

# Atlanta Neighborhood Charter School

## Board Meeting

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**Date and Time**

Tuesday November 17, 2015 at 6:30 PM

**Location**

ANCS Middle Campus - 820 Essie Avenue 30316

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## Agenda

	Purpose	Presenter	Duration
<b>I. Opening Items</b>			
A. Record Attendance and Guests		Melissa McKay-Hagan	
B. Call the Meeting to Order		Mitch White	
C. Approve Minutes	Approve Minutes	Melissa McKay-Hagan	2
D. PTCA report		Joy Prince	5
Monthly highlights from the ANCS Parent Teacher Community Association			
E. Principals' open forum		Lara Zelski	15
Monthly highlights from the principals of each campus. This month features a special performance by the middle campus drama club.			
<b>II. Old Business</b>			
<b>III. New Business</b>			
<b>IV. Executive Director's Report</b>			
A. 2014-15 Georgia Milestones	FYI	Matt Underwood	15
Preliminary update on ANCS and state Milestones scores from 2014-15			
B. Fall Feedback Surveys	FYI	Matt Underwood	10
Summary of information from ANCS's fall feedback surveys of students (grades 3-8), parents/guardians, and teachers/staff			
<b>V. Business &amp; Operations</b>			
A. Facilities update	FYI	Philippe Pellerin	7
B. Monthly financial update	FYI	Kari Lovell	7
C. Monthly Business & Operations Chair Report	FYI	Ryan Camp	7
<b>VI. Educational Excellence</b>			
A. Public affairs update	FYI	Eric Teusink	7
<b>VII. Board Governance</b>			
A. Monthly Board Governance Chair Report	FYI	Lia Santos	7

- |           |                               |         |                 |   |
|-----------|-------------------------------|---------|-----------------|---|
| <b>B.</b> | Board Goals in Board on Track | Discuss | Matt Underwood  | 7 |
| <b>C.</b> | Board nominations committee   | Vote    | Leigh Finlayson | 7 |

Discuss and determine members of this year's board nominations subcommittee.

**VIII. Fund Development**

- |           |                                       |     |              |   |
|-----------|---------------------------------------|-----|--------------|---|
| <b>A.</b> | Monthly Fund Development Chair Report | FYI | Narin Hassan | 7 |
|-----------|---------------------------------------|-----|--------------|---|

**IX. Executive Session**

- |           |                   |         |  |    |
|-----------|-------------------|---------|--|----|
| <b>A.</b> | Executive Session | Discuss |  | 10 |
|-----------|-------------------|---------|--|----|

Executive session may be entered into by the board to discuss real estate, litigation, or other matters allowed under *O.C.G.A. § 50-14-1*

**X. Closing Items**

- |           |                          |     |             |   |
|-----------|--------------------------|-----|-------------|---|
| <b>A.</b> | Brief meeting reflection | FYI | Mitch White | 5 |
|-----------|--------------------------|-----|-------------|---|

As a regular practice, the members of the board engage in a brief reflection on governance practices near the end of each monthly board meeting.

- |           |                 |      |             |   |
|-----------|-----------------|------|-------------|---|
| <b>B.</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\_nov2015.pdf

**Section:** **IV. Executive Director's Report**  
**Item:** A. 2014-15 Georgia Milestones  
**Purpose:** FYI  
**Goal:**  
**Submitted by:** Matt Underwood  
**Related Material:** 2015 Milestones\_ANCS.pdf

**BACKGROUND:**

Review and analysis of preliminary 2015 Milestones results recently released

**Section:** **IV. Executive Director's Report**  
**Item:** B. Fall Feedback Surveys  
**Purpose:** FYI  
**Goal:**  
**Submitted by:** Matt Underwood  
**Related Material:** 2015\_Fall Surveys summary.pdf

**BACKGROUND:**

Summary of data from fall 2015 surveys of students (grades 3-8), teachers/staff, and parents/guardians

**Section:** **V. Business & Operations**  
**Item:** A. Facilities update  
**Purpose:** FYI  
**Goal:**  
**Submitted by:** Philippe Pellerin  
**Related Material:** Board report PJP 11-13-2015.pdf

**BACKGROUND:**

Facilities Update 11-13-15

**Section:** **V. Business & Operations**  
**Item:** B. Monthly financial update  
**Purpose:** FYI  
**Goal:**

**Submitted by:**

**Related Material:** Cash Balances.pdf  
10\_31\_15 Finance Committee Report.pdf  
10\_31\_15 Cash Flow.pdf

**Section:**

**V. Business & Operations**

**Item:**

C. Monthly Business & Operations Chair Report

**Purpose:**

FYI

**Goal:**

**Submitted by:**

**Related Material:** November Board Memo.pdf

**Section:**

**VI. Educational Excellence**

**Item:**

A. Public affairs update

**Purpose:**

FYI

**Goal:**

**Submitted by:**

**Related Material:** 2015.11.17 - Public Affairs Subcommittee Report.pdf

**Section:**

**VII. Board Governance**

**Item:**

A. Monthly Board Governance Chair Report

**Purpose:**

FYI

**Goal:**

**Submitted by:** Lia Santos

**Related Material:** 2015.11.13.Monthly Report.pdf

**BACKGROUND:**

Monthly report from board governance committee chair

**Section:**

**VIII. Fund Development**

**Item:**

A. Monthly Fund Development Chair Report

**Purpose:**

FYI

**Goal:**

**Submitted by:**

**Related Material:** Donor Levels draft 2.docx  
ANCS FD meeting minutes 11-7.pdf  
Nov. 2015 Fund Dev. report.pdf  
Nov 2015 Development Report Revised.xlsx

## ANCS PTCA Report November 2015

### Overview

#### **Teacher Appreciation**

Faculty and staff treated to bagels to celebrate a busy fall.

#### **Mini Grants**

19 received, 11 awarded  
+ 2 more awarded through PTCA budget  
Awarded \$4,980 in grants  
EC: 5  
MC: 6

#### **Membership**

Member appreciation week, Nov 16

#### **Budget and Fundraising**

Fall Fest raised \$4,500  
GPSF Day, not a PTCA fundraiser

#### **PTCA General Meeting:**

Number of attendees: 24  
Five sessions presented by faculty and staff  
Attendees chose two sessions

#### **Barnes and Noble Shopping Day**

All day event with several activities to appeal to students and parents

#### **Volunteerism**

Yard Sale: 150 volunteers  
GPSF: 30 volunteers  
Fall Fest: 125 volunteers  
We are actively reminding volunteers to log their hours

### Upcoming PTCA Events

#### **Third Friday Coffee EC:**

November 20

#### **Barnes and Noble Shopping Day:**

December 5

#### **Fourth Friday Coffee MC:**

December 4

December 11

#### **Winterfest**

December 15 grades K-1

December 16 grades 2-3

December 17 grades 4-5



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2015 GEORGIA MILESTONES – PRELIMINARY DATA  
*PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR*

# Georgia Milestones - *Background*

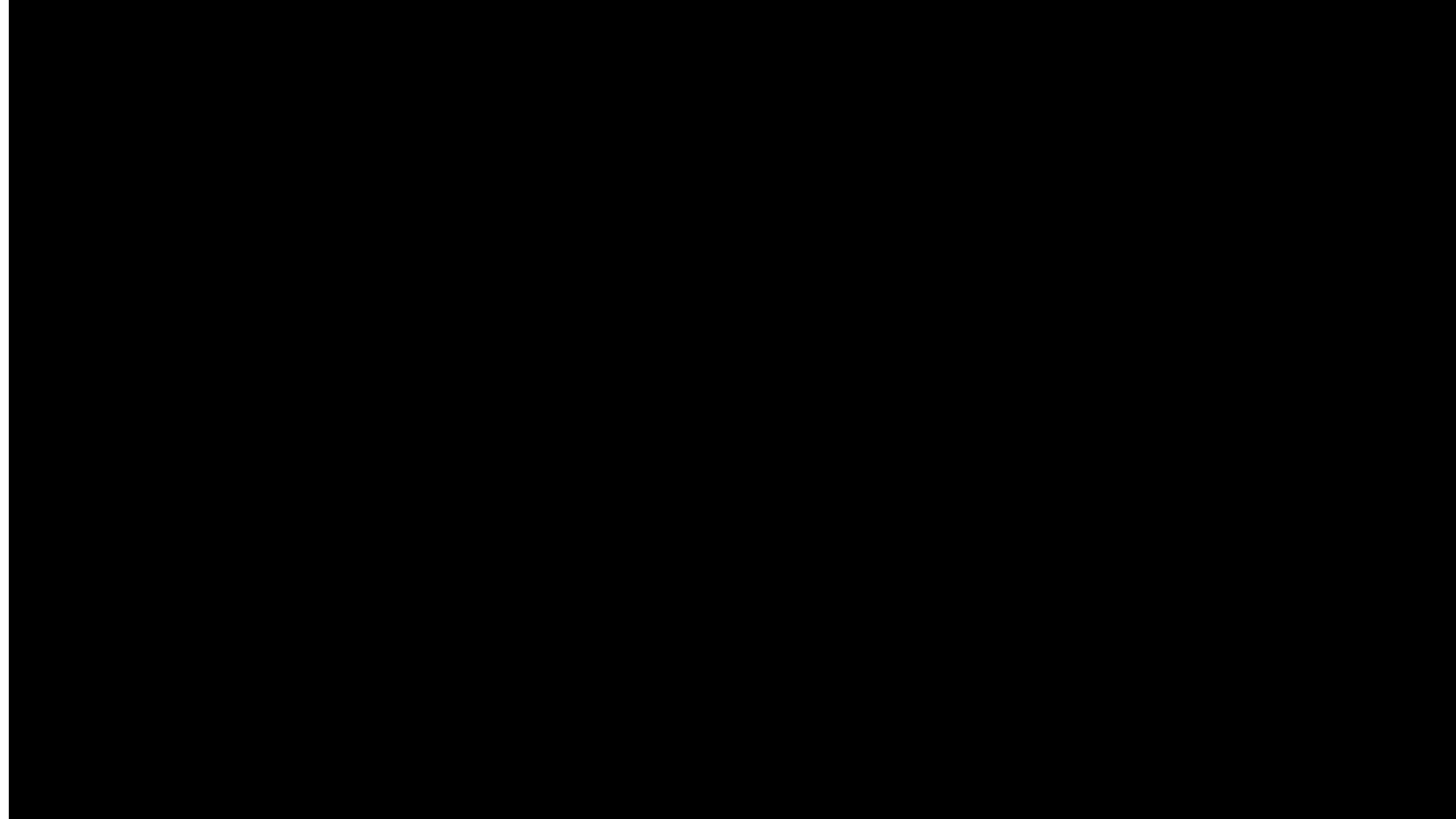
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- Georgia one of many states to receive federal Race to the Top (RttT) funding
- As one condition of RttT, states had to develop tests tied to “college and career learning standards”, a.k.a. Common Core
- Georgia chose not to participate in national consortium with common test and instead developed its own tests—the Milestones—which replace CRCT and high school tests
- All students in grades 3-12 took Milestones for first time in spring 2015
- Milestones data factors into schools’ CCRPI scores; beginning this year, per state law, scores used for student promotion in grades 3, 5, & 8 and as factor in teacher and school leader evaluations



# Georgia Milestones - *Background*

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# Georgia Milestones – *2015 Results*

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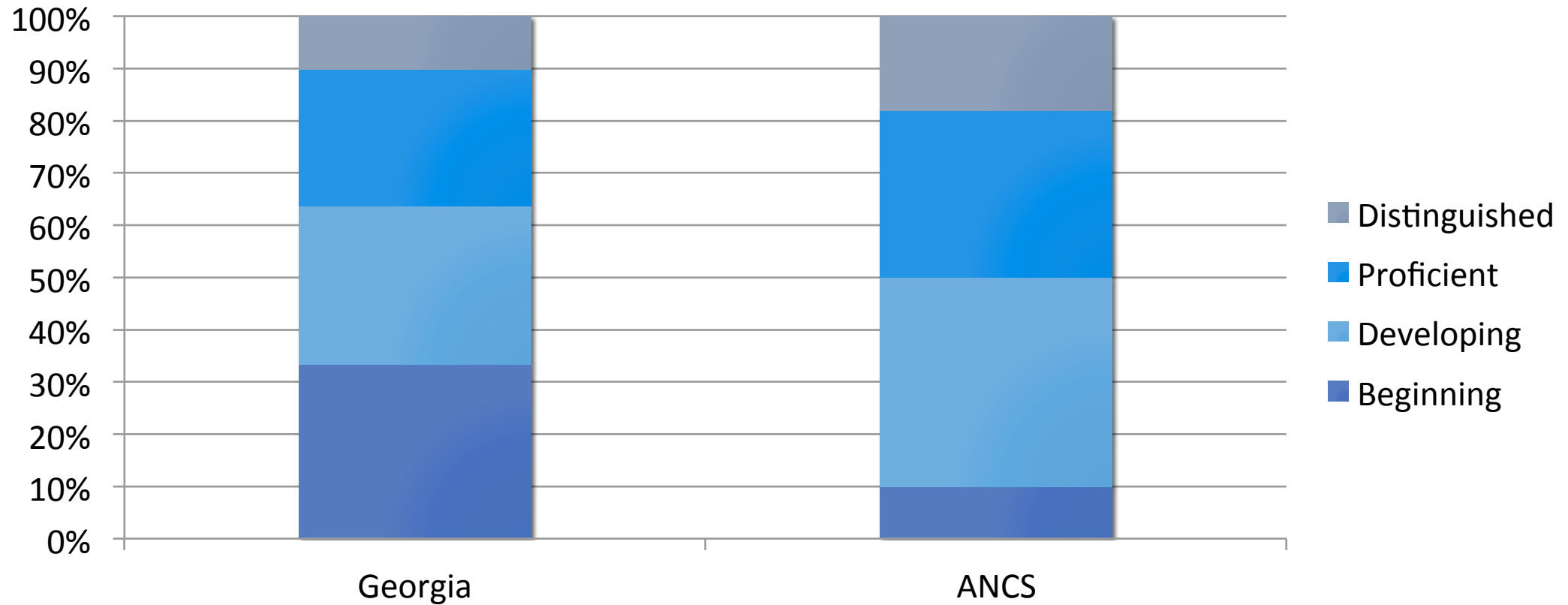
- Spring 2015 administration took place in April
- State released state-level scores in late September
- School-level scores publically released week of November 16
- All scores and additional background information on Milestones available on [GaDOE website](#)

# Georgia Milestones – 2015 Results

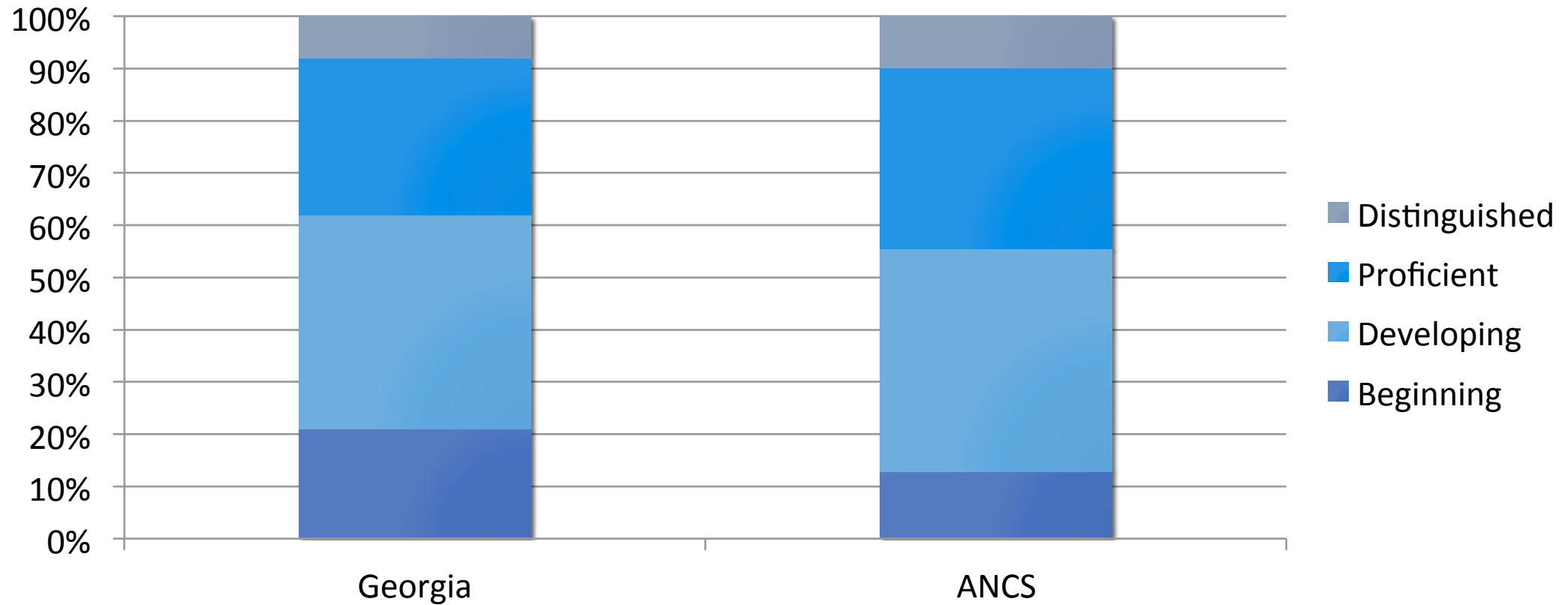
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- **Students at ANCS...**
  - **Exceeded state averages** for students above “Beginning” level in all areas at all grade levels (statistically equal to state average for 6<sup>th</sup> & 7<sup>th</sup> grade social studies tests)
  - Compared to state had **greater percentage of students at the highest performance level**—“Distinguished”—on ELA and Math on 16 out of 18 tests
  - Were **better prepared for the demands of the new standards and assessment** when you consider:
    - The average percentage of students at “Distinguished” level: ANCS 15%, GA 9%
    - The average increase in the percentage of students *not passing* more rigorous 2015 Milestones as compared to 2014 CRCT in ELA and Math:
      - Grades 3-5: Avg increase ELA: ANCS 6%, GA 21%; Avg increase Math: ANCS 6%, GA 7%
      - Grades 6-8: Avg increase ELA: ANCS 11%, GA 22%; Avg increase Math: ANCS 8%, GA 10%

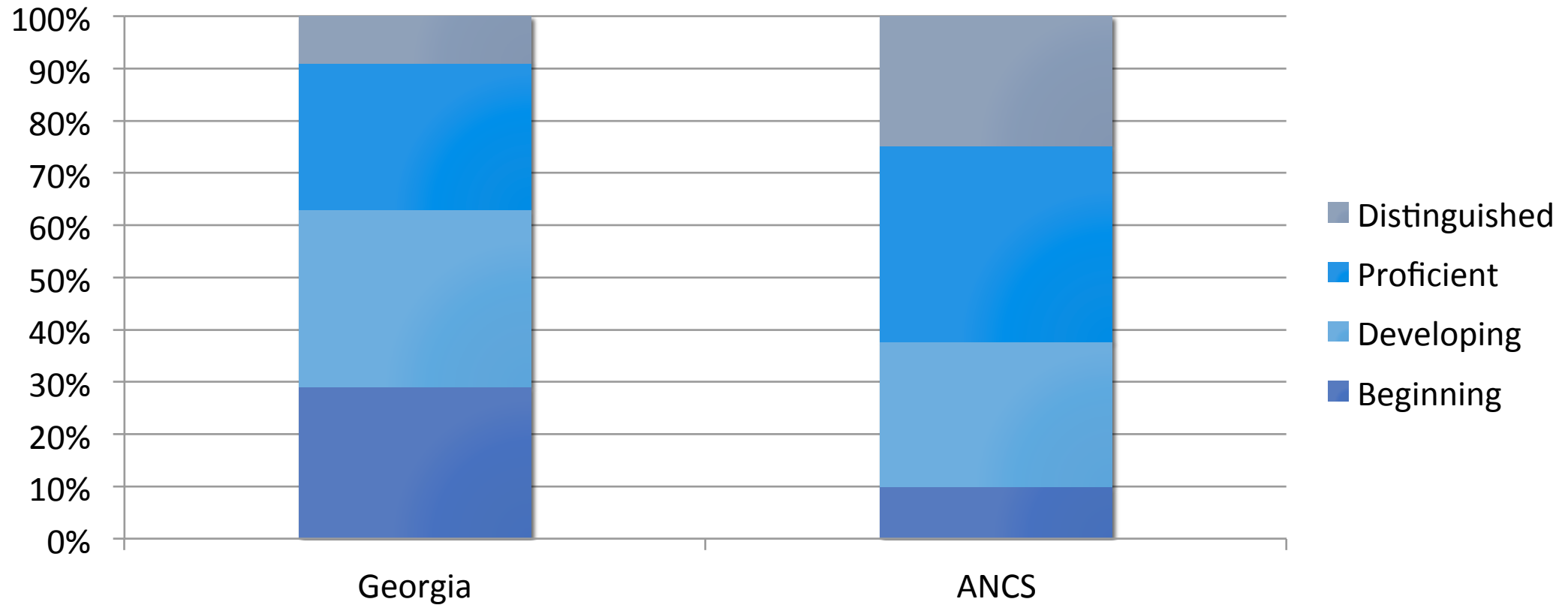
# Georgia Milestones – 2015 3<sup>rd</sup> Grade ELA



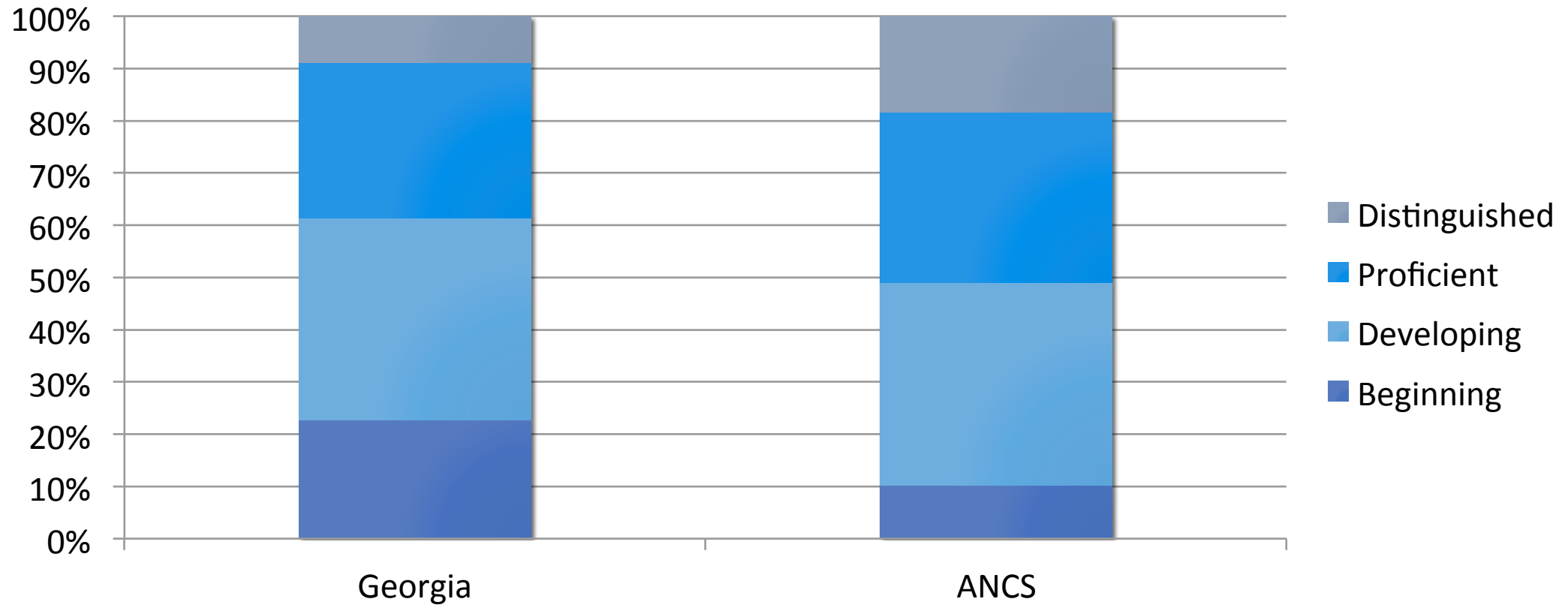
# Georgia Milestones – 2015 3<sup>rd</sup> Grade Math



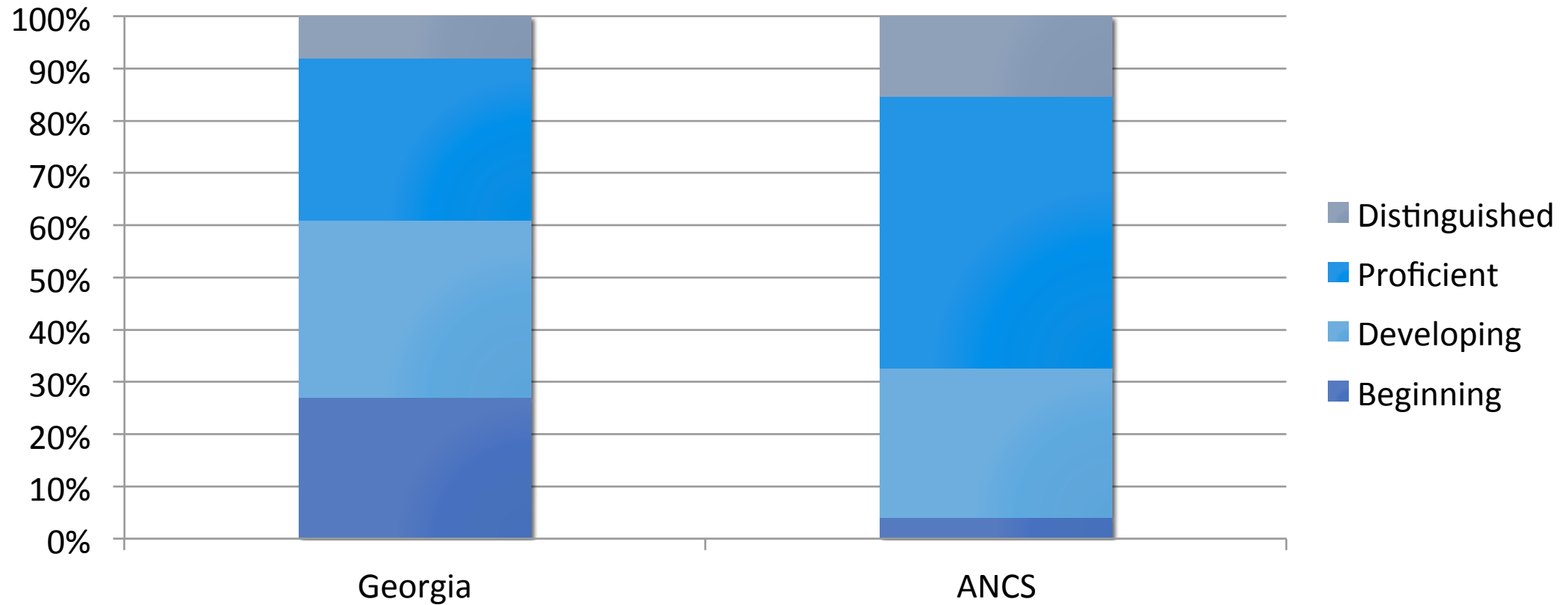
# Georgia Milestones – 2015 4<sup>th</sup> Grade ELA



# Georgia Milestones – 2015 4<sup>th</sup> Grade Math

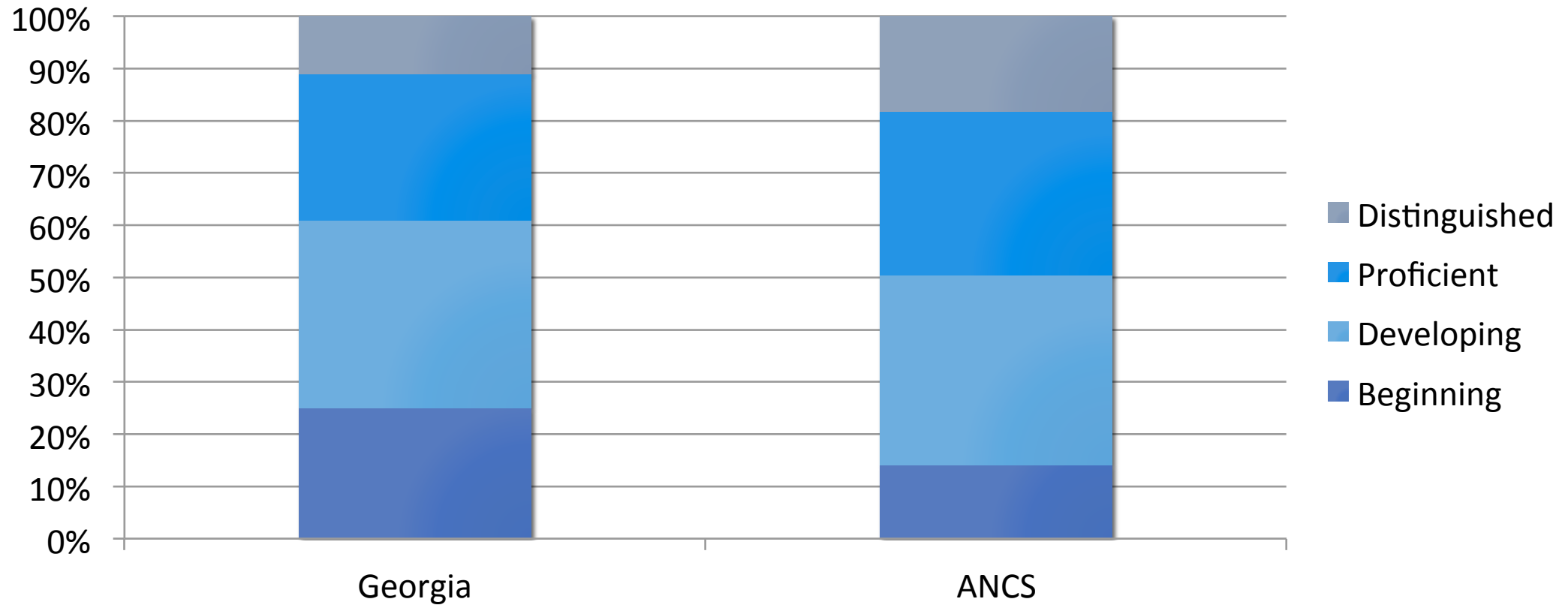


# Georgia Milestones – 2015 5<sup>th</sup> Grade ELA

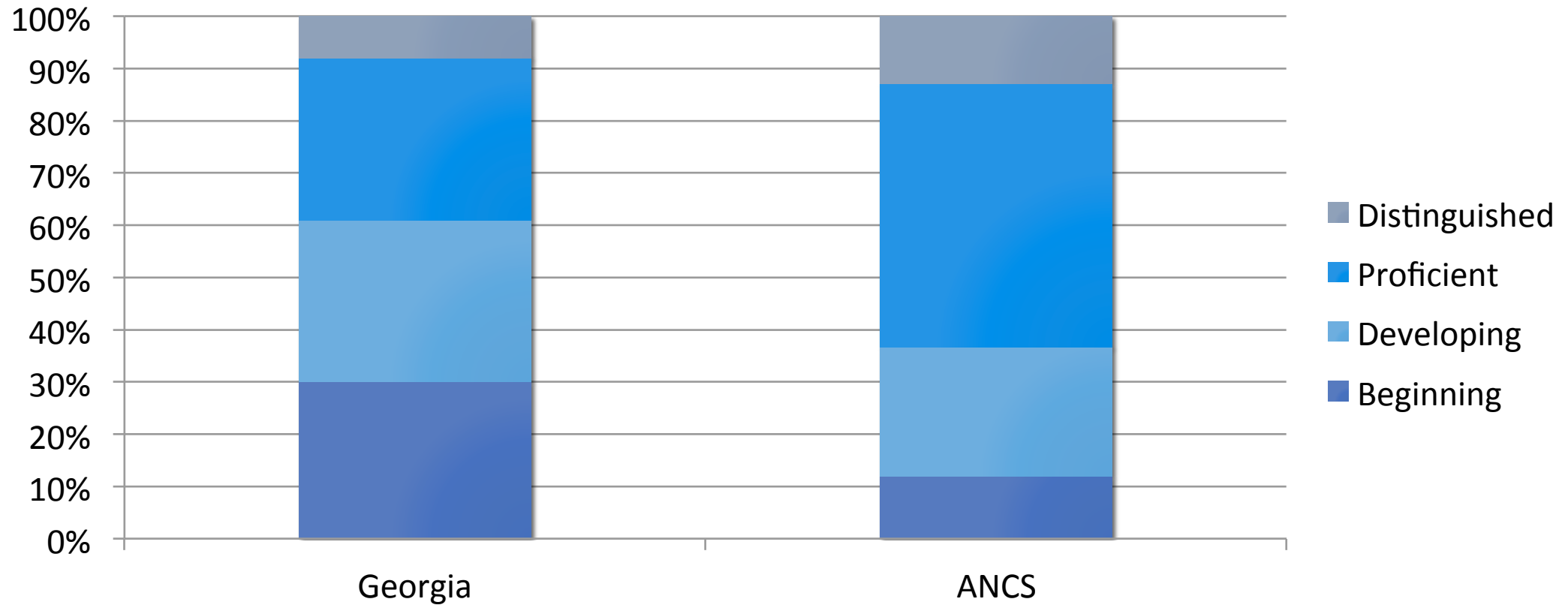




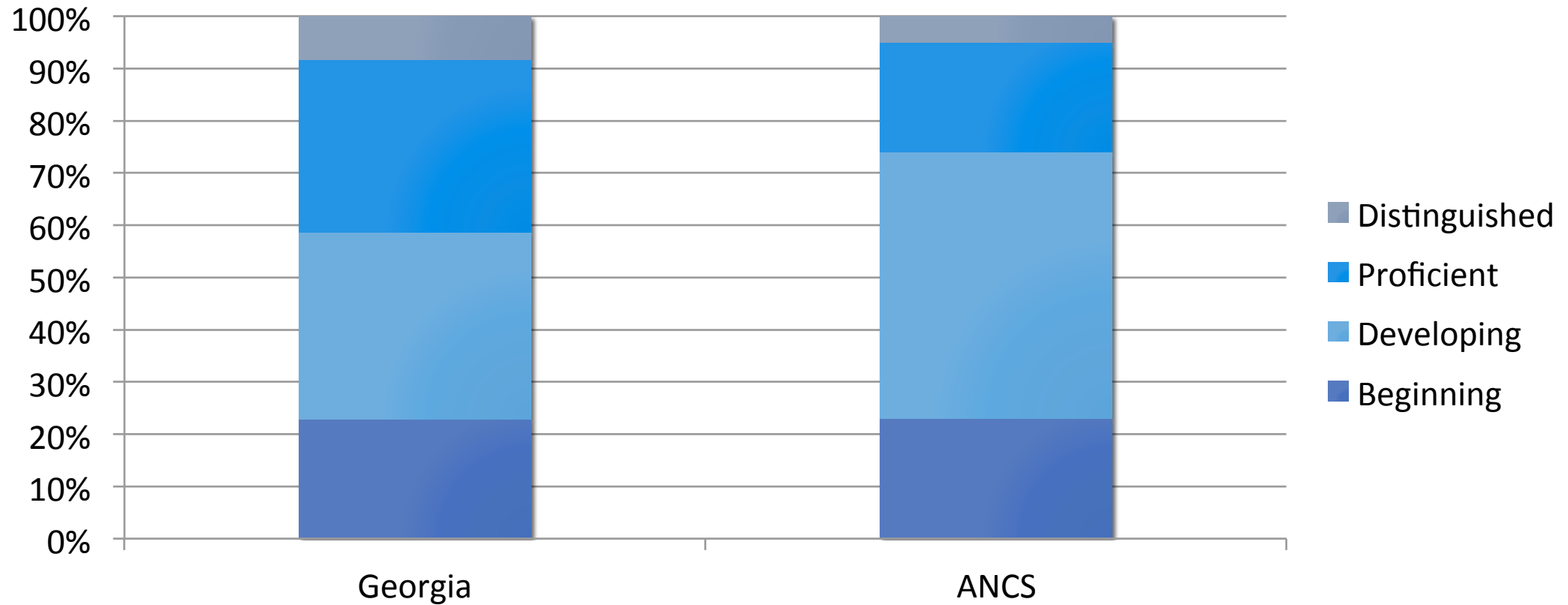
# Georgia Milestones – 2015 5<sup>th</sup> Grade Math



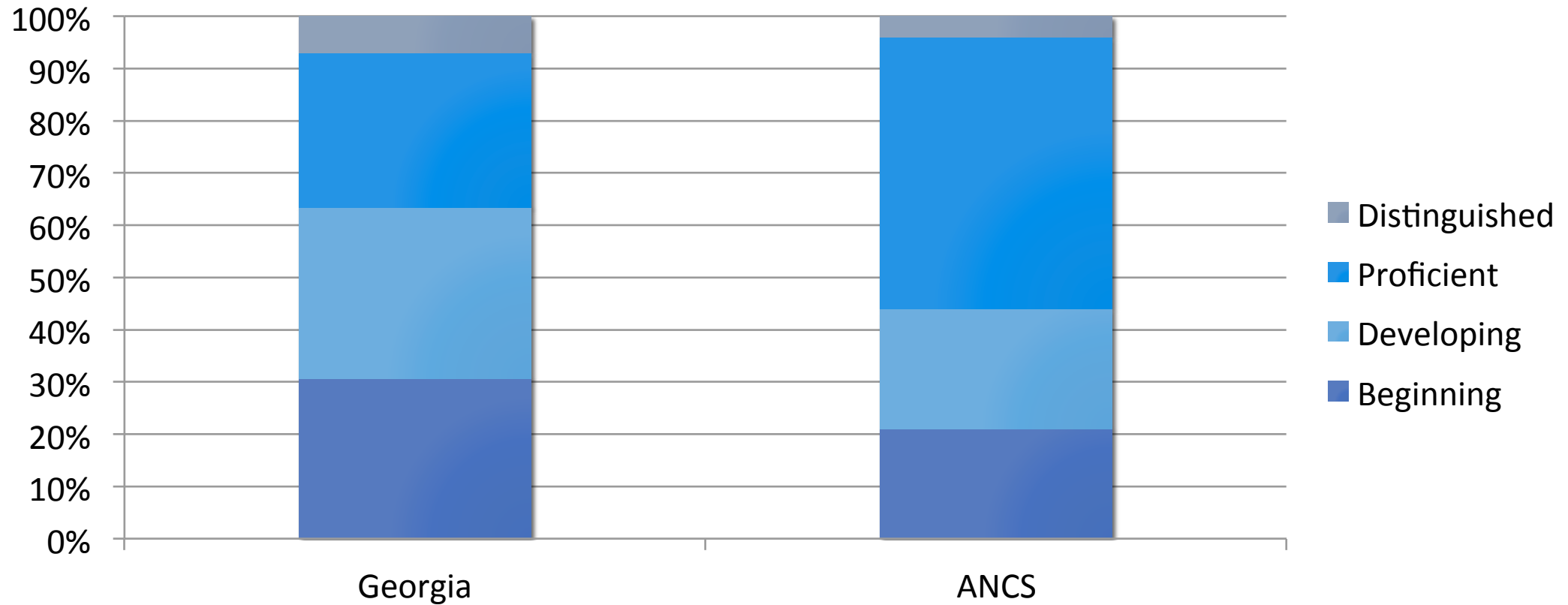
# Georgia Milestones – 2015 6<sup>th</sup> Grade ELA



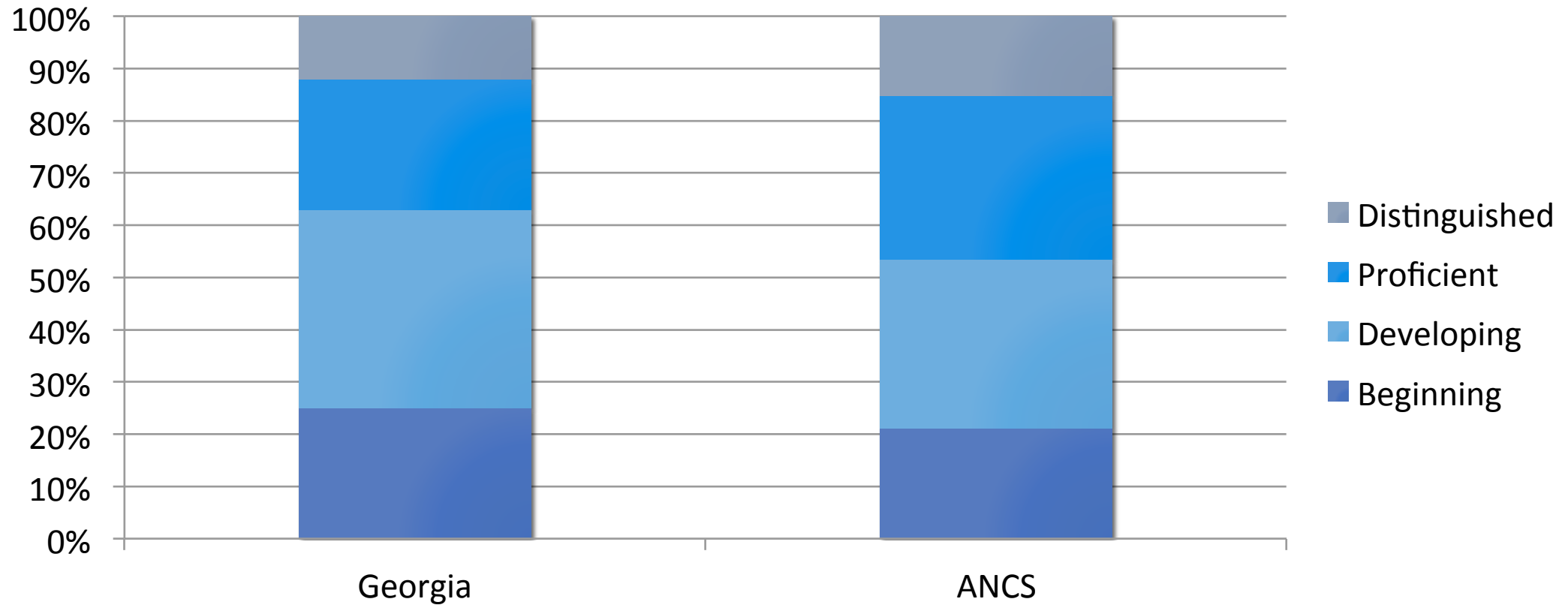
# Georgia Milestones – 2015 6<sup>th</sup> Grade Math



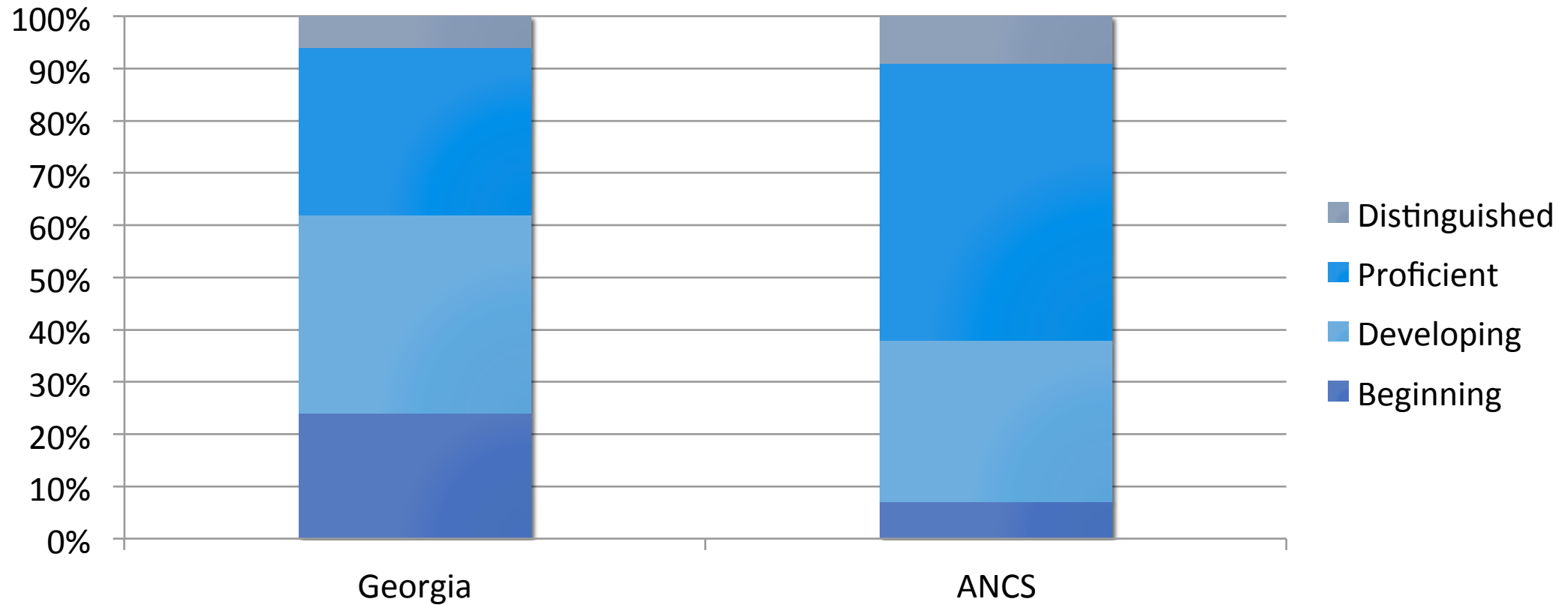
# Georgia Milestones – 2015 7<sup>th</sup> Grade ELA



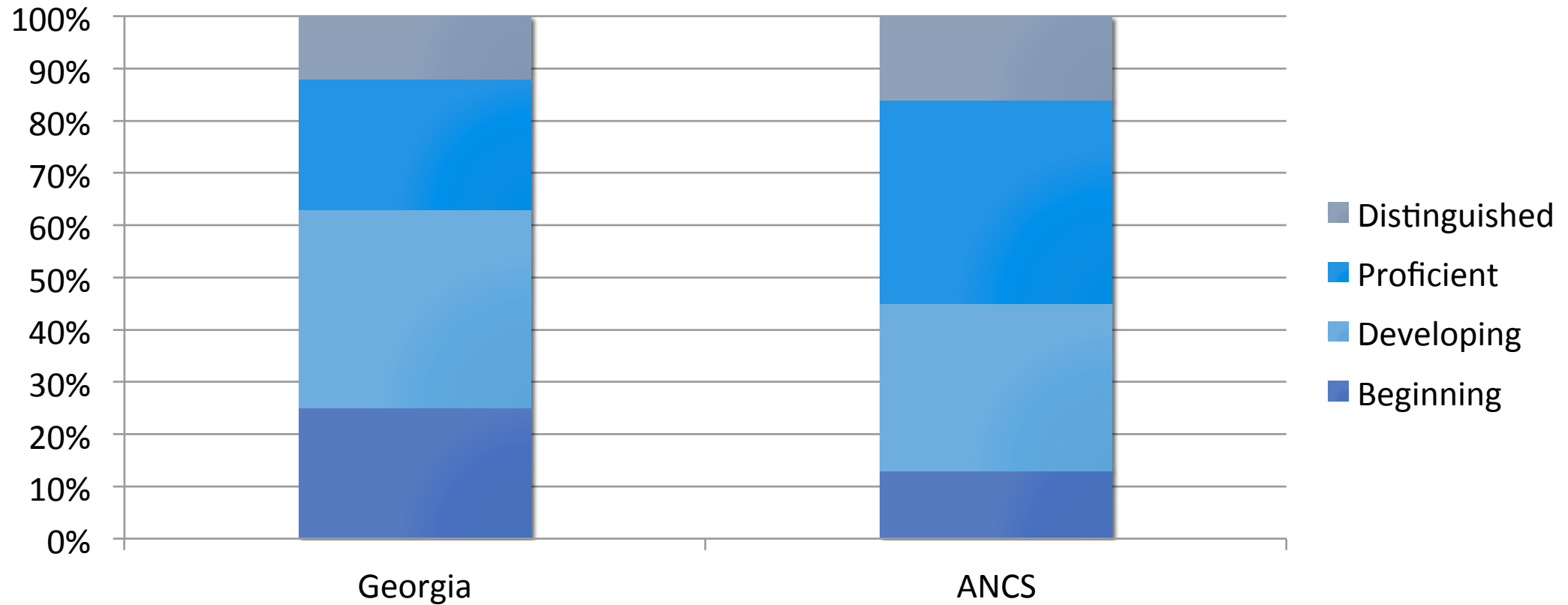
# Georgia Milestones – 2015 7<sup>th</sup> Grade Math



# Georgia Milestones – 2015 8<sup>th</sup> Grade ELA



# Georgia Milestones – 2015 8<sup>th</sup> Grade Math





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## FALL 2015 STAKEHOLDER SURVEYS SUMMARY REPORT

*PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR*



# Stakeholder Surveys - *Background*

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- Three times each year, students (grades 3-8), parents/guardians, & faculty/staff have opportunity to give feedback on short surveys
- Core set of survey questions remains the same from survey to survey
- Additional questions rotate in and out of surveys—tied to particular activities, topics, and/or times of year
- The first stakeholder surveys of 2015 were given in October
- Over 50% response rate for all fall 2015 surveys
  - 434 student respondents
  - 215 parent/guardian respondents
  - 52 faculty/staff respondents

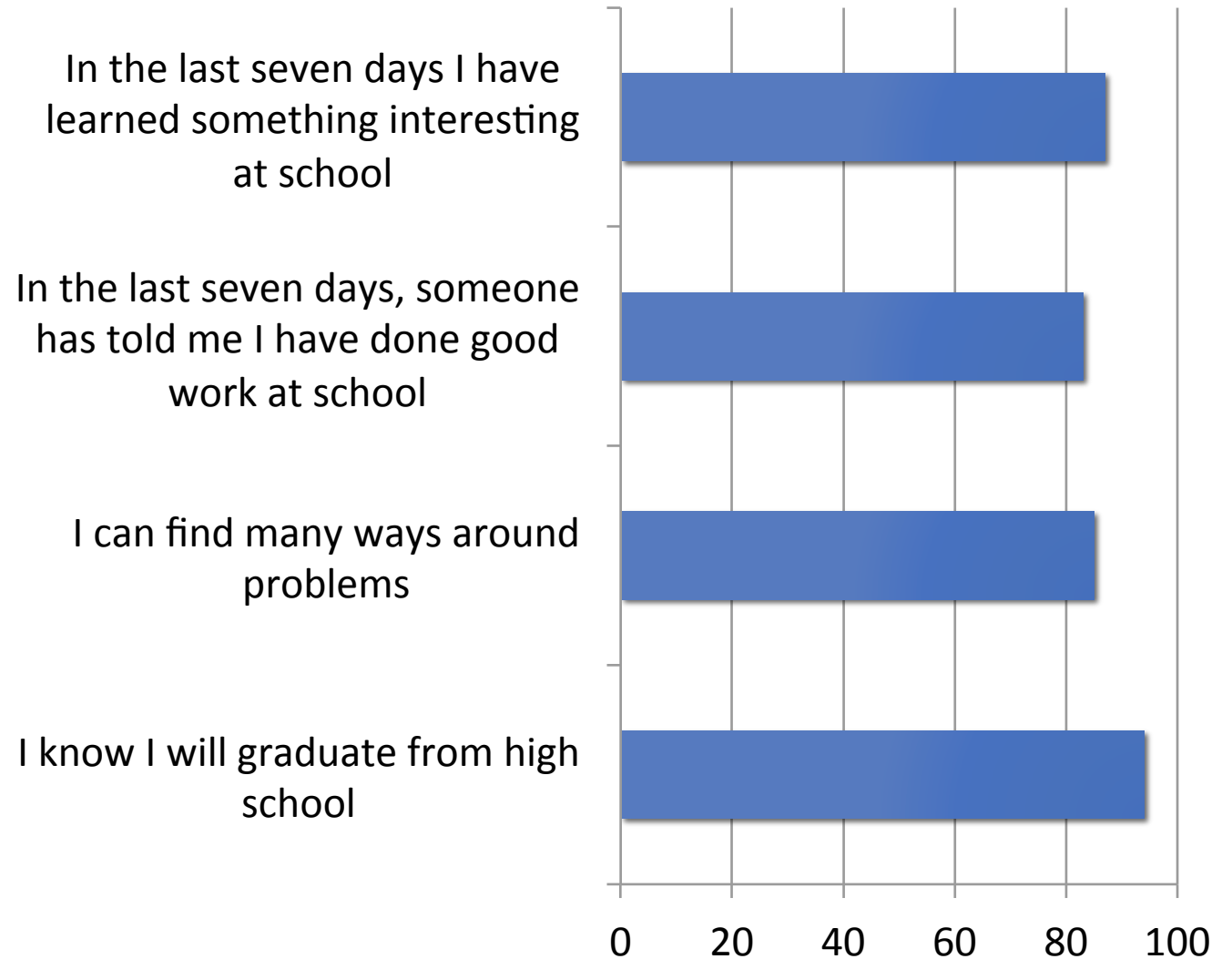
# Fall 2015 Student Survey - *Highlights*

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- Responses to questions fairly consistent with fall 2014 survey
- 82% of respondents enjoy coming to school “always” or “frequently”
  - 99% of students in first year at ANCS enjoy coming to school
- 94% of respondents get the support they need from teachers
- 94% of respondents say teachers treat students with respect
- On questions about respect of students towards teachers and students towards other students as well as school cleanliness, lower percentage of affirmative responses from students in grades 6-8
- About 75% of students who eat meals at the school regularly say they enjoy what is served “always” or “frequently”

# Fall 2015 Student Survey - *Highlights*

On this survey, we also began introducing students to reflection prompts developed by the [Gallup Student Poll](#) in which we will voluntarily participate next year as a part of our charter accountability measures. The chart to the right indicates the percentage of affirmative responses to each prompt.



# Fall 2015 Parent Survey - *Highlights*

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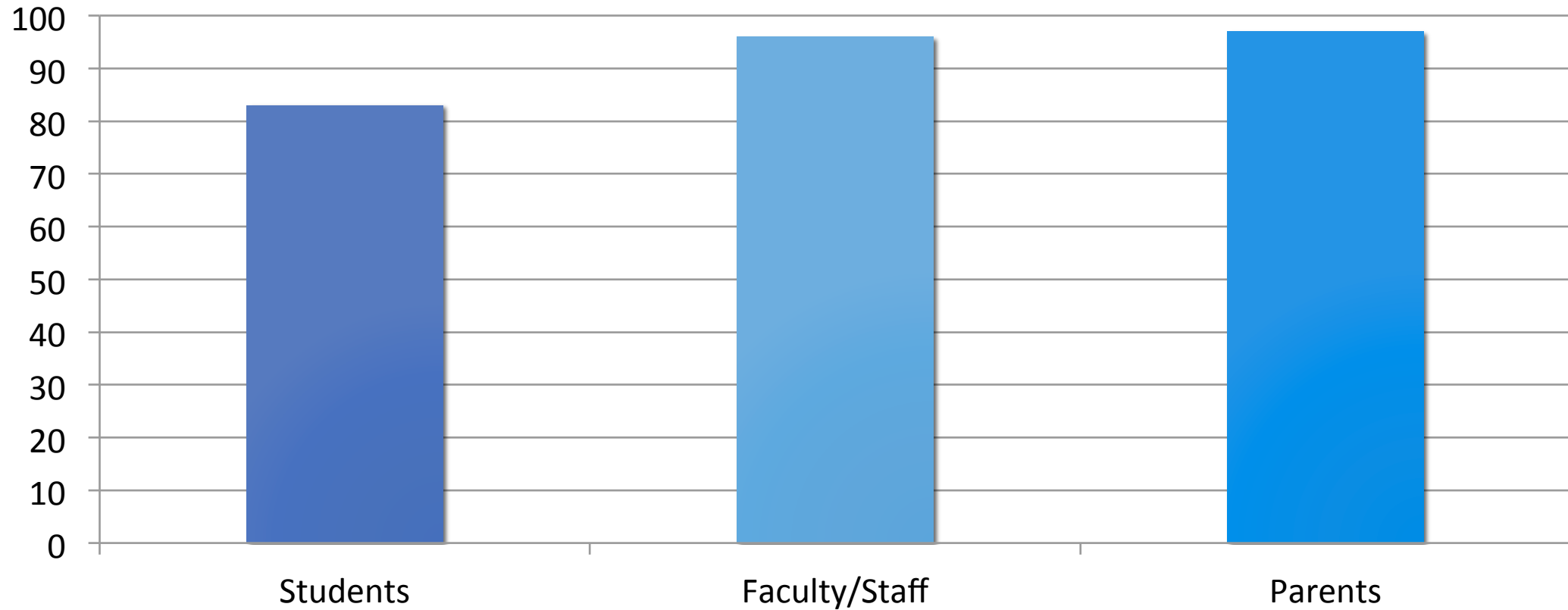
- Responses to questions fairly consistent with fall 2014 survey
- 97% of respondents satisfied with ANCS for their student
- 98% of respondents say their student is known well by at least 1 adult at ANCS
- 99% of respondents say communications between school and home are effective
- 98% of respondents say there are meaningful ways for them to be involved in the life of the school

# Fall 2015 Faculty/Staff Survey - *Highlights*

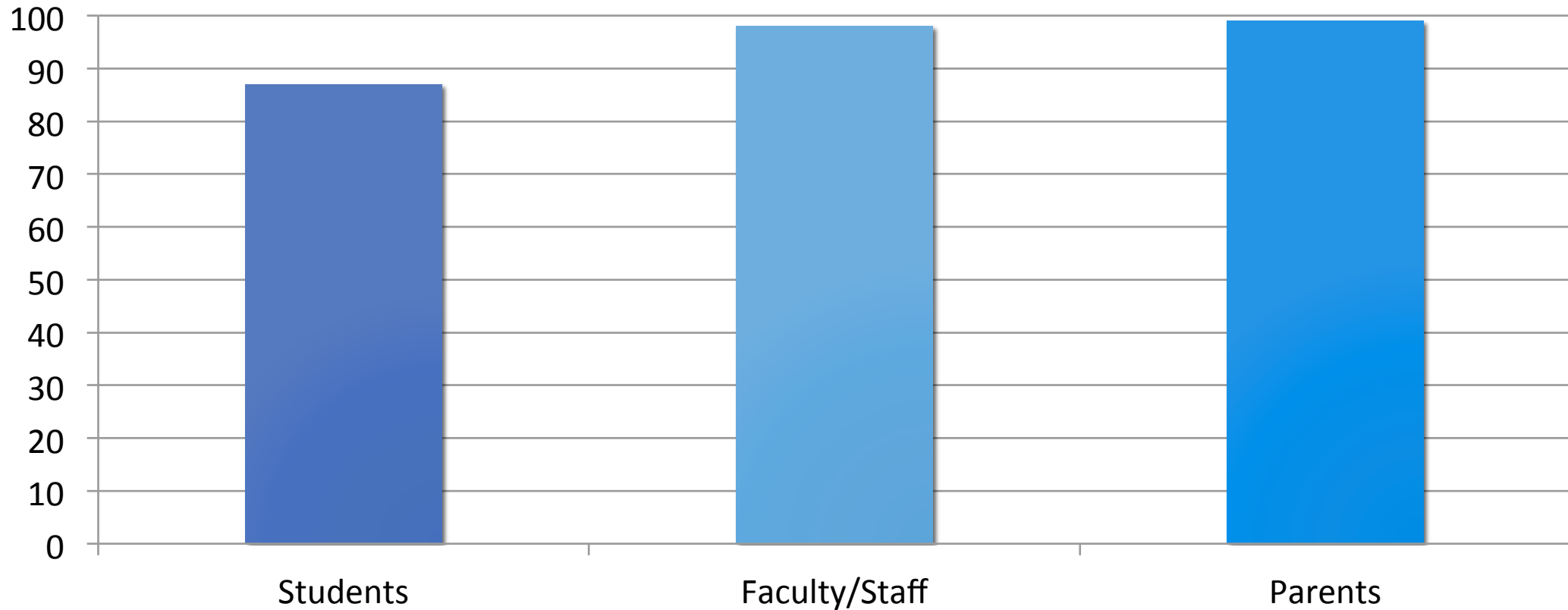
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- Responses to questions fairly consistent with fall 2014 survey
- 96% of respondents satisfied with their ANCS experience
- 98% of respondents say communications between school and home are effective; 100% of respondents say communications among the school's leadership and employees is effective
- 90% of respondents are satisfied with the employee benefits offerings
- The percentage of teacher/staff respondents who said they “always” or “frequently” have enough time to do their jobs effectively increased by 21% as compared to same question on fall 2014 survey
- 98% of respondents say there is a reasonable level of resources to do job well

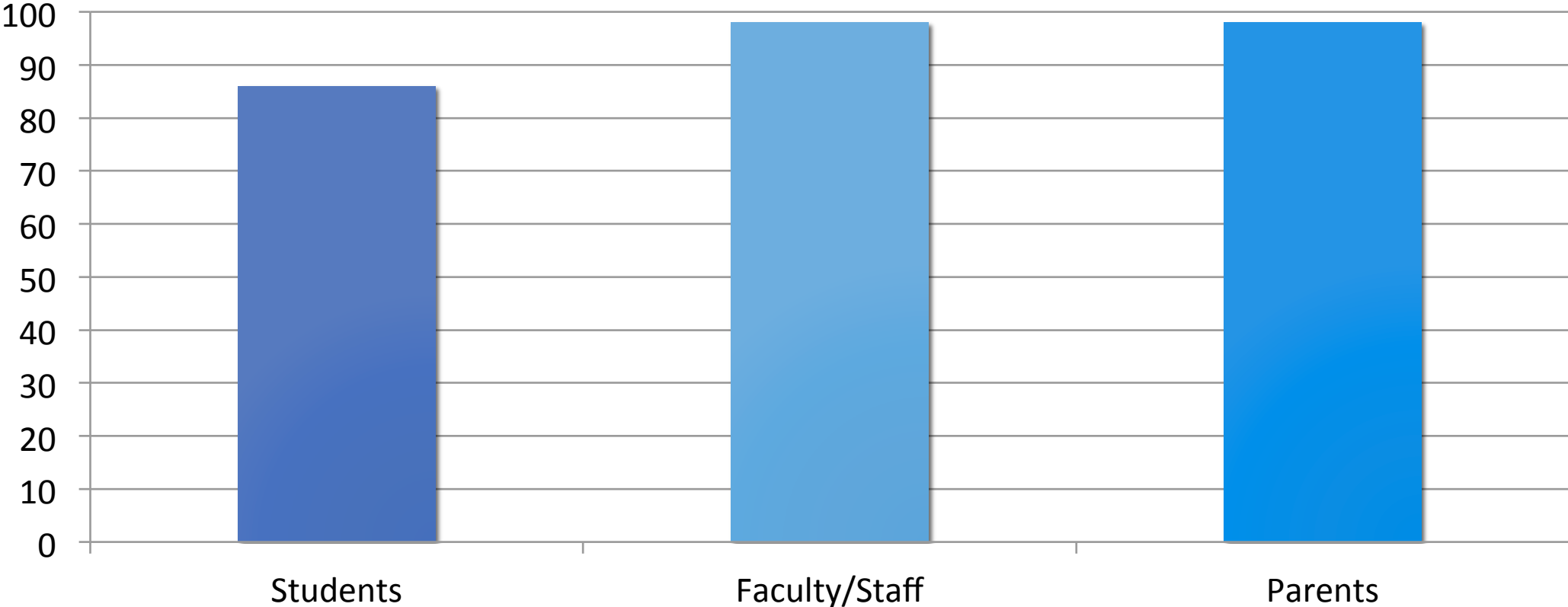
# Overall satisfaction with ANCS



# Students engaged in meaningful learning

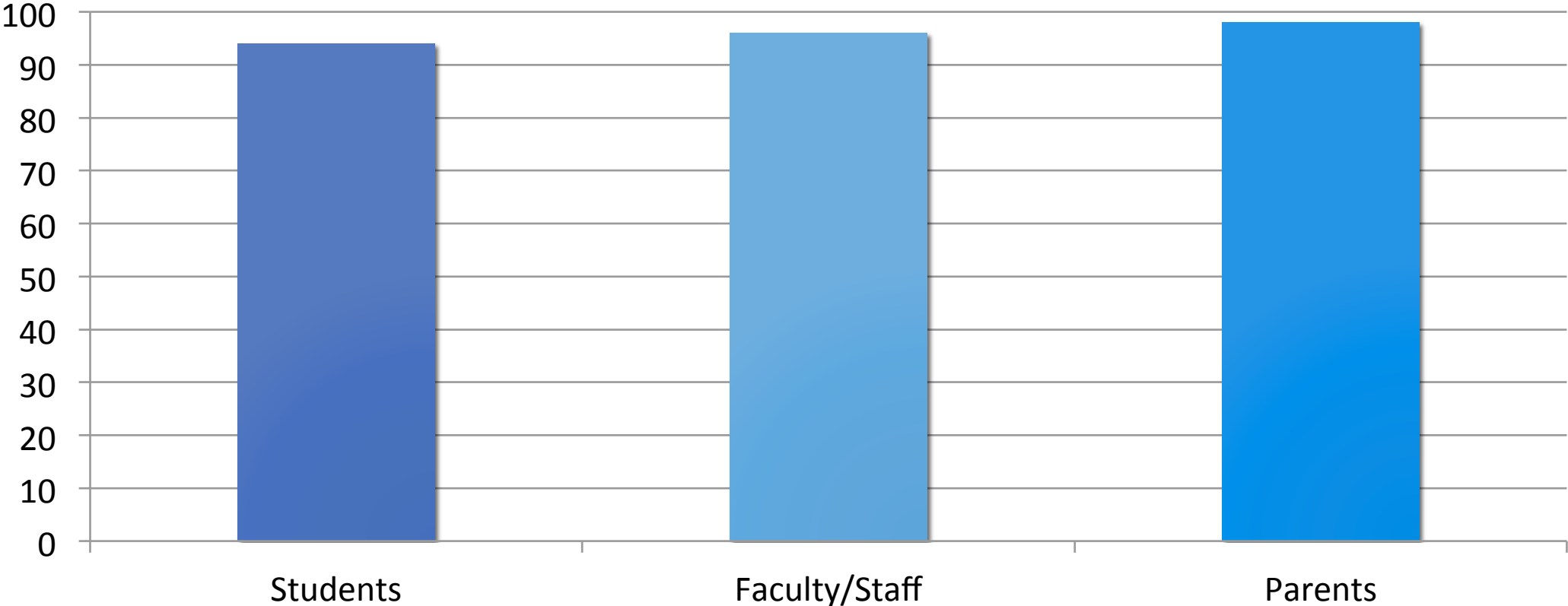


# Students are known well by at least 1 adult

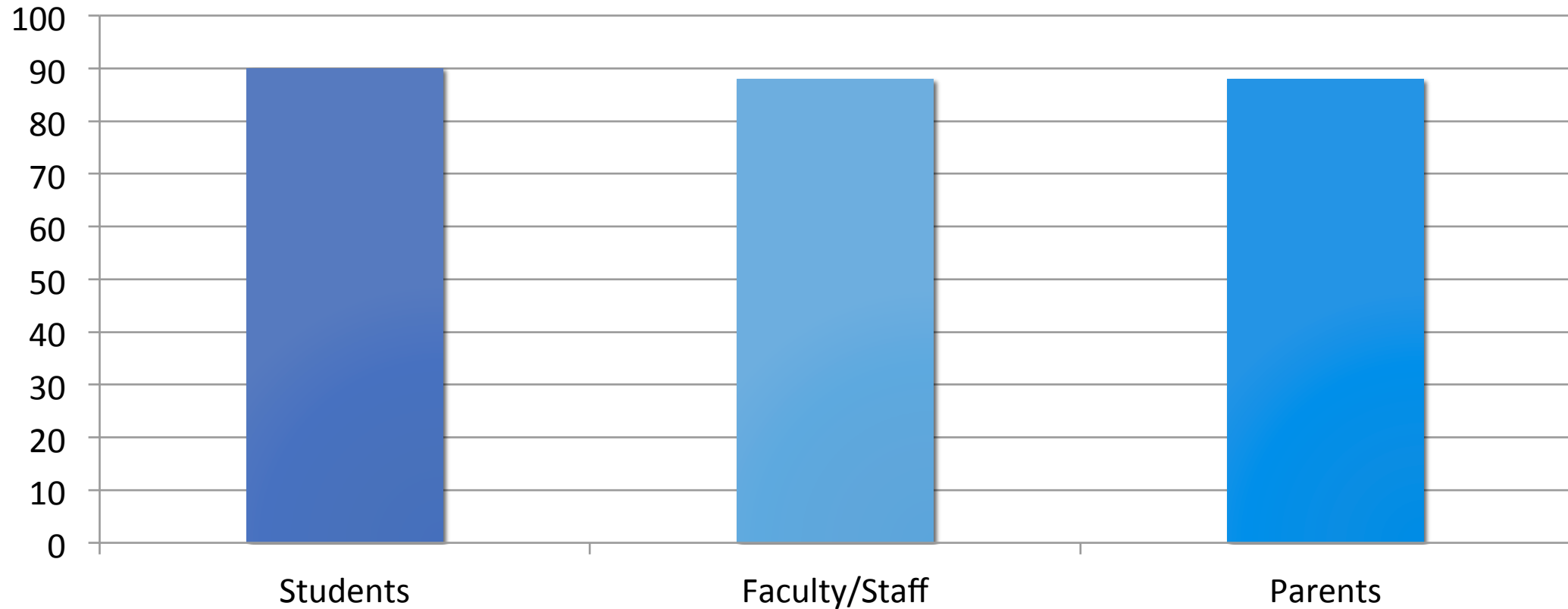




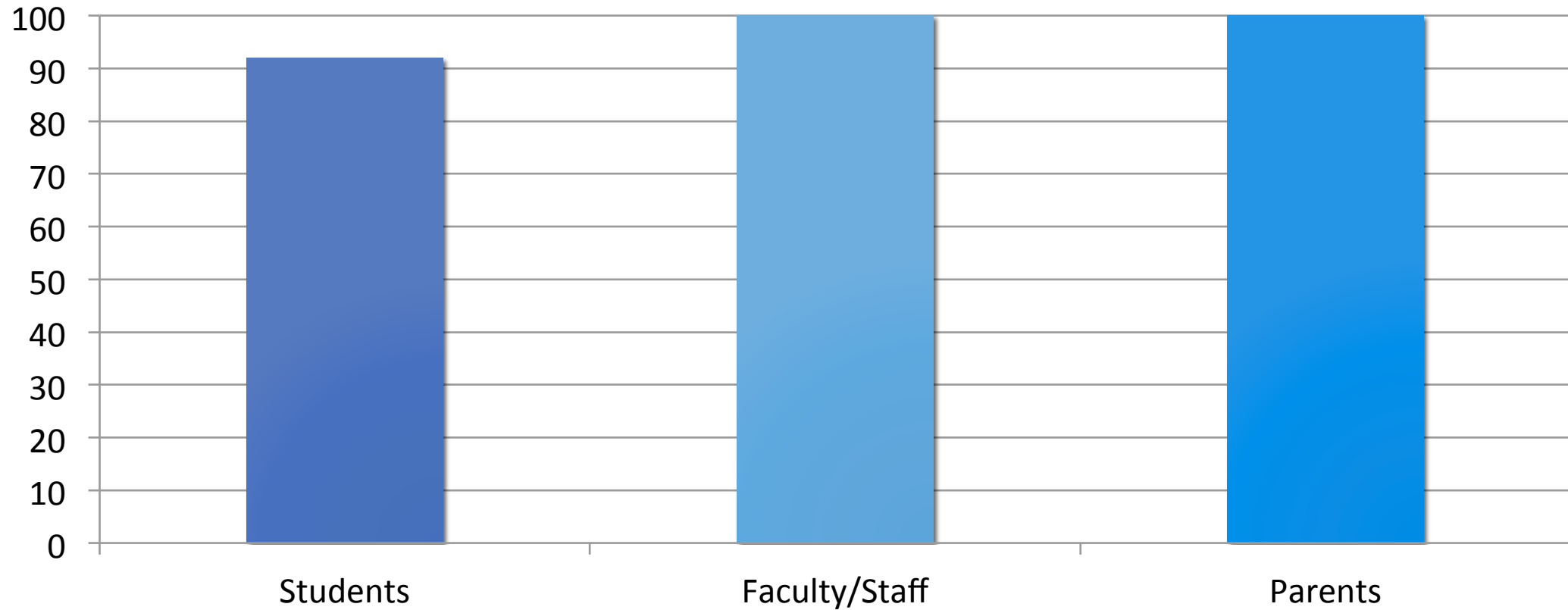
# Students provided appropriate academic support



# Students provided appropriate academic challenge



# There is a safe learning environment at ANCS





## Facilities and Operations

Date Prepared: 11/13/15

### Facilities Report prepared by Philippe Pellerin

#### **Middle Campus**

- Structural observation of the eastern Gym wall is now underway. This will remain in place for 12-36 months to observe any movement of the wall.

#### **Elementary Campus**

- The Trailer Lease will be renewed. Kari is working on getting the best terms for an 18-36 month renewal to avoid any significant lease rate increases. The Lessor will be completing maintenance of the Building under their responsibility.
- We are working on strategies to be included in the next round of SPLOST funding.  
Matt was able to secure a facilities report conducted by APS which I have reviewed. The report seems to support the EC being included for SPLOTS funding; however this is difficult to say with certainty since we are reviewing a small piece of the APS universe of facilities which were analyzed.  
We will continue to press APS for inclusion in the SPLOST list of projects.
- Recent rains identified a need for closer scrutiny of the EC roof. Jim has been working on getting quotes to repair/replace the roof.

#### **Reserves**

- We are still crafting and discussing suggestions for funding a facilities reserve before presenting to the board for inclusion in the Amended 2016 Budget.
-

**Total investments held by ANCS**  
**10/31/2015**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Bank of North Georgia	Money Market	351,512.00
Bank of North Georgia	Operating accounts	<u>164,671.00</u>
		<b>516,183.00</b>
Edward Jones - BMW Bank	CD	230,876.00 2 year - matures Nov 2015
Edward Jones - Ally Bank	CD	200,000.00 2 year - matures Nov 2016
Self-Help Credit Union	CD	228,400.00 1 year - matures Oct 2015
Self-Help Credit Union	Money Market	<u>15,799.00</u> Money Market account
Total invested funds (not at BoNG)		<b>675,075.00</b>
Grand total ANCS funds		<b>1,191,258.00</b>

ATLANTA NEIGHBORHOOD CHARTER SCHOOL  
 Budget to Actual FY2016  
 YTD October 31, 2015

Period Ended 10/31/2015

	YTD FY2015 Actual	YTD FY2016 Actual	YTD Budget	YTD \$Variance	FY2016 Budget
<b>Income</b>					
Local/State Funding	\$2,092,680	\$2,619,248	2,246,666	372,583	7,488,885
Grants	\$371,785	\$50,000	0	50,000	20,000
Contributions & Fundraising	\$25,878	\$31,175	78,000	(46,825)	260,000
Prior year Facilities Grant & Title 1 Funds Received	\$0	\$129,225	0	129,225	0
Program Income	\$184,503	\$182,827	143,100	39,727	477,000
Nutrition Income	\$64,921	\$89,808	66,000	23,808	220,000
i3 CREATE Income	\$0	\$133,885	33,000	100,885	110,000
Other Income	\$4,793	\$1,938	2,610	(672)	8,700
<b>Total Income</b>	<b>\$ 2,744,560</b>	<b>\$ 3,238,105</b>	<b>\$ 2,569,376</b>	<b>\$ 668,730</b>	<b>\$ 8,584,585</b>
<b>Expenditures</b>					
Salaries and Benefits	\$1,620,854	\$2,382,782	2,349,002	(33,780)	7,047,007
FY2016 Health Insurance Contingency	\$0	\$0	0	0	80,000
Prior Year - Final NTRP expense	\$0	\$31,433	0	(31,433)	0
Professional Development	\$64,610	\$38,051	25,167	(12,884)	54,500
Curriculum & Classroom Expenses	\$50,385	\$71,897	65,082	(6,815)	97,623
Program Expenses	\$21,748	\$50,546	93,000	42,454	232,500
Building & Grounds	\$163,076	\$173,317	160,344	(12,972)	481,033
Fixed Asset Expenditures	\$305,692	\$41,541	36,934	(4,607)	92,334
Professional Services	\$5,185	\$29,376	25,000	(4,376)	30,000
Gen&Admin/Insurance/Interest Expense	\$79,392	\$67,649	76,796	9,147	230,388
Nutrition Program Purchases	\$34,440	\$57,380	43,333	(14,047)	130,000
Equipment Rental (Copiers)	\$10,500	\$17,060	20,000	2,940	60,000
Furniture & Equipment (Non-Capitalized)	\$0	\$0	0	0	6,000
Fundraising Expenses	\$715	\$5,817	14,400	8,583	43,200
i3 CREATE Grant Expenses	\$0	\$132,743	0	(132,743)	0
<b>Total Expenditures</b>	<b>\$2,356,597</b>	<b>\$3,099,591</b>	<b>\$ 2,909,058</b>	<b>\$ (190,533)</b>	<b>\$ 8,584,585</b>
Operating Income/Loss	\$ 387,963	\$ 138,514	\$ (339,683)	\$ 478,197	\$ -

\$ 3,104,221

Over budget - will revise budget to reflect raises

Over budget but - will be receiving Title 2 funds to offset those costs  
 Slightly over but will even up over the fiscal year  
 Under budget but grade level trip costs ahead  
 Over budget, \$9k Tree trimming, will revise budget to reflect

Over budget due to GASB audit billing - will adjust budget

Cut here during budgeting - should bring back to last year's actuals

Most expense in February March due to Auction

\$2,925,307

ATLANTA NEIGHBORHOOD CHARTER SCHOOL  
 FY 2016 - Pro Forma Monthly Cash Flow Statement  
 October 1, 2015

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
<b>Revenue</b>													
Local/State Funding	\$155,967	\$823,259	\$820,011	\$820,012	\$820,011	\$820,011	\$820,011	\$820,011	\$820,011	\$820,011	\$820,011	\$0	\$0
Grants	\$0	\$0	\$0	\$50,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$110,000	\$0	\$0
Contributions & Fundraising	\$3,593	\$3,690	\$2,737	\$21,156	\$26,000	\$26,000	\$26,000	\$26,000	\$126,000	\$26,000	\$26,000	\$26,000	\$0
Program Income	\$2,158	\$43,765	\$53,877	\$84,027	\$47,000	\$47,000	\$47,000	\$47,000	\$47,000	\$47,000	\$47,000	\$0	\$0
Nutriton Program Income	\$546	\$18,808	\$38,643	\$31,810	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$22,000	\$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	\$870	\$870	\$870	\$870	\$870	\$870	\$870	\$870	\$870
i3 CREATE Grant Income	\$37,868	\$7,517	\$88,500										
<b>Total Revenue</b>	<b>\$276,241</b>	<b>\$938,126</b>	<b>\$1,004,020</b>	<b>\$1,020,721</b>	<b>\$915,881</b>	<b>\$915,881</b>	<b>\$935,881</b>	<b>\$915,881</b>	<b>\$1,015,881</b>	<b>\$915,881</b>	<b>\$1,025,881</b>	<b>\$26,870</b>	<b>\$870</b>
<b>Expenditures</b>													
Salaries and Benefits	\$552,057	\$594,363	\$594,278	\$642,084	\$587,251	\$587,251	\$587,251	\$587,251	\$587,251	\$587,251	\$587,251	\$555,000	\$555,000
Professional Development	\$17,323	\$37,082	\$1,036	\$14,042	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$1,500	\$1,500	\$0	\$0
Curriculum & Classroom Expenses	\$5,483	\$43,960	\$14,341	\$7,917	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$9,600	\$0	\$0
Program Expenses	\$3,994	\$8,578	\$10,322	\$27,217	\$23,250	\$23,250	\$23,250	\$23,250	\$23,250	\$23,250	\$23,250	\$0	\$0
Building & Grounds	\$42,195	\$42,663	\$37,587	\$50,771	\$40,086	\$40,086	\$40,086	\$40,086	\$40,086	\$40,086	\$40,086	\$40,086	\$40,086
Fixed Assets Expenditures	\$3,933	(\$2,079)	\$30,896	\$3,379	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0
Professional Services	\$4,355	\$3,610	\$15,970	\$5,441	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	\$0
Gen&Admin/Insurance/Interest	\$23,014	\$15,776	\$12,466	\$15,573	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$10,000	\$14,500
Nutrition Program Expenses	\$352	\$15,547	\$19,741	\$21,684	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$0	\$0
Equipment Rental (Copiers)	\$2,580	\$3,964	\$7,436	\$3,080	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Furniture & Equip (Non Capitalized)	\$0	\$0	\$0	\$0	\$500	\$500	\$500	\$1,000	\$500	\$500	\$500	\$0	\$0
Fundraising Expenses	\$150	\$785	\$5,244	\$1,330	\$2,000	\$1,300	\$1,300	\$1,300	\$30,000	\$1,300	\$1,100	\$0	\$0
i3 CREATE Expenses	\$13,436	\$25,014	\$84,850	\$9,443	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$668,872</b>	<b>\$789,264</b>	<b>\$834,166</b>	<b>\$801,961</b>	<b>\$707,687</b>	<b>\$711,987</b>	<b>\$711,987</b>	<b>\$712,487</b>	<b>\$740,687</b>	<b>\$710,487</b>	<b>\$710,287</b>	<b>\$609,086</b>	<b>\$613,586</b>
<b>Total Revenues - Total Expenditures</b>	<b>(\$392,631)</b>	<b>\$148,862</b>	<b>\$169,853</b>	<b>\$218,760</b>	<b>\$ 208,194</b>	<b>\$203,894</b>	<b>\$223,894</b>	<b>\$ 203,394</b>	<b>\$275,194</b>	<b>\$ 205,394</b>	<b>\$315,594</b>	<b>\$ (582,216)</b>	<b>(\$612,716)</b>
<b>EOM Cash Balance</b>													
	\$199,945	\$ 335,803	\$499,476	\$ 516,183	\$ 724,377	\$928,271	\$1,152,165	\$ 1,355,559	\$1,630,753	\$ 1,836,147	\$2,151,741	\$ 1,569,525	\$956,809
	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected

This line will wash with expenditures

Note: Adjusted to reflect only Bank of North Georgia operating accounts. Not including \$472k of investments



From: Ryan Camp  
To: Governing Board of Directors  
Cc: Kari Lovell, Matt Underwood  
Re: November Business and Operations Board Report Summary

Date: November 17, 2015

## Cash Position and Investments

**Total Cash and Investment Balance is \$1,191,258.**

This month we moved \$200,000 from the Bank of North Georgia accounts into a Edward Jones 2 year CD producing a 1.46% rate.

## Budget Variances

Professional Development – Over budget, however we will be receiving Title 2 Funds that will offset the overages.

Curriculum and Classroom Expenses – Slightly over budget, this will even out over the course of the fiscal year. This was a line item that was reduced in the initial budgeting session.

Program experiences – Currently under budget but expenses for grade level trips will be incurred in the coming months.

Building and Grounds - Over budget due to \$9k tree trimming expense.

Professional services – Over budget due to GASB Audit billing that was an additional requirement this year.

Nutrition program purchase - This item was reduced in budgeting and increased participation has increased costs, which are also reflected in nutrition revenue.

## Facilities

We received word this week that the middle campus has achieved an Energy Score of 100!

The lease on the cottage (Trailer) at the EC is up this month. We are temporarily renewing the lease to move the expiration to summer. The committee met and discussed the space needs of the teachers and students and necessity of the cottage. It was determined that the space is needed and could possibly need to be expanded. Phillippe and Kari met with the leasing company to discuss options going forward. These options include simply renewing the lease and requesting some repairs, replacing the existing cottage or adding an additional cottage. Costs and space needs are still being evaluated.

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**ANCS Public Affairs Subcommittee  
Report – November 2015**

**City of Atlanta**

1. SPLOST Update
  - a. Background on SPLOST
  - b. ANCS School Assessment Report
  - c. Prospects for Receipt of Funds
  - d. City of Atlanta Political Process
  - e. Timing

**State of Georgia**

1. Facilities Funding is Top Priority
  - a. Creation of Statewide Grant Fund (Middle Campus Funding)
2. Other Priorities
  - a. More accountability for Charters
  - b. Student Based Funding Reform



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

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**BOARD GOVERNANCE COMMITTEE**

**MONTHLY UPDATE**

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

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

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- Committee Chair (Lia Santos), ED (Matt Underwood) and Board Chair (Mitch White) held their monthly meeting on Wednesday, 11/11, from 8am to 8:45am
- Most of the topics discussed were also discussed at the Committee Meeting and details are provided on the following page
- The **Quality of Life Task Force** had their first meeting. Matt will let the team know that they can use Lia as a resource, if desired, given that Human Resources is her consulting profession. She is happy to help however she can.
  - Lia will research some of her company files to see if there is any material that might be helpful with this assessment.
- We discussed the terms of the **ED contract**, given that the current contract expires next year
  - Mitch is beginning a draft of the new contract which will be discussed and reviewed with the ED and the committee. It will also go through a legal review.
  - Lia is conducted compensation research of 990s this month to see what is included in them related to compensation.

# Board Governance Committee Monthly Meeting Highlights

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- The Committee held their monthly meeting on Thursday, 11/12 from 8:15am to 8:45am
- Melissa McKay-Hagan: We will send out a doodle poll to plan a date for the **Mid-Year Retreat**. Potential dates are Saturday, January 9<sup>th</sup>, 16<sup>th</sup> (this is a Holiday weekend) or 23<sup>rd</sup>
- Melissa McKay-Hagan: Marci from **BoardOnTrack** will be in town for a conference in February. Matt reached out to her to see if she can meet with the ANCS Board for a two-hour session to review certain topics. Please save the dates of February 3<sup>rd</sup> and 4<sup>th</sup> for a potential two-hour evening meeting with her.
- Leigh Finlayson: The **Nominations Committee** has been selected and we will vote on the committee members tonight.
  - The skills we are looking for on the Board next year will be presented. Please provide us with additional input over the next month. By the December Board meeting, we want to have this confirmed so it can be included in all Board Recruitment communication and materials.



## **Donor Levels: ANCS Gather and Grow Campaign**

### **Sustain**

*\$1-999: ANCS Acorn donor*

Donor recognition: ANCS thank you letter with magnet for donors over \$50; naming on ANCS Gather and Grow participation list

### **Nurture**

*\$1000-2499: ANCS Major Gift Donor*

Donor recognition: ANCS thank you letter with magnet; naming on ANCS Gather and Grow participation list; invitation to donor recognition party

### **Cultivate**

*\$2500-4999 and up: ANCS Oak Major Gift Giving Circle*

Donor recognition: ANCS thank you letter with magnet; naming on ANCS Gather and Grow participation list; invitation to donor recognition party; recognition in ANCS courier or facebook

**Thrive:** *\$5000 and up: ANCS Major Gift Leadership Circle*

Donor Recognition: ANCS thank you letter with magnet; naming on ANCS Gather and Grow participation list; invitation to donor recognition party; recognition in ANCS courier and facebook; VIP table for 8 at ANCS auction; dinner with Matt Underwood (or dinner cooked by Chef Bradley?)

ANCS Fund development committee meeting minutes  
Tuesday, November 3, 2015.

Present: Narin Hassan (chair), Matt Underwood (ex officio), Phillippe Pellerin, Amy Damiani, Lori Howard

Absent: Bill Turcotte, Tara Stoinsky

Meeting began at 8:45am

**Major gifts plan options:**

The committee members are in favor of starting a major gift plan. Based on the two samples distributed, committee discussed the simpler plan with 3 simple levels (Nurture, Cultivate, Thrive) or a more complex plan with more levels and a higher top level. Committee agreed to work with a simpler plan, but add a level (begin with “Sustain” and move to Nurture, Cultivate, Thrive).

Committee discussed what level should be considered “major gift.” Right now, we probably have less than 10 people who give \$5000 or more to the school each year. Narin and Amy will look through the donation records to get a better idea of how many people are already giving at each level. We could recognize current high-level donors while we’re getting the major gift plan going.

This year we will start simply and try to avoid confusion between supporting the annual campaign and sponsoring RWTW or the auction. We’ll ask the auction and RWTW teams to mention the new tiers in the annual campaign to sponsors who might be willing to give more broadly.

Committee discussed recognition options and designing special magnets for higher-level donors. (Our current magnets fade, so the current product needs attention as well.)

The committee agreed to start with the following levels and to revisit the structure and ranges as needed. We can announce the basic levels soon without giving specifics about donor recognition for each level.

**Donor Levels: ANCS Gather and Grow Campaign**

**Sustain**

*\$1-999: ANCS Acorn donor*

Donor recognition: naming on ANCS Gather and Grow participation list. ANCS thank you letter with magnet for donors at \$50 and above.

**Nurture**

*\$1000-2499: ANCS Major Gift Donor*

Donor recognition: ANCS thank you letter with magnet; naming on ANCS Gather and Grow participation list; invitation to donor recognition party

## **Cultivate**

*\$2500-4999: ANCS Oak Major Giving Circle*

Donor recognition: ANCS thank you letter with magnet; naming on ANCS Gather and Grow participation list; invitation to donor recognition party; recognition in ANCS Courier and on Facebook

## **Thrive**

*\$5000 and up: (ANCS Leadership Circle) (This name may change!)*

ANCS thank you letter with magnet; naming on ANCS Gather and Grow participation list; invitation to donor recognition party; named plaque on ANCS campuses; recognition in ANCS Courier and on Facebook; VIP table for 8 at ANCS auction; dinner with Matt Underwood (or dinner cooked by Chef Bradley?); (get David Bradley to cook at one of the Fifth Group restaurants?)

Challenges:

--Not confusing or frustrating donors and sponsors with the addition of the major gifts program.

--working out the start and end points of the year, and when people will have to pledge or pay to be included in the donor party. We also need to be clear about which donations count toward the major gifts/annual campaign.

To include most donors, we can hold the donor party in May right before Annual Campaign week followed by the alumni party later in the month.

Meg Noble, Michelle Kresge, & Shannon McCaffrey are the auction sponsorship team. We could bring them into the overall sponsorship plan, perhaps offering them the Leadership/\$5000 level—recognition on all platforms. Narin and Lori will talk to the auction team and RWTW (Matt may join) about working together.

## **Technology/software options/possible use of Greater Giving**

Greater Giving, our auction/online bidding software, can be used to track annual campaigns. Committee discussed creating a new Greater Giving project to see if it will work to track giving at ANCS (currently our data is in a big Excel spreadsheet). Using Greater Giving should enable us to track giving from year to year, quickly see how much someone has given, and create a donation website.

Narin and Lori met with a consultant from Greater Giving who had set up a donor tracking project for a non-profit. She thinks we'd pay 2% to Greater Giving (Narin needs to confirm.). Narin looked at alternate software packages; we're already paying for Greater Giving's software for the auction. We're also considering hiring the consultant to help us get started with this new Greater Giving project and with the auction.

The meeting concluded at 9:45 am.



## ANCS Fund Development Committee Report: November 2015

**October 2015 Total received: \$17,917.18**

**Year to date received: \$29,593.06**

### **Recent activities and initiatives:**

**Georgia Gives Day:** Nov. 11: ANCS participated in GA Gives Day for the first time this year. Our goal was to receive \$10,000 in donations. We exceeded the goal and have reached \$14,770.00 (some donations are still coming in). There were 2,453 nonprofits who participated and we were ranked 25 in terms of total donors and 35 in terms of dollar amount raised. Also, in reviewing the donors, as far as we can tell roughly 35% of them were people who'd never donated to the school before.

**Grandparents and Special Friends Day** follow up: Following our mailer and table at both campuses for GP and Special Friends Day we received a large number of donations from grandparents. Our large monthly total this month is largely a result of grandparent donations in person or through our mailer. We are following up with the PTCA for a post-GP/Special Friends meeting to discuss planning for next year.

**Development of Major Gifts Plan:** The Fund Development Committee met on Nov. 3. One of the main discussion items was the development of major gifts. We have agreed upon an initial plan that includes 4 main giving levels (Sustain, Nurture, Cultivate, Thrive). We still will ask for a suggested \$400 per child, but will also create a major gifts program beginning at the \$1000 level. A higher "leadership level" plan will exist at \$2500 and up. The committee discussed having better recognition for donors, including an ongoing website list of all donors and the planning of a major donor recognition party. We also plan to have an alumni/ANCS celebration event at the end of the year during annual campaign week or soon after.

**Software:** We are following up with Greater Giving to review the details of possibly using them for donor software. We are also continuing to review other options before making a final decision.

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**2015 End of year mailer:** We are working with Lucy Fry on a mailer for December 2015. This will be a simple greeting card format with an insert. Key messaging will be celebration and gratitude as well as highlighting our key goals and needs (including reducing class sizes, retaining teachers, professional development for staff, our farm to school program, building improvements, curricular initiatives).

**Auction:** We are thrilled to announce the 2016 Wonder Ball auction chairs: Lori Howard, Kelley Klein, Kelli Dyer. The committee is working with Holley Silirie to update the logo and theme. They are also setting up committee chairs and doing outreach for volunteers. Narin and Lori met with an auction Greater Giving consultant (Sarah Durry) who has sent a proposal for software/entry assistance. We would like to spend approx \$3000 on auction assistance through a consultant (she can do all the entry, website development, assistance the night of the event).

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## **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.

Nov 2015 Development Report Revised.xlsx