



# 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 September 20, 2016 at 6:30 PM

**Location**

ANCS Elementary Campus - 688 Grant St. 30315

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*Notice of this meeting was posted at each campus and on the ANCS website in accordance with O.C.G.A. § 50-14-1.*

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## Agenda

	Purpose	Presenter	Duration
<b>I. Opening Items</b>			
A. Record Attendance and Guests		Melissa McKay-Hagan	1
B. Call the Meeting to Order		Mitch White	1
C. Approve Minutes from Prior Board Meeting	Approve Minutes	Melissa McKay-Hagan	3
D. PTCA Report		Joy Prince	5
Standing monthly report from the ANCS Parent-Teacher-Community Association			
E. Principals' Open Forum		Cathey Goodgame & Lara Zelski	5
Standing monthly opportunity for ANCS principals to share highlights from each campus.			
<b>II. Old Business</b>			
A. Updated enrollment lottery procedures	Vote	Mitch White	10
<b>III. Executive Director's Report</b>			
A. ANCS Strategic Plan - Proposed 2016-17 Strategic Initiatives	Vote	Matt Underwood	15
B. Diversity and equity work for 2016-17 school year	Discuss	Matt Underwood	15
Overview of areas of focus on issues of diversity and equity for 2016-17 school year			
<b>IV. Business &amp; Operations</b>			
A. FY16 financial audit	FYI	Cindy Ethridge	15
Per state law, all charter schools must have an independent financial audit annually and submit the audit report to their local authorizer and the GaDOE.			
B. Monthly financial statements & reports	Discuss	Ryan Camp & Kari Lovell	10
<b>V. Educational Excellence</b>			
A. Spring 2016 Milestones analysis by demographic groups	Discuss	Matt Underwood	15

Last month, school and grade level overview data was reported. This month a report based on student demographic group from the spring 2016 tests.

<b>B. Public affairs report</b>	FYI	Eric Teusink	5
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**VI. Governance**

<b>A. Board committee assignments</b>	Vote	Lia Santos	5
Assignment of board members to each board committee			

<b>B. 2016-17 Board Training Plan</b>	Vote	Lia Santos	5
Approve plans for required governance training for all board members for 2016-17 school year			

<b>C. Board code of ethics</b>	Vote	Mitch White	5
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**VII. Fund Development**

<b>A. Monthly fund development report</b>	FYI	Narin Hassan	5
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**VIII. Executive Session**

<b>A. Executive Session</b>	Vote	Mitch White	15
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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**

<b>A. Brief Meeting Reflection</b>	Discuss	Mitch White	5
ANCS board reflection on governance practices from board meeting			

<b>B. Adjourn Meeting</b>	Vote	Mitch White	1
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## Agenda Cover Sheets

**Section:** **I. Opening Items**  
**Item:** D. PTCA Report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** PTCA\_report\_sep2016JGP.pdf

**Section:** **II. Old Business**  
**Item:** A. Updated enrollment lottery procedures  
**Purpose:** Vote  
**Goal:**  
**Submitted by:** Mitch White  
**Related Material:** Admissions and Enrollment policy\_revised Sept 2016.docx

**Section:** **III. Executive Director's Report**  
**Item:** A. ANCS Strategic Plan - Proposed 2016-17 Strategic Initiatives  
**Purpose:** Vote  
**Goal:**  
**Submitted by:** Matt Underwood  
**Related Material:** ANCS Strategic Plan Update overview\_draft\_July 2016-2-2.doc

**BACKGROUND:**

Proposed initiatives for 2016-17 school year in line with strategic plan

**RECOMMENDATION:**

Approve the proposed strategic initiatives for the 2016-17 school year

**Section:** **III. Executive Director's Report**  
**Item:** B. Diversity and equity work for 2016-17 school year  
**Purpose:** Discuss  
**Goal:**  
**Submitted by:** Matt Underwood  
**Related Material:** Diversity & equity initiative update\_Sept 2016-2.pdf

**BACKGROUND:**

Overview of diversity and equity work at ANCS for 2016-17 school year

**Section:** **IV. Business & Operations**  
**Item:** A. FY16 financial audit  
**Purpose:** FYI  
**Goal:**

**Submitted by:** Cindy Ethridge  
**Related Material:** ANCS 2016 Final.pdf  
ANCS gov letter 2016.pdf  
{3756E84D-C640-4FB2-819F-E64371E7DCC6}.pptx

**BACKGROUND:**  
Information related to ANCS FY16 financial audit

**Section:** **IV. Business & Operations**  
**Item:** B. Monthly financial statements & reports  
**Purpose:** Discuss  
**Goal:**  
**Submitted by:**  
**Related Material:** August 2016 Cash Flow.pdf  
August 2016 Finance Report.pdf  
Cash Position.pdf  
September 2016 Board Memo.pdf

**Section:** **V. Educational Excellence**  
**Item:** A. Spring 2016 Milestones analysis by demographic groups  
**Purpose:** Discuss  
**Goal:**  
**Submitted by:** Matt Underwood  
**Related Material:**  
ANCS EOG 2016 District and State Comparison v2.xlsx - Sheet1.pdf

**BACKGROUND:**  
Comparison of 2016 ELA and Math Milestones scores between ANCS, APS, and GA by various demographic categories

**Section:** **V. Educational Excellence**  
**Item:** B. Public affairs report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:** Eric Teusink  
**Related Material:** 2016.9.20 - PA Subcommittee Report.pdf

**Section:** **VI. Governance**  
**Item:** A. Board committee assignments  
**Purpose:** Vote  
**Goal:**  
**Submitted by:** Mitch White  
**Related Material:** ANCS 2016-2017 Officers and Committees.pdf

**Section:** VI. Governance  
**Item:** B. 2016-17 Board Training Plan  
**Purpose:** Vote  
**Goal:**  
**Submitted by:**  
**Related Material:** 2016.09.17.Monthly Report.pdf  
2016annualboardgovernancetrainingplanresolution.pdf

**Section:** VI. Governance  
**Item:** C. Board code of ethics  
**Purpose:** Vote  
**Goal:**  
**Submitted by:**  
**Related Material:**  
ATLANTANEIGHBORHOODCHARTERSCHOOLGOVERNINGBOARDMODELCODEOFETHICS.pdf

**Section:** VII. Fund Development  
**Item:** A. Monthly fund development report  
**Purpose:** FYI  
**Goal:**  
**Submitted by:**  
**Related Material:** September 2016 report.pdf

## ANCS PTCA Board Report September 2016

### **Overview**

#### **Mini Grants**

September 16 deadline

Nine applications submitted

#### **Membership**

Membership Drive

**191 memberships, close to goal #ANCSPTCA200**

2015: 110

2016: 165

#### **Budget and Fundraising**

Goal: Increase funds without adding new PTCA fundraisers

Challenges: no new fundraisers. We need to be strategic and creative about what we already do.

#### **Communication/Social Media/Web site**

Continuing to cross post among three ANCS Facebook sites

Web site updates in progress

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

September 13

Attendance: approximately 47 total

Featured, state of the school by Matt

Choice of concurrent sessions:

Mindfulness and Yoga with Elizabeth O'Brien (MC parent)

New Report Cards at EC with Lara Zelski and Maya Jenkins

Conscious Discipline with Leslie Jo Tottenham

Nutrition Program with David Bradley

#### **Committees**

Still need to fill in a few key co-chair/committee roles

### Upcoming PTCA Events

**Yard Sale:** Elementary Campus  
September 16-17

**Mini Grants**  
September 16

**Cardboard Challenge**  
October 1

**Grandparents and Special Friends Day**  
-October 21

**Fall Fest**  
-October 22

# Admissions, Registration, and Enrollment

## Purpose

This policy outlines the enrollment process for both new/prospective families, existing families, children of staff, and children of Board members.

## Duration

This policy is permanent, but it is subject to yearly revision based upon APS requirements.

## Policy

### **SECTION 1. Yearly Enrollment Process Overview**

Enrollment is handled as a three-step process:

- **Step 1.** Re-enroll current students via the Intention to Re-Enroll form.
- **Step 2.** Enroll siblings and children of staff and Board members.
- **Step 3.** Open enrollment for all attendance zones.

### **SECTION 2. Re-Enrollment**

Current ANCS families are sent an Intention to Re-Enroll form in January. The form must be returned by the deadline. All proof of residency paperwork must be submitted as requested.

### **SECTION 3. Enrollment of Siblings and Children of Staff and Board Members**

- a. Current ANCS families indicate on the re-enrollment paperwork if a sibling will be entering ANCS for the following school year.
- b. Children of current staff members or current Board members who are enrolling at the school for the first time must indicate their intention to enroll the child by submitting a completed enrollment application form for the child by the stated deadline.

### **SECTION 4. Open Enrollment / Lottery**



- a. Enrollment materials are posted on the ANCS website by mid-February. At this time, informational meetings are scheduled.
- b. Prospective families complete all enrollment materials and address verification as presented and submit them. Typically, they are due by mid-March. After turning in paperwork, families will receive a numbered receipt. The number acts as a lottery number should enrollment requests exceed available spaces.
- c. After open enrollment closes, ANCS will hold a lottery at the school. The lottery is public, with all interested parties invited to attend. **YOU DO NOT HAVE TO BE PRESENT TO HAVE YOUR NUMBER DRAWN.**

“Economically disadvantaged” students will be provided an increased chance of admission. The additional “weight” for economically disadvantaged students will be calculated each year to maximize the probability that 40 percent of students newly admitted to ANCS through the lottery will be economically disadvantaged; provided, however, that the weight for economically disadvantaged students will be a minimum of 1.5 and a maximum of 4.0 each year of the charter term that the weighted lottery is used. ANCS will continue to use a weighted lottery and the 40 percent target for students admitted through the lottery at least until the school year following a year in which 30 percent of the students at the school are economically disadvantaged, or until no weight is necessary to maximize the probability that 40 percent of students newly admitted through the lottery are economically disadvantaged. “Economically disadvantaged” shall mean students who qualify for free or reduced lunch, whose families live below the poverty line, or whose families qualify for one or more of the following federal benefits: SNAP, TANF, WIC, Medicaid, or PINS. New student applicants may voluntarily indicate “economically disadvantaged” status on the admissions application and such status will be verified as a part of the registration process.

- e. An outside representative will draw numbers during the lottery to determine each prospective student’s placement on the list for their grade level. All numbers are drawn until every prospective student has either been assigned a place or has been assigned to the waiting list.
- f. Families not present for the drawing can call the school after the lottery to find out if they were assigned a place or were assigned to the waiting list.

- g. All registration paperwork must be submitted within two weeks of families being notified that their child has a spot before a student is confirmed as having a place on the class list.

## **SECTION 5. Waiting List**

- ~~a. The waiting list is considered “permanent” as long as interested families submit a new application each year indicating their continued interest. Families must submit the application indicating continued interest by the deadline indicated by ANCS, which is typically within the first two weeks of January following the end of the school’s Winter Break.~~
- b. At the time your waiting list position is offered a spot at ANCS, you must complete the address verification process.
- c. Prospective families are notified via phone or email if they have an opportunity to move off the waiting list and into enrollment. Parents have 24 business hours to accept the spot.
- d. ANCS does not typically enroll students past the first week after the resumption of classes from Winter Break.
- ~~e. Families can defer enrollment only once (the deferral is for one year). If families are notified there is a spot available the following year and they do not accept the spot, they are removed from the waiting list. This includes being offered a spot in the middle of the year.~~
- ~~f. If a family is on the kindergarten waiting list, there is no deferment. If the spot is offered to a family and they defer, they will have to go through the lottery again for the following year.~~
- g. Children of incoming new Board members approved by the Board and ratified by the PTCA will be given enrollment preference on the waiting list behind any siblings or children of current staff members currently on the waiting list.
- h. A new waiting list is formed for each grade level following the lottery process each school year.*

## **SECTION 6. Proof of Residency Requirements**

ANCS follows the residency requirement process from APS. Forms and requirements may differ from year to year.

## **SECTION 7. Students Enrolling From Home Study Program**

- a. When a student enters ANCS from a home study program, the parents/guardians of the student should provide records of the student from any prior schools and/or home study program, including any standardized test scores.
- b. Based on these records, the Campus Principal will make a placement of the student at what he/she feels is the most appropriate grade level for a probationary period of at least one term.
- c. Near the end of the probationary period, the Campus Principal will consult with the student's teachers and parent/guardian to assess the performance of the student, and the Campus Principal will then determine if any change in placement is necessary.
- d. If a student enters ANCS from a home study program without any prior educational records, the Campus Principal will decide whether the student should be placed in the grade level of his/her most recent period in the home study program or whether a different grade level placement should be made.
- e. In either case, the placement will be for a probationary period of at least one term. Near the end of the probationary period, the Campus Principal will consult with the student's teachers and parent/guardian to assess the performance of the student, and the Campus Principal will then determine if any change in placement is necessary.

## **Resources**

For enrollment forms, see [Proof of Residency and Enrollment](#).

[Attendance Zones](#)



# 2014-2017 STRATEGIC PLAN

## VISION

To be a dynamic learning community where students become life-long learners, develop self-knowledge, and are challenged to excel.

## MISSION

ANCS uses the principles of the Coalition of Essential Schools to: **BUILD** an empowered and inclusive community of students, parents, and educators **ENGAGE** the whole child—intellectually, social-emotionally, and physically **HELP** all students to know themselves and to be known well by their community **CHALLENGE** each student to take an active role as an informed

### Priority Goals

**Teaching & Learning:** To support academic, social-emotional, & physical growth of all students with high expectations for all, including

**Diversity:** To build upon current diversity by creating proactive program to improve, retain, and realize benefits of student diversity that reflects

**Faculty & Staff Development:** To be a school of choice for talented educators through competitive compensation, quality professional development, and

**Parent & Community Partnership:** To strengthen the partnership between the school and its families and to engage the wider community—especially

**Fundraising & Resource Development:** To strengthen fundraising infrastructure to expand and diversify sources of funding with a goal of 20% non-

**Facilities & Operations:** To plan for and implement facilities and technology improvements that result in consistency between campuses, enhanced school

**Governance Capacity:** To continue development of board capacity in strategic governance, resource development, and community outreach.

### Three Year Objectives

1. Develop K-8 learning expectations & desired outcomes
2. Develop plan for enhancing arts, technology, language, & health/wellness

1. Develop diversity plan for outreach & support
2. Address enrollment/retention obstacles for underserved families
3. Develop plan to maximize

1. Enhance recruitment with focus on diversity, excellence, and high potential
2. Strengthen levers for retention (compensation, support needs)

1. Enhance parent/school partnership
2. Strengthen ANCS/APS/Jackson cluster relationship
3. Institute collaborative

1. Increase parent giving to 100% participation
2. Enhance donor outreach, management, & recognition efforts
3. Establish reserve funds of at

1. Develop long-term facilities plan
2. Build facilities reserve fund
3. Implement multi-year technology plan
4. Implement "farm to school"

1. Establish advisory council or add community members to board
2. Develop plan for ongoing governance training
3. Create metrics to assess

### Strategic Initiatives for 2014-17

1. Begin IB candidacy phase
2. Implement new report card systems
3. Begin use of new assessments to assess critical thinking, well-being
4. Focus on strengthening

1. Expand diversity/equity work with facilitation team to full faculty/staff
2. Continue new student enrollment outreach and

1. Review & update compensation policy
2. Establish new development opportunities for veteran ANCS educators

1. Deepen and expand CREATE program
2. Continue building on strong PTCA-faculty partnership by increasing PTCA memberships and

1. Develop long-term fundraising plans (goals, activities, staffing)
2. Evaluate and decide upon fundraising software needs

1. Plan for and take action on next phase of facilities and technology plans
2. Evaluate goals and needs for "farm to school" program for 2017

1. Articulate process for updating strategic plan in 2017
2. Develop succession plans for school and board leadership



ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL

helping students learn to use their minds well

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## **DIVERSITY & EQUITY STRATEGIC INITIATIVE UPDATE**

*PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR | September 2016*

# Context

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- 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 *all* students
  - Opportunity as a charter school to help solve the historic challenges of school integration
  - Want to more closely reflect demographics of our cluster
  - In line with CES common principle: “...*honor diversity, build on strength of [school’s] communities, deliberately and explicitly challenging all forms of inequity*”

# Context

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New goal in 2016-2021 charter agreement:

- “Economically disadvantaged” students get an additional weight of between 1.5 and 4.0
- The goal is for 40% of each incoming cohort (excluding students admitted through statutory preferences, such as siblings) to qualify for free or reduced price lunch
- We have committed to using the weighted lottery **at least** until the school wide percentage of students qualifying for FRL is 30% (as of 2015-16 SY school wide percentage was 18%)

# *Actions taken since 2014*

Action	Timeframe	Parties Involved
Appointment of staff diversity coordinator	Fall 2014	Leadership team
Neighborhood canvassing for enrollment	Annually, January-March	Diversity coordinator, teachers/staff, parents
Enrollment outreach to area pre-K programs, preschools, and houses of worship	Annually, January-March	Diversity coordinator
Evaluate attendance zone options to increase student diversity	Spring 2015	ANCS board, leadership team
Select diversity/equity facilitation team to led teachers/staff through exploration of race, class, and privilege in our work	Fall 2015	Leadership team
Diversity/equity sessions led by selected facilitation team (beginning with teachers/staff, then including board and parent community)	Monthly, January 2016-June 2017	Leadership team, teachers/staff, ANCS board, parents
Affiliation with National Coalition of Diverse Charter Schools to learn with and from like-minded charter schools	Winter 2016	Leadership team
Evaluate use of weighted enrollment lottery for increasing economic diversity	Fall 2017	ANCS board, leadership team
Report on diversity/equity initiatives	Annually each fall	Leadership team



# ***Focus for 2016-17 school year***

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- Continue new student enrollment outreach and implement weighted lottery
  - Targeted focus in historically underrepresented neighborhoods
  - Building of relationships in and learning more about those communities
  - Develop clear process and communication about weighted lottery
- Expand work of diversity & equity facilitation team

# *Expanded focus on diversity & equity*

- Continued work with our diversity & equity facilitation team will be geared towards the following objectives:
  - To learn how to have conversations about race and diversity with students and among colleagues.
  - To integrate curriculum content/materials in sustained way that reflects cultural diversity and facilitates building relationships with students.
  - To work on self with regard to prejudice, assumptions, and biases.
  - To work on ways ANCS conducts outreach with the community to determine needs and what works to create a welcoming environment for all.

# *Expanded focus on diversity & equity*

- Diversity & equity facilitation team will work with ANCS in the following ways:
  - On a *monthly* basis, meet with K-8 leadership team and staff diversity coordinator to help develop skills in facilitating diversity/equity conversations and experiences with teachers, staff, and parents
  - On a *quarterly* basis, each of the three facilitators provides more focused support to teachers/staff, parents, and/or board (classroom observations, professional development, workshops, meetings)
  - Team can also work with leadership team to establish, track, and analyze metrics to evaluate the impact of our work on diversity & equity

**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL, INC.**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED JUNE 30, 2016**

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
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**JUNE 30, 2016**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Atlanta Neighborhood Charter School, Inc.

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Atlanta Neighborhood Charter School, Inc. (a Georgia not-for-profit organization) which comprise the statement of financial position as of June 30, 2016 and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Atlanta Neighborhood Charter School, Inc. as of June 30, 2016 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Report on Summarized Comparative Information**

We have previously audited Atlanta Neighborhood Charter School, Inc.'s 2015 financial statements, and our report dated October 27, 2015 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

*Warren Averett, LLC*

Atlanta, Georgia  
September 15, 2016

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2016 AND 2015**

<b>ASSETS</b>		
	<b>2016</b>	<b>2015</b>
<b>CURRENT ASSETS</b>		
Cash	\$ 715,692	\$ 384,141
Certificates of deposit	659,677	437,096
Receivable from Atlanta Public Schools – Title 1	-	31,288
Current portion of grants receivable	255,997	212,567
Prepaid expenses	750	7,224
Total current assets	1,632,116	1,072,316
<b>OTHER ASSETS</b>		
Reserve accounts	252,539	239,409
Loan closing costs, net	10,635	12,762
Grants receivable, net of current portion	50,000	175,000
Property and equipment, net	2,471,260	2,418,693
Total other assets	2,784,434	2,845,864
<b>TOTAL ASSETS</b>	<b>\$ 4,416,550</b>	<b>\$ 3,918,180</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 19,940	\$ 103,174
Accrued payroll and benefits	899,362	812,598
Current portion of notes payable	38,493	36,579
Total current liabilities	957,795	952,351
<b>LONG TERM LIABILITIES</b>		
Notes payable, net of current portion	1,061,583	1,098,846
<b>TOTAL LIABILITIES</b>	2,019,378	2,051,197
<b>NET ASSETS</b>		
Unrestricted	2,071,489	1,566,983
Temporarily restricted	325,683	300,000
Total net assets	2,397,172	1,866,983
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 4,416,550</b>	<b>\$ 3,918,180</b>

See notes to financial statements.



**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2016**  
(with comparative totals for 2015)

	<b>2016</b>			<b>2015</b>
	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>	
<b>PUBLIC SUPPORT AND REVENUE</b>				
Atlanta Public School Funding	\$ 8,496,748	\$ -	\$ 8,496,748	\$ 6,787,043
Contributions	164,678	-	164,678	281,575
Title I funding	12,622	-	12,622	87,595
Title II funding	36,601	-	36,601	13,283
Government grants	793,204	-	793,204	506,103
Other grants	73,622	50,000	123,622	697,105
In kind contributions	3,600	-	3,600	13,370
After school program	266,152	-	266,152	249,190
Student meal income	279,089	-	279,089	242,642
Other program income	282,848	-	282,848	226,992
Other income	8,896	-	8,896	47,313
<b>TOTAL PUBLIC SUPPORT AND REVENUE</b>	<b>10,418,060</b>	<b>50,000</b>	<b>10,468,060</b>	<b>9,152,211</b>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>				
Satisfaction of Restrictions	24,317	(24,317)	-	-
<b>TOTAL PUBLIC SUPPORT, REVENUE AND NET ASSETS RELEASED FROM RESTRICTIONS</b>	<b>10,442,377</b>	<b>25,683</b>	<b>10,468,060</b>	<b>9,152,211</b>
<b>EXPENSES</b>				
Program services				
Instructional expenses	6,254,366	-	6,254,366	6,181,137
Facilities expenses	584,743	-	584,743	595,203
Staff development expenses	1,200,251	-	1,200,251	695,355
Educational media services	295,230	-	295,230	200,508
After school program expenses	257,443	-	257,443	189,947
Other program expenses	417,935	-	417,935	313,612
Supporting expenses				
Fundraising expenses	56,832	-	56,832	62,482
General and administrative expenses	871,071	-	871,071	779,372
<b>TOTAL EXPENSES</b>	<b>9,937,871</b>	<b>-</b>	<b>9,937,871</b>	<b>9,017,616</b>
<b>CHANGES IN NET ASSETS</b>	<b>504,506</b>	<b>25,683</b>	<b>530,189</b>	<b>134,595</b>
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<b>1,566,983</b>	<b>300,000</b>	<b>1,866,983</b>	<b>1,732,388</b>
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 2,071,489</b>	<b>\$ 325,683</b>	<b>\$ 2,397,172</b>	<b>\$ 1,866,983</b>

See notes to financial statements.

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED JUNE 30, 2016 AND 2015**

	<u>2016</u>	<u>2015</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Changes in net assets	\$ 530,189	\$ 134,595
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation and amortization	221,866	209,801
Income reinvested in certificates of deposit	(22,581)	(5,795)
Increase (decrease) in prepaid expenses	6,474	(7,224)
Increase (decrease) in receivables	112,858	(184,838)
Decrease in accounts payable and accrued expenses	(83,234)	-
Increase in accrued payroll and benefits	86,764	229,406
Net cash provided by operating activities	<u>852,336</u>	<u>375,945</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Investment in certificate of deposit	(200,000)	-
Purchase of property and equipment	(272,306)	(793,631)
Net cash used in investing activities	<u>(472,306)</u>	<u>(793,631)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from note payable	-	(310,000)
Change in reserve accounts	(13,130)	296,810
Principal payments on note payable	(35,349)	(29,575)
Net cash used in financing activities	<u>(48,479)</u>	<u>(42,765)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	331,551	(460,451)
<b>CASH AT BEGINNING OF YEAR</b>	384,141	844,592
<b>CASH AT END OF YEAR</b>	<u>\$ 715,692</u>	<u>\$ 384,141</u>
<b>SUPPLEMENTAL DISCLOSURES</b>		
Interest paid during the year	<u>\$ 58,324</u>	<u>\$ 60,017</u>

See notes to financial statements.

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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## **1. ORGANIZATION**

Neighborhood Charter School, Inc. (NCS), a Georgia not-for-profit organization, was formed on November 20, 1998 to operate a charter elementary school in Grant Park to serve Grant Park, Ormewood Park and other in town areas of Atlanta, Georgia. Southeast Atlanta Charter Middle School, Inc. (ACMS), a Georgia not-for-profit corporation, was formed on June 20, 2003 to operate a charter middle school in Ormewood Park to serve Grant Park, Ormewood Park and other in-town areas of Atlanta, Georgia.

Effective May 19, 2011, the two schools merged and became Atlanta Neighborhood Charter School, Inc. (the School). The School was granted a charter by the Board of Education of the City of Atlanta for the five-year term ending on June 30, 2016. The Charter was renewed for an additional five-year term beginning on July 1, 2016 and expiring on June 30, 2021. The Charter permits the School to operate as a Charter School under the Atlanta Public School system, provided the School operates within the guidelines of the Charter and the applicable state and federal laws. Under the terms of the Charter, the School receives an allocation from the Atlanta Public Schools (APS) which is based on enrollment. The School's support comes primarily from state and local funding through the Atlanta Public Schools and from grants and contributions.

The mission of the School is to provide a learning environment for all students that demands high educational standards and high levels of parent/guardian involvement and responsibility.

Combined enrollment for the two campuses for the years ended June 30, 2016 and 2015 was 655 and 666 students, respectively.

## **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **Basis of Accounting**

The School prepares its financial statements in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ACS) 958-205, *Not-For-Profit Entities*. Under FASB ACS 958, the School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. As of June 30, 2016 and 2015, the School did not have any permanently restricted net assets.

### **Contributions**

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. During the years ended June 30, 2016 and 2015, the School did not receive any permanently restricted contributions.

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

**Contributed Services**

Contributed services are recognized if the services received (a) create or enhance nonfinancial assets or (b) require specialized skills that are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. Contributed legal services during the years ended June 30, 2016 and 2015, totaled \$3,600 and \$13,370 respectively.

In addition, many individuals volunteer their time and perform a variety of tasks that assist in the School's activities. The School receives numerous volunteer hours each year that are not valued in the financial statements.

**Revenue Recognition**

Revenue from Atlanta Public Schools funding and revenue from program fees are recognized in the period the service is delivered. Grants are recognized as revenue when the related required expenditures have been incurred.

**Cash**

For the purpose of reporting cash flows, the School considers all demand notes and short-term investments with maturities of 90 days or less to be cash equivalents. At times the School's cash balances exceed the federally insured limit.

**Loan Closing Costs**

Loan closing costs are amortized on a straight line basis over the life of the loan which approximates the effective interest method.

**Fair Values of Financial Instruments**

At June 30, 2016 and 2015, the carrying value of financial instruments such as cash, receivables, accounts payable and borrowings under notes payable approximated their fair values.

**Property and Equipment**

The School capitalizes all expenditures for property and equipment in excess of \$500. Property and equipment are recorded at cost or fair value, if donated. Leasehold improvements are amortized over the life of the lease. Other property and equipment are depreciated using straight line methods over their estimated useful lives as follows:

Building and building improvements	40 years
Computer equipment and software	5 years
Library books	7 years
Other equipment, furniture and fixtures	7 years

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

**Tax Status**

The School is exempt from income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code and is classified as an organization which is not a private foundation under Section 509(a) of the U.S. Internal Revenue Code. The School qualifies for the charitable contribution deduction.

Management does not believe there are any uncertain tax positions as defined by FASB ASC 740, *Income Taxes*. The School could be subject to income tax examinations for its U.S. federal tax filings for the current tax year and previous filings for years 2015, 2014, and 2013 still open under the statute of limitations.

**Functional Allocation of Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain indirect costs have been allocated among the programs and supporting services benefited.

**Reclassifications**

Certain 2015 amounts have been reclassified to conform to the 2016 presentation. The reclassifications do not effect net assets or changes in net assets.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Events Occurring After Report Date**

The School has evaluated events and transactions that occurred between June 30, 2016 and September 15, 2016, which is the date the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

**3. GRANTS**

**Grants Receivable**

Grants receivable at June 30, 2016 are due to be received in the following years:

Year ending June 30,		
2017	\$	255,997
2018		50,000
		<hr/>
	\$	305,997
		<hr/>

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**4. PROPERTY AND EQUIPMENT**

Property and equipment as of June 30, 2016 and 2015, is composed of the following:

	<u>2016</u>	<u>2015</u>
Buildings and building improvements	\$ 1,952,014	\$ 1,772,029
Leasehold improvements	1,208,725	1,204,068
Computer equipment and software	311,618	248,123
Library books	145,054	134,978
Other equipment	257,924	252,000
Furniture and fixtures	247,040	238,871
Less accumulated depreciation	<u>(1,651,115)</u>	<u>(1,431,376)</u>
Net property and equipment	<u>\$ 2,471,260</u>	<u>\$ 2,418,693</u>

Depreciation expense amounted to \$219,739 and \$207,674 for the years ended June 30, 2016 and 2015, respectively.

**5. NOTES PAYABLE**

In June 2014 the School refinanced existing debt with a \$1,165,000 loan bearing a 5.11% fixed interest rate. On the fifth anniversary of the closing date, the interest rate will be adjusted to the greater of 4.5% or the mid-market semi-annual swap rate for USD swap transactions with a 2 year maturity plus 3.35%. The note requires monthly principal and interest installments based on a 20 year amortization with a final payment of all unpaid principal and interest due on its July 2021 maturity date. The loan is subject to a prepayment premium. The outstanding balance at June 30, 2016 and 2015 was \$1,100,076 and \$1,135,425, respectively.

The loan requires that the School maintain a minimum balance of \$225,000 in the account providing additional collateral for the loan. The balance in the reserve account was \$228,940 and \$227,496 at June 30, 2016 and 2015, respectively.

The loan is secured by the building and improvements and requires minimum liquidity and debt service coverage ratio as described in the loan documents. At June 30, 2016 and 2015 the School was in compliance with these covenants.

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016**

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**5. NOTES PAYABLE – CONTINUED**

Future maturities of the note payable are as follows:

Year ending June 30:		
2017	\$	38,493
2018		40,507
2019		42,626
2020		44,856
2021		47,202
Thereafter		<u>886,392</u>
	<u>\$</u>	<u>1,100,076</u>

Total interest expense on all debt for the years ended June 30, 2016 and 2015 amounted to approximately \$58,000 and \$60,000, respectively

**6. LOAN CLOSING COSTS**

Loan closing costs consist of the following as of June 30:

	<u>2016</u>	<u>2015</u>
Gross Carrying Amount	\$ 14,889	\$ 14,889
Accumulated Amortization	<u>(4,254)</u>	<u>(2,127)</u>
	<u>\$ 10,635</u>	<u>\$ 12,762</u>

Amortization expense amounted to \$2,127 for the years ended June 30, 2016 and 2015.

**7. COMMITMENTS AND CONTINGENCIES**

**Operating Lease – Facility**

The School (elementary campus) leases its building from the Atlanta Public Schools. The lease extends through August 31, 2021 unless the School loses its charter or Atlanta Public Schools needs the property in which case the lease requires sixty days' notice to be given. The School is not responsible for payment of any rent, however, is responsible for maintaining and repairing the property.

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

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**7. COMMITMENTS AND CONTINGENCIES – CONTINUED**

**Operating Leases – Equipment**

The School leases a modular building unit under a non-cancelable operating leases. Rent expense for the years ended June 30, 2016 and 2015 amounted to approximately \$8,000. The lease expires in 2019 and requires the following payments for the years ending June 30:

2017	\$	7,332
2018		7,332
2019		7,332

**Contingencies**

The School participated in a mediation session related to a due process complaint involving alleged deficiencies in special education services provided to a student while attending the School. The charter requires that the School indemnify APS for all such claims asserted against APS by the School's students. APS agreed that the student should be provided with \$90,000 of educational services from a private provider and the case was settled and dismissed in June 2015. As of June 30, 2015 the School and APS were discussing what share of the settlement cost each should bear. The School accrued \$100,000 as of June 30, 2015 for this contingent liability. The matter was resolved for \$67,000 during the year ended June 30, 2016 and the remaining accrual was reversed.

**8. RESTRICTIONS ON NET ASSETS**

Temporarily restricted net assets of \$325,683 at June 30, 2016 are available to support the CREATE Teacher Residency program. Of this amount \$175,000 is also time restricted as follows:

For the year ending June 30,

2017	\$	125,000
2018		<u>50,000</u>
	\$	<u><u>175,000</u></u>

**9. RETIREMENT PLAN**

The School participates in the Teachers Retirement System of Georgia (TRS). TRS, a cost-sharing multiple employer defined benefit plan, is administered by the TRS Board of Trustees. Participation is available to all full-time public school employees as defined by the Plan. Participant employees contributed 6% of their annual salary for the years ended June 30, 2015 and 2014. The School contributed 14.27% of each participant's annual salary for the years ended June 30, 2016 and 2015, respectively. Employer contributions totaled approximately \$737,000 and \$722,000 for the years ended June 30, 2016 and 2015, respectively.





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Atlanta, GA 30328-5351  
770.396.1100  
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September 15, 2016

To the Board of Directors  
Atlanta Neighborhood Charter School, Inc.  
688 Grant St. SE  
Atlanta, GA 30315

We have audited the financial statements of Atlanta Neighborhood Charter School, Inc. for the year ended June 30, 2016, and have issued our report thereon dated September 15, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 22, 2016. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Atlanta Neighborhood Charter School, Inc. are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2016. The financial statements are presented in accordance with US generally accepted accounting principles with supplemental information following Governmental Accounting Standards. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no particularly sensitive accounting estimates in the financial statements.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We noted no particularly sensitive disclosures in the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

##### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attached schedule presents the uncorrected misstatement of the financial statements. Management has determined that its effect is immaterial to the financial statements taken as a whole.

##### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or

the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated September 15, 2016.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with Governmental Accounting Standards, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors of Atlanta Neighborhood Charter School, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Warren Averett, LLC*

WARREN AVERETT, LLC

Client: **77606000 - Atlanta Neighborhood Charter School, Inc.**  
 Engagement: **2016 - ANCS Audit 2016**  
 Period Ending: **6/30/2016**  
 Trial Balance: **401 - ANCS Trial Balance**  
 Workpaper: **Passed Journal Entries**

Account	Description	W/P Ref	Debit	Credit
---------	-------------	---------	-------	--------

**Passed JE # 9**  
 To true up accrued payroll

**CC.02**

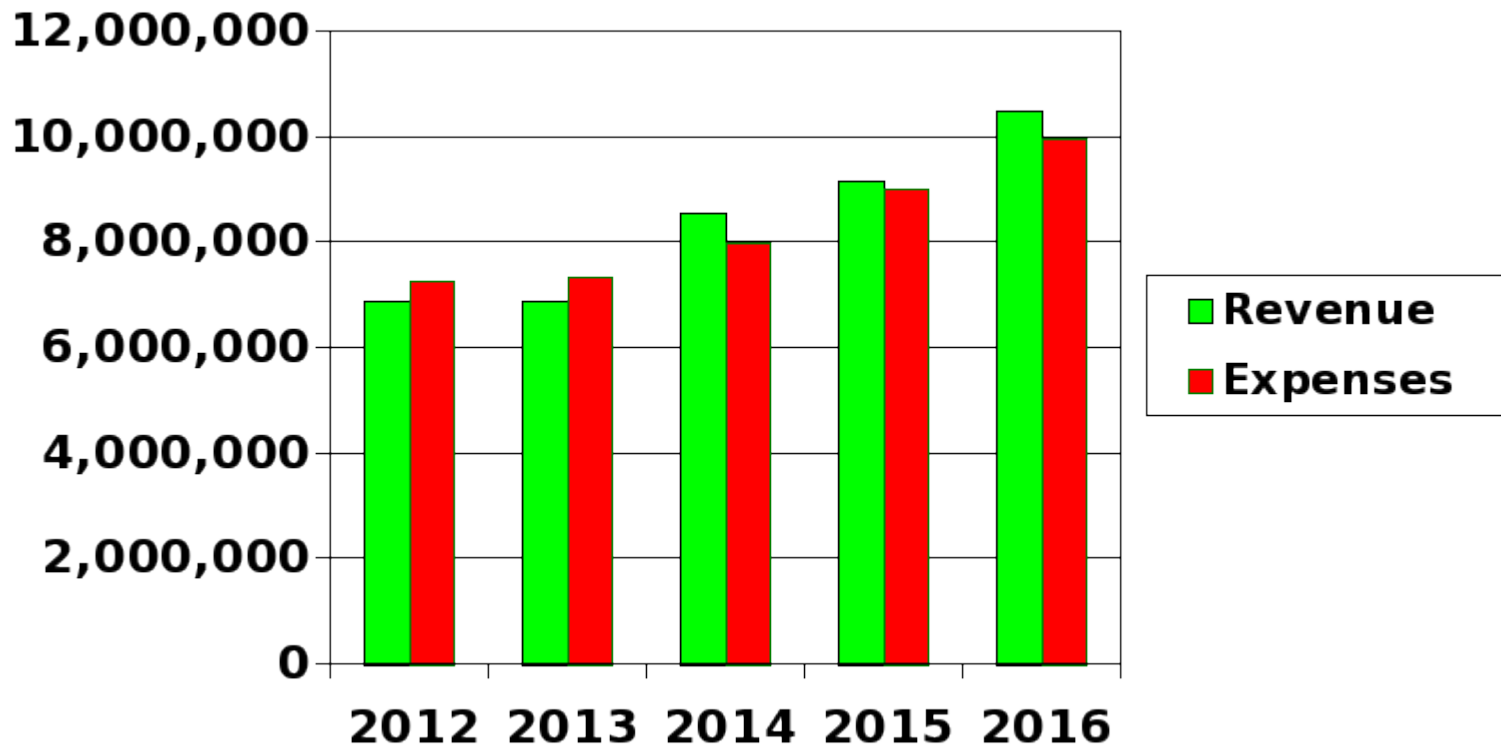
6000	Salaries		8,080.00	
2101	Accrued Payroll			<u>8,080.00</u>
<b>Total</b>			<u><b>8,080.00</b></u>	<u><b>8,080.00</b></u>

# Atlanta Neighborhood Charter School

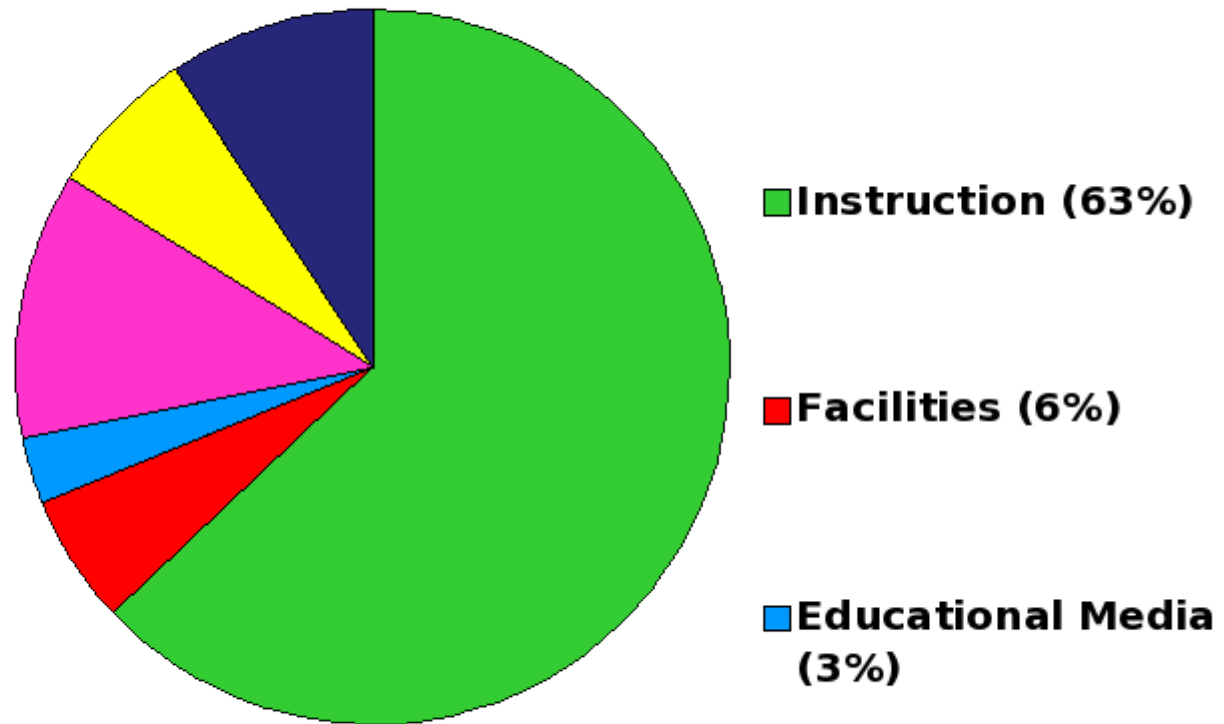
June 30, 2016

Board Meeting  
September 20, 2016

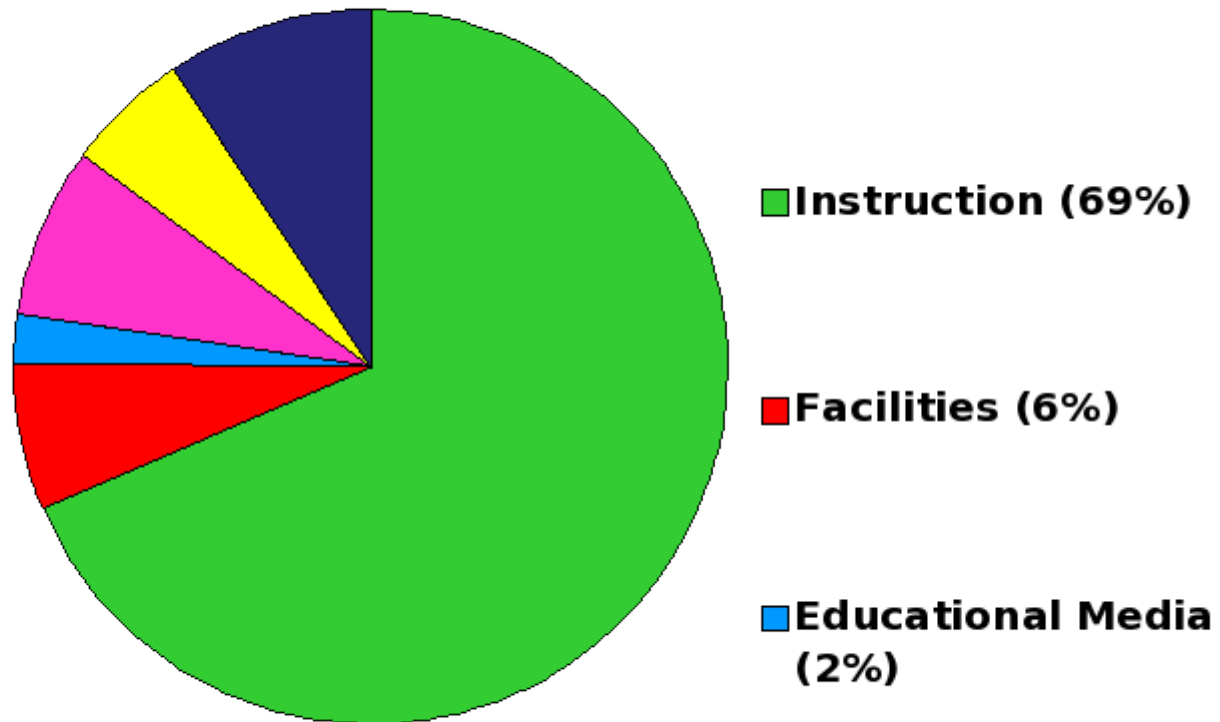
# ANCS Revenue and Expenses 2012 - 2016



# ANCS 2016 Expenses

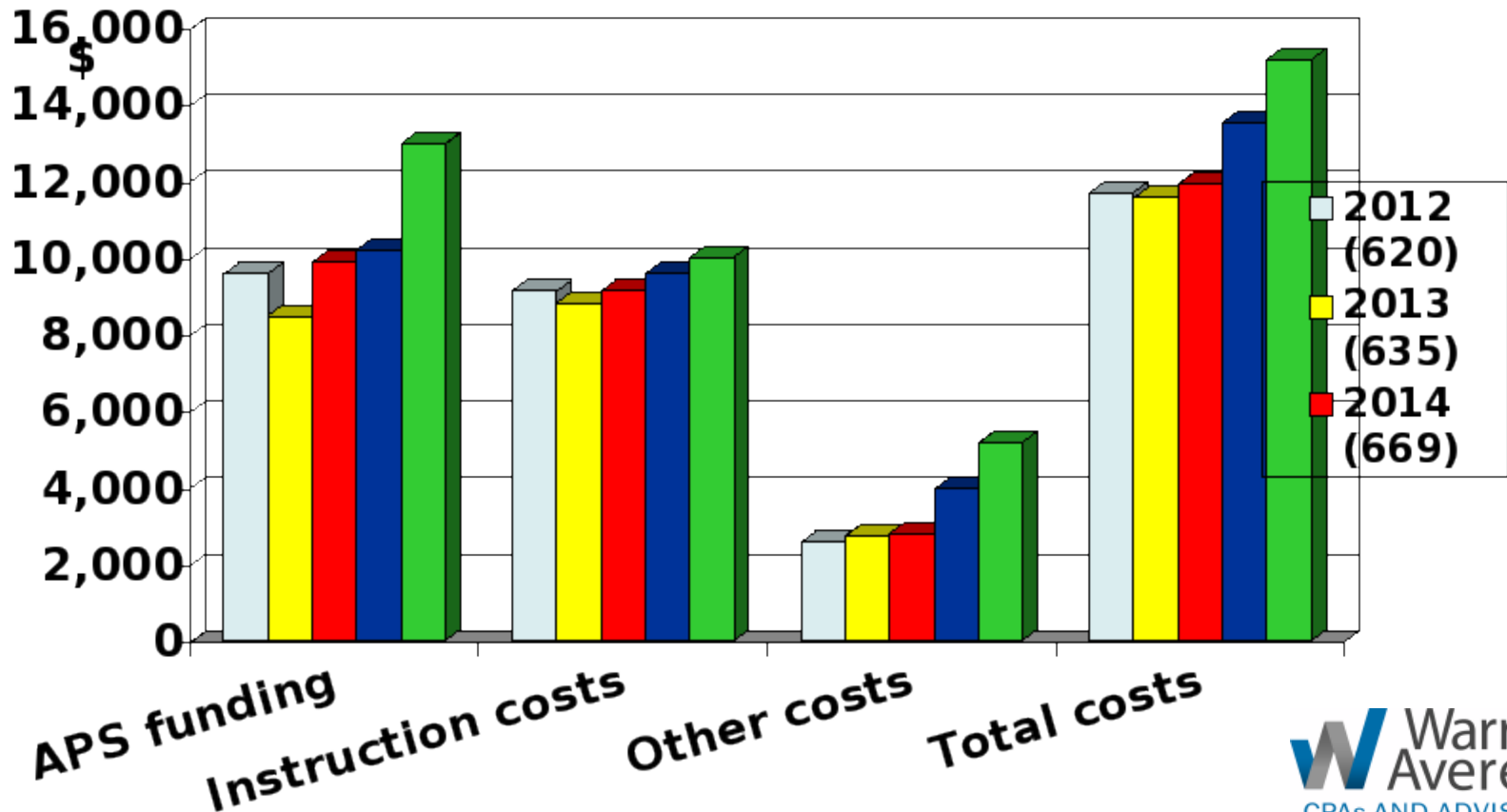


# ANCS 2015 Expenses



# ANCS

## Per Student Funding / Costs





ATLANTA NEIGHBORHOOD CHARTER SCHOOL  
 FY 2017 - Pro Forma Monthly Cash Flow Statement  
 August 31, 2016

	Allocation based on FTE Count = 665											FY17	
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17
<b>Revenue</b>													
Local/State Funding	\$3,244	\$895,203	\$895,203	\$895,203	\$895,203	\$895,203	\$895,203	\$895,203	\$895,203	\$895,203	\$895,203	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Title 2 Reimbursement	\$0	\$9,791	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contributions & Fundraising	\$3,718	\$3,996	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$150,000	\$7,500	\$8,300	\$3,000	\$0
Program Income	\$74	\$76,076	\$45,000	\$45,000	\$47,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$45,000	\$0	\$0
Nutriton Program Income	\$50	\$23,306	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$20,000	\$0	\$0
Prior year Facility Grant	\$121,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Income	\$506	\$201	\$500	\$500	\$500	\$500	\$500	\$500	\$550	\$550	\$550	\$550	\$500
<b>Total Revenue</b>	<b>\$128,817</b>	<b>\$1,008,572</b>	<b>\$973,203</b>	<b>\$973,203</b>	<b>\$975,203</b>	<b>\$978,203</b>	<b>\$978,203</b>	<b>\$978,203</b>	<b>\$1,120,753</b>	<b>\$978,253</b>	<b>\$969,053</b>	<b>\$3,550</b>	<b>\$500</b>
<b>Expenditures</b>													
Salaries and Benefits	\$602,109	\$611,390	\$610,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Professional Development	\$10,825	\$5,978	\$6,000	\$5,700	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$0	\$0
Curriculum & Classroom Expenses	\$7,375	\$82,832	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0
Program Expenses	\$1,908	\$8,347	\$10,000	\$24,100	\$15,000	\$24,000	\$40,000	\$25,000	\$35,000	\$26,000	\$23,000	\$0	\$0
Building & Grounds	\$32,331	\$36,132	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$32,500	\$30,000
Fixed Assets Expenditures	\$14,773	\$68,942	\$30,000	\$16,650	\$16,650	\$5,000	\$16,650	\$16,650	\$15,000	\$16,650	\$16,650	\$0	\$0
Professional Services	\$4,920	\$175	\$20,000	\$5,000	\$15,000	\$0	\$1,000	\$0	\$15,000	\$0	\$0	\$0	\$0
Gen&Admin/Insurance/Interest	\$19,646	\$28,909	\$13,000	\$12,000	\$12,000	\$12,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$5,000	\$5,000
Nutrition Program Expenses	\$897	\$20,899	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$20,000	\$15,000	\$15,000	\$0	\$0
Equipment Rental (Copiers)	\$7,561	\$74	\$10,000	\$5,000	\$3,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$0
Fundraising Expenses	\$106	\$0	\$300	\$300	\$500	\$500	\$500	\$5,000	\$20,000	\$10,000	\$1,000	\$0	\$0
<b>Total Expenditures</b>	<b>\$702,452</b>	<b>\$863,679</b>	<b>\$769,300</b>	<b>\$738,750</b>	<b>\$737,650</b>	<b>\$717,000</b>	<b>\$751,650</b>	<b>\$740,150</b>	<b>\$783,500</b>	<b>\$746,150</b>	<b>\$734,150</b>	<b>\$637,500</b>	<b>\$635,000</b>
<b>Total Revenues - Total Expenditures</b>	<b>(\$573,635)</b>	<b>\$144,894</b>	<b>\$203,903</b>	<b>\$234,453</b>	<b>\$237,553</b>	<b>\$261,203</b>	<b>\$226,553</b>	<b>\$238,053</b>	<b>\$337,253</b>	<b>\$232,103</b>	<b>\$234,903</b>	<b>\$(633,950)</b>	<b>\$(634,500)</b>
<b>EOM Cash Balance</b>	<b>\$229,883</b>	<b>\$403,833</b>	<b>\$499,476</b>	<b>\$516,183</b>	<b>\$421,138</b>	<b>\$530,628</b>	<b>\$665,875</b>	<b>\$824,426</b>	<b>\$1,012,746</b>	<b>\$1,094,599</b>	<b>\$1,329,502</b>	<b>\$695,552</b>	<b>\$61,052</b>
	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected

Note: Adjusted to reflect only Bank of North Georgia operating accounts. Not including \$784k of investments

ATLANTA NEIGHBORHOOD CHARTER SCHOOL  
 Budget to Actual FY2017  
 YTD August 31, 2016

Period Ended 8/31/16

	YTD FY2016 Actual	YTD FY2017 Actual	YTD Budget	YTD \$Variance	FY2017 Budget
<b>Income</b>					
Local/State Funding	\$673,873	\$898,447	867,501	30,946	8,675,014
Grants	\$234,165	\$0	0	0	0
Title 2 Funding	\$0	\$9,791	0	0	0
Contributions & Fundraising	\$6,878	\$7,770	10,000	(2,230)	225,000
Prior year Facilities Grant & Title 1 Funds Received	\$0	\$121,225	0	121,225	0
Program Income	\$55,063	\$76,176	79,500	(3,324)	477,000
Nutrition Income	\$13,410	\$25,356	41,667	(16,310)	250,000
Other Income	\$763	\$924	1,117	(193)	6,700
<b>Total Income</b>	<b>\$ 984,152</b>	<b>\$1,139,689</b>	<b>\$ 999,785</b>	<b>\$ 139,904</b>	<b>\$ 9,633,714</b>

**Expenditures**

Salaries and Benefits	\$955,377	\$1,213,498	1,290,206	76,708	7,741,235
Professional Development	\$60,634	\$15,239	11,167	(4,073)	67,000
Curriculum & Classroom Expenses	\$43,241	\$90,208	90,076	(132)	180,152
Program Expenses	\$4,297	\$10,256	19,375	9,119	232,500
Building & Grounds	\$123,097	\$67,966	90,839	22,873	545,033
Fixed Asset Expenditures	\$135,739	\$83,715	75,556	(8,159)	181,334
Professional Services	\$5,185	\$5,095	5,083	(12)	61,000
Gen&Admin/Insurance/Interest Expense	\$50,530	\$48,759	39,563	(9,196)	158,250
Nutrition Program Purchases	\$19,151	\$21,634	26,667	5,032	160,000
Equipment Rental (Copiers)	\$5,244	\$7,634	8,333	699	50,000
Fundraising Expenses	\$650	\$106	6,367	6,261	38,200
Reserves Fund	\$0	\$35,000	35,000	0	210,000
<b>Total Expenditures</b>	<b>\$1,403,145</b>	<b>\$1,599,110</b>	<b>\$ 1,698,231</b>	<b>\$ 99,121</b>	<b>\$ 9,624,704</b>
Operating Income/Loss	\$ (418,993)	\$ (459,421)	\$ (698,446)	\$ 239,025	\$ 9,010

\* Offset is Title 2 Funds

\$1,515,395

**Total investments held by ANCS****8/31/2016**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	261,443
Bank of North Georgia	Money Market	15,065
Bank of North Georgia	Money Market - Reserve	23,359
Bank of North Georgia	Operating accounts	<u>103,966</u>
		<b>403,833</b>
Edward Jones - Amex Bank	CD	225,000 2 year - matures Nov 2017
Edward Jones - Ally Bank	CD	200,000 2 year - matures Nov 2016
Self-Help Credit Union	CD	228,940 1 year - matures Oct 2016
Edward Jones Bank	Money Market	104,677 Money Market account
Self-Help Credit Union	Money Market	<u>25,576</u> Money Market account
Total invested funds (not at BoNG)		<b>784,193</b>
Total restricted funds - reserves		<u><b>-405,320</b></u>
Total unrestricted investments		<b>378,873</b>
Grand total ANCS funds		<b>\$1,188,026</b>



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: March 2016 Business and Operations Report Summary

Date: September 18, 2016

**Audit:** The 2015 audit has been completed. Warren Averitt Auditors have issued an unmodified opinion, indicating that all statements and accounting principles used by Atlanta Neighborhood Charter School are accurate and accordance with Generally Accepted Accounting Principles.

**YTD Expense Budget Allocations** - In an effort to ensure that the seasonality of expenditures is reflected in the financial statements the YTD budget allocations for several items have been adjusted. Fixed asset expenditures and Classroom expenditures are items where much of the budget is spent at the beginning of the year. These allocation adjustments are reflected in the financial statement and cash flow documents.

**Nutrition income** - Nutrition income is below budgeted amounts due to outstanding accounts and because we have not received our 1<sup>st</sup> subsidy payment. Participation is on track to meet budget.

**Fixed Asset Expenditures** – Much of this budget was prorated up front and was used to purchase books for the media center, New computers (\$55 k), and painting at the middle campus (\$10k).

**Classroom and Curriculum Expenses** – Math curriculum materials were refreshed (\$32k) and the Managebac materials that are being used for the MYP IB program were purchased. (\$9500)

**Reserve funds:** \$35,000 was placed into our contingency accounts

#### Cash position

Cash and investment balance is \$1,188,026 with \$403,833 in operating cash and Money market accounts. \$405,320 is allocated as reserve funds.

**Grants to Green** – This month we were awarded a grants to green grant in the amount of \$142,198 that will be used for energy efficiency projects at the Elementary Campus. This grant is contingent on us matching the grant amount. So the total value of the improvements is \$284,395. These improvements are projected to save the school \$25,445 in energy and water costs annually.

## ANCS EOG 2016 District and State Comparison v2.xlsx

		All	All	All	All	All	All	Nonwhite	Nonwhite	Nonwhite	Nonwhite	Nonwhite	Nonwhite	SWD	SWD	SWD	SWD	SWD	SWD	FRL	FRL	FRL	FRL	FRL	FRL
ANCS		3rd	4th	5th	6th	7th	8th	3rd	4th	5th	6th	7th	8th	3rd	4th	5th	6th	7th	8th	3rd	4th	5th	6th	7th	8th
Proficient and Distinguished	ELA	56%	63%	58%	59%	62%	45%	48%	35%	24%	45%	36%	24%	38%	0%	30%	40%	27%	11%	36%	25%	8%	32%	42%	23%
Proficient and Distinguished	Math	46%	65%	43%	40%	62%	41%	24%	30%	14%	16%	38%	29%	25%	14%	10%	10%	25%	0%	9%	0%	8%	11%	38%	19%
<b>District</b>																									
Proficient and Distinguished	ELA	32%	32%	36%	32%	29%	34%	21%	21%	24%	23%	21%	27%	9%	7%	13%	9%	4%	5%	15%	15%	18%	18%	17%	22%
Proficient and Distinguished	Math	33%	32%	30%	23%	27%	17%	22%	21%	20%	15%	19%	15%	10%	9%	9%	6%	4%	2%	17%	16%	15%	11%	15%	12%
<b>State</b>																									
Proficient and Distinguished	ELA	35%	35%	40%	39%	39%	33%	37%	29%	34%	33%	33%	38%	12%	11%	11%	9%	8%	9%						
Proficient and Distinguished	Math	41%	40%	38%	38%	42%	33%	34%	34%	32%	31%	32%	28%	18%	16%	12%	9%	11%	9%						



## **ANCS Public Affairs Subcommittee Report**

From: Eric Teusink  
To: ANCS Board of Directors  
Date: September 20, 2016

### **Atlanta Board of Education**

- 1. 2017 Election.** While we are less than two months from the 2017 General Election, jockeying has already begun in the 2017 Atlanta Municipal Races. Changes to the makeup of the ABOE is to be expected.

### **Georgia General Assembly**

- 1. Start Date.** The 2017-18 General Session will likely begin on January 9, 2017. The Governor's Education Reform Bill will be on the table this year.

### **Other**

- 1. Opportunity School District.** This will be on the November General Election Ballot.
- 2. Atlanta Charter Schools Working Group.** Matt and I have been working to assemble a group of like-minded charter schools within APS to facilitate the free exchange of ideas and coordination in regards to legislation which will impact our respective schools. The first meeting of this group will be at ANCS in mid-October.



Name	2016-2017 Incumbent	Responsibilities	Comments
<b>Chair</b>	<b>Mitch White</b>	Strategic Plan Facilitate Meetings	
<b>ANCS Officers</b>		Set Meeting Agenda Frequent Meetings with Executive Director	
<b>Vice Chair</b>	<b>Tara Stoinski</b>	Facilitate Meetings when Chair is Out Train to possibly (but not definitely) become Chair / fill in Only in place when there is no Chair Elect	We have one of these at a time, but not both.
<b>Chair Elect</b>	<b>N/A Fall 2016</b>	Assume responsibilities of Vice Chair Train to become Chair	
<b>Treasurer</b>	<b>Ryan Camp</b>	Financial Management	
<b>Exec Director Support &amp; Evaluation</b>	<b>Lia Santos</b>	Leadership Succession Plan Compensation CEO Evaluation (Mid Year and Year End) Personnel matters (when asked for advice)	
<b>Secretary</b>	<b>Melissa McKay-Hagan</b>	Meeting Minutes & Timekeeper Parlimenatrian	

**ANCS Board Committees**

Name	2016-2017 Chair	Responsibilities	Other Board Member Representatives
<b>Board Governance</b>	<b>Lia Santos</b>	Board Assessment	Leigh Finlayson (Nominations Sub-Committee Chair)
		Board Training	Joyce Gist Lewis
		CEO Evaluation and Support	Melissa McKay-Hagan
		Nominations and Recruitment	Matt Underwood (ex officio) Mitch White (ex officio)
<b>Business Operations</b>	<b>Ryan Camp</b>	Buildings and Real Estate	Leigh Finlayson
		Finance	Phillipe Pellerin
		Technology	Eric Teusink (Technology Sub-Committee Chair) Matt Underwood (ex officio) Mitch White (ex officio)
<b>Educational Excellence and Accountability</b>	<b>Tiffany Mitchell</b>	Public Affairs	Nick Chiles
		Compliance with terms in ANCS Charter	Tara Stoinski
		Education Goal Setting, Performance, and Measurement (Dashboard)	Eric Teusink
		Diversity	Matt Underwood (ex officio) Mitch White (ex officio)
		IB Program (long-term initiative)	
<b>Fund Development</b>	<b>Narin Hassin</b>	Annual Campaign	Meeghan Fortson
		Auction	Matt Underwood (ex officio)
		Branding/Media/Outreach	Mitch White (ex officio)
		Major Donors	
		Technology	

**Notes:** All Board Members are invited to all Committee Meetings.  
Committees may have non-Board representatives (community or ANCS employees) and can add non-Board representatives as needed.  
Committee work is subject to the Georgia Open Records Act and Georgia Open Meeting Act. All Committee meetings should be calendared and open to the public.



# 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) did not meet in person this month

# Board Governance Committee Monthly Meeting Highlights

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- The Committee had a meeting Wednesday 9/14/2016 from 9:15am to 10:00am.
- Lia Santos: The Committee planned and executed the Annual Board Retreat Saturday 9/17/2016 followed by an evening social with Board/Leadership Team Families.
- Lia Santos: A Succession Planning Committee was formed to develop the Executive Director Succession Plan. This is a formal process Matt and Mitch started using The Community Foundation's program, people, and resources. The first meeting was held Wednesday 9/14/2016 from 8:15am to 9:15am and are planning another meeting for October. The committee members are Lia, Matt, Mitch, Elizabeth Hearn, Kari Lovell, and Lara Zelski.
- Melissa McKay-Hagan: Prepared a tracking sheet that we will use to document Training Requirements completed by each Board Member.
- Melissa Mc-Kay-Hagan: In addition to minimum training hour requirements, there is a three-hour financial training now required by the DOE (for new Board Members). Melissa distributed the revised training requirements which were e-mailed to Matt on August 18<sup>th</sup>. The subject of the e-mail forwarded to all Board Members was "Training, Ethics, and Conflict of Interest Policy Requirements for Locally-Approved Charter School Governing Boards – REVISED (Additions in red below)" Most of the additions in red were specific to this new finance training requirement.
  - V. F. Note that the three hours of hours Financial Governance Training required for new charter school governing board members in their first year on topics included in Domain VII, Standard B, of the SBOE-adopted Standards for Effective Governance of Georgia Nonprofit Charter School Governing Board – including Fiscal Responsibilities of Board Members; Risk, Internal Controls and Audits; Federal Funds; Financial Reporting and Fund Accounting; and Budgeting training – can only be delivered by the Finance and Budget Office of the Georgia Department of Education.
    - a. Note that this training is comprised of 5 of the 9 modules already offered to new BOE members by FBO twice per year at the GSBA/GSSA conferences in Savannah in June and in Atlanta in late November/early December. We are also working to provide a third opportunity at the annual GCSA meeting in February/March when it is held in Atlanta.

**Proposed resolution:** *The ANCS Governing Board will use the board training program and materials developed by Board on Track as its primary source for training to meet the requirements of O.C.G.A. § 20-2-2072 and SBOE Rule 160-4-9-.06*

**Required board governance training memo from GaDOE:**

O.C.G.A. § 20-2-2072 and SBOE Rule 160-4-9-.06 require members of *locally-approved* non-profit charter school governing boards to participate in nine (9) hours of annual training, with six (6) additional hours of training for newly-approved governing board members during the first year after their approval. The training must include certain topics and be conducted by a State Board of Education (SBOE) approved provider. In addition, charter school governing boards must adopt a *Code of Ethics* and a *Conflict of Interest Policy*.

Charter school governing boards should refer to the Department's website at [Charter School Governing Board Training](#) for the most up-to-date guidance on Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards, the model Code of Ethics, and the model Conflict of Interest Policy.

**I. Required Number of Training Hours and Topics**

A. Existing Governing Boards and Members: Charter school governing board members that have served one or more years must participate in a minimum of nine (9) hours of annual training as follows:

1. Three (3) hours of Financial Governance Training on all topics included in Domain VII, Standard B, of the Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards (see IV below).
2. Three (3) hours of Whole Board Governance Team Training (see III below).
3. Three (3) hours of training that covers topics within the Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards (see IV below).

B. New Governing Boards and Members: New members of charter school governing boards (including past governing board members with a break in service of greater than one year) and the entire governing board of newly-approved charter schools must participate in a minimum of fifteen (15) hours of training within their first year of service as governing board members.

1. Three (3) hours of training on:
  - Best practices on charter school governance;
  - Constitutional and statutory requirements relating to transparency as it relates to public records and open meetings; and
  - Requirements of applicable statutes and rules and regulations.

2. Three (3) hours of Charter School Finance and Budgeting Training on all topics included in Domain VII, Standard A, of the Standards for Effective Governance of Georgia Nonprofit Charter School Governing Board (see IV below).
3. Three (3) hours Financial Governance Training on all topics included in Domain VII, Standard B, of the SBOE-adopted Standards for Effective Governance of Georgia Nonprofit Charter School Governing Board (see IV below).
4. Three (3) hours of Whole Board Governance Team Training (see III below).
5. Three (3) hours of training that covers topics within the Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards (see IV below).

## **II. Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards**

The State Board of Education-approved Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards, found at [Standards for Effective Governance of Charter Schools](#), include standards and elements within the following ten (10) domains:

- Domain I Governance
- Domain II Strategic Planning
- Domain III Board and Community Relations
- Domain IV Policy Development
- Domain V Board Meetings
- Domain VI Personnel
- Domain VII Financial Governance
- Domain VIII Ethics
- Domain IX Workforce/Economic Development
- Domain X Joint venture among business, school system, technical college and others

## **III. Whole Board Governance Team Training**

A. The purpose of Whole Board Governance Team Training is to enhance the effectiveness of the governance team as a whole. It focuses on the training needs chosen by the governing board as part of their own Annual Board Training Program assessment of training needs.

B. Whole Board Governance Team Training cannot be conducted unless a quorum of governing board members are present at the meeting.

C. Board members absent for Whole Board Governance Team Training must make up the number of hours missed through:

1. Online course(s) by an approved provider in the area of the Whole Board Governance Team Training they missed, or

2. Meeting with the school's CEO/Head of School/Principal and the Governing Board Chair to make up the missed session using the same or substantially similar information as that used during the session they missed.

D. If the absent board member(s) fails to complete this optional training, the board member(s) will not meet the annual training requirements and will be ineligible to continue serving on the school's governing board.

E. Approved providers will award training credits for Whole Board Governance Team Training only when board members attend an approved provider's course designed for Whole Board Governance Team Training.

#### **IV. Annual Board Training Program**

##### Developing and establishing the Annual Board Training Program

A. Each charter school governing board must adopt a training program for its members that complies with SBOE-approved requirements and is provided by a SBOE-approved vendor.

B. Each training program must include curricula that are aligned with the Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards.

C. Training credit hours will only be awarded for approved content aligned with the governance standards.

D. Each charter school governing board must adopt its Annual Board Training Program and any revisions at a regularly scheduled meeting.

E. The annual assessment of training needs must start with the Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards.

F. Charter school governing boards should then review the list of SBOE-approved training providers and the training proposals available on the website.

G. Governing board members should develop a training curriculum based on the board's identified needs and the training offered by each provider.

H. Any revisions to the training program that are adopted by the SBOE must be incorporated by each charter school governing board within three (3) months of such revisions.

##### Implementing the Annual Board Training Program

I. Charter school governing boards must schedule and participate in an initial training prior to the start of the school year (for new board members and newly-approved schools) and annual training thereafter with its selected provider(s).

J. Any individual interested in serving on a charter school governing board must adhere to SBOE requirements. An individual is not eligible to serve on a charter school governing board unless he or she:

- Has read and understands, as shown by signing, the charter school's code of ethics and conflict of interest policy; and

· Has agreed to annually disclose compliance with the SBOE's policy on governing board training as well as the charter school's code of ethics and conflict of interest policies by signing a Governance Training Affidavit. Such disclosures must be included in the charter school's annual report due to the Department by November 1.

## **V. SBOE-Approved Trainers**

A. All required board member training must be conducted by an SBOE-approved charter school governance training provider that offers training in the areas included on an individual governing board's training plan.

B. Each year, the SBOE will release an RFP for Charter School Board Governance Training Providers for the following school year. Providers who submit proposals and are approved by the SBOE will be eligible to provide charter school governance training for the following school year.

C. The list of 2016-2017 SBOE-approved training providers is posted on the website at 2016-2017 SBOE-Approved - Locally-Approved Charter School Board Governance Training Providers

D. Training proposals by each approved training provider Individual can also be found at the Charter School Governing Board Training link.

E. Governing board members should select a training provider that will meet its needs.

F. Note that the three hours of hours Financial Governance Training required for *new charter school governing board members* in their first year on topics included in Domain VII, Standard B, of the SBOE-adopted Standards for Effective Governance of Georgia Nonprofit Charter School Governing Board – including Fiscal Responsibilities of Board Members; Risk, Internal Controls and Audits; Federal Funds; Financial Reporting and Fund Accounting; and Budgeting training – *can only be delivered by the Finance and Budget Office of the Georgia Department of Education*. The training will be offered twice this school year:

a. The training will be offered as one of the pre-conference workshops for the Georgia School Board Association Conference held on November 30 or December 1, 2016. at the Renaissance Waverly Hotel, Atlanta.

b. The training will also be offered on March 15, 2017, at the Georgia Charter School Association (GCSA) Annual Conference at the Renaissance Waverly Hotel, Atlanta

H. Charter school governing boards and individual members may also participate in additional training based on identified needs.

I. The Governing Board Chair must receive training related to the leadership duties of a governing board chair as a portion of the annual training requirement.



# **ATLANTA NEIGHBORHOOD CHARTER SCHOOL GOVERNING BOARD CODE OF ETHICS**

The Atlanta Neighborhood Charter School Governing Board of Directors (the board) desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Ethics and each member of the board agrees that he or she will:

## **Domain I: Governance Structure**

1. Recognize that the authority of the board rests only with the board as a whole and not with individual members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the charter school to the school leader and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
4. Recognize that the school leader should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.
5. Not undermine the authority of the school leader or school administration.
6. Use reasonable efforts to keep the school leader informed of concerns or specific recommendations that any member of the board may bring to the board.

## **Domain II: Strategic Planning**

1. Reflect through actions that his or her first and foremost concern is for educational welfare of children attending the charter school.
2. Participate in all planning activities to develop the vision and goals of the board.
3. Work with the board and the school leader to ensure prudent and accountable uses of the resources of the charter school.
4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
5. Uphold and enforce all applicable laws, all rules and guidelines of the State Board of Education and the board.

## **Domain III: Board and Community Relations**

1. Seek regular and systemic communications among the board and students, staff, and the community.
2. Communicate to the board and the school leader expressions of public reaction to board policies and charter school programs.



#### **Domain IV: Policy Development**

1. Work with other board members to establish effective policies for the charter school.
2. Make decisions on policy matters only after full discussion at publicly held board meetings.
3. Periodically review and evaluate the effectiveness of policies on charter school programs and performance.

#### **Domain V: Board Meetings**

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the charter school, during executive session of the board.
6. Make decisions in accordance with the interests of the charter school as a whole and not any particular agreement thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

#### **Domain VI: Personnel**

1. Consider the employment of personnel only after receiving and considering the recommendation of the school leader.
2. Support the employment of persons best qualified to serve as employees of the charter school and insist on regular and impartial evaluations of charter school staff.
3. Comply with all applicable laws, rules, regulation, and all board policies regarding employment of family members.

#### **Domain VII: Financial Governance**

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of the charter school.

#### **Conduct as a Board Member**

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.





3. Communicate in a respectful professional manner with and about fellow board members.
4. Take no private action that will compromise the board or charter school administration.
5. Participate in all required training programs developed for board members by the board or the State Board of Education.
6. In the annual report, submitted to the Department, disclose the status of board member compliance with the Code of Ethics.

### **Conflicts of Interest**

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the conflicts of interest policy of the board, all applicable laws and State Board of Education Standard, rules and guidelines.

Upon a motion supported by a two-thirds (2/3) vote, the board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board. The board member accused of violating this Code of Ethics will have thirty (30) days' notice prior to a hearing on the matter. The accused board member may bring witnesses on his or her behalf to the hearing, and the board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the board that the accused board member has violated this Code of Ethics, the board shall determine an appropriate sanction. A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the board to sanction a board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.



## **September 2016 Fund Development Report**

**July/August donations received: \$7,337.82**

**Year to date: \$7,337.82**

### **Activities/Meetings:**

The Fund Development Committee met in late August to reflect upon last year's activities and set goals for this year. The committee did not meet in September, but several smaller follow up meetings took place. Narin and Amy Damiani met to coordinate taking new photos in early September. Matt, Lucy, and Narin met to discuss updating the website, and setting timelines for outreach materials. Meeghan and Narin met several times to follow up on tasks from the initial FD meeting. Matt, Kari, Meeghan and Narin met on Sept. 9 to discuss our proposal for part time assistance and to discuss auction planning. Finally, Matt, Meeghan, and Narin met on Sept. 15 to discuss strategy for GA Gives Day, announcing grants, finalizing details for assistance, and creating a timeline for publicity and outreach materials.

**Goals/Tasks for the year:** We have begun to update the donor levels we established last year and reformat/update the reply card for our annual campaign mailers. We would like to create a broader sponsorship/business outreach plan so that multiple fundraising events are not contacting donors repeatedly and so fundraising guidelines are clear. We plan to use some new features on the ANCS website to better highlight the campaign, and continue to seek "Why I Give" narratives. This fall, we would like to review mailing lists/donor information and assess the best software to eventually put in place. We also propose hiring part time assistance to support fund development activities.

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**Part time support proposal:** The ANCS budget includes a line item for Fund Development. We propose first organizing the data we currently have, and making sure our various lists are updated and as free of errors as possible. We would like to use the funds to hire a part time assistant to support the campaign, assist with organizing our data, sponsor lists, mailers, events etc in the fall and also provide assistance to the auction/annual campaign in the spring. We spent much of this month working on the job description, and outlining key activities and goals for the year.

**Updates to outreach material:** We are updating our reply card slightly and revising text for new outreach materials. We plan to have material sent to grandparents before Fall break, and to all parents soon after Fall break.

**Event Updates:** We held an event for new families in August. We are also preparing for Grandparents day (will send a mailer ahead of the event and have a booth). We are coordinating auction dates and have March 11 tentatively scheduled (March 4, the original date we hoped for is booked). We are still seeking auction chairs and have begun to reach out to parents and review volunteer lists.

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