miss MacPhee	fourth grade
Miss Cousino	fourth grade
Miss Flynn	fifth grade
Mr. Holt	fifth grade
Mr. Schulte	sixth grade
Ms. Lancaster-Thomas	sixth grade
Mr. Franklin	music
Mr. Henriques	music
Miss Adams	art
Mrs. Post	art
Ms. Rey	Spanish

Mrs. Rigby	Spanish
Miss Martin	P.E.
Mr. Dunlap	P.E./A.D.
Mr. Schepps	literature
Ms. Marcellino	literature/comp./college advising
Mr. Andrew	literature
Mr. Schreck	literature and math
Mr. Gwak	mathematics
Mr. Han (H.K.)	mathematics
Mrs. Huff	upper and elementary science
Mr. Go	science
Mr. Haiju	science and math
Mr. Nugent	history
Dr. Pettus	history, Latin
Dr. Roth	Latin
Mr. Hawkins	Latin
Mrs. Cousar	elementary science
Mrs. Edwards	upper-elementary English
Mrs. Phillips	elementary T.A.
Mrs. Halliburton	elementary T.A.
Miss Shuler	student services director
Mr. Han	ESOL coordinator
Miss Ahn	SST/student services
Mr. Wallach	student services/P.E.
Mrs. Dye	student services
Mrs. Messiah	student services
Mrs. Munford	student services (part-time)
Mr. Stephens	student services (part-time)

Part-Time Staff

Mrs. Conway	lunch monitor
Mrs. Robbins	office support

T. O. Moore

Virtus, Scientia, Felicitas



CITY OF ATLANTA
BUREAU OF BUILDINGS

APPROVED T.C.O.

APPROVED FINAL C.O.

Inspector Name Branden Wade Date 8-15-16

Print Name _____

CITY OF ATLANTA

CERTIFICATE OF OCCUPANCY

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

OFFICE OF BUILDINGS

55 Trinity Avenue, S.W. SUITE 3900 - ATLANTA, GEORGIA 30303
404-330-6150

Date Issued : 8/15/2016
Permit Number : BB-201601283
Site Address : 3260 NORTHSIDE DR NW
ATLANTA, GA 30305

Building Name : Atlanta Classical Academy Modular Classr
Space Name : ATLANTA CLASSICAL ACADEMY MODULAR CLASSROOM
Property Owner : ATLANTA CLASSICAL ACADEMY
Owner Address : ATLANTA, GA

Scope : S1 PUBLIC SCHOOL BUILDING -
BUILDING/COMMERCIAL/NEW/NA - ATLANTA CLASSICAL
ACADEMY MODULAR CLASSROOMS: NEW MODULAR
Occupancy : IBC GROUP E EDUCATIONAL SCHOOL TO 12TH
GRADE/DAYCARE MORE THAN 5 CHILDREN

Occupancy Load : 300
Type of Construction : IBC- TYPE V-B CONST
Sprinkler System : NO

NO SIGN INSIDE OF ANY BUILDING SHALL EXCEED SIX SQUARE FEET IF SUCH SIGN WOULD BE VISIBLE FROM THE PUBLIC RIGHT OF WAY.

The above address has been inspected and complies with the requirements of the Atlanta Building Code, Zoning Ordinance and other laws and ordinances affecting the construction, maintenance, alteration, repair and use of buildings and facilities.

Fwd: Compliance Certification

Moore T.O. <tmoore@atlantaclassical.org>

Wed, Aug 17, 2016 at 9:53 PM

To: Matthew Kirby <mkirby@atlantaclassical.org>, Lambert S <slambert@atlantaclassical.org>

Dear Mr. Kirby:

Mr. Tidwell sent these documents to Mr. Washburn at Atlantic Capital today and received two replies, which I shall forward in a moment.

Regards,

T. O. Moore
Principal
Atlanta Classical Academy

Virtus, Scientia, Felicitas

----- Forwarded message -----

From: **Tidwell B** <btidwell@atlantaclassical.org>

Date: Wed, Aug 17, 2016 at 1:40 PM

Subject: Compliance Certification

To: Tom.Washburn@atlcapbank.com

Cc: "Moore T.O." <tmoore@atlantaclassical.org>

Dear Mr. Washburn,

I am sorry for the delay in providing you this information. I have included the items that you requested. Attached are the May and June financials as well as the compliance certificate. The June financials are not final as we are still working on the year end audit. We should have the audited financials in early September. Please let us know if you have any questions. Thanks.

--

Bob Tidwell
Business Manager
Atlanta Classical Academy
(404) 245-3601
btidwell@atlantaclassical.org

3 attachments

 **June Financials.pdf**
469K

 **May and YTD Financials.pdf**
484K

 **Compliance Certificate.pdf**
688K

Fwd: Compliance Certification

Moore T.O. <tmoore@atlantaclassical.org>

Wed, Aug 17, 2016 at 9:54 PM

To: Matthew Kirby <mkirby@atlantaclassical.org>, Lambert S <slambert@atlantaclassical.org>

----- Forwarded message -----

From: **Tom Washburn** <Tom.Washburn@atlcapbank.com>

Date: Wed, Aug 17, 2016 at 1:41 PM

Subject: RE: Compliance Certification

To: Tidwell B <btidwell@atlantaclassical.org>

Cc: "Moore T.O." <tmoore@atlantaclassical.org>

Thank you very much! I appreciate you sending these.

Tom Washburn

Atlantic Capital Bank

Senior Vice President

Risk Management

3280 Peachtree Road, NE, Suite 1600

Atlanta, GA 30305

404.995.5832

www.atlanticcapitalbank.com

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ATLANTA CLASSICAL ACADEMY

SCHEDULE I

Compliance Certificate

August 17, 2016

To: Atlantic Capital Bank, N.A.

The undersigned, an officer of Northside Education, Inc. d/b/a Atlanta Classical Academy (Borrower) gives this certificate to Atlantic Capital Bank, N.A. (Lender) in accordance with the requirements of Section 5.6(c) of that certain Term Loan Agreement dated as of March 29, 2016, between Borrower and Lender (the "Loan Agreement"). Capitalized terms used in this Certificate, unless otherwise defined herein, shall have the meanings ascribed to them in the Loan Agreement:

(1) Based upon my review of the financial statements of Atlanta Classical Academy for the fiscal year ending June 30, 2016, copies of which are attached hereto, I hereby certify that:

I. Unrestricted Cash on Hand (UCH)

A. Unrestricted Cash on Hand: \$2,131,125.00
Requirement: $UCH \geq \$750,000$ [Line 8.15(a)]
Compliant: Yes

II. Net Change in Assets (NCA)

A. Requirement: $NCA \geq (\$120,000)$ as of 6/30/17 and 6/30/18 [Line 8.15(b)]
 $NCA \geq \$0.00$ as of 9/30/18 and after [Line 8.15(b)]
Compliant: Not Applicable (at this time)

III. Pledges (7/31/2016 Month End Only)

A. *Collected Capital Campaign Cash (CCC)*: \$2,040,000
Requirement: Total *collected* CCC $\geq \$1,500,000$ as of 7/31/16 [Line 8.15(c)]
Compliant: Yes

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ATLANTA CLASSICAL ACADEMY

B. Total Capital Campaign Pledges (CCP): \$2,580,000 collected
\$420,000 uncollected

Requirement: CCP \geq \$2,500,000 as of 7/31/16 [Line 8.15(c)]
Compliant: Yes

(2) No Default has occurred during the period covered hereby or exists on the date hereof.

(3) No Event of Default has occurred during the period covered hereby or exists on the date hereof.

Given this August 17, 2016.

T.O. Moore
Principal

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