

# Meeting Minutes: November 19, 2015

The regular monthly meeting of Northside Education Inc. dba Atlanta Classical Academy was held on November 19, 2015 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, Mark Carlson, Principal Dr. Moore, Assistant Principal Col. Lambert.

The board unanimously approved a motion to adopt the agenda. The board unanimously approved the minutes of the prior meeting.

# Reports

The Treasurer made a report; the financial report is attached. The Development Committee reported on retaining a development consultant, Linda McNay. The Academic Chair reported on the results of Georgia Milestones and Iowa Test of Basic Skills scores. The Principal and Assistant Principal made reports to the board related to academics and operations of the school.

## Action

The Board voted to approve the Code of Ethics and Conflict of Interest Provisions as recommended on the Committee on Director. The vote passed unanimously.

The Board voted to approve the Government Training Program for 2015-2016 as recommended by the Committee on Directors. The vote passed unanimously. *The Chair for the Committee on Directors, Mark Carlson, abstained from voting on this motion, because he is a board member of Georgia Charter Schools Association (GCSA), and GCSA is to provide Atlanta Classical's board with training.* 

## **Community Comments**

There were no comments from members of the community.

## **Executive Session**

*The board unanimously approved a motion to enter Executive Session*. Upon the conclusion of Executive Session, the meeting adjourned at 7:05p.m.

Respectfully submitted,

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Mr. Matthew Kirby, Board Chair



## Finance Committee Report for Board Meeting November 19, 2015

During the October board meeting, we approved the fiscal year 2016 budget. The Finance Committee has not met since the October Board meeting but is scheduled to meet next on Tuesday, January 12, 2016. The tax return for fiscal year 2015 and an amended tax return for fiscal year 2014 were filed on November 13, 2015. I shared the draft versions of those returns with each Board member prior to filing the returns.

The monthly and fiscal year to date financials for October 2015 as compared to last fiscal year actuals and this fiscal year budget are attached. Please note the format of the report is different from previous financial reports so as to be consistent with the revenue, expense and balance sheet categories of the audited financials. Please provide feedback Dr. Moore and I on the format of the financial report.

To follow are some highlights regarding the October monthly financials:

- Revenue is tracking closely with budget but well behind last year due to the significant impact fundraising had on last year's revenue.
- Salaries and benefits are running 13% below budget (\$146,039) through October but only 2% (\$7,006) for the month of October. August, September and October actuals were close to budget. The actuals for July were lower than budget due to changes in staff and timing of end dates and start dates.
- Facility related expenses are 28% over budget (\$61,553) through October due to property taxes being budgeted in November but actually paid in October.
- Support services expenses are 49% over budget (\$27,209) due development related expenses.

Respectfully submitted,

Scott Yates, Finance Committee Chair

	Fiscal Year to Date										
	10/31/15	% of	10/31/15	% of	Variance	% Var	10/31/14	% of	Variance	% Var	
xpense Details	Actual	Loc Fund	Budget	Loc Fund	Budget	Budget	Prior Year	Loc Fund	Prior Year	Prior Yea	
xpenses											
Instruction - Faculty Salaries & Benefits	625,876.62	42%	754,305.20	51%	(128,428.58)	-17%	447,322.55	35%	178,554.07	40%	
Classroom Materials	30,454.75	2%	72,798.20	5%	(42,343.45)	-58%	170,563.13	13%	(140,108.38)	-82%	
Field Trips	2,935.00	0%	-	0%	2,935.00		-	0%	2,935.00		
Instruction Other	320.00	<u>0%</u>	-	<u>0%</u>	320.00			<u>0%</u>	320.00		
Instruction	659,586.37	44%	827,103.40	55%	(167,517.03)	-20%	617,885.68	48%	41,700.69	7%	
Athletics	16,616.51	1%	8,137.55	1%	8,478.96	104%	1,313.98	0%	15,302.53	1165%	
Uniforms	2,441.00	0%	1,800.00	0%	641.00	36%	14,336.03	1%	(11,895.03)	-83%	
Pupil Services Other	1,652.74	<u>0%</u>	10,554.14	<u>1%</u>	(8,901.40)	<u>-84%</u>	9,047.17	<u>1%</u>	(7,394.43)	-82%	
Pupil Services	20,710.25	1%	20,491.69	1%	218.56	1%	24,697.18	2%	(3,986.93)	-16%	
Professional Development	12,743.50	1%	9,088.25	1%	3,655.25	40%	7,239.94	1%	5,503.56	76%	
Education Media Services	3,142.83	0%	4,026.10	0%	(883.27)	-22%	3,449.70	0%	(306.87)	-9%	
School Administration - Salaries & Benefits	241,379.09	16%	266,958.12	18%	(25,579.03)	-10%	198,382.09	15%	42,997.00	22%	
IT	15,729.71	1%	14,188.52	1%	1,541.19	11%	8,081.55	1%	7,648.16	95%	
Office Supplies	13,808.79	1%	27,768.58	2%	(13,959.79)	-50%	27,493.65	2%	(13,684.86)		
School Admin Other	2,229.15	0%	11,649.52	1%	(9,420.37)	<u>-81%</u>	11,534.19	1%	(9,305.04)		
School Administration	273,146.74	18%	320,564.74	22%	(47,418.00)	-15%	245,491.48	19%	27,655.26	119	
Development	45,226.54	3%	20,000.00	1%	25,226.54	126%	6,704.77	1%	38,521.77	575%	
Insurance - WC	626.00	0%	9,563.59	1%	(8,937.59)	-93%	7,251.09	1%	(6,625.09)	-91%	
Legal & Professional	23,171.90	2%	17,434.08	1%	5,737.82	33%	49,041.27	4%	(25,869.37)		
Support Services - Business Other	13,255.20	1%	8,073.20	1%	5,182.00	64%	21,942.09	2%	(8,686.89)	-40%	
Support Services - Business	82,279.64	5%	55,070.87	4%	27,208.77	49%	84,939.22	7%	(2,659.58)	-3%	
Rent	119,291.68	8%	119,151.88	8%	139.80	0%	88,000.01	7%	31,291.67	36%	
Property Taxes	46,407.05	3%	-	0%	46,407.05		28,418.82	2%	17,988.23	63%	
Insurance - General	51,185.89	3%	34,491.03	2%	16,694.86	48%	19,809.60	2%	31,376.29	158%	
Janitorial	24,800.00	2%	10,038.64	1%	14,761.36	147%	9,939.25	1%	14,860.75	150%	
Landscape	3,400.00	0%	3,798.86	0%	(398.86)	-10%	3,761.25	0%	(361.25)	-109	
Repairs & Maintenance	10,958.76	1%	14,859.64	1%	(3,900.88)	-26%	17,194.58	1%	(6,235.82)	-36%	
Utilities	28,524.50	2%	35,910.05	2%	(7,385.55)	-21%	35,554.50	3%	(7,030.00)	-20%	
Maintenance and Operation of Plant Other		<u>0%</u>	4,764.56	<u>0%</u>	(4,764.56)	<u>-100%</u>	13,413.46	<u>1%</u>	(13,413.46)	-100%	
Maintenance and Operation of Plant	284,567.88	19%	223,014.66	15%	61,553.22	28%	216,091.47	17%	68,476.41	32%	
Student Transporation Services	15,215.42	1%	14,219.52	1%	995.90	7%	13,805.36	1%	1,410.06	10%	
Food Service Operation	9,843.90	1%	9,361.59	1%	482.31	5%	8,023.89	1%	1,820.01	23%	
otal Expenses	1,361,236.53	91%	1,482,940.82		121,704.29	-8%	1,221,623.92		139,612.61	- 11%	

	Current Month									
	10/31/15	% of	10/31/15	% of	Variance	% Var	10/31/14	% of	Variance	% Var
	Actual	Loc Fund	Budget	Loc Fund	Budget	Budget	Prior Year	Loc Fund	Prior Year	Prior Year
xpense Details										
xpenses										
Instruction - Faculty Salaries & Benefits	165,895.26	33%	188,576.30	38%	(22,681.04)	-12%	165,146.43	39%	748.83	0%
Classroom Materials	1,375.40	0%	10,777.20	2%	(9,401.80)	-87%	25,250.52	6%	(23,875.12)	-95%
Field Trips	1,612.00	0%	-	0%	1,612.00		-	0%	1,612.00	
Instruction Other	80.00	<u>0%</u>		<u>0%</u>	80.00			<u>0%</u>	80.00	
Instruction	168,962.66	34%	199,353.50	40%	(30,390.84)	-15%	190,396.95	45%	(21,434.29)	-11%
Athletics	237.50	0%	2,062.29	0%	(1,824.79)	-88%	333.00	0%	(95.50)	-29%
Uniforms	533.92	0%	450.00	0%	83.92	19%	1,218.17	0%	(684.25)	-56%
Pupil Services Other	575.98	0%	2,277.22	0%	(1,701.24)	-75%	1,952.07	0%	(1,376.09)	-70%
Pupil Services	1,347.40	0%	4,789.51	1%	(3,442.11)	-72%	3,503.24	1%	(2,155.84)	
Professional Development	577.20	0%	-	0%	577.20		-	0%	577.20	
Education Media Services	711.72	0%	228.19	0%	483.53	212%	195.52	0%	516.20	264%
School Administration - Salaries & Benefits	68,052.84	14%	66,739.53	13%	1,313.31	2%	63,780.56	15%	4,272.28	7%
IT	5,779.27	1%	3,547.13	1%	2,232.14	63%	5,231.55	1%	547.72	10%
Office Supplies	1,147.13	0%	5,737.05	1%	(4,589.92)	-80%	5,680.25	1%	(4,533.12)	
School Admin Other	328.32	0%	865.05	0%	(536.73)	-62%	856.49	0%	(528.17)	
School Administration	75,307.56	<u>15%</u>	76,888.76	15%	(1,581.20)	-2%	75,548.85	<u>18%</u>	(241.29)	
Development	6,354.00	1%	5.000.00	1%	1,354.00	27%	-	0%	6,354.00	
Insurance - WC	626.00	0%	5,000.00	0%	626.00	2770		0%	626.00	
Legal & Professional	1,730.90	0%	4,358.52	1%	(2,627.62)	-60%	23,104.00	5%	(21,373.10)	-93%
Support Services - Business Other	3,753.40	1%	2,018.30	0%	1,735.10	86%	5,968.48	1%	(2,215.08)	
Support Services - Business Other	12,464.30	<u>3%</u>	11,376.82	2%	1,087.48	<u>10%</u>	29,072.48	<u>1%</u> 7%	(16,608.18)	
Rent	30,041.67	6%	30,006.72	6%	34.95	0%	29,166.67	7%	875.00	3%
Property Taxes	46,407.05	0% 9%	30,000.72	0%	46,407.05	070	28,418.82	7%	17,988.23	63%
Insurance - General	1,420.00	9% 0%	-	0%	1,420.00		1,094.33	0%	325.67	30%
Janitorial	6,200.00	0% 1%	_	0%	6,200.00		1,054.33	0%	6,200.00	30/6
Landscape	0,200.00	0%	1,142.56	0%	(1,142.56)	-100%	1,131.25	0%	(1,131.25)	-100%
Repairs & Maintenance	5,301.60	1%	3,714.91	1%	1,586.69	43%	4,077.39	1%	1,224.21	30%
Utilities	8,542.30	2%	12,987.23	3%	(4,444.93)	-34%	12,858.64	3%	(4,316.34)	
Maintenance and Operation of Plant Other		<u>0%</u>	1,191.14	<u>0%</u>	(1,191.14)	-100%	- 12,050.04	<u>0%</u>	(4,510.54)	-3470
Maintenance and Operation of Plant	97,912.62	<u>0%</u> 20%	49,042.56	<u>0%</u> 10%	48,870.06	<u>-100%</u> 100%	76,747.10	<u>0%</u> 18%	21,165.52	28%
Student Transporation Services	8,974.87	2%	8,643.74	2%	331.13	4%	8,391.98	2%	582.89	7%
Food Service Operation	4,388.73	1%	5,306.92	1%	(918.19)	-17%	4,548.60	1%	(159.87)	-4%
otal Expenses	370,647.06		355,630.00		15,017.06	4%	388,404.72		17,757.66	- -5%

	Current Month									
	10/31/15	% of	10/31/15	% of	Variance	% Var	10/31/14	% of	Variance	% Var
	Actual	Loc Fund	Budget	Loc Fund	Budget	Budget	Prior Year	Loc Fund	Prior Year	Prior Year
Revenues										
Governmental Grants	-		-		-		-		-	
Local Funding	496,932.00		496,931.76		0.24	0%	427,101.00		69,831.00	16%
Contributions - General	1,661.46		-		1,661.46		40,534.00		(38,872.54)	-96%
Miscellaneous Revenue	7,818.58		25,673.58		(17,855.00)	-70%	23,106.04		(15,287.46)	-66%
Total Revenues	506,412.04		522,605.34		(16,193.30)	-3%	490,741.04		15,671.00	3%
Expenses										
Instruction	168,962.66	34%	199,353.50	40%	(30,390.84)	-15%	190,396.95	45%	(21,434.29)	-11%
Pupil Services	1,347.40	0%	4,789.51	1%	(3,442.11)	-72%	3,503.24	1%	(2,155.84)	-62%
Professional Development	577.20	0%	-	0%	577.20		-	0%	577.20	
Education Media Services	711.72	0%	228.19	0%	483.53	212%	195.52	0%	516.20	264%
School Administration	75,307.56	15%	76,888.76	15%	(1,581.20)	-2%	75,548.85	18%	(241.29)	0%
Support Services - Business	12,464.30	3%	11,376.82	2%	1,087.48	10%	29,072.48	7%	(16,608.18)	-57%
Maintenance and Operation of Plant	97,912.62	20%	49,042.56	10%	48,870.06	100%	76,747.10	18%	21,165.52	28%
Student Transporation Services	8,974.87	2%	8,643.74	2%	331.13	4%	8,391.98	2%	582.89	7%
Food Service Operation	4,388.73	1%	5,306.92	1%	(918.19)	-17%	4,548.60	1%	(159.87)	-4%
Total Expenses	370,647.06	75%	355,630.00	72%	15,017.06	4%	388,404.72	91%	(17,757.66)	
Capital Outlay										
Leasehold Improvements	-	0%	-	0%	-		38,657.39	9%	(38,657.39)	-100%
Equipment, Furniture & Fixtures	4,991.44	1%	-	0%	4,991.44		8,363.55	2%	(3,372.11)	-40%
Total Capital Outlay	4,991.44	1%	-	0%	4,991.44		47,020.94	11%	(42,029.50)	
Pension Contribution	40,630.12	8%	26,268.39	5%	14,361.73	55%	21,546.12	5%	19,084.00	89%
Total Expenditures	416,268.62	84%	381,898.39	77%	34,370.23	9%	456,971.78	107%	(40,703.16)	-9%
Excess of Revenues Over Expeditures	90,143.42	18%	140,706.95	28%	(50,563.53)	-36%	33,769.26	8%	56,374.16	167%
Salaries & Benefits										
Instruction - Faculty Salaries & Benefits	165,895.26	33%	188,576.30	38%	(22,681.04)	-12%	165,146.43	39%	748.83	0%
School Administration - Salaries & Benefits	68,052.84	14%	66,739.53	13%	1,313.31	2%	63,780.56	15%	4,272.28	7%
Pension Contribution	40,630.12	8%	26,268.39	5%	14,361.73	55%	21,546.12	5%	19,084.00	89%
Total Salaries & Benefits	274,578.22	55%	281,584.22	57%	(7,006.00)	-2%	250,473.11	59%	24,105.11	10%
Beginning Cash	1,152,166.32		1,007,680.55		144,485.77	14%	326,636.71		825,529.61	253%
Ending Cash	1,244,507.45		1,148,387.50		96,119.95	8%	360,405.97		884,101.48	245%

	Fiscal Year to Date									
	10/31/15	% of	10/31/15	% of	Variance	% Var	10/31/14	% of	Variance	% Var
	Actual	Loc Fund	Budget	Loc Fund	Budget	Budget	Prior Year	Loc Fund	Prior Year	Prior Year
Revenues										
Governmental Grants	4,025.29		-		4,025.29		-		4,025.29	
Local Funding	1,501,981.00		1,490,795.28		11,185.72	1%	1,281,303.00		220,678.00	17%
Contributions - General	17,196.28		-		17,196.28		578,458.59		(561,262.31)	-97%
Miscellaneous Revenue	17,611.37		29,317.92		(11,706.55)	-40%	26,385.93		(8,774.56)	-33%
Total Revenues	1,540,813.94		1,520,113.20		20,700.74	1%	1,886,147.52		(345,333.58)	-18%
Expenses										
Instruction	659,586.37	44%	827,103.40	55%	(167,517.03)	-20%	617,885.68	48%	41,700.69	7%
Pupil Services	20,710.25	1%	20,491.69	1%	218.56	1%	24,697.18	2%	(3,986.93)	-16%
Professional Development	12,743.50	1%	9,088.25	1%	3,655.25	40%	7,239.94	1%	5,503.56	76%
Education Media Services	3,142.83	0%	4,026.10	0%	(883.27)	-22%	3,449.70	0%	(306.87)	-9%
School Administration	273,146.74	18%	320,564.74	22%	(47,418.00)	-15%	245,491.48	19%	27,655.26	11%
Support Services - Business	82,279.64	5%	55,070.87	4%	27,208.77	49%	84,939.22	7%	(2,659.58)	-3%
Maintenance and Operation of Plant	284,567.88	19%	223,014.66	15%	61,553.22	28%	216,091.47	17%	68,476.41	32%
Student Transporation Services	15,215.42	1%	14,219.52	1%	995.90	7%	13,805.36	1%	1,410.06	10%
Food Service Operation	9,843.90	<u>1%</u>	9,361.59	<u>1%</u>	482.31	<u>5%</u>	8,023.89	1%	1,820.01	23%
Total Expenses	1,361,236.53	91%	1,482,940.82	99%	(121,704.29)	-8%	1,221,623.92	95%	139,612.61	11%
Capital Outlay										
Leasehold Improvements	-	0%	-	0%	-		130,842.92	10%	(130,842.92)	-100%
Equipment, Furniture & Fixtures	37,274.90	2%	30,000.00	2%	7,274.90	24%	243,264.74	19%	(205,989.84)	-85%
Total Capital Outlay	37,274.90	2%	30,000.00	2%	7,274.90	24%	374,107.66	29%	(336,832.76)	
Pension Contribution	113,042.03	8%	105,073.56	7%	7,968.47	8%	46,111.54	4%	66,930.49	145%
Total Expenditures	1,511,553.46	101%	1,618,014.38	109%	(106,460.92)	-7%	1,641,843.12	128%	(130,289.66)	- - 8%
Excess of Revenues Over Expeditures	29,260.48	2%	(97,901.18)	-7%	127,161.66	-130%	244,304.40	19%	(215,043.92)	-88%
Salaries & Benefits										
Instruction - Faculty Salaries & Benefits	625,876.62	42%	754,305.20	51%	(128,428.58)	-17%	447,322.55	35%	178,554.07	40%
School Administration - Salaries & Benefits	241,379.09	16%	266,958.12	18%	(25,579.03)	-10%	198,382.09	15%	42,997.00	22%
Pension Contribution	113,042.03	8%	105,073.56	<u>7%</u>	7,968.47	8%	46,111.54	4%	66,930.49	145%
Total Salaries & Benefits	980,297.74	65%	1,126,336.88	76%	(146,039.14)	-13%	691,816.18	54%	288,481.56	42%
Beginning Cash	1,246,288.68		1,246,288.68		-	0%	118,133.75		1,128,154.93	955%
Ending Cash	1,244,507.45		1,148,387.50		96,119.95	8%	360,405.97		884,101.48	245%