



# 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 13, 2016 at 6:30 PM EST

#### **Location**

ANCS Elementary Campus - 688 Grant Street 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**

##### **I. Opening Items**

Opening Items

**A.** Record Attendance and Guests

**B.** Call the Meeting to Order

**C.** Approve Minutes from Prior Board Meeting

Approve minutes for Board Meeting on November 15, 2016

**D.** PTCA Report

Standing monthly report from the ANCS Parent-Teacher-Community Association

**E.** Principals' Open Forum

Standing monthly opportunity for ANCS principals to share highlights from each campus.

**II. New Business**

**A. 2017-18 Board Term Extensions**

Term extensions and selection of board chair and vice chair for 2017-18 school year

**III. Executive Director's Report**

**A. New Student Enrollment Outreach for 2017-18 School Year**

Update on plans for new student enrollment outreach and weighted lottery for 2017-18 school year

**B. Fall 2016 Feedback Surveys**

Highlights from fall 2016 feedback surveys of students, teachers/staff, and parents/guardians

**C. 2016 CCRPI Scores**

Overview of 2016 CCRPI scores for ANCS in comparison to APS and state

**IV. Educational Excellence**

Educational Excellence

**A. Monthly Educational Excellence Report**

**B. Public Affairs Subcommittee Report**

**V. Business & Operations**

Business & Operations

**A. Monthly financial statements & reports**

**VI. Fund Development**

Fund Development

**A. Monthly fund development report**

**VII. Governance**

**A. Monthly Governance Report**

**VIII. Executive Session**

**A. Executive Session**

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

**IX. Closing Items**

**A. Brief Meeting Reflection**

ANCS board reflection on governance practices from board meeting

**B. Adjourn Meeting**

**C. Vote after Executive Session**

# Coversheet

## Approve Minutes from Prior Board Meeting

**Section:** I. Opening Items  
**Item:** C. Approve Minutes from Prior Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on November 15, 2016

APPROVED



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## Atlanta Neighborhood Charter School

### Minutes

#### Board Meeting

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#### **Date and Time**

Tuesday November 15, 2016 at 6:30 PM

#### **Location**

ANCS Middle Campus - 820 Essie Avenue 30316

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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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#### **Directors Present**

Eric Teusink, Joyce Gist Lewis, Leigh Finlayson, Lia Santos, Meeghan Fortson, Melissa McKay-Hagan, Mitch White, Narin Hassan, Nicholas Chiles, Philippe Pellerin, Ryan Camp, Tara Stoinski, Tiffany Mitchell

#### **Directors Absent**

*None*

#### **Directors who left before the meeting adjourned**

Philippe Pellerin

#### **Ex Officio Members Present**

Matt Underwood

#### **Non Voting Members Present**

Matt Underwood

#### **Guests Present**

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Brittany Sattler, Cathey Goodgame, Kari Lovell, Kristen German, Lara Zelski, Mark Sanders

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

Mitch White called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Nov 15, 2016 at 6:33 PM.

### **C. Approve Minutes from Prior Board Meeting**

Melissa McKay-Hagan made a motion to approve minutes from the Board Meeting on 10-18-16 Board Meeting on 10-18-16.

Leigh Finlayson seconded the motion.

The board **VOTED** to approve the motion.

### **D. PTCA Report**

Award for excellence in governance presented by Board On Track to Matt Underwood and ANCS Board. Joy Prince presented the PTCA report. It was a busy fall, but productive. The PTCA awarded nine mini grants (gaga ball kit, picnic tables, meditation cushions). Membership is at 196. Highlighted the last three PTCA events.

### **E. Principals' Open Forum**

Cathey Goodgame Introduced Mark Sanders, the interim principal at the middle campus. Middle campus has gotten a new Gaga Ball Pit. At the EC, the students are working hard for Winterfest. Lara Zelski said that the EC worked hard on Make a Difference Day.

## **II. Old Business**

### **A. Updated Promotion Policy**

Matt Underwood presented the proposed revisions to section 4 of the school's promotion policy to insure alignment with IB terminology. Small change to the promotion policy to be in alignment with IB.

Philippe Pellerin made a motion to approve the new promotion policy.

Leigh Finlayson seconded the motion.

The board **VOTED** to approve the motion.

## **III. Executive Director's Report**

### **A. Report on MAP data from Administration #1**

Matt Underwood provided background information on the MAP test. Presented the MAP scores of projected growth between grade levels as a whole for reading and math. This is the first time this information has been collected and presented for the school. Projected growth targets were then explained to the board as a score that is for each individualized student. Scores were then presented by race/ethnicity projected growth. As a faculty and staff it has been a discussion on helping students regardless of race/ethnicity being able to meet growth projections and performing on grade level. The principals then provided ways that students are remediated if test scores are lower than normal. Mitch offered the idea of having a further discussion of the MAP test, data, etc at a further date, and possibly with School Psychologist Nancy Lamb. Philippe Pellerin left.

#### **B. Special ANCS Visitor Events**

Matt Underwood described three special events that are happening soon. The first allows people of the community to come and view the school (ie elected officials, relators, members of the DOE, not perspective parents) at the end of November. The second is an Alumni breakfast in December. The last is the State of the School Breakfast in January.

#### **C. Quarterly Performance Dashboard**

Matt Underwood presented aspects of the dashboard that are different in comparison to previous years.

### **IV. Fund Development**

#### **A. Monthly fund development report**

N. Hassan mentioned that Grandparents Day donations have been coming in all month. Presented the new design for Gather and Grow card. Thursday is GA Gives Day. Fund Development Assistant interviews are set to begin soon. Provided current fund development amounts, and the previous two year's amounts.

### **V. Business & Operations**

#### **A. Monthly financial statements & reports**

R. Camp presented the report. Grants to green window film application has been paid for. Budget adjustments will be made in December.

### **VI. Governance**

#### **A. Monthly Governance Report**

L. Santos presented. Continued to work on the succession plan. The committee has begun planning for the mid year retreat, and presented a rough draft of the agenda. Date of mid-year retreat Feb. 4.

## **B. Board Nominations Subcommittee**

Eric Teusink made a motion to approve the nominations subcommittee.

Lia Santos seconded the motion.

The board **VOTED** unanimously to approve the motion.

Striving for a balanced and diverse board. Also extending Mitch and possibly Lia's term on the board.

## **VII. Educational Excellence**

### **A. Monthly Educational Excellence Report**

No Ed. Excellence report this month.

### **B. Public Affairs Subcommittee Report**

Eric Teusink discussed two people that are leaving the APS Board. Two of which were great supporters for charter schools. Not sure how amendment one not passing will affect the Educational Reform Bill.

## **VIII. Executive Session**

### **A. Executive Session**

No executive session.

## **IX. Closing Items**

### **A. Brief Meeting Reflection**

### **B. Adjourn Meeting**

Leigh Finlayson made a motion to adjourn the meeting.

Eric Teusink seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:22 PM.

Respectfully Submitted,  
Melissa McKay-Hagan



# Coversheet

## PTCA Report

**Section:** I. Opening Items  
**Item:** D. PTCA Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PTCA\_ reoport\_dec2016JGP.pdf

## **ANCS PTCA Report December 2016**

### **Overview**

Teacher Appreciation

### **Mini Grants**

Round 2: January 2017

### **Membership**

Holding strong at 196

### **Events**

Winterfest

BINGO Night

### **PTCA General Meeting:**

January 10

### Upcoming PTCA Events

**Third Friday Coffee EC:**

December 16

Submitted by Joy Gray Prince

# Coversheet

## 2017-18 Board Term Extensions

**Section:** II. New Business  
**Item:** A. 2017-18 Board Term Extensions  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board report re RE UP of Mitch etc 12 8 16 .pdf



December 8, 2016

To: The ANCS Governing Board

**Re: Extension of Board Terms and Related Roles  
(To vote on December 13, 2016)**

I, Leigh Finlayson, do hereby move as follows:

- 1) That Mitch White's term as an ANCS Board Member be extended for one (1) additional year, through ANCS school year 2017-2018;
- 2) That Mitch White continue to serve in his current role as Chair of the ANCS Governing Board for the school year 2017-2018;
- 3) That Tara Stoinski continue to serve in her current role as Vice-Chair of the ANCS Board for the school year 2017-2018;
- 4) That Lia Santos' term as an ANCS Board Member be extended for one (1) additional year, through ANCS school year 2017-2018;
- 5) That Lia Santos continue to serve in her current role of Governance Committee Chair, and continue in her role providing support and evaluation of the Executive Director for the school year 2017-2018.

- All in favor ?



\*Note: If the Board approves the term extensions of Mitch White and Lia Santos, who would otherwise roll off the Board after this year, this leaves us up to **three (3) slots to fill** with new applicants for the year 2017-2018.

Feel free to contact me if you have any questions or thoughts.

-Leigh Finlayson  
Nominations Subcommittee, Chair

# Coversheet

## New Student Enrollment Outreach for 2017-18 School Year

**Section:** III. Executive Director's Report  
**Item:** A. New Student Enrollment Outreach for 2017-18 School Year  
**Purpose:** Discuss  
**Submitted by:** Matt Underwood  
**Related Material:** New student enrollment outreach update\_Dec 2016.pdf



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## **NEW STUDENT ENROLLMENT OUTREACH UPDATE**

*Prepared by Matt Underwood, Executive Director - December 2016*

# ***New student enrollment outreach activities***

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## Planned new student enrollment outreach activities:

1. New enrollment flyer created (in English and Spanish)
2. Enrollment flyer to be sent to preschool, day care, and pre-K programs in attendance zone
3. Enrollment canvassing outings in being scheduled for February
4. ANCS representatives discussing enrollment at Grant Park, Ormewood Park, and Summerhill community meetings in January/February
5. Enrollment yard signs to be posted around attendance zone
6. Postings of enrollment process through neighborhood email and social media groups
7. Informational meetings being scheduled at Martin St. Plaza and Trestletree Village Apartments



## ***Enrollment and lottery process for 2016-17 SY***

- Online application platform will be used this year to simplify application and data collection processes
- Application will include opportunity for student to be voluntarily identified as “economically disadvantaged” based on ANCS enrollment policy
- Application will be live from Feb 13 to March 13
- Lottery scheduled for March 30
- At March board meeting, board will need to approve weight to use for weighted component of lottery

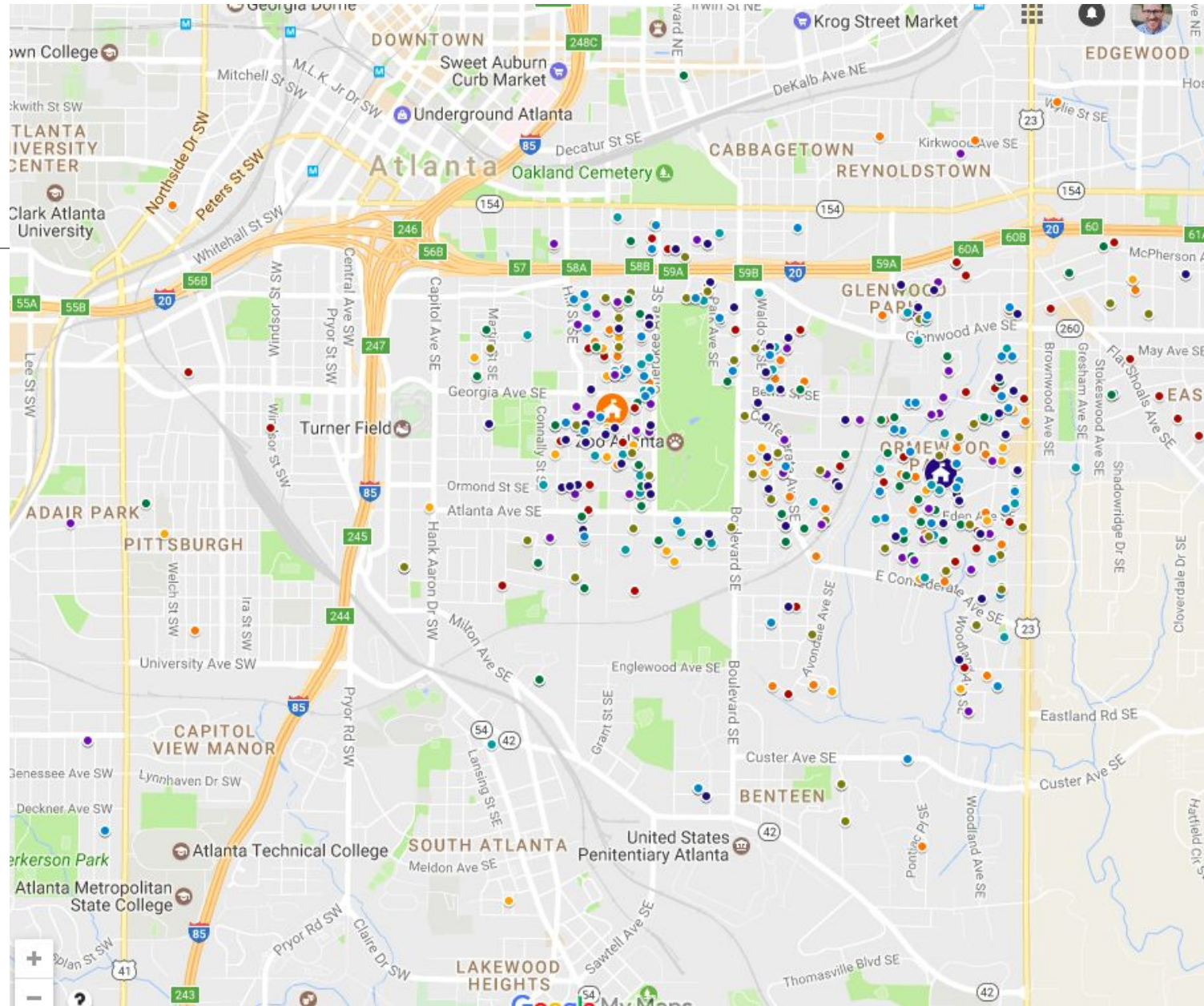
## ***Enrollment and lottery process for 2016-17 SY***

- Presently evaluating vendors to design and implement our weighted lottery
  - Demonstrations from four different vendors
  - Will select vendor by early January and report at January board meeting

## ***Engagement with communities we serve***

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- In addition to enrollment-specific outreach, continuing work to develop relationships within the neighborhoods we serve
- Currently focusing efforts on planning neighborhood tours for teachers and staff of areas from where ANCS students live based on “heat map” showing residences of currently enrolled ANCS students (see screenshot of portion of map on next slide) so we better understand some aspects of students’ lives outside of school and the history of the neighborhoods in which they live



# Coversheet

## Fall 2016 Feedback Surveys

**Section:** III. Executive Director's Report  
**Item:** B. Fall 2016 Feedback Surveys  
**Purpose:** Discuss  
**Submitted by:** Matt Underwood  
**Related Material:** 2016\_Fall Surveys summary\_for board.pdf



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## **FALL 2016 FEEDBACK SURVEYS SUMMARY**

*Prepared by Matt Underwood, Executive Director*

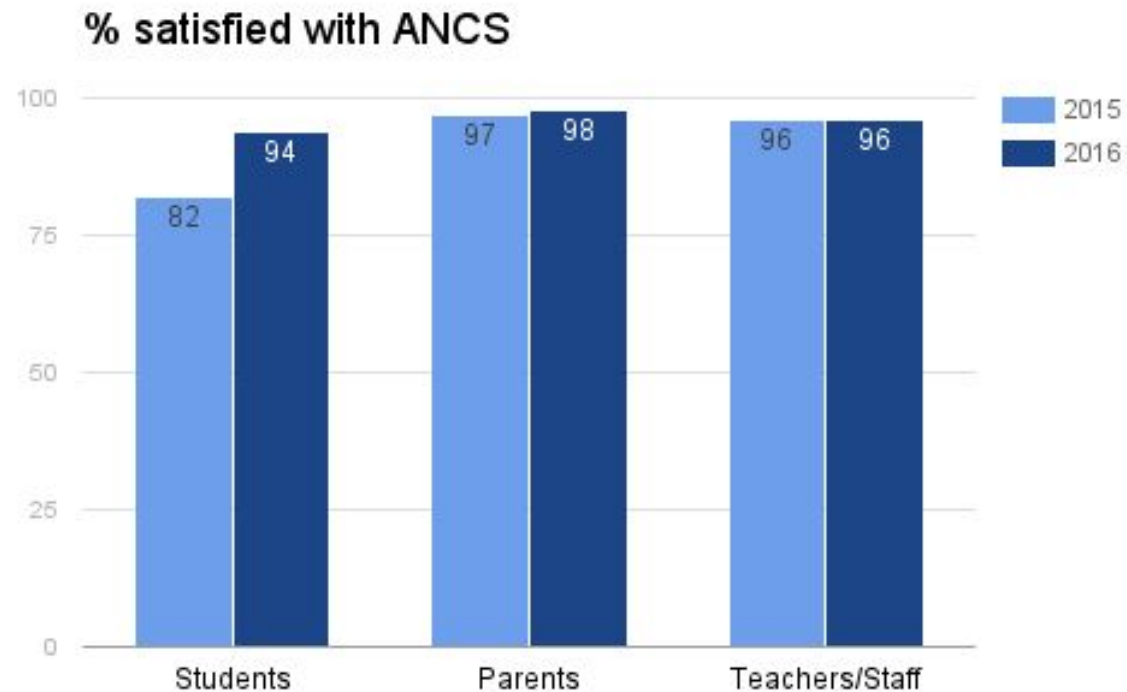
# ***Stakeholder Feedback Surveys***

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- Three times each year, students (grades 3-8), parents/guardians, & faculty/staff have opportunity to give feedback about ANCS via short surveys
- Core set of survey questions remains the same from survey to survey, while some additional questions rotate in and out of surveys—tied to particular activities, topics, and/or times of year
- The first surveys of 2016 were available from 9/26 to 10/12
- Response rate for surveys
  - 426 student respondents (*434 in fall 2015*)
  - 188 parent/guardian respondents (*215 in fall 2015*)
  - 53 faculty/staff respondents (*52 in fall 2015*)

# Overall satisfaction with ANCS

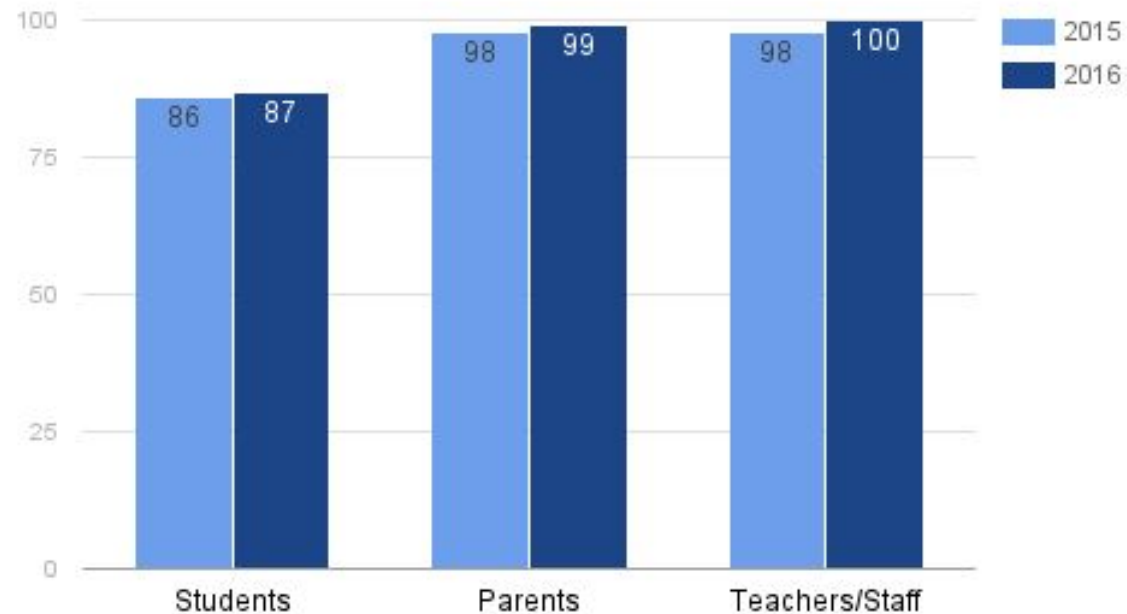
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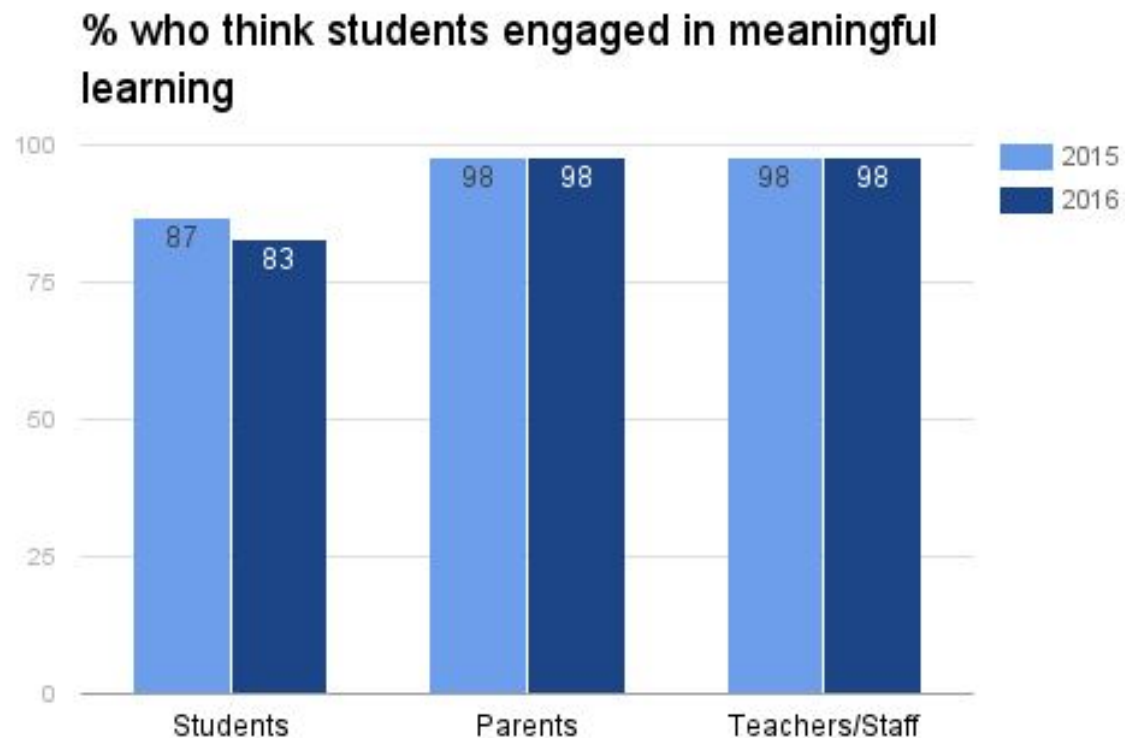


# Students known well

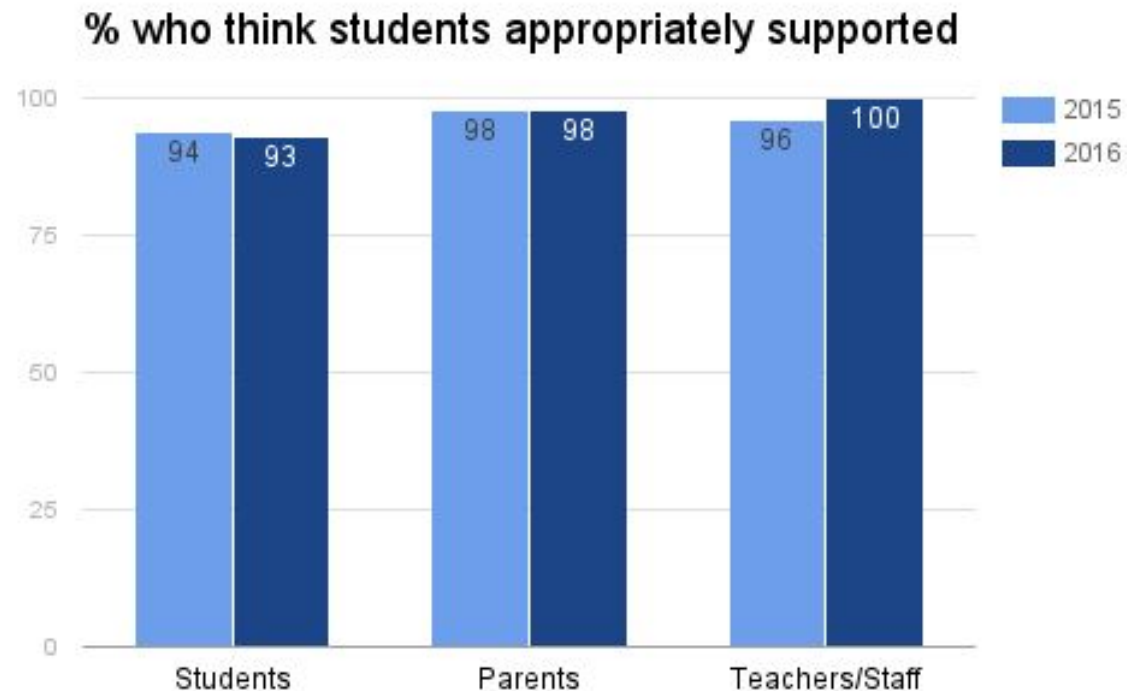
**% who think students are known well by at least 1 adult**



# Engaged in meaningful learning

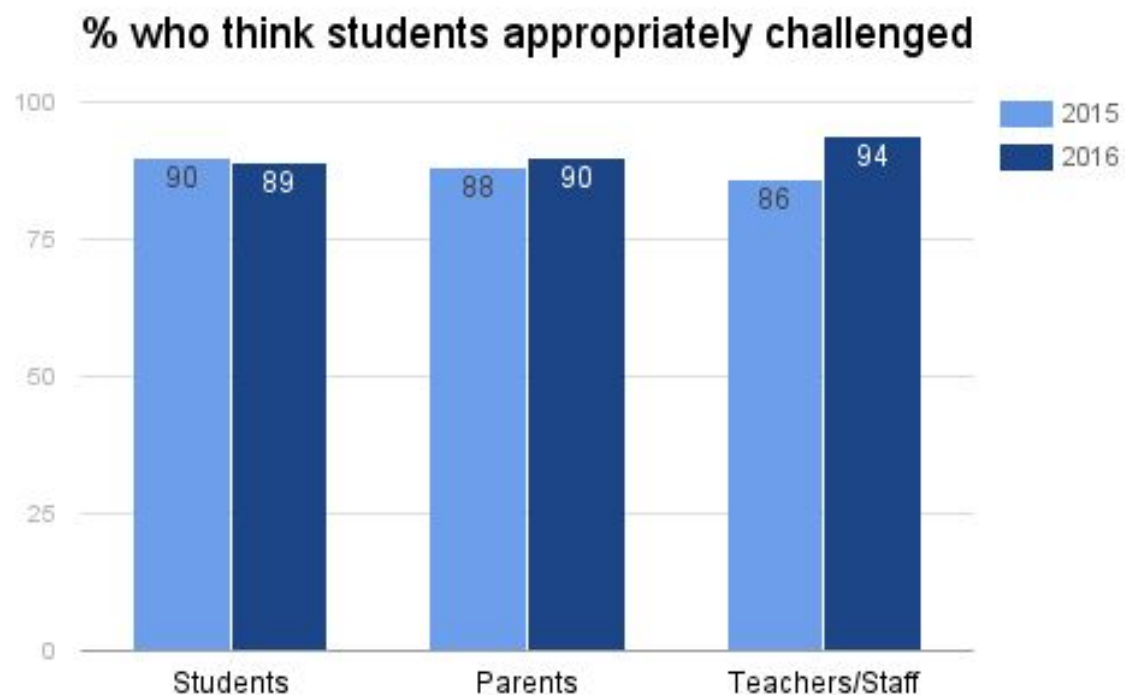


# Students provided appropriate academic support



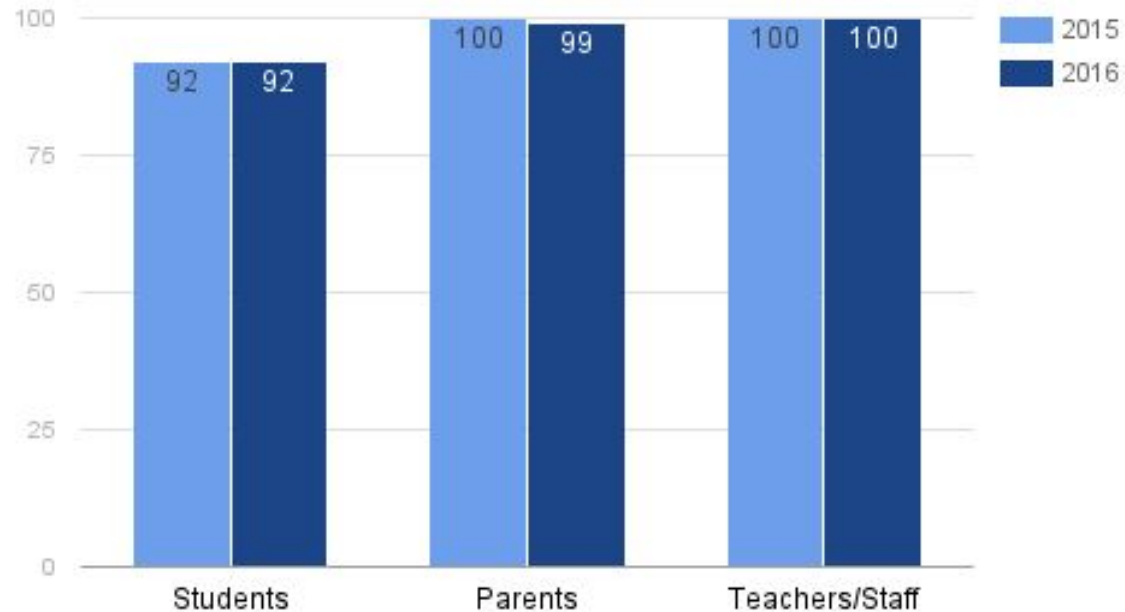
# Students provided appropriate academic challenge

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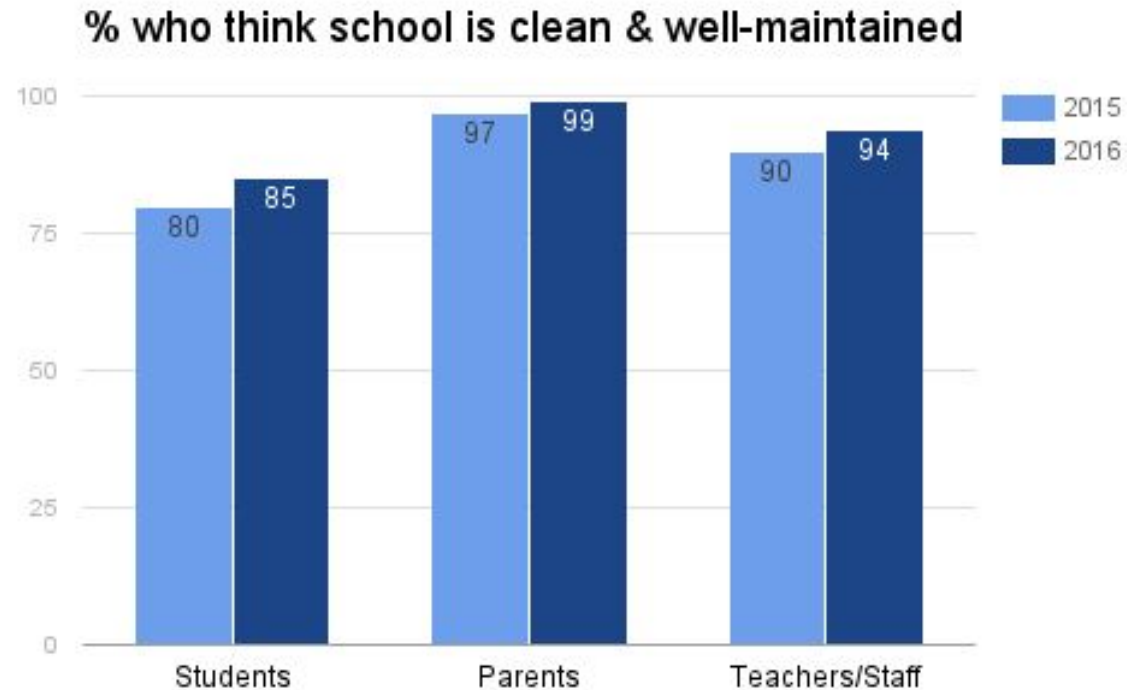
# Safe learning environment

**% who think ANCS has safe learning environment**

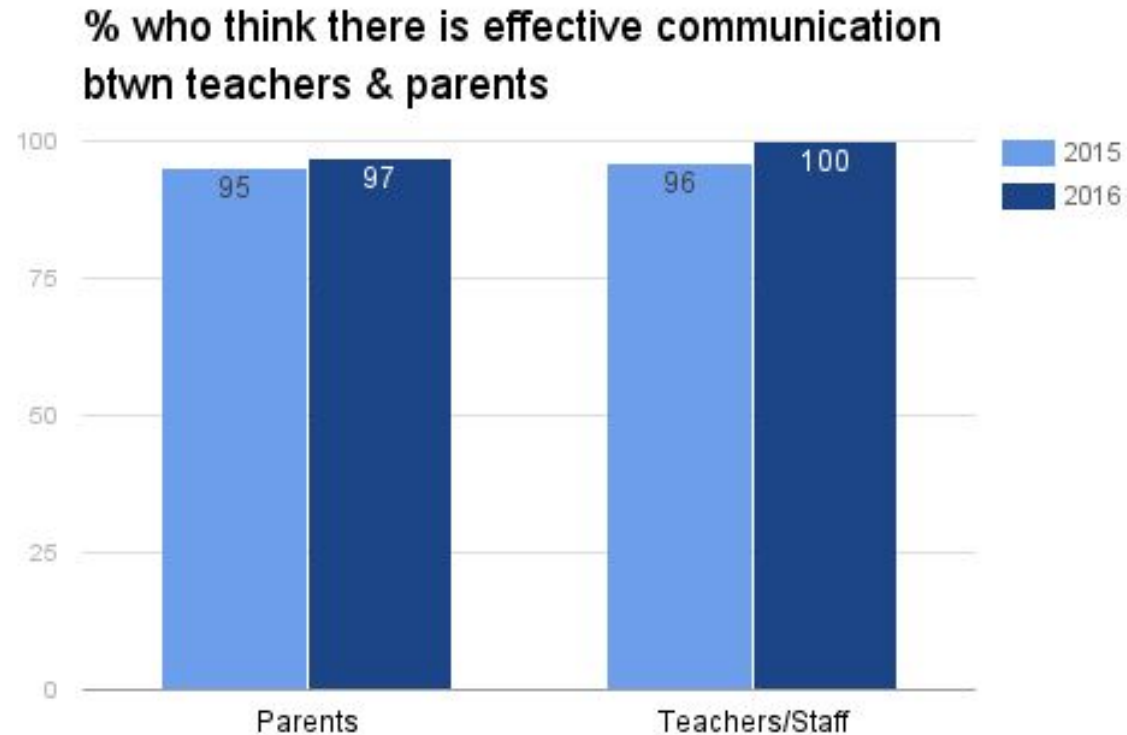


# Clean, well-maintained learning environment

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# Effective communication between teachers and parents



# School leadership effectively communicates news, events, and decisions

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# Coversheet

## 2016 CCRPI Scores

**Section:** III. Executive Director's Report  
**Item:** C. 2016 CCRPI Scores  
**Purpose:** Discuss  
**Submitted by:** Matt Underwood  
**Related Material:** 2016 ANCS CCRPI scores and information.pdf



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## **2016 ANCS CCRPI SCORES - Information & Comparisons**

*Prepared by Matt Underwood, Executive Director - December 2016*

# CCRPI - *What is it?*

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- Beginning in 2013, GaDOE started new “school improvement, accountability, and communication platform”: College & Career Readiness and Performance Index (CCRPI)
- CCRPI used to report performance across range of measures for all Georgia public schools serving students in grades K-12
- All Georgia public schools given a CCRPI score on 100-point scale (with opportunity for 10 challenge points) based on data from measures from prior school year; most data points tied to GA Milestones scores
- Many more details can be found on [GaDOE website](#)



## 2016 College and Career Ready Performance Index Elementary School Grades K - 5

### CONTENT MASTERY

1. Percent of students scoring at Developing Learner or above on the Georgia Milestones English Language Arts EOG (required participation rate  $\geq$  95%)
2. Percent of students scoring at Developing Learner or above on the Georgia Milestones mathematics EOG (required participation rate  $\geq$  95%)
3. Percent of students scoring at Developing Learner or above on the Georgia Milestones science EOG (required participation rate  $\geq$  95%)
4. Percent of students scoring at Developing Learner or above on the Georgia Milestones social studies EOG (required participation rate  $\geq$  95%)

\*Developing Learners are weighted at 0.5, Proficient Learners are weighted at 1.0, and Distinguished Learners are weighted at 1.5.

### POST ELEMENTARY SCHOOL READINESS

5. Percent of English Learners with positive movement from one Performance Band to a higher Performance Band as measured by the ACCESS for ELLs
6. Percent of Students With Disabilities served in general education environments greater than 80% of the school day
7. Percent of students in grade 3 achieving a Lexile measure equal to or greater than 650 on the Georgia Milestones ELA EOG
8. Percent of students in grade 5 achieving a Lexile measure equal to or greater than 850 on the Georgia Milestones ELA EOG
9. Percent of students in grades 1-5 completing the identified number of grade specific career awareness lessons aligned to Georgia's 17 Career Clusters
10. Percent of students missing fewer than 6 days of school

### PREDICTOR FOR HIGH SCHOOL GRADUATION

11. Percent of students' assessments scoring at Proficient or Distinguished Learner on Georgia Milestones EOGs

## 2016 College and Career Ready Performance Index Middle School Grades 6 - 8

### CONTENT MASTERY

1. Percent of students scoring at Developing Learner or above on the Georgia Milestones English Language Arts EOG (required participation rate  $\geq 95\%$ )
2. Percent of students scoring at Developing Learner or above on the Georgia Milestones mathematics EOG or EOC (required participation rate  $\geq 95\%$ )
3. Percent of students scoring at Developing Learner or above on the Georgia Milestones science EOG or EOC (required participation rate  $\geq 95\%$ )
4. Percent of students scoring at Developing Learner or above on the Georgia Milestones social studies EOG (required participation rate  $\geq 95\%$ )

\*Developing Learners are weighted at 0.5, Proficient Learners are weighted at 1.0, and Distinguished Learners are weighted at 1.5.

### POST MIDDLE SCHOOL READINESS

5. Percent of English Learners with positive movement from one Performance Band to a higher Performance Band as measured by the ACCESS for ELLs
6. Percent of Students With Disabilities served in general education environments greater than 80% of the school day
7. Percent of students in grade 8 achieving a Lexile measure equal to or greater than 1050 on the Georgia Milestones ELA EOG
8. Percent of students completing 2 or more state defined career related assessments/inventories and a state defined Individual Graduation Plan by the end of grade 8
9. Percent of students missing fewer than 6 days of school

### PREDICTOR FOR HIGH SCHOOL GRADUATION

10. Percent of students' assessments scoring at Proficient or Distinguished Learner on Georgia Milestones EOGs or EOCs

# CCRPI - *Score Calculation Changes*

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- From 2014 to 2015, GaDOE changed the formula used for calculating CCRPI scores, due to shift from CRCT to Milestones test and placing more emphasis on progress points and making direct comparisons of CCRPI scores from 2014 to 2015 not possible
  
- Score calculation will also change in 2017 as a result of two factors:
  - Elimination of Milestones tests in social studies and science in grades 3, 4, 6, and 7
  - GaDOE accountability committee is revising CCRPI based on statewide feedback about criticisms of system

# CCRPI - *How is it used?*

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- Two direct accountability uses of CCRPI scores for all charter schools in Georgia
  - CCRPI score of charter school must be better than CCRPI score of local district and state in years 3-5 of charter term
  - Charter school must “beat the odds” by having CCRPI data that is equal to or better than expected student growth data from students of similar demographics
  
- ANCS has continued to meet these goals in charter contract

# ANCS CCRPI vs. State/APS (K-5): 2016

<b>ANCS</b>	<b>84.5</b>
<b>APS</b>	<b>65.6</b>
<b>GA</b>	<b>71.7</b>



# ANCS CCRPI vs. State/APS (6-8): 2016

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<b>ANCS</b>	<b>71.7</b>
<b>APS</b>	<b>61.5</b>
<b>GA</b>	<b>71.5</b>

School	Cluster	2014	2015	2016	Three Year Average
Morningside	Grady	94.1	98.2	96.5	96.3
Jackson Elementary	North Atlanta	93.5	97.7	95.4	95.5
Lin	Grady	91.5	93.2	98.9	94.5
Brandon	North Atlanta	92.0	93.5	97.0	94.2
Springdale	Grady	91.4	94.5	95.6	93.8
ANCS Elementary	Charter	90.9	87.1	84.5	87.5
Smith	North Atlanta	85.0	88.0	83.8	85.6
West Manor	Mays	85.5	85.2	82.1	84.3
Drew Elementary	Charter	85.8	82.5	83.8	84.0
Garden Hills	North Atlanta	84.4	78.6	82.0	81.7
E Rivers	North Atlanta	78.7	83.1	77.4	79.7
Burgess	Jackson	78.4	74.3	80.5	77.7
Kindezi*	Charter	80.9	75.0	77.3	77.7
KIPP WAYS*	Charter	63.3	85.0	76.6	75.0
Cleveland	South Atlanta	67.6	72.2	80.8	73.5
KIPP STRIVE*	Charter	65.8	72.5	80.8	73.0
Wesley*	Charter	76.1	72.8	69.6	72.8
Beecher	Mays	63.3	82.2	61.8	69.1
Classical*	Charter		61.4	71.4	66.4
Bolton	North Atlanta	69.4	64.4	64.8	66.2
Parkside	Jackson	59.9	69.3	68.7	66.0
KIPP Vision*	Charter	59.1	68.1	69.9	65.7
Heritage	South Atlanta	72.0	63.5	61.3	65.6
Deerwood	Therrell	75.0	56.7	60.5	64.1
Fickett	Therrell	56.1	71.4	63.5	63.7
Hope-Hill	Grady	63.2	66.4	60.8	63.5
Venetian	Washington	76.8	53.5	59.2	63.2
Usher	Douglass	57.4	68.9	61.8	62.7
Humphries	South Atlanta	56.2	67.7	62.4	62.1
Westside	Charter			61.1	61.1
Jones	Washington	61.1	64.1	56.3	60.5
Cascade	Mays	66.5	57.0	57.8	60.4
Centennial*	Charter	69.5	54.9	56.4	60.3



**Table 3: APS Middle School CCRPI Scores**

School	Cluster	2014	2015	2016	Three Year Average
Inman	Grady	84.2	90.7	91.6	88.8
KIPP STRIVE*	Charter	92.8	86.0	79.5	86.1
Kindezi*	Charter	95.5	86.2	76.4	86.0
KIPP WAYS*	Charter	78.8	86.2	80.9	82.0
Sutton	North Atlanta	78.7	79.1	74.2	77.3
Drew Secondary*	Charter	85.6	75.5	65.3	75.5
ANCS Middle	Charter	80.9	72.7	71.7	75.1
Latin Academy	Charter	81.7	75.5	65.2	74.1
Centennial*	Charter		61.0	81.7	71.4
Wesley*	Charter	66.7	67.7	70.5	68.3
KIPP Vision*	Charter	76.4	72.8	54.0	67.7
King	Jackson	65.4	59.1	57.4	60.6
CSK*	Single Gender	65.5	56.1	59.5	60.4
Brown	Washington	65.3	56.2	58.9	60.1
Classical*	Charter		58.2	60.6	59.4
Bunche	Therrell	60.3	56.3	57.0	57.9
Sylvan	Carver	52.7	60.2	57.8	56.9
Price	Carver	58.8	54.3	52.1	55.1
Long	South Atlanta	62.8	51.0	51.3	55.0
Young	Mays	53.7	55.9	50.2	53.3
BEST MS/HS*	Single Gender	54.6	51.8	48.3	51.6
Harper-Archer	Douglass	60.1	44.5	42.8	49.1
Forrest Hill*	South Atlanta	29.5	28.4	23.7	27.2



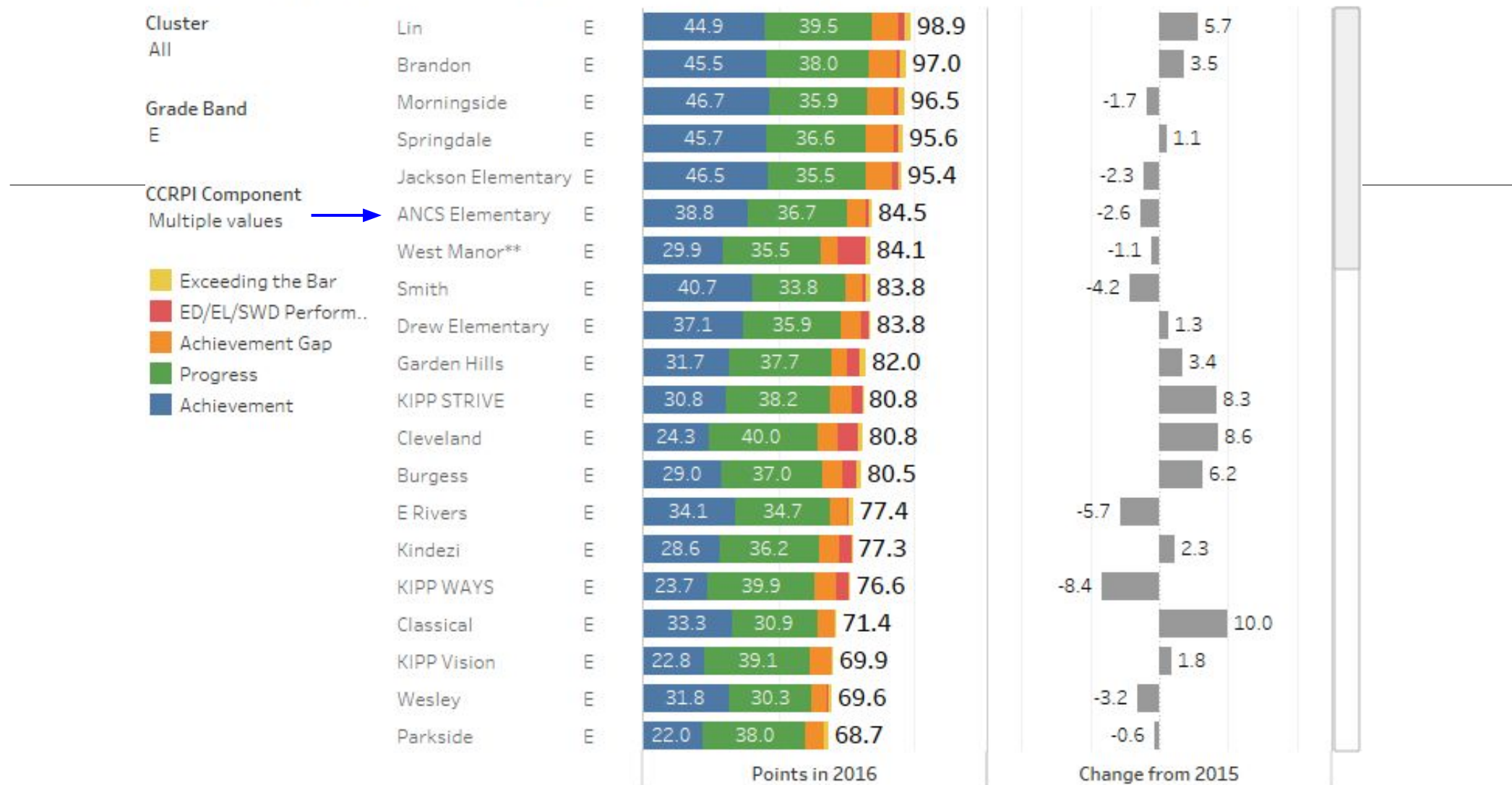
## CCRPI Trends and Comparisons



\*Sum of all components does not equal CCRPI total. Achievement Gap points for this school and grade band are not applicable and have been removed from the overall denominator.

\*\*Sum of all components does not equal CCRPI total. School maxed out on Challenge (sum of Exceeding the Bar and ED/EL/SWD Performance), which is capped at ten.

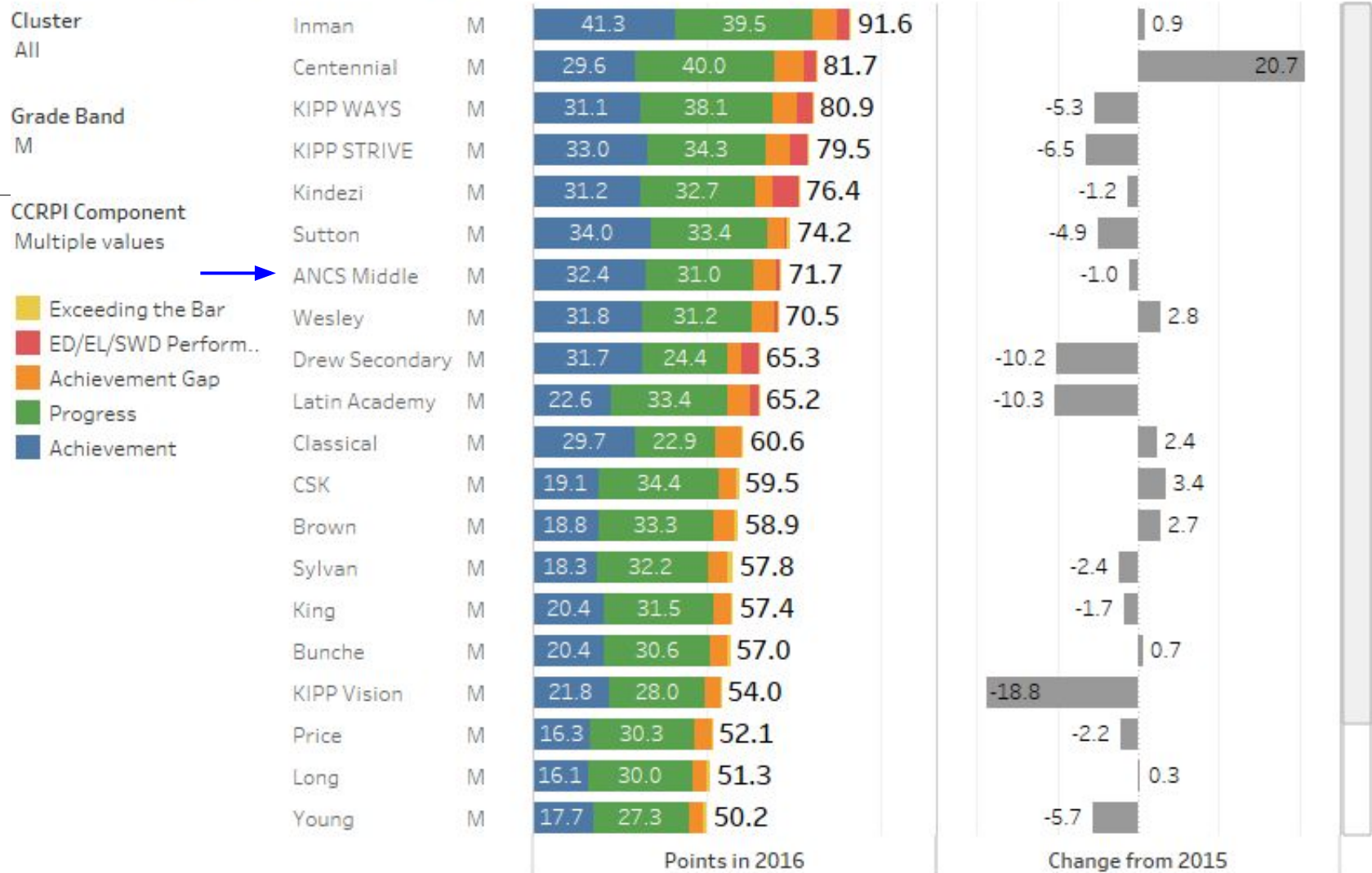
## 2016 APS CCRPI School Comparisons and Changes



\*Sum of all components does not equal CCRPI total. Achievement Gap points for this school and grade band are not applicable and have been removed from the overall denominator.

\*\*Sum of all components does not equal CCRPI total. School maxed out on Challenge (sum of Exceeding the Bar and ED/EL/SWD Performance), which is capped at ten.

## 2016 APS CCRPI School Comparisons and Changes



\*Sum of all components does not equal CCRPI total. Achievement Gap points for this school and grade band are not applicable and have been removed from the overall denominator.

\*\*Sum of all components does not equal CCRPI total. School maxed out on Challenge (sum of Exceeding the Bar and ED/EL/SWD Performance), which is capped at ten.

# Coversheet

## Monthly financial statements & reports

**Section:** V. Business & Operations  
**Item:** A. Monthly financial statements & reports  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 11\_30\_16 Cash Balances.pdf  
11\_30\_16 Finance committe report.pdf  
11\_30\_16 Cash Flow.pdf  
December 2016 Board Memo.pdf

**Total investments held by ANCS**  
**11/30/2016**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	1,082,591
		<b>1,082,591</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	229,550 1 year - matures Oct 2016
Edward Jones Bank	Money Market	105,000 Money Market account
Self-Help Credit Union	Money Market	28,509 Money Market account
		<b>788,059</b>
Total invested funds (not at ACB)		<b>788,059</b>
Total restricted funds - reserves		<b>-457,820</b>
Total unrestricted investments		<b>330,239</b>
Grand total ANCS funds		<b>\$1,870,649</b>



**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**Budget to Actual FY2017**  
**YTD November 30, 2016**

	Period Ended 11/30/16				
	YTD FY2016 Actual	YTD FY2017 Actual	YTD Budget	YTD \$Variance	FY2017 Budget
<b>Income</b>					
Local/State Funding	\$3,439,259	\$3,586,002	3,470,006	115,996	8,675,014
Grants	\$50,000	\$71,099	0	71,099	0
Title 2 Funding	\$0	\$9,791	0	0	0
Contributions & Fundraising	\$59,202	\$56,618	67,500	(10,882)	225,000
Prior year Facilities Grant & Title 1 Funds Received	\$129,225	\$0	0	0	0
Program Income	\$226,465	\$285,083	198,750	86,333	477,000
Nutrition Income	\$114,949	\$109,157	104,167	4,990	250,000
Other Income	\$2,109	\$4,394	2,792	1,603	6,700
<b>Total Income</b>	<b>\$ 4,021,209</b>	<b>\$4,122,143</b>	<b>\$ 3,843,214</b>	<b>\$ 278,929</b>	<b>\$ 9,633,714</b>

0

**Expenditures**

Salaries and Benefits	\$2,998,149	\$2,993,271	3,225,515	232,244	7,741,235
Professional Development	\$58,254	\$27,608	27,917	309	67,000
Curriculum & Classroom Expenses	\$78,552	\$121,313	120,208	(1,105)	180,152
Program Expenses	\$65,959	\$68,954	59,356	(9,598)	232,500
Building & Grounds	\$216,713	\$165,171	227,097	61,926	545,033
Fixed Asset Expenditures	\$46,711	\$141,636	150,365	8,729	181,334
Professional Services	\$42,558	\$25,435	35,095	9,660	61,000
Gen&Admin/Insurance/Interest Expense	\$81,123	\$86,476	85,555	(921)	158,250
Nutrition Program Purchases	\$71,671	\$76,569	66,667	(9,902)	160,000
Equipment Rental (Copiers)	\$24,001	\$25,123	20,833	(4,289)	50,000
Fundraising Expenses	\$8,871	\$8,350	15,917	7,566	38,200
Reserves Fund	\$0	\$87,500	87,500	0	210,000
<b>Total Expenditures</b>	<b>\$3,692,562</b>	<b>\$3,827,406</b>	<b>\$ 4,122,023</b>	<b>\$ 294,618</b>	<b>\$ 9,624,704</b>
Operating Income/Loss	\$ 328,647	\$ 294,737	\$ (278,809)	\$ 573,547	\$ 9,010

\* Offset is Title 2 Funds

\$2,846,003

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**FY 2017 - Pro Forma Monthly Cash Flow Statement**  
**November 30, 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	\$895,204	\$897,147	\$895,203	\$864,531	\$864,531	\$864,531	\$864,531	\$864,531	\$864,531	\$0	\$0
Grants	\$0	\$0	\$0	\$71,099	\$0	\$71,099	\$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	\$6,412	\$22,875	\$20,560	\$7,500	\$7,500	\$7,500	\$150,000	\$7,500	\$8,300	\$3,000	\$0
Program Income	\$74	\$76,076	\$94,284	\$63,432	\$50,671	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$45,000	\$0	\$0
Nutriton Program Income	\$50	\$23,306	\$35,124	\$30,770	\$17,907	\$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	\$920	\$3,340	\$183	\$500	\$500	\$500	\$550	\$550	\$550	\$550	\$500
<b>Total Revenue</b>	<b>\$128,817</b>	<b>\$1,008,572</b>	<b>\$1,031,944</b>	<b>\$1,088,663</b>	<b>\$984,525</b>	<b>\$1,018,630</b>	<b>\$947,531</b>	<b>\$947,531</b>	<b>\$1,090,081</b>	<b>\$947,581</b>	<b>\$938,381</b>	<b>\$3,550</b>	<b>\$500</b>
<b>Expenditures</b>													
Salaries and Benefits	\$602,109	\$611,390	\$642,228	\$650,882	\$657,742	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Professional Development	\$10,825	\$5,978	\$1,838	\$10,034	\$5,395	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$0	\$0
Curriculum & Classroom Expenses	\$7,375	\$82,832	\$16,056	\$4,812	\$8,291	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0
Program Expenses	\$1,908	\$8,347	\$28,289	\$21,443	\$12,698	\$24,000	\$40,000	\$25,000	\$35,000	\$26,000	\$23,000	\$0	\$0
Building & Grounds	\$32,331	\$36,132	\$38,933	\$34,359	\$28,905	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$32,500	\$30,000
Fixed Assets Expenditures	\$14,773	\$68,942	\$21,461	\$38,349	\$2,729	\$5,000	\$16,650	\$16,650	\$15,000	\$16,650	\$16,650	\$0	\$0
Professional Services	\$4,920	\$175	\$18,655	\$6,605	\$0	\$5,000	\$1,000	\$5,000	\$15,000	\$0	\$0	\$0	\$0
Gen&Admin/Insurance/Interest	\$19,646	\$28,909	\$21,288	\$18,055	\$8,839	\$12,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$5,000	\$5,000
Nutrition Program Expenses	\$897	\$20,899	\$19,935	\$20,476	\$14,523	\$15,000	\$15,000	\$15,000	\$20,000	\$15,000	\$15,000	\$0	\$0
Equipment Rental (Copiers)	\$7,561	\$74	\$2,495	\$5,041	\$3,366	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$0
Fundraising Expenses	\$106	\$0	\$2,679	\$3,695	\$2,476	\$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>\$813,857</b>	<b>\$813,750</b>	<b>\$744,965</b>	<b>\$722,000</b>	<b>\$751,650</b>	<b>\$745,150</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>\$218,087</b>	<b>\$274,913</b>	<b>\$239,560</b>	<b>\$296,630</b>	<b>\$195,881</b>	<b>\$202,381</b>	<b>\$306,581</b>	<b>\$201,431</b>	<b>\$204,231</b>	<b>\$(633,950)</b>	<b>\$(634,500)</b>
<b>EOM Cash Balance</b>	<b>\$229,883</b>	<b>\$403,833</b>	<b>\$571,699</b>	<b>\$867,485</b>	<b>\$1,082,591</b>	<b>\$1,379,221</b>	<b>\$1,575,102</b>	<b>\$1,777,483</b>	<b>\$2,084,064</b>	<b>\$2,285,495</b>	<b>\$2,489,726</b>	<b>\$1,855,776</b>	<b>\$1,221,276</b>
	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected

Note: Adjusted to reflect only Bank of North Georgia operating accounts. Not including \$788k of investments



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: December 2016 Business and Operations Report Summary

Date: December 13, 2016

**Grants to Green** – Lighting upgrades are near completion, low flow toilets have been installed.

**Health Insurance** – 2017 open enrollment is complete. We are switching from Humana to Cigna. Coverage for the 2 plans were very similar with the exception being that we are losing the wellness program that was part of the Humana plan. This change is resulting in a slight ~1% Decrease in our health care premiums. In the current budget we allocated \$80k as a contingency fund for health insurance premium increase, We are looking into the possibility of implementing an in house wellness plan.

**Facilities** – We are beginning to do some work to clean up and make some repairs to Middle campus basement. Paint primer in hallways and band room. We are quoting out for standalone HVAC units that will help control humidity issues. Also, prepping floors for seamless flooring that could be done during spring or summer break.

**Sartain Lanier Grant** – We received a \$30,000 facilities grant that we will receive over 2 years. Half of that should arrive within the next week.

**Budget revisions** – Mid Year budget revision discussions are beginning, the committee will hold a special budget revision meeting in early January.

**State Schools Superintendent Visit** - On January 5<sup>th</sup> Richard Woods will be visiting our campuses in response to our being named as a Green Ribbon School. He will be touring the facilities to see the Farm and lunch program, and facilities upgrades related to sustainability practices.

**Allocation** – The new adjusted APS allocation has been received. Our allocation decreased by \$31,000 per month. This is due to class size reductions and was expected and planned for in the 2016 budgeting process.

**Copiers** – Put out a Request for proposals to Ricoh, Millner and Atlanta Office Technology for upgrading our copiers.

**Cash position** - Cash and investment balance is \$1,870,649 with \$1,082,591 in operating cash and Money market accounts. \$457,820 is allocated as reserve funds.



# Coversheet

## Monthly fund development report

**Section:** VI. Fund Development  
**Item:** A. Monthly fund development report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** December 16 FD Report .pdf  
Nov 2016 Development.xlsx



## **December 2016 Fund Development Report**

**November 2015 donations received: \$31,494.14**

**Year to date: \$66,437.78**

### **Annual Campaign Activities:**

This year's annual campaign mailers were sent to families in mid-November. This mailer is in the form of a greeting card and includes a return pledge card and envelope. The pledge card includes information regarding our major gifts levels and options for giving. We also sent a "Gather and Grow" newsletter out during the same week with news about the campaign and our initiatives, and the weekly ANCS courier included a letter from Matt and Narin in place of the principal's letters. Families received information about the campaign first through the newsletter on Monday, Nov. 13, then in the courier on Nov. 15, and then in mailers by the end of the same week.

**Georgia Gives Day:** ANCS participated in Georgia Gives Day on November 17. Our contributions from the day totaled \$14,095.00. The ANCS Facebook page included several updates regarding GA Gives Day and parents received an e-blast as well.

**Update regarding ANCS development/CREATE support position:** Matt Underwood and Elizabeth Hearn led initial interviews with candidates immediately following the Thanksgiving break. Once three finalists were selected, Kari and Meeghan joined them for second interviews in early December. Matt, Elizabeth, Kari, Narin, and Meeghan met on Friday, Dec. 8 to discuss candidates and ways to organize activities between fund



development and CREATE needs. Matt will be finalizing the decision during the week of Dec. 12 once all recommenders have been contacted and decisions have been finalized.

Matt, Kari, Narin and Meeghan also met to discuss the Gather and Grow portion of the ANCS website and to review needs for the online donation page.

**Auction Update:** We are still reaching out to parents to seek volunteers for auction chairs.

External Funding update: ANCS was \$50,000 JB Fuqua Foundation to the CREATE program.

The Sartain Lanier Foundation has awarded us \$30,000 (payable over 2 years) for building improvement projects. The check for the first half will come in the next week or so.

ANCS applied for a USDA Farm to School Program grant; we will hear if grant is awarded in May.

**Other news:** An alumni breakfast will be held on December 14, and Matt has organized other events to reach out to former and potential board members in early spring.





## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Nov 2016 Development.xlsx

# Coversheet

## Monthly Governance Report

**Section:** VII. Governance  
**Item:** A. Monthly Governance Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2016.12.10.Monthly Report.pdf

**BACKGROUND:**

Monthly report summarizing monthly committee meeting



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

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BOARD GOVERNANCE COMMITTEE

MONTHLY UPDATE

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

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

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- Committee Chair, Lia Santos, and Executive Director, Matt Underwood, did not meet in person this month

# Board Governance Committee Monthly Meeting Highlights

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- Lia Santos: As detailed in the September Board Report, a **Succession Planning Committee** was formed to proactively develop a Succession Plan for the ED. This is a formal process Matt and Mitch started using The Community Foundation's program, people, and resources.
  - The third committee meeting was held Tuesday 12/6/2016 from 8:15am to 9:15am. The committee members are Joyce, Lia, Matt, Mitch, Elizabeth Hearn, Kari Lovell, and Lara Zelski.
  - Matt and Lia will attend the fourth (and final) in-person working session at The Community Foundation on Tuesday 12/13/2016 from 9am to Noon.
  - Please complete the ED Survey that Lia distributed via Survey Monkey. This will be an input into the Succession Plan and serve as the feedback for Matt's Mid-Year Performance Evaluation for this academic year.
- The monthly **Board Governance Committee** was held Thursday 12/01/2016 from 8:30am to 9:30am.
  - Leigh Finlayson: The **Board Nominations Committee** activities will begin after Winter Break (Courier letter, MM announcement, online application live on web, etc). Please recruit, especially for the focus areas needed.
  - Lia Santos: **Mid-Year Retreat** is confirmed for Saturday, February 4, 2017. See next page for working agenda and proposed facilitators for each session. Please provide feedback to Lia, Matt, Melissa, and Mitch as we finalize the agenda.

# Draft Agenda: 2016-2017 Board Mid-Year Retreat

## Logistics: February 4, 2017; 8am to 1pm, Elementary Campus

Time	Topic	Facilitator
8:00 to 8:15	Greeting, breakfast, set-up	
8:15 to 9:00	Leadership Team Update: Provide summary of highlights from the recent Leadership Team Meeting - Status update on our strategic plan initiatives and initial FY18 budget discussion	<b>Matt Underwood</b>
9:00 to 10:00	<i>Board Assessment Results: Opportunity for development</i> - <b>Finances</b> Overview. Specific areas identified were Financial Compliance, Policies and Procedures, Annual Audit	<b>Kari and Ryan</b>
10:00 to 10:15	<i>Board Assessment Results: Opportunity for development</i> - <b>Open Meeting Law</b>	<b>Melissa McKay-Hagan</b>
10:15 to 11:00	<i>Board Assessment Results: Opportunity for development</i> - <b>Fundraising Plan</b> - Overview of short term and long-term plans - There is a detailed template sample from the Succession Planning workshop. We can review this and use it for discussion. Title is "Sample Guilt Free Board Member Expectations"	<b>Narin and Meeghan</b>
11:00 to 11:30	<i>Board Assessment Results: Opportunity for development</i> - <b>Board Member Accountability</b> - There is a detailed template sample from the Succession Planning workshop. - We can update and implement this process for recruitment going forward. For review and discussion.	<b>Mitch White (facilitate)</b> <b>Lia Santos (draft document)</b>
11:30 to Noon	Board Recruitment: Confirm what skills/knowledge we need, identify what we have now, determine gaps - Discuss Board Chair positions (VP, Secretary, etc) - <b>Mitch</b> - Walk away with a clear focus on what we are looking for in the upcoming interviews/candidates - What are we looking for: CPA, HR, Technology, non parent, representative of gender/sexual diversity, socioeconomic diversity, middle campus representative - Who has specific candidates? Please remember that we are all responsible for recruiting candidates	<b>Leigh Finlayson</b>