



**ATLANTA
CLASSICAL ACADEMY**

3260 NORTHSIDE DRIVE
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Meeting Minutes: January 26, 2018

A special meeting of Northside Education Inc. dba Atlanta Classical Academy was held on January 26, 2018 at 8:30 a.m. at Atlanta Classical Academy, 3260 Northside Drive, N.W., Atlanta, GA 30327.

The meeting was an open forum “coffee” hosted by the board.

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

The Chairman made a presentation of the priorities of the board (attached), and the board took a series of questions from parents. The board took no formal action.

At approximately 9:45 a.m. the Chairman adjourned the meeting.

Respectfully submitted,

Matthew Kirby, Board Chairman

Board priorities
(draft)
January 2018

- 1) Principal search
- 2) Owner relations
 - a) Accreditation ✓
 - b) Renewal
 - i) Charter compliance
 - (1) Academic performance
 - (2) Other metrics enumerated in charter
 - ii) Treatment of economically disadvantaged students
 - iii) HR practices
 - iv) Enrollment policy / weighted lottery
- 3) Board composition and advancement
- 4) Fundraising
 - a) *The Cavalier Fund*
 - b) *On the Shoulders of Giants* capital campaign
- 5) Vision opportunities (contribute the growth and promotion of Atlanta Classical *and* classical education)
 - a) Teacher training & development
 - b) New schools
 - c) Leadership development
- 6) Regular governance activities (outcomes within parameters)
 - a) Budget
 - b) Audit committee
 - c) Other in accordance with board-approved policy and monitoring calendar



ATLANTA CLASSICAL ACADEMY

Position	Principal, Atlanta Classical Academy
Location	Atlanta, GA
Reports to:	The Board of Directors, Atlanta Classical Academy
Direct Reports:	Faculty (K-12) Dean of Students Director of Operations Athletics Director Fine Arts Director

ABOUT ATLANTA CLASSICAL ACADEMY

Atlanta Classical Academy (ACA) is an open-enrollment public charter school for students in the Atlanta Public Schools district. ACA opened in 2014 with grades K-8 and has expanded one grade each year to its current enrollment of 623 students in grades K-11. ACA will be a full K-12 academy and graduate its first class in the 2018-19 school year.

ACA is a mission-driven organization characterized by its fidelity to an American-classical model of liberal arts education.

ACA's mission 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.

In January 2018, AdvancedED recommended ACA for K-12 accreditation with the Southern Association of Colleges and Schools (SACS) noting strengths in “*school culture and character building, curriculum and depth of knowledge of the faculty, leadership and stakeholder engagement, and facilities maintenance and general school safety*”.

ACA's vision is to become a nationally regarded K-12 classical school and serve as a local and national incubator for the growth and promotion of classical education.

ACA seeks a dynamic and accomplished leader for this exciting time in the school's history to assume the position of **Principal** beginning in June/July 2018.

THE POSITION

The Principal will be responsible for all aspects of the school's performance. The Principal will be expected to:

- Achieve the school's Mission and proactively position the school to support its Vision;
- Serve as the *principal* teacher: select, develop and inspire faculty and staff members;
- Produce favorable academic outcomes;
- Provide general management of all school operations, including safety and emergency response, personnel selection and performance, budgeting and financial management, fundraising, communications and public relations, regulatory requirements, and facilities management;
- As the senior executive leader, manage professionally a broad base of constituents including the board, charter authorizers, philanthropic donors, the public, employees, and students and their families; and
- Report to the board at regular intervals on the status of the school's performance.

Partnership with Hillsdale College's Barney Charter School Initiative

The board has established a relationship with Hillsdale College's Barney Charter School Initiative ("BCSI") whereby the school agrees to deliver BCSI's content-rich, American-classical curriculum, and BCSI provides teacher training and intellectual support to the Principal. The board expects the Principal to deliver BCSI's curriculum carefully balancing the authorizers' standards and testing requirements. (BCSI's K-12 scope and sequence is available upon request.)

Relationship with the Board

ACA's board operates according to a model of governance called *Policy Governance*. The most important aspects of *Policy Governance* are these:

1. The Principal is the sole report to ACA's board of directors; likewise, the board relates to the school solely through the Principal.
2. The board does not co-manage the school with the Principal. Rather, it holds the Principal accountable for producing outcomes within parameters established by law, the Charter Agreement, and the board's policies.
3. The board views organizational performance and the Principal's performance as one.
4. The board acts as one; only motions passed by the board are binding on the Principal.
5. The board has committed to governing with an emphasis on outward vision rather than internal preoccupation, strategic leadership more than administrative detail.

In summary, the board leads by defining preferred organization outcomes and by supporting political advocacy and fundraising. It regulates by insuring that the school performs favorably relative to parameters established by law, the Charter Agreement, and board policies.

This model is intended to appeal to a talented point-leader, a Principal eager to operate in an environment where roles and expectations have been clearly delineated and defined.

PROFESSIONAL QUALIFICATIONS

To be considered for the position, candidates must have:

- Demonstrated success leading a classical liberal arts school, ideally K-12, having produced favorable academic outcomes over time;
- Current or prior classroom experience, ideally in a classical or liberal arts school;
- The ability to teach well and to coach teachers to greater degrees of effectiveness;
- Experience in budgeting, financial management, financial reporting, auditing, human resources management, and operations management;
- Experience in personnel management, including recruiting and hiring, supervising and evaluating, and individual and organizational development;
- Leadership experience in a fundraising capacity;
- An understanding of state accountability systems for K-12 public schools and laws relevant to charter schools;
- No less than a graduate degree in one or more of the liberal arts or a related field of study;
- Experience reporting directly to a board of directors; and
- Experience dealing with people of diverse backgrounds and constituents with competing agenda.

Ideal candidates will possess demonstrable skill in fostering positive, productive relationships and outcomes in a public school environment.

COMPETENCIES AND PERSONAL CHARACTERISTICS

The Principal will be expected to demonstrate seven critical competencies:

- **Focus on Actions and Outcomes:** Attacks everything with drive and energy, with an eye on academic, financial, and other outcomes. Drives to finish everything s/he starts.
- **Strategic Vision:** Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Engages and Inspires:** Creating a climate in which people are motivated to do their best to help the organization achieve its objectives.
- **Balances Stakeholders:** Anticipating and balancing the needs of multiple stakeholders.
- **Situational Adaptability:** Adapting approach and demeanor in real time to match shifting demands of different situations.
- **Getting Work Done Through Others:** Gets the most and best out of the people s/he has. Holds self and others accountable for meeting commitments. Delegates effectively.
- **Courage:** Stepping up to address difficult issues, saying what needs to be said.

Additionally, certain personal characteristics are essential for success as the Principal of Atlanta Classical Academy. The Principal must:

- Have enthusiasm for ACA's mission and the ability to promote classical education as a speaker, writer, and teacher;
- Have enthusiasm for the City of Atlanta and the region, and have an authentic interest in becoming part of the fabric of the community;

- Possess the highest standards of integrity and a strong moral and ethical character;
- Possess a strong sense of organizational ownership;
- Foster an intellectual atmosphere that calls students towards a serious depth of inquiry and sense of wonder;
- Generate trust and confidence by others in his or her leadership by exhibiting the following behaviors and characteristics: integrity, transparency, clear communication, truthfulness, decisiveness, listening, equanimity, collaboration, approachable, winsomeness, kindness, and humility;
- Have a “deep keel” – a secure sense of self that results in steady, unflappable leadership;
- Be intellectually curious, have a cooperative spirit, constantly eager to improve;
- Communicate effectively in both oral and written forms; and
- Maintain a high degree of energy and personal productivity, and to effectively manage the productivity of others.

ACA is an Equal Opportunity Employer: diverse candidates are encouraged to apply.

Qualified candidates interested in this opportunity are invited to submit a resume by attachment and in WORD or PDF to:

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