



**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL**  
helping students learn to use their minds well

# Atlanta Neighborhood Charter School

## Board Meeting

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**Date and Time**

Tuesday December 16, 2014 at 6:30 PM

**Location**

ANCS Elementary Campus - Media Center

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Notice of this meeting has been posted on the ANCS website and Facebook page and in the main office at each ANCS campus.

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## Agenda

	Purpose	Presenter	Duration
<b>I. Opening Items</b>			
A. Record Attendance and Guests		Melissa McKay-Hagan	2
B. Call the Meeting to Order		Grace Burley	2
C. Public Comment		Grace Burley	10
D. Approve Minutes	Approve Minutes	Melissa McKay-Hagan	3
E. Principals Open Forum		Lara Zelski	5
F. PTCA Report		Grace Burley	10
<b>II. New Business</b>			
A. Nominations for ANCS Board Chair - FY16	Discuss	Grace Burley	5
<b>III. Fund Development</b>			
A. 2015-16 SY Schedule and Calendar Proposal	Vote	Matt Underwood	20
B. Center for Collaborative Learning - Purpose & Initial Activities	FYI	Matt Underwood	10
<b>IV. Educational Excellence</b>			
A. IB Task Force Update	FYI	Alice Jonsson	5
<b>V. CEO Support And Eval</b>			
A. Monthly Finance & Operations Report	FYI	Mitch White	10
<b>VI. Business &amp; Operations</b>			
A. Monthly Fund Development Report	FYI	Narin Hassan	10
<b>VII. Board Governance</b>			
A. Creation of New Positions for 2014-15 SY	Vote	Lia Santos	10
B. Monthly Personnel Report	FYI	Lia Santos	5
<b>VIII. Other Business</b>			
A. List of Upcoming Events	FYI	Grace Burley	2

<b>B. Gifted Testing for ANCS 8th Graders to Support Maynard Jackson High School</b>	FYI	Matt Underwood	3
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**IX. Closing Items**

<b>A. Adjourn Meeting</b>	Vote	Grace Burley	2
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<b>B. Brief Meeting Reflection</b>	Discuss	Grace Burley	5
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## Agenda Cover Sheets

**Section:** I. Opening Items  
**Item:** F. PTCA Report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** PTCA Report December 2014.docx

**Section:** III. Fund Development  
**Item:** A. 2015-16 SY Schedule and Calendar Proposal  
**Purpose:** Vote  
**Goal:**  
**Submitted by:** Matt Underwood  
**Related Material:**  
UpdatedProposaltoAdjust2015-16CalendarScheduletoIncreaseTeacherCollaborationTime-2.pdf

### BACKGROUND:

The task force created by the board in spring 2014 to consider different options for increasing teacher and staff collaboration time presented a proposal to the school community in November. After receiving feedback about the proposal, the task force has updated the proposal and is presenting to the board.

### RECOMMENDATION:

The task force recommends that the board approve having a weekly earlier dismissal for students at the elementary campus on Wednesdays starting in the 2015-16 SY. The task force also recommends that the board charge the elementary campus leadership team develop a plan to recapture 15 minutes of in-class time from the original proposal so that no additional days are added to the calendar for the 2015-16 SY.

**Section:** III. Fund Development  
**Item:** B. Center for Collaborative Learning - Purpose & Initial Activities  
**Purpose:** FYI  
**Goal:**  
**Submitted by:** Matt Underwood  
**Related Material:** CenterforCollaborativeLearning-purposeandinitialactivities.pdf

### BACKGROUND:

The Center for Collaborative Learning is a new part of ANCS that helps to facilitate experiences that benefit ANCS and other schools. This document gives an overview of the CCL, including its purpose, initial activities, and sources of funding.

### RECOMMENDATION:

N/A

**Section:** V. CEO Support And Eval  
**Item:** A. Monthly Finance & Operations Report

**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** November 2014 B&O Report.pdf  
November 2014 Finance Committee Report.pdf

**Section:** **VI. Business & Operations**  
**Item:** A. Monthly Fund Development Report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** Dec 2014 Report -Only.xlsx  
Fund development report Dec.ppt

**Section:** **VII. Board Governance**  
**Item:** A. Creation of New Positions for 2014-15 SY  
**Purpose:** Vote  
**Goal:**  
**Submitted by:** Matt Underwood  
**Related Material:** CreationofNewPositionsatECforRemainderof2014-15SY.pdf

BACKGROUND:  
Details of need for increased special education staffing at elementary campus for remainder of 2014-15 SY and associated funding adjustment.

RECOMMENDATION:  
Approve creation of new positions as described in document

**Section:** **VII. Board Governance**  
**Item:** B. Monthly Personnel Report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** 2014.12.12.Personnel Committee Report Dec 2014.ppt

BACKGROUND:  
Personnel Committee Report

## **ANCS PTCA Board Report December 2014**

### **Overview**

Thank you so much to the faculty and staff at the elementary campus and all the parents who volunteered their time to make Winterfest such a wonderful and memorable occasion.

Our Barnes and Noble shopping day is shaping up to be a successful fundraiser and a day of celebrating our school as a community of readers and learners.

### **Challenges or Issues**

The PTCA Officers and the Executive Director are continuing collaboration on the parental engagement and partnership documentation but we've been focused on working with the Board's task force around the issue of teacher collaboration time and crafting a process that engages families as decisions affecting family time are being made.

### **Monthly Highlights**

- The PTCA purchased additional risers for Winterfest at the EC.
- New curtains have been ordered for the EC Auditorium courtesy of the PTCA.
- The PTCA has purchased new furniture for the MC office. Installation will be Tuesday night and we can't wait for the MC staff to have a more beautiful and functional space.

#### **Upcoming PTCA Events**

**January 13:** PTCA Meeting EC  
(Topic: Safety)

**January 16:** Third Friday Coffee EC

**January 30:** Principal's Coffee MC

**February 20:** Bingo Night EC

### **Rationale for proposal to increase teacher and staff collaboration time**

Providing students with deep, meaningful learning through exploration and inquiry is the core of the educational program at ANCS. Our own assessments and the feedback we've received from students and parents indicates that we are fairly successful in carrying out this work, with well over 90% of students and parents responding on recent surveys that they were happy with the ANCS experience and students were engaged in meaningful learning. Yet sustaining this approach demands lots of time for teachers and staff to collaborate together for the creative process of developing curriculum, assessing projects, and personalizing learning for students, time that currently is only about 10-15% of a teacher's stated work week. A recent survey of our faculty and staff showed that over 50% do not feel they have enough time to effectively collaborate with their colleagues. Coupled with increasing accountability requirements because of changes to state law, there is a heightened need to configure our calendar and schedule to provide for more and better collaboration time for teachers and staff so that we may create the best school possible for our students—all of which is why this is an area of focus in the school's recently-approved strategic plan.

The school's leadership team and governing board explored this topic last year. We learned that in considering changes to the use of time in our calendar and schedule we first need to provide opportunities for input and discussion among the full community of parents and faculty/staff before final decisions are made. A small task force was formed by the board in the spring, and, in consultation with the school's leadership team, the task force is brought forward an initial proposal for the 2015-16 school year to increase teacher and staff collaboration time through adjustments to the calendar and schedule.

### **Summary of feedback on initial proposal**

Feedback about this initial proposal was solicited through surveys of parents and faculty/staff and listening sessions held at both campuses for parents and faculty/staff. 282 responses to the parent survey were recorded and a total of 39 people attended one or more of the listening sessions.

The school's leadership team and task force reviewed the feedback from the initial proposal and identified a few key points that emerged consistently from the feedback:

- Most respondents understand the need for collaboration time and are supportive of the earlier dismissal once per week to achieve it (88% of parent survey respondents); of these, the vast majority are fine with this day of the week being Wednesday (85% of parent survey respondents).
- There's a split among parents about adding days to the calendar in exchange for an earlier dismissal one day per week--about 46% do not want to add days, and of those that do, there is no clear consensus about where to add them. The vast majority of teachers do not feel it is necessary to add days to the calendar. The most commonly cited reasons among those who feel it is not necessary to add days to the calendar are that (1) our students are already in school for more time than most other schools, and (2) the quality of students' experience will be improved to a degree greater than any reduction in in-school time.
- There is a concern among some parents about paying full cost for aftercare on Wednesdays if they only need it until regular dismissal time. Based on the survey responses and the average number of students currently in aftercare at the EC on Wednesdays based on attendance data (about 151), it seems that the approximate number of families who would *need* aftercare until regular dismissal time is about 45-50, though more precise numbers could be gathered in a follow up survey. There is a concern among the aftercare staff that if there is absolutely no cost to

aftercare until dismissal, there would be big challenges logistically for the staff and difficulty securing space for collaboration time.

- There is some concern that's been expressed for the gap between dismissal time on each campus on the earlier dismissal day. Even though it's the same gap as exists on other days of the week (and a smaller gap than between elementary and middle school dismissals for APS schools), some parents have said that it would be more challenging on an earlier dismissal day.

### **Proposal to increase teacher and staff collaboration time - 2015-16 school year**

**Initial proposal published November 11, 2014; updated December 11, 2014 with additions in *italics* and deletions in ~~strikethrough~~**

#### Purpose:

To align school calendar and schedule with teacher and staff collaboration time needed for enhanced student outcomes

#### Why is increased teacher and staff collaboration time needed?

Reasons why regular, consistent collaboration time among the full faculty and staff is needed include:

- the demands of learning about and implementing new Common Core standards;
- complicated new school accountability requirements to which our school is held;
- curriculum is planned by teachers around creative projects that cut across disciplines rather than relying on simple, superficial textbooks;
- to provide high levels of feedback and information for students and parents—through blogs, narrative report cards, conferences;
- there is a higher percentage of students with special needs at ANCS than most other schools which requires more training and more time in which teachers are involved in SST and IEP meetings;
- K-8 alignment—educationally and operationally—across two separate campuses; and
- sustaining a healthy and engaged faculty and staff so we can retain great teachers for many years of work with our students.

#### How will increased teacher and staff collaboration time be used to improve student outcomes?

Some examples of how this regular collaboration time would be used to improve student outcomes:

- looking together at student work to norm what “meeting” and “exceeding” the standards looks like in different skills at each grade level
- analyzing schoolwide and grade-level student assessment data to identify students in need of support and challenge
- taking part in professional workshops on areas of schoolwide learning (such as Conscious Discipline, meeting the needs of academically advanced students) to insure consistency across the school
- conferencing with other teachers about individual students
- receiving training in critical areas of compliance (special education, allergy management, emergency protocols, mandated reporter, CPR) so that a safe and supportive environment exists for all students



What are the proposed ways to create increased time for teacher and staff collaboration?

In order to gain regular and sufficient collaboration time, on one day each week school is in session, the regular school day would end and students would be dismissed earlier—at 1:30 PM at the elementary campus and at 2:15 PM at the middle campus. This is an approach several other charter and traditional schools locally and nationally use to schedule collaboration time for their professional staffs, including our middle school campus since 2008. We propose making this structure consistent across both campuses.

On this day each week, teachers and staff would be engaged in activities such as those described above for approximately 2.5 hours. For students, regular ANCS after care would be available immediately after dismissal until **either the regular school day dismissal time (3:00 for the elementary campus and 3:45 for the middle campus) for half the regular daily rate or** until the regular after care end time at the same daily rate as all other days of the week and with scholarships available for families who need them. **Programming such as structured physical activity, music offerings, and academic support would be a part of after care on Wednesdays.**

The proposed day for this earlier student dismissal for teacher and staff collaboration time is Wednesday. Why Wednesdays? The school's leadership team—made up of the Executive Director, Principals and Assistant Principals, Director of Business & Operations, Special Education Coordinator, and Director of Collaborative Learning & Partnerships—sees Wednesdays as the best day to engage in professional learning and collaboration away from the busy-ness that comes with the start and end of each week. Wednesdays also allow teachers and staff to address and adjust to school issues that unexpectedly arise early in the week or will be coming later in the week. The leadership team realizes that, for some families, Friday might be a preferable day for a weekly earlier dismissal time. The leadership team does not see Fridays as the ideal day for several reasons. Several Fridays throughout the year would be lost due to school holidays, and scheduling the most creative, collaborative work for the final hours of the day at the end of a work week does not seem like it would be productive in any profession. As well, many student activities—in particular, nearly all athletics games—occur on Friday afternoon and evenings, which would make an earlier dismissal and extended block of collaboration time logistically challenging for many. However, knowing all of this, we are open to your feedback on this proposed day.

Although students at ANCS are already in school approximately 1-3 hours more each week than most other area schools, we heard in feedback from many last spring that it is important to maintain a high level of in-class time for students. **Based on survey feedback, the taskforce recommends to the board that no additional school days be added to the calendar for the 2015-16 school year and that the elementary campus leadership team be charged with bringing to the January board meeting a plan for recapturing 15 minutes of in-class time from the original proposal. This 15 minutes of in-class time is the equivalent of what would have been gained by adding 2 school days without additional cost.** this proposal includes potentially adding two school days to the 2015-16 calendar to compensate for the weekly early dismissal day. With a commitment to keeping the ANCS calendar as aligned as possible with the calendar for the Atlanta Public Schools, the options for where to add two days to the school calendar are:

- August 3rd and 4th (starting school two days earlier than APS calendar)
- October 8th and February 16th (fall and mid-winter breaks each one day shorter than APS calendar)
- November 23rd and 24th (Thanksgiving week break two days shorter than APS calendar)
- May 26th and 27th (ending school two days later than APS calendar)

## **Center for Collaborative Learning**

### *Purpose & Initial Activities*

#### **Overview**

As a charter school with over a decade of experience, ANCS has an obligation to use its success as a catalyst for creating collaborative learning opportunities that can transform classrooms and schools and influence wider discussions of teaching and learning in Atlanta and beyond. This focus is included in our school's new mission statement, which emphasizes "collaborating with the larger community to advocate for student-centered schools". This statement reflects both our sense of collective responsibility for helping to make all schools great and our belief that the best way for ANCS to fulfill this responsibility is not through replication or expansion but through collaboration with other schools. At the same time, these collaborative learning activities improve our school by allowing us to see different ways of teaching and learning from other schools and by giving our veteran educators an outlet for coaching and leadership in ways that enable them to grow in their practice.

To this end, beginning in the summer of 2014, ANCS started to facilitate opportunities for collaborative learning about practices grounded in the common principles for the Coalition of Essential Schools. This work has been led by Elizabeth Hearn, the head of our New Teacher Residency Project and, new this year, serving as our Director of Collaborative Learning and Partnerships.

Through our Center for Collaborative Learning, we aim to bring together individuals, schools, and organizations to build capacity for creating student-centered learning environments in the three distinct ways:

#### **Dissemination**

Under the umbrella of "dissemination", we share best practices and lessons learned from the ANCS experience and also provide opportunities for further learning on specific topics.

Examples of activities in this area include:

- Visits to ANCS to observe teaching and learning
  - Henry County Schools
  - Utopian Academy for the Arts
- Workshops to deepen knowledge of ANCS practices for possible use in their own settings
  - Universal Design for Learning - July 2014
  - Conscious Discipline - July & Oct 2014
  - Everyday Mathematics - August 2014
- Institutes and lectures by outside experts on specific topics
  - Educator certification programs and requirements (GCSA, GSU, GaPSC) - Nov 2014
- Publications and presentations of ANCS practices
  - Coalition of Essential Schools Fall Forum - Nov 2014

- Georgia Charter Schools Leadership Conference - Jan 2015
- Publication of chapters about ANCS New Teacher Residency Project in *Case Studies in Clinical Teacher Preparation* (2014) and associated presentation at Association of Teacher Educators conference - Feb 2015

### **Teacher/Leader Development**

Under the umbrella of “teacher/leader development” are activities that foster the growth of teachers at ANCS to either improve ANCS and/or to take their learning to other schools.

Examples of activities in this area include:

- New Teacher Residency Project - Jan 2012 to present
  - Supporting 32 teacher residents in early stages of their career
  - Training for over 40 veteran ANCS educators to sharpen skills as mentor teachers, cooperating teachers, and coaches
- Critical Friends Group institutes - 5 institutes held from June 2012 to present
  - Over 40 ANCS educators have taken part in at least one CFG institute to strengthen their work as CFG coaches or to gain tools and perspectives to improve their teaching
  - Additionally, in part as a dissemination activity, ANCS invited several other interested schools to take part in CFG institutes in summer and fall 2014: Wesley International Academy, Dunbar Elementary School, Toomer Elementary School, King Middle School, Museum School, Weber School, New School
- Mindfulness training
  - Several ANCS teachers have paid to take part in ongoing mindfulness sessions organized by the CCL - Fall 2013 to present

### **Partnerships**

Under the umbrella of “partnerships” are activities that are part of a longer-term relationship between ANCS and another school. These partnerships are with schools that ANCS sees as having a shared vision for student-centered schools and in which the partnership meets two or more of the following criteria:

1. benefit ANCS students now or in the future
2. hold the potential to make our own school stronger by providing access to professional development opportunities or teacher leadership
3. hold the potential for meaningful impact on the students of the partner school
4. focus on building collaborative relationships between the teachers and leaders across schools

Examples of activities in this area include:

- Ongoing coaching at GLOBE Academy Charter School in DeKalb County during leadership transition - May 2014 to present
- Collaboration and Reflection to Enhance Atlanta Teacher Effectiveness (CREATE) - Jan 2015 to Dec 2019

- Evolution of ANCS New Teacher Residency Project (NTRP) to bring on additional schools in APS's Maynard Jackson cluster in teacher residency program focused on collaboration across schools and math/science teaching and learning

### **Funding**

The CCL operates with a goal of breaking even--or, ideally, generating marginal revenue--in its activities and it is currently meeting this goal through a mix of funding sources, including:

- Governor's Office of Student Achievement Innovation Fund grant (multi-year grant awarded January 2012)
- Atlanta Public Schools Office of Innovation grant to support clusterwide activities facilitated by CCL
- Fees from individuals and schools participating in CCL activities
- U.S. Department of Education Investing in Innovation grant (multi-year grant to be awarded January 2015)

# Business Operations Dashboard

Finance “Big Rocks”	Operations “Big Rocks”
<ul style="list-style-type: none"> <li>✓ Refinancing for MC</li> <li>❑ Produce 2015–2016 Annual Budget</li> <li>❑ Annual Financial Audit Report / Firm Selection (March 2015)</li> <li>❑ Fixed Asset Audit</li> <li>❑ Support for Charter Renewal</li> </ul>	<ul style="list-style-type: none"> <li>✓ Implement “in-house” food service</li> <li>✓ Approve Technology Plan (Oct. 2014)</li> <li>✓ Phase One MC projects</li> <li>❑ Long-term facilities plan</li> </ul>
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <ul style="list-style-type: none"> <li>✓ Completed</li> <li>❑ In Progress</li> <li>❑ Not Started</li> </ul> </div>	
<b>Operating Cash (Checking + MMA)</b> (as of 9/11/14)	<b>\$380k</b> (Bank of North Georgia)
<b>Investments (CDs)</b> (as of 9/11/14)	<b>\$661K</b> (Edward Jones + Self-Help + SunTrust)
<b>Line of Credit</b> (as of 9/11/14)	<b>\$0K</b>
<b># Students</b> (as of 9/11/14)	<b>665</b>
<b>YTD Operation Income or (Loss)</b> (as of 11/30/14)	<b>\$(471,348)</b>

ATLANTA NEIGHBORHOOD CHARTER SCHOOL  
 Budget to Actual FY2015  
 YTD November 2014

Period Ended 11/30/2014

	YTD Actual	YTD Budget	YTD \$Variance	Annual Budget	% of Annual Budget
<b>Income</b>					
Local/State Funding	\$2,748,061	2,763,753	(15,692)	6,909,382	39.77%
Grants	\$490,289	0	490,289	0	0.00%
Contributions & Fundraising	\$31,991	97,917	(65,926)	235,000	13.61%
Program Income	\$201,891	127,708	74,182	306,500	65.87%
Nutrition Income	\$76,072	64,583	11,488	155,000	
Other Income	\$5,319	27,083	(21,764)	65,000	8.18%
<b>Total Income</b>	<b>\$ 3,553,623</b>	<b>\$ 3,081,044</b>	<b>\$ 472,578</b>	<b>\$ 7,670,882</b>	<b>46.33%</b>

**Expenditures**

Salaries and Benefits	\$2,785,377	2,547,361	(238,016)	6,113,666	45.56%
Professional Development	\$95,956	24,375	(71,581)	58,500	164.03%
Curriculum & Classroom Expenses	\$69,969	36,801	(33,168)	88,323	79.22%
Program Expenses	\$43,892	126,944	83,052	304,665	14.41%
Building & Grounds	\$252,474	201,120	(51,354)	482,689	52.31%
Fixed Asset Expenditures	\$534,664	61,223	(473,441)	146,934	363.88%
Professional Services	\$28,430	12,500	(15,930)	30,000	94.77%
Gen&Admin/Insurance/Interest Expense	\$112,746	50,033	(62,713)	120,080	93.89%
Nutrition Program Purchases	\$62,092	77,833	15,741	186,800	33.24%
Equipment Rental (Copiers)	\$22,313	13,750	(8,563)	33,000	67.62%
Furniture & Equipment (Non-Capitalized)	\$9,552	0	(9,552)	0	
Fundraising Expenses	\$7,505	41,042	33,537	98,500	7.62%
<b>Total Expenditures</b>	<b>\$4,024,971</b>	<b>3,192,982</b>	<b>(831,988)</b>	<b>7,663,157</b>	<b>52.52%</b>
Operating Income/Loss	\$ (471,348)	\$ (111,938)	\$ (359,410)	\$ 7,725	

## ANCS Annual Campaign Monthly Report

Month of Receipt	Nov-14
Received this Month	\$11,772.00
Total Received To Date	\$36,517.00
Count Of Donations	272
Thank You Letters Sent	69

	<b>Method of Payment</b>				<b>TOTAL</b>	
	Direct Mail	Online	Direct Debit ACH	Other	Received In Nov 2014	Received To Date
<b>Parents and Guardians</b>	\$735.00	\$6,689.00	\$430.00		\$7,854.00	\$20,106.00
<b>Grandparents and Special Friends</b>	\$625.00	\$1,450.00			\$2,075.00	\$7,030.00
<b>ANCS Faculty and Staff</b>		\$110.00	\$120.00		\$230.00	\$1,100.00
<b>Other</b>	\$63.00	\$1,550.00			\$1,613.00	\$8,281.00
<b>Total</b>	\$1,423.00	\$9,799.00	\$550.00	\$0.00	\$11,772.00	\$36,517.00

# Fund Development Report

- “November 2014 total received:\$11,772.00
- “Year to date received:\$36,517.00
- “Recent activities: New Annual campaign material with the theme “Gather and Grow: Nurture, Cultivate, Thrive” (letterhead, new brochure/envelopes) is ready and in mailing progress.
- “New fund development “swag” (eg. magnets/t-shirts) are ordered and ready and yard signs are at each campus.



# Other Fund Development News/Plans:

“A fund development table was set up for 2 Winterfest days

“Communications: The first fund development e-blast was sent in November. We will plan to have a fund development newsletter/e-blast to follow up in January and a possible holiday message.

“Auction update: Auction co-chairs have revised the Wonder Ball logo slightly and are ordering letterhead for letters to go out in January. Lead committee members/committees are being finalized.

“

“



## External Funding news:

“Thanks to a \$150,000 grant from the Zeist Foundation and an in-kind contribution of \$120,000 from Transformational Educational Consultants (who currently work with ANCS on the New Teacher Residency Project), ANCS has met the first of two private matching funds deadlines. We will receive an approximately \$3,000,000 Investing in Innovation (i3) grant award in January 2015 to work with partners from Atlanta Public Schools, Georgia State, Georgia Tech, Emory, and the School Reform Initiative to implement an expanded teacher residency program called "Collaboration and Reflection to Enhance Atlanta Teacher Effectiveness" (CREATE). A formal announcement is forthcoming.

“

The number of students qualifying for and receiving special education services at the ANCS elementary campus has increased since last school year. This increase is reflected in the full time enrollment (FTE) count summary chart below (special education FTEs listed as “level 1” to “level 5”).

Elementary Campus	(A)	(B)	(C)
FTE student count #'s	Oct/14	Mar/14	Oct/13
Kg	71	71	71
Kg EI			
Gr 1-3	204	203	205
Gr 1-3 EI	7	7	8
Gr 4-5	132	133	133
Gr 4-5 EI	4	5	5
Gr 6-8			
Middle School			
Gr 9-12			
Level 1			
Level 2			
Level 3	10	6	7
Level 4	4	4	4
Level 5			

*Most recent FTE counts for ANCS elementary campus*

This increase in students receiving special education services necessitates additional staffing to meet the needs of students and to remain in compliance with state regulations governing teacher load and student ratios in special education.

An FTE count is based on the amount of time each student spends receiving a particular type of instruction each school day and total FTE funding is calculated based on the average of the past three FTE counts (for reference, see:

[http://atlncs.org/wp-content/uploads/2014/08/Charter\\_School\\_Funding\\_101.pdf](http://atlncs.org/wp-content/uploads/2014/08/Charter_School_Funding_101.pdf)). Based on the ANCS elementary campus three-count average, the adjusted allocation projection for this school year sees an increase of approximately \$18,000 due to the increase of special education FTEs captured in the FTE averaging.

**Recommendation:** Approve creation of 1 FTE special education teacher position and 1 FTE student aide position at elementary campus for remainder of 2014-15 SY. Total expenditure amount: \$36,057

# Personnel Committee Report

“Creation of New Positions at EC for Remainder of 2014–15: Details provided in attached PDF and presented by Kari Lovell/Matt Underwood

“Matt Underwood’s Mid–Year Review Process is underway:

- 1) We are collecting feedback from Matt Underwood's direct reports
- 2) Matt is completing a self reflection using the strategic plan as the baseline for this year's goals
- 3) Lia Santos (Personnel Chair) and Matt will review both of these before the January Board Meeting and these will serve as his mid–year review