

Atlanta Neighborhood Charter School

Board Meeting

Date and Time

Tuesday February 16, 2016 at 6:30 PM

Location

ANCS Elementary Campus - 688 Grant St. 30315

Notice of this meeting was made on the ANCS website in accordance with O.C.G.A. § 50-14-1.

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Melissa McKay-Hagan	2
B. Call the Meeting to Order		Mitch White	1
C. Approve Minutes	Approve Minutes		2
D. PTCA report		Joy Prince	5
Standing monthly report from the ANCS Parent-Teacher-Community Association			
E. Principals' open forum		Lara Zelski	5
Standing monthly opportunity for ANCS principals to share highlights from each campus.			
II. New Business			
A. 2016-17 school year calendar	Vote	Matt Underwood	5
Approve the ANCS school calendar for 2016-17 school year per board policy: http://goo.gl/lfQ48N			
III. Executive Director's Report			
A. Employee "quality of life" initiative	Discuss	Matt Underwood	13
Update on strategic plan initiative focused on assessing employee "quality of life" at ANCS			
B. Enrollment outreach to enhance student diversity	Discuss	Matt Underwood	13
Update on strategic plan initiative to strengthen new student enrollment outreach to enhance student diversity			
C. February Personnel Report	FYI	Matt Underwood	2
IV. Business & Operations			
A. Monthly financial statements	Discuss	Kari Lovell	13
Key points from ANCS monthly financial statements			
B. FY17 budget projections and priorities	Discuss	Ryan Camp	13
C. Long-term facilities plan	Discuss	Philippe Pellerin	13
Update on strategic plan initiative to develop long-term facilities maintenance and improvement plan			
V. Fund Development			

A. Monthly fund development report FYI Narin Hassan 5

Summary of major fund development activities from prior month

B. Annual campaign and auction support Discuss Narin Hassan 8

Update on strategic plan initiatives to provide more technical support to ANCS annual campaign and auction

VI. Educational Excellence

A. 2015 Georgia legislative session update FYI Eric Teusink 8

Brief update on current Georgia legislative session

VII. Board Governance

A. 2016 board nominations FYI Leigh Finlayson 8

Update on 2016 board nominations process

VIII. Executive Session

A. Executive session Vote Mitch White 15

The board *may* enter into executive session to discuss matters related to personnel, real estate, student discipline, and/or litigation in accordance with O.C.G.A. § 50-14-1.

IX. Closing Items

A. Brief meeting reflection Discuss Mitch White 5

ANCS board reflection on governance practices from board meeting

B. Adjourn Meeting Vote Mitch White 1

Agenda Cover Sheets

Section: **I. Opening Items**
Item: D. PTCA report
Purpose: FYI
Goal:
Submitted by:
Related Material: PTCA_Report_feb2016JGP.docx

Section: **II. New Business**
Item: A. 2016-17 school year calendar
Purpose: Vote
Goal:
Submitted by: Matt Underwood
Related Material: ANCS_Calendar_2016-17.pdf

Section: **III. Executive Director's Report**
Item: A. Employee "quality of life" initiative
Purpose: Discuss
Goal:
Submitted by: Matt Underwood
Related Material: Quality of life_ANCS strategic plan update_Feb 2016.pdf

Section: **III. Executive Director's Report**
Item: B. Enrollment outreach to enhance student diversity
Purpose: Discuss
Goal:
Submitted by: Matt Underwood
Related Material: Diversity_enrollment outreach_ANCS strategic plan update_Feb 2016.pdf

Section: **III. Executive Director's Report**
Item: C. February Personnel Report
Purpose: FYI
Goal:
Submitted by: Matt Underwood
Related Material: ANCSpersonnelreport_February2016.pdf

Section: **IV. Business & Operations**
Item: A. Monthly financial statements

Purpose: Discuss
Goal:
Submitted by:
Related Material: 01_31_16 Finance committee report.pdf
January 2016 Board Memo.docx
Cash Balances.pdf
01_31_16 Cash Flow.pdf

Section: **V. Fund Development**
Item: A. Monthly fund development report
Purpose: FYI
Goal:
Submitted by:
Related Material: Feb%202016%20Development%20Report.xlsx
February 2016 FD report.pdf

Section: **VII. Board Governance**
Item: A. 2016 board nominations
Purpose: FYI
Goal:
Submitted by:
Related Material: 2016.02.12.Monthly Report.pdf

ANCS PTCA Report February 2016

Overview

Mini Grants

Round two:

7 grants submitted totaling \$4,943.71

6 funded totaling \$3,475.88

Membership

166 members

Budget and Fundraising

Funding Math at 688 (EC) \$3,600

Funding for Garden at MC \$3,600

Events

Bingo Night

127 tickets sold

Total money raised: \$743.25

Chorus managed concessions

Total money raised (before expenses):

\$702

PTCA General Meeting

March: TBD

Upcoming PTCA Events

PTCA General Meeting

March 8

Dine Out

TBD



ANCS Calendar 2016-2017

Color Key: ■ First/Last Day ■ Teacher Professional Learning Day (Students do not report) ■ Holiday

July 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

- 4-8 ANCS Closed
- 20-22 New Teacher/Staff Orientation
- 25 Teacher/Staff Retreat
- 26-29 Teacher/Staff Pre-Planning
- 28 Elementary Campus New Family Orientation (evening)

August 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Elementary Campus Open House for All Families (evening)
- 2 Middle Campus New Family Orientation & Open House for All Families (daytime)
- 3 First Day of School for Students

September 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5 Labor Day

October 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

- 7 Teacher/Staff Professional Learning & Work Day
- 10-11 Fall Break

November 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 21-25 Thanksgiving Break

December 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 19-30 Winter Break

January 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 Winter Break
- 3 Teacher /Staff Professional Learning & Work Day
- 16 M.L. King, Jr. Birthday

February 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 17-21 Mid-Winter Break

March 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 17 Teacher/Staff Professional Learning & Work Day

April 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

- 3-7 Spring Break

May 2017						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 24 Last Day of School for Students
- 25-26 Teacher/Staff Post-Planning
- 29 Memorial Day

June 2017						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	



ATLANTA NEIGHBORHOOD
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EMPLOYEE “QUALITY OF LIFE” - STRATEGIC INITIATIVE UPDATE

PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR | FEBRUARY 2016

Context

Faculty & Staff Development goal in strategic plan: *Be a school of choice for talented teachers and staff*

- Last year's initiatives in this area:
 - Increase faculty/staff collaboration time
 - Implement required TKES/LKES in as productive and least disruptive way as possible
- This year's initiative for this area:
 - Assess, strengthen "quality of life" for teachers and staff

Quality of Life Initiative

Two phases to this initiative:

1. Phase 1: Task force gathers information about and makes recommendations on teacher/staff quality of life at ANCS
2. Phase 2: Leadership team works with board to develop and begin implementing plan to address recommendations from task force

Quality of Life Initiative

Task force of interested teachers and staff formed to:

- Define what is meant by “quality of life” for teachers and staff at ANCS – *What are the measures (compensation, teaching load, engagement in decision-making, schedule, opportunities for growth, etc.)?*
- Gather information from faculty/staff – *What do teachers and staff think about the current “quality of life” as an employee at ANCS?*
- Assess information from ANCS teachers/staff and similar schools and make recommendations – *How does ANCS “quality of life” compare to similar schools? Do we have gaps? What should be addressed to attract and keep talented teachers & staff? What’s most important?*

Findings & Recommendations

- 1. The vast majority of employees are satisfied with ANCS (96% are “happy to very happy” based on survey administered by task force)**
- 2. ANCS offers a supportive work environment with competitive benefits when compared to other schools researched**

Findings & Recommendations

Positive “quality of life” for ANCS employees could be strengthened with focus on the following areas:

1. ***Salary***: Absent following the APS salary schedule, establishing clear expectation about how salary might grow during one’s time at ANCS
2. ***Path for growth***: Having a more clearly defined path for professional growth for veteran ANCS teachers/staff
3. ***Teacher Keys (TKES)***: Continuing to find ways to make the state-required teacher evaluation system fit within ANCS’s professional culture and our commitment to Coalition of Essential Schools principles

Findings & Recommendations

- Leadership team has reviewed and discussed task force's recommendations
- Principals and assistant principals will be focused on further exploring TKES area with task force members
- Matt will work with subset of leadership team to develop plan to address task force's salary and professional growth recommendations and will bring plan to board by end of current school year



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DIVERSITY/STUDENT ENROLLMENT - STRATEGIC INITIATIVE UPDATE

PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR | FEBRUARY 2016

Context

- Diversity goal in strategic plan: — *Build on current diversity to improve and realize benefits of student diversity that reflect racial and economic diversity of surrounding neighborhoods*
- Aiming for this goal because...
 - Academic, social, civic, and other positive outcomes for students
 - Opportunity for real innovation by being diverse school in era of school re-segregation
 - Want to more accurately reflect demographics of our cluster

New student enrollment outreach

New student enrollment outreach initiative focused on diversity goal and several actions with this initiative:

1. Meetings with community engagement directors at Martin St. Plaza and Trestletree Village Apartments
2. Enrollment/application info sent to preschool, day care, and Pre-K programs in attendance zone
3. Five enrollment canvassing outings in February and March
4. ANCS representatives discussing school, enrollment at Grant Park, Ormewood Park, and Summerhill community meetings
5. Over 100 enrollment yard signs posted around attendance zone
6. Multiple postings of enrollment process through neighborhood email and social media groups

New student enrollment outreach

- Enrollment application period runs from February 11 to March 14 with admissions lottery on March 17
- Will track addresses of applicants to see distribution of new student applicants across attendance zone

**Atlanta Neighborhood Charter School
Personnel Report - February 2016**

LOSSES

<i>Name</i>	<i>Postion</i>	<i>Reason</i>	<i>Date Effective</i>	<i>Notes</i>
Nicole Goodrich	Humanities Teacher (MC)	Resignation	2/5/16	Appointment to fill vacancy pending

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
 Budget to Actual FY2016
 YTD January 31, 2016

Period Ended 1/31/2016

	YTD FY2015 Actual	YTD FY2016 Actual	YTD Budget	YTD \$Variance	FY2016 Budget
Income					
Local/State Funding	\$4,101,467	\$5,111,934	4,912,985	198,949	8,188,308
Grants	\$559,708	\$70,000	0	70,000	240,000
Contributions & Fundraising	\$76,367	\$92,256	130,000	(37,744)	260,000
Prior year Facilites Grant & Title 1 Funds Received	\$0	\$129,225	0	129,225	0
Program Income	\$323,512	\$311,141	286,200	24,941	477,000
Nutrition Income	\$134,167	\$168,628	150,000	18,628	250,000
i3 CREATE Income	\$0	\$164,374	66,000	98,374	110,000
Other Income	\$18,411	\$3,586	5,220	(1,634)	8,700
Total Income	\$ 5,213,632	\$ 6,051,144	\$ 5,550,405	\$ 500,739	\$ 9,534,008

\$5,886,770

Expenditures

Salaries and Benefits	\$3,953,084	\$4,269,088	4,260,407	(8,680)	7,303,555
Prior Year - Final NTRP expense	\$0	\$31,433	0	(31,433)	0
Professional Development	\$119,786	\$94,922	41,650	(53,272)	59,500
Curriculum & Classroom Expenses	\$97,284	\$102,226	97,300	(4,926)	139,000
Program Expenses	\$82,684	\$133,566	165,900	32,334	276,500
Building & Grounds	\$332,276	\$325,733	379,769	54,036	651,033
Fixed Asset Expenditures	\$549,183	\$57,871	109,434	51,563	156,334
Professional Services	\$28,825	\$44,708	42,750	(1,958)	57,000
Gen&Admin/Insurance/Interest Expense	\$133,305	\$108,528	105,915	(2,613)	181,568
Nutrition Program Purchases	\$88,411	\$103,556	93,333	(10,223)	160,000
Equipment Rental (Copiers)	\$30,978	\$30,380	35,000	4,620	60,000
Furniture & Equipment (Non-Capitalized)	\$12,578	\$535	500	(35)	6,000
Fundraising Expenses	\$9,810	\$10,712	14,400	3,688	43,200
Contingency Funds	\$0	\$64,637	64,637	(0)	387,820
i3 CREATE Grant Expenses	\$1,571	\$204,000	0	(204,000)	0
Total Expenditures	\$5,439,775	\$5,581,895	\$ 5,410,995	\$ (170,900)	\$ 9,481,510
Operating Income/Loss	\$ (226,143)	\$ 469,249	\$ 139,410	\$ 329,839	\$ 52,498

* Offset is Title 2 Funds

Still waiting on requests to be processed

* Flooring work won't begin until May

\$5,320,024



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: February 2016 Business and Operations Report Summary

Date: February 15, 2016

The finance committee report this month reflects adjusted budget amounts that were agreed upon at the December board meeting. As expected most of the variances from previous months have been corrected with the budget adjustments. The budget variances that exist are explained below.

Building and Grounds: This item is under budget as a large portion of this line item is for flooring repair at the middle campus. That work will not begin until May. \$27,500 for the middle campus renovations that were completed over the winter break was paid this month.

Contingency funds: Contingency funds began being funded in January. In order to fully fund each of the contingency funds the budgeted amounts will be funded in 6 payments over the next 6 months. So, \$67,637 was placed into a separate money market account that was set up with Bank of North Georgia. This will be the account that holds the contingency funds.

Cash position

Cash and investment balance is \$1,569,401, with \$665,875 in operating cash and Money market accounts which is perfectly in line to ensure that we will have adequate funds to cover summer break.

Budgeting: The 2017 budgeting process will begin in March with preliminary evaluation of staff recommendations.

Tech Committee: The technology committee is scheduled to meet later this week. The items that they will be discussing are the choice of content filtering service to implement and computer purchases.

Total investments held by ANCS**1/31/2016**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Bank of North Georgia	Money Market	369,173.89
Bank of North Georgia	Money Market - Reserve	64,637.00
Bank of North Georgia	Operating accounts	<u>232,064.51</u>
		665,875.40
Edward Jones - BMW Bank	CD	230,875.74 2 year - matures Nov 2017
Edward Jones - Ally Bank	CD	200,000.00 2 year - matures Nov 2016
Self-Help Credit Union	CD	228,939.82 1 year - matures Oct 2016
Edward Jones Bank	Money Market	225,000.00 Money Market account
Self-Help Credit Union	Money Market	<u>18,710.27</u> Money Market account
Total invested funds (not at BoNG)		903,525.83
Grand total ANCS funds		1,569,401.23

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
 FY 2016 - Pro Forma Monthly Cash Flow Statement
 January 31, 2016

Allocation based on FTE Count = 669													
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16
Revenue													
Local/State Funding	\$155,967	\$823,259	\$820,011	\$820,012	\$820,011	\$821,955	\$850,720	\$800,654	\$800,654	\$800,654	\$800,654	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000	\$0	\$0	\$0	\$200,000	\$0
Contributions & Fundraising	\$3,593	\$3,690	\$2,737	\$21,156	\$28,517	\$14,261	\$18,792	\$15,000	\$122,000	\$14,500	\$14,550	\$5,000	\$0
Program Income	\$2,158	\$43,765	\$53,877	\$84,027	\$48,425	\$37,009	\$47,667	\$37,000	\$47,000	\$47,000	\$36,740	\$0	\$0
Nutriton Program Income	\$546	\$18,808	\$38,643	\$31,810	\$25,141	\$26,797	\$23,882	\$22,000	\$22,000	\$22,000	\$21,000	\$0	\$0
Prior Year Title 1 & Facilities Grant	\$75,586	\$41,081	\$0	\$12,559	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Income	\$523	\$7	\$251	\$1,158	\$171	\$786	\$692	\$825	\$825	\$825	\$825	\$825	\$855
i3 CREATE Grant Income	\$37,868	\$7,517	\$88,500	\$50,000			\$30,489	\$50,000					
Total Revenue	\$276,241	\$938,126	\$1,004,020	\$1,020,721	\$922,265	\$920,808	\$972,242	\$945,479	\$992,479	\$884,979	\$873,769	\$205,825	\$855
Expenditures													
Salaries and Benefits	\$552,057	\$594,363	\$594,278	\$642,084	\$616,167	\$640,233	\$630,706	\$615,000	\$615,000	\$615,000	\$615,000	\$600,000	\$600,000
Professional Development	\$17,323	\$37,082	\$1,036	\$14,042	\$20,203	\$16,098	\$20,571	\$3,000	\$3,000	\$1,500	\$1,500	\$0	\$0
Curriculum & Classroom Expenses	\$5,483	\$43,960	\$14,341	\$7,917	\$6,655	\$15,501	\$7,735	\$9,500	\$9,500	\$9,500	\$7,200	\$0	\$0
Program Expenses	\$3,994	\$8,578	\$10,322	\$27,217	\$15,413	\$24,329	\$43,302	\$23,250	\$23,250	\$23,250	\$23,250	\$0	\$0
Building & Grounds	\$42,195	\$42,663	\$37,587	\$50,771	\$42,596	\$39,819	\$69,201	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
Fixed Assets Expenditures	\$3,933	(\$2,079)	\$30,896	\$3,379	\$5,170	\$535	\$10,750	\$10,000	\$10,000	\$10,000	\$10,000	\$65,000	\$0
Professional Services	\$4,355	\$3,610	\$15,970	\$5,441	\$13,183	\$0	\$2,150	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0
Gen&Admin/Insurance/Interest	\$23,014	\$15,776	\$12,466	\$15,573	\$13,474	\$12,629	\$13,432	\$15,000	\$15,000	\$15,000	\$13,000	\$8,000	\$7,500
Nutrition Program Expenses	\$352	\$15,547	\$19,741	\$21,684	\$14,290	\$15,156	\$16,723	\$13,000	\$13,000	\$13,000	\$13,000	\$0	\$0
Equipment Rental (Copiers)	\$2,580	\$3,964	\$7,436	\$3,080	\$6,941	\$0	\$6,379	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Furniture & Equip (Non Capitalized)	\$0	\$0	\$0	\$0	\$535	\$0	\$0	\$1,000	\$500	\$500	\$500	\$0	\$0
Fundraising Expenses	\$150	\$785	\$5,244	\$1,330	\$3,054	\$2,576	\$855	\$1,300	\$30,000	\$1,300	\$1,100	\$0	\$0
i3 CREATE Expenses	\$13,436	\$25,014	\$84,850	\$9,443	\$28,920	\$41,668	\$10,754	\$0	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$668,872	\$789,264	\$834,166	\$801,961	\$786,600	\$808,545	\$832,557	\$752,050	\$780,250	\$750,050	\$745,550	\$732,000	\$666,500
Total Revenues - Total Expenditures	(\$392,631)	\$148,862	\$169,853	\$218,760	\$135,665	\$112,263	\$139,685	\$193,429	\$212,229	\$134,929	\$128,219	\$(526,175)	\$(665,645)
EOM Cash Balance	\$199,945	\$335,803	\$499,476	\$516,183	\$421,138	\$530,628	\$665,875	\$859,304	\$1,071,533	\$1,206,462	\$1,334,681	\$808,506	\$142,861
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected

This line will wash with expenditures

\$274,584

Note: Adjusted to reflect only Bank of North Georgia operating accounts. Not including \$902k of investments



February 2016 Fund Development Report

Activities:

Matt, Kari, and Narin met with the auction solicitation team to discuss sponsor recognition/continuing outreach to businesses, and ways to better align outreach between the auction and annual campaign.

We agreed to schedule a “major donors” recognition party for all donors at \$1000 and above and all sponsors who meet that level. Eventide is a possible location, and date will be in May at the end of annual campaign week.

The fund development committee did not meet this month, but communicated via email. We are in the process of prioritizing plans for the remainder of the year, and thinking more carefully about recognition for new donor levels. Matt and Narin met on Feb. 9 to review FD activities and remaining goals for the year. They also discussed areas of need in terms of annual campaign and auction support and ways to plan for continued success in these areas.

The first informal alumni coffee took place on Thursday, January 7 with approximately 15 alums visiting both campuses.

Other Outreach/Communication: A third newsletter/e-blast is planned for mid-late February. We are still gathering “why I give” narratives for annual campaign week and possible courier posts.



Auction Update: The auction committee “kick off” meeting was held on Thursday, January 21. The committee has been receiving donations and building the sponsor base. VIP tables sold very quickly, and tickets are selling as well. Parent volunteers are working on baskets, teacher time donations, and assisting with classroom art projects. The committee is planning to have a series of eblast messages to remind parents to volunteer, donate, and attend.





ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

BOARD GOVERNANCE COMMITTEE

MONTHLY UPDATE

COMMITTEE MEMBERS: LEIGH FINLAYSON, MELISSA MCKAY-HAGAN, AND LIA SANTOS

Executive Director (“ED”) & Committee Chair Monthly Meeting Highlights

- Committee Chair (Lia Santos), ED (Matt Underwood) and Board Chair (Mitch White) did not meet in person this month but corresponded via e-mail
- Discussions via e-mail were focused on the **Mid Year Retreat**
- Prior to this, the focus was on the **ED Contract** which was signed and delivered in February. We are very excited to know that Matt will be with us for at least another three years!

Board Governance Committee Monthly Meeting Highlights

- The Committee has not had another in person meeting since the January Board Meeting. Our last in person meeting was Thursday 1/7 from 1:30pm to 2:30pm. Our focus in January was planning for the Mid-Year Retreat and keeping momentum on Board Recruitment.
- Lia Santos: Will launch the **ED Mid-Year Review** in February. The functionality will not be ready in BoT so it will be sent via Survey Monkey like last year. Feedback will be requested from Matt's Leadership Team as well as the Board. Matt will also complete a self reflection looking back at the first half of this academic year. There is an overview of the entire process on the following page.
- Leigh Finlayson: Update on **Board Recruitment**
- Melissa McKay-Hagan: Update on **Mid-Year Retreat**
 - Matt provided a great executive summary of progress to-date on the strategic plan initiatives for this year. This was discussed at the quarterly leadership team meeting.
 - There was no training provided by BoT. Matt showed us how to post meetings to the school calendar so we are in compliance with the open meeting rules.
 - Leigh led a discussion to ensure we are all in agreement on what skills, knowledge and experiences are needed for this Board recruitment season. Based on term length, half of the Board would be rolling off after the next school year (Leigh, Lia, Leigh, Melissa, Mitch, and Narin)

Board Governance Committee CEO Mid-Year Evaluation Timeline

February 15 th – 26 th	Week of February 29 th	Week of March 7 th	March 14 th – 31 st
<p>Executive Director : Self Evaluation Executive Director completes self reflection</p>	<p>Executive Director : Progress Review Executive Director and Personnel Chair meet to review 1) self reflection, 2) progress to Strategic Plan, 3) Survey of staff, students, and parents, and 4) feedback provided by Board and Leadership Team</p>	<p>Draft Report Board President and Personnel Chair meet to draft mid-year evaluation report</p>	<p>Feedback Reviewed in Executive Session of March Board Meeting Personnel Chair provides a summary of all feedback</p>
<p>Leadership Team and Board Members: Evaluation Leadership Team and Board Members complete the feedback requested via Survey Monkey</p>			<p>Provide Final Feedback Board President and Personnel Chair meet to review final report with Matt</p>
			<p>Finalize Report Board President and Personnel Chair finalize mid-year evaluation report</p>

Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

Feb%202016%20Development%20Report.xlsx