



Meeting Minutes: November 16, 2017

The regular monthly meeting of Northside Education Inc. dba Atlanta Classical Academy was held on November 16, 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 the 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 October 19, 2017 regular board meeting.

The board unanimously approved the minutes of the November 6, 2017 special meeting.

The motion is to amend the agenda to incorporate a discussion of the FY19 school calendar as New Business item.

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

The motion is to approve the agenda, as amended.

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

Community Comments

There were no comments from members of the community.

Board Chair's Report

- a. The Chairman welcomed directors and attendees and reviewed the mission and vision of Atlanta Classical Academy and the purpose of the Board.
- b. The Chairman trained the board in Policies 3.0, 3.a and 3.a.1-2 .

Treasurer's Report

- a. The Treasurer reported that he has reviewed the September and October 2017 financial statements as prepared by the principal, confirmed account balances, and noted no unusual circumstances.

- b. *The motion is to ratify the members of the audit committee to include Scott yates, Toni Gleeson and Amanda Kresch.*

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

- c. *The motion is to acknowledge receipt of the October monthly financials reports in accordance with policies EL 2.d.1-2.*

Moved: Mr. Yates
Second: Ms. McAfee
Vote: Unanimous

- d. *The motion is to receive the audit committees report dated November 16,2017*

Moved: Mr. Kirby
Second: Dr. Friedman
Vote: Unanimous

Principal's Report:

- a. Mr. Lambert reviewed general health of the school. He reported that he has completed 279 classroom visits to date. He noted the CCRPI results released by the GA DOE. Middle school CCRPI score improved almost twenty points. The high school CCRPI score contracted due directly to curriculum misalignment in Algebra I. Mr. Lambert is considering what ACA can do to improve scores and stay true to its core mission. Mr. Lambert attended Advance Ed's conference and will host them in January. Mr. Lambert met with the accreditation team and communicated their excitement to visit ACA. ACA has a dedicated team working on accreditation renewal, including a self-diagnostic, a school improvement plan and statement of assurance. The MST, faculty chairs, and administration are all focused on providing the data and analysis to complete the work. PNC Bank, the number one underwriter of charter schools and tax-exempt bonds, met with Mr. Lambert and Mr. Richter and are actively discussing ACA's access to capital markets. Mr. Lambert also attended an extended APS cabinet meeting. The narrative was about: academic deficits by class and race, the possibility of a weighted funding formula, APS's gratitude that charter schools deferred payments, employee furloughs, increase in charter school enrollment and decrease in neighborhood school enrollment, and the uncertainty of how to fund the retirement plan. The Veteran's Day program was a huge success thanks in part to the parent's special event committee.
- b. *The motion is to affirm that the Principal has presented a reasonable interpretation of Policy 2.d.1-2 (Financial conditions and activity / Monthly financials).*

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

The motion is to affirm that evidence presented by the Principal demonstrates accomplishment of the interpretation of Policies 2.d.1-2

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

- c. *The motion is to affirm that the Principal has presented a reasonable interpretation of Policy 2.j (Integrity of instruction program).*

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 2.j

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

New Business

- a. *The motion is to approve the GADOE 2017 annual report.*

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

- b. *The motion is to ask Mr. Lambert to describe how the annual calendar is developed.*

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

Mr. Lambert and Mr. Richter described their efforts to align the calendar with APS calendars and to also reduce the number of absences during the week of Thanksgiving. They included a soft-start into the 2018/19 calendar to make up for an extended Thanksgiving break. The soft-start is independently helpful to students adjusting to a new academic year.

The board concluded that no action was necessary with regard to the annual calendar.

- c. *The motion is to approve the FY 2018 general fund and capital fund budgets.*

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

The motion is to require the principal to seek board approval prior to obligating the funds to the purchase of additional modular unit.

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

The motion is to receive the three-year budget across all three funds as required in Policy 2.c.1.

Moved: Mr. Kirby
Second: Mr. Yates

Vote: Unanimous approval

Executive Session

At approximately 7:43 p.m. the Chair made the following motion:

The motion is for the board to break for 5 minutes, then enter executive session in accordance with O.C.G.A. 50-14-3.b.2.

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

At approximately 8:30 p.m., the board returned from executive session, and the Chair adjourned the meeting.

Respectfully submitted,

Amanda Kresch, Board Secretary



ATLANTA CLASSICAL ACADEMY

November 16, 2017

From: Audit Committee

To: Board of Directors and Steve Lambert, Principal

Subj: **Audit Committee Report for Q1 2017-18 for Policy 4.i.4**

The board policies include the requirement to have a Board Audit Committee to perform specific work on a periodic basis to provide financial oversight on behalf of the board, tax payers and authorizers. The complete set of board policies can be found on the school's website and the policies regarding the audit committee are the Governance Policies 4.i.1-5.

The board policy monitoring schedule requires the audit committee to perform the work of policy 4.i.4 and present to the board at the meeting on November 16, 2017. Policy 4.i.4 states:

- 4.i.4 On a quarterly basis, the audit committee shall:
- a) Review payroll reports for irregularities (e.g., ghost employees, fraudulent compensation charges, etc.)
 - b) Review all purchases and vendor contracts at or above \$5,000 per year for irregularities.
 - c) Review the following documents for irregularities and report to the board:
 - i. School credit card statements
 - ii. Bank statements
 - iii. Check register
 - iv. Debt service compliance certificate

The audit committee reviewed payroll reports, purchases at or above \$5,000, school credit card statements, bank statements and check registers for the months of July through September 2017. The audit committee has not reviewed all vendor contracts at or above \$5,000 per year or the debt service compliance certificate for Q1 2017-18. The audit committee did not find any significant irregularities in the documents and records it reviewed.

As this is the first work of and report from the audit committee since its creation, we did not expect to have all of our processes and procedures fully established but expect the audit committee to be a work-in-process throughout the remainder of this fiscal year. The committee will complete its work for policy 4.i.4 for Q1 2017-18 in conjunction with the work required for subsequent periods per the monitoring schedule.

Sincerely,

Scott D. Yates

Audit Committee Chairman and Board Treasurer



ATLANTA CLASSICAL ACADEMY

2017-2018 Fiscal Year Budgets

	<u>Charter School Fund</u>	<u>General Fund</u>	<u>Capital Fund</u>
Revenue			
Public Funding	\$ 6,053,729	\$ -	\$ -
Activities Fees	40,540	68,000	-
Donations	-	215,500	\$ 420,000
Total Revenue	6,094,269	283,500	420,000
Expenses			
Instruction	3,431,065	-	-
Pupil Services	153,500	-	-
Professional Development	60,000	-	-
Educational Media Services	24,000	-	-
School Administration	1,292,243	-	-
Support Services - Business	65,500	-	-
Maintenance and Operation of Plant	638,600	-	-
Student Transportation Services	59,000	-	-
Food Service Operation	38,000	-	-
General Fund Expenses		283,500	-
Total Expenses	5,761,907	283,500	0
Net Operating Revenue	332,362	0	420,000
Capital Outlay			
Capital Expenditures	-	-	419,934
Principal Reduction	228,000	-	-
Equipment, Furniture & Fixtures	15,600	-	-
Total Capital Outlay	243,600	0	419,934
Total Expenditures	6,005,507	283,500	419,934
Net including capital	88,761	0	66