

Governance Committee

HS Readiness

Last updated: March 5, 2025

Overview

This document outlines key operational considerations for The Anchor School's (TAS) high school expansion, including facilities, staffing, enrollment projections, and programming. It serves as a framework for the Governance Committee to track and manage operational readiness leading up to a potential 2026 expansion.

What we need to do as a committee

The Governance Committee should explore how these items fit into the KPI-based expansion plan that the Board committed to at our winter retreat.

Think critically about the budget to support those items, in addition to the exploratory items highlighted in this document. **Do we need to see specific milestones or data points?** Dr. Pinto-Taylor and his team will need to understand any potential targets.

Operations	
Current State	Next Steps & Considerations
<p>The operations team consists of two staff members: Kynea (Operations Lead) and the Office Coordinator.</p> <p>The workload is heavy for two people, and additional support is needed to sustain expansion efforts.</p>	<p>Internship Support: Kynea proposes hiring an unpaid intern next school year who can work for school credit.</p> <p>Future Staffing: Additional operational roles will be required as the school expands.</p> <p>Lunch Program: If the school expands into high school, CEP (Community Eligibility Provision) free lunch eligibility may end, requiring TAS to budget for school meals.</p>
Facilities	
Current State	Next Steps & Considerations

<p>Space limitations: There are concerns about whether the current building can accommodate grades 6–12.</p> <p>Middle school construction this semester has been financially efficient, allowing for savings.</p> <p>Potential changes: Walls can be added without needing to reach the ceiling. Large rooms could be subdivided into smaller instructional spaces.</p>	<p>Space Feasibility Study: Assess the maximum student capacity in the current building.</p> <p>Renovation Planning: Determine when deeper renovations might be necessary and whether debt financing will be required.</p> <p>Timeline Alignment: Facilities planning must align with expected enrollment growth and academic expansion decisions.</p>
Enrollment Growth & Projections	
Current State	Next Steps & Considerations
Enrollment has grown steadily, and Kynea predicts approximately 100 students entering 9th grade in 2026 if expansion proceeds as expected.	<p>Governance Committee Role: Ensure strategic alignment between facilities planning and enrollment projections.</p> <p>Budgeting: Incorporate enrollment expectations into operational and financial planning to ensure adequate staffing, space, and resources.</p>
Programming & Student Experience	
Current State	Next Steps & Considerations
<p>Connection Clubs (Music, Culinary Arts, Fitness, Crochet, etc.) are embedded into the school day and have been highly successful. These clubs could scale into high school electives or AP courses, reinforcing TAS's project-based learning approach.</p> <p>11th Grade Dual Enrollment: Future partnerships with colleges should be established to expand early college credit opportunities.</p>	<p>Sustainability: Teacher burnout is a concern as staff are incentivized to lead clubs, but additional supports may be needed.</p> <p>After-School Activities: Strengthen external partnerships for expanded after-school programming.</p> <p>Sports Program Feasibility: Explore the operational feasibility of introducing a sports program, considering community interest and school resources.</p>

Key takeaways & committee priorities

- **Facilities and Enrollment Planning:** The biggest operational risks to expansion are **space constraints** and ensuring **enrollment projections** align with available resources to support expanded staffing and facilities costs.
- **Staffing & Workload Distribution:** The Governance Committee should monitor operations staffing and explore creative solutions (e.g., interns, phased hiring).
- **Budget Considerations:** The potential loss of CEP-funded free lunch and future renovations need to be factored into long-term financial planning.
- **Programming Scalability:** High school expansion offers opportunities for innovative course offerings, but teacher workload and sustainability must be addressed.

Action items

Task	Owner(s)
Assess facility capacity for 6–12 grades	Governance Committee, TAS leadership
Develop high school operational staffing plan	Kynea, TAS leadership
Establish internship program for operational support	Kynea
Evaluate lunch program funding needs	Finance Committee, CFO (Bernard), TAS leadership
Explore partnerships for dual-enrollment & after-school programs	TAS leadership
Conduct sports feasibility study	TAS leadership

High School Readiness Monitoring Criteria

What information do we need to gather between now and July	What approach would we take based on this data/how are we going to use it?	Responses from Dr. Pinto-Taylor
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Facilities Capacity Assessment	<p>(0) If the current facility cannot accommodate 6–12 without significant renovations, then we must identify alternative spaces or delay expansion.</p> <p>(1) If minor modifications can accommodate 6–12, proceed with planned adjustments.</p> <p>(2) If the current facility is sufficient without changes, move forward with expansion.</p>	1
Operational Staffing Needs	<p>(0) If operations workload remains unsustainable for Kynea + 1 staff member, then we must prioritize additional hiring.</p> <p>(1) If an intern provides sufficient support, monitor workload but hold on hiring.</p> <p>(2) If workload is manageable as is, no immediate staffing changes required.</p>	1
Enrollment Growth Tracking	<p>(0) If projected 9th-grade enrollment is significantly below 100 students, reevaluate expansion readiness.</p> <p>(1) If enrollment is on track (~100 students), proceed with expansion planning.</p> <p>(2) If enrollment exceeds projections, consider additional space/staffing needs.</p>	1

Lunch Program Budgeting	<p>(0) If CEP funding is ending and no replacement funding is identified, we must budget for school-funded lunch programs.</p> <p>(1) If partial funding remains, assess gaps and explore solutions.</p> <p>(2) If CEP eligibility continues, no additional budget planning required.</p>	2
Programming & Electives Feasibility	<p>(0) If high school electives (e.g., AP courses, dual enrollment) are not feasible with current resources, we must identify alternative options.</p> <p>(1) If core electives can be offered but need expansion, develop phased programming plans.</p> <p>(2) If electives are fully sustainable with current resources, proceed with curriculum planning.</p>	2
After-School & Sports Feasibility	<p>(0) If there is no funding or staff capacity for sports/after-school programs, communicate limitations and manage expectations.</p> <p>(1) If partial funding/staffing is available, phase in select activities.</p> <p>(2) If full support exists, launch sports and</p>	2

	after-school programs with high school expansion.	
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This document will evolve as **new data**, **financial considerations**, and **planning milestones** emerge. The Governance Committee will revisit and update these priorities regularly to ensure TAS's high school expansion is operationally sustainable.