



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Board Meeting

Date and Time

Tuesday January 17, 2017 at 6:30 PM EST

Location

ANCS Middle Campus - 820 Essie Ave 30316

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

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 December 13, 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 School Year Calendar

Review of proposed 2017-18 school year calendar

B. FY17 Budget Amendment

Regular mid-year adjustment of ANCS budget in line with adjusted revenue and expense projections

III. Executive Director's Report

A. Diversity & Equity Update

Update on diversity and equity-focused work for 2016-17 school year

B. Faculty/Staff Quality of Life Initiative Update

Updates on faculty/staff "quality of life" initiative related to professional development and compensation

C. January Personnel Report

Report on any personnel hires/losses

IV. Governance

A. Monthly Governance Report

V. Educational Excellence

Educational Excellence

A. Monthly Educational Excellence Report

B. Public Affairs Subcommittee Report

VI. Business & Operations

Business & Operations

A. Monthly financial statements & reports

VII. Fund Development

Fund Development

- A. Monthly fund development 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

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 December 13, 2016

DRAFT



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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Atlanta Neighborhood Charter School

Minutes

Board Meeting

Date and Time

Tuesday December 13, 2016 at 6:30 PM

Location

ANCS Elementary Campus - 688 Grant Street 30315

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

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 arrived after the meeting opened

Joyce Gist Lewis

Ex Officio Members Present

Matt Underwood

Non Voting Members Present

Matt Underwood

Guests Present

Cathey Goodgame, Kari Lovell, Kristen German, Lara Zelski

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 Dec 13, 2016 at 6:33 PM.

C. Approve Minutes from Prior Board Meeting

Leigh Finlayson made a motion to approve minutes from the Board Meeting on 11-15-16 Board Meeting on 11-15-16.

Lia Santos seconded the motion.

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

D. PTCA Report

The PTCA report was read by the board. The report highlighted membership, Winterfest, upcoming teacher appreciation, and upcoming 3rd Friday Coffee.

E. Principals' Open Forum

Lara Zelski highlighted Winterfest, MAP testing, and the learning going on throughout the elementary school. Cathy Goodgame talked about the MAP test, upcoming extended advisory day and described the various projects students will be taking part in.

II. New Business

A. 2017-18 Board Term Extensions

Term extensions and selection of board chair and vice chair for 2017-2018 school year. Discussed the amount of openings if Mitch is voted to extend his term as board chair.

Tiffany Mitchell made a motion to 1) extend Mitch White's term as Board Member be extended for one more year, 2) extend M. White's term as Chair of the ANCS Governing Board for the school year 2017-18; 3) that T. Stoinski continue to serve in her current role as Vice-Chair of the ANCS Board for the school year 2017-18; 4) extend L. Santos' term as an ANCS Board Member for one additional year, 5) extend L. Santos' term as Governance Committee Chair for the 17-18 school year.

Leigh Finlayson seconded the motion.

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

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 2017-2018 school year. Matt Underwood presented the changes to enrollment materials and flyers, as well as other forms of outreach (meetings, canvassing, etc.). Discussed contacting parents of students that did not get in last year (as well as pros and cons of doing so). Noted the differences in the application process this year. Lottery vendor will be selected by January. Next year planning on outreach efforts occurring a little earlier.

B. Fall 2016 Feedback Surveys

Highlights from Fall 2016 feedback surveys of students, teachers/staff and parents/guardians. Notable increase in student satisfaction at ANCS. Discussed the percentage of students who say an adult knows them well and ways the middle campus is working to increase these numbers.

C. 2016 CCRPI Scores

Provided the board with the background of the CCRPI scores, and the change in score calculations. The scores are taken for each campus. The goal of ANCS charter is to be higher than the state and the district. Scores from both campuses are higher than district and state. Scores were then broken down by elementary schools in the district, and middle schools in the district. ANCS will continue to focus on reading and math Milestones as well as attendance.

IV. Educational Excellence

A. Monthly Educational Excellence Report

No update
No Educational Excellence Committee report this month.

B. Public Affairs Subcommittee Report

Eric Teusink gave his monthly report.
Joyce Gist Lewis arrived.

V. Business & Operations

A. Monthly financial statements & reports

Budget is going well. Grants to Green update, lighting is done, low flow toilets are done, and health insurance open enrollment is complete. Health insurance has been switched to Cigna. Upgrading system to keep track of copies.

VI. Fund Development

A.

Monthly fund development report

\$28,544 brought in last month. The amount is a little bit lower than last year. GA gives day was very close to last year's donations. The donation page on the ANCS website is being updated with a new system. CREATE funds have been added to the fund development position. Possibly end up with two people for two part-time positions. Positions should be in place by January. Continuing to seek out Auction Chairs.

VII. Governance

A. Monthly Governance Report

Met with the succession committee. Executive director feedback survey has been emailed. Board governance committee meeting, board nominations and mid-year retreat date. Reminder that board recruitment is everyone's job.

VIII. Executive Session

A. Executive Session

The Board entered into Executive Session to discuss Matt Underwood's Professional Development Plans for Summer 2017

Philippe Pellerin made a motion to approve the Executive Director's Professional Development proposal as put forth in Executive Session.

Tara Stoinski seconded the motion.

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

IX. Closing Items

A. Brief Meeting Reflection

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:40 PM.

Respectfully Submitted,
Melissa McKay-Hagan

Coversheet

PTCA Report

Section:	I. Opening Items
Item:	D. PTCA Report
Purpose:	FYI
Submitted by:	
Related Material:	PTCA_report_Jan_17.pdf

ANCS PTCA Report January 2017

Budget

\$20,966.00

Winterfest

ANCS faculty and staff gift cards

Mini Grants

Due: January 20

\$5,000 reserved

Events

December coffees

BINGO Night

PTCA General Meeting

January 10

March 14

Upcoming PTCA Events

Third Friday Coffee EC:

January 20

Bingo Night

February 3

Submitted by Joy Gray Prince

Coversheet

2017-18 School Year Calendar

Section: II. New Business
Item: A. 2017-18 School Year Calendar
Purpose: Discuss
Submitted by: Matt Underwood
Related Material: ANCS_Calendar_2017-18_v4.pdf

BACKGROUND:

Proposed ANCS school calendar for 2017-18 school year. For the most part, mirrors APS school calendar with exception of ANCS having regular day of school on November 7 (APS is scheduled to be off) and last day of school as May 24 (APS last day is May 25).



ANCS Calendar 2017-2018

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

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

3-7 ANCS Closed
 19-21 New Employee Orientation
 24 Faculty/Staff Retreat
 25-31 Teacher Pre-Planning Days

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

1 First Day of School for Students

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

4 Labor Day

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

9 Teacher Professional Learning Day
 10-13 Fall Break

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

7 Election Day
 20-24 Thanksgiving Break

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

25-29 Winter Break

January 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-4 Semester Break
 5 Teacher Planning Day
 15 M.L. King, Jr. Birthday

February 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

19-23 Winter Break
 23 Teacher Professional Learning Day

March 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19 Teacher Professional Learning Day

April 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-6 Spring Break

May 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24 Last Day of School for Students; Early Dismissal
 25 Teacher Postplanning Day
 28 Memorial Day

June 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Coversheet

Diversity & Equity Update

Section: III. Executive Director's Report
Item: A. Diversity & Equity Update
Purpose: Discuss
Submitted by: Matt Underwood
Related Material: brochures v4.pdf
Diversity & equity initiative update_Jan2017.pdf

BACKGROUND:

Update on diversity and equity initiative, including enrollment outreach, weighted lottery, and work with facilitation team



Atlanta Neighborhood Charter School (ANCS)

A public charter school operating in southeast Atlanta since 2002 and serving students in grades K-8 who are zoned for the Atlanta Public Schools.

- Named Georgia “Charter School of the Year” in 2015
- Hands-on, project-based learning for academic success in and out of the classroom
- Low student-to-teacher ratios to help focus on developing students' social-emotional skills
- Nutritious and delicious meals from our “farm to school” program
- Arts and physical education for all students
- A commitment to diversity and equity
- Collaboration with the community to strengthen schools for all students - including the CREATE teacher residency program



Interested in enrollment or employment at ANCS or just want to learn more? Visit our website for more information: atlncs.org. Check out a short video about ANCS on our homepage.

ELEMENTARY CAMPUS
688 Grant Street
Atlanta, GA 30315
(404) 624-6226

MIDDLE CAMPUS
820 Essie Ave
Atlanta, GA 30316
(678) 904-0051





ANCS New Student Enrollment

Frequently Asked Questions

Who can attend ANCS?

Any K-8th grade student zoned for the Atlanta Public Schools may attend ANCS. The school has a primary attendance zone of Grant Park, Ormewood Park, and Summerhill, a secondary attendance zone of NPU-W, followed by the rest of the Atlanta Public Schools district boundaries.

How do I submit an enrollment application?

A simple enrollment application is available on our website. The application is “live” from February through March for applications for the following school year. Please visit our website for exact dates and to access the application.

What happens after the application is turned in?

Typically, there are more applications than spaces available, and, therefore, an admissions lottery is held. The lottery takes place in March after the application period has ended. In the lottery, students are randomly selected to be offered admission to ANCS until all available spaces are filled. Once all spaces in a grade level are filled, the remaining students are selected to be placed on a wait list.

If there are more applicants than spaces available in a grade level, a lottery may be held based on priority attendance zones. Also, to achieve a diverse student body, ANCS weights its lottery for “economically disadvantaged” students. Please see our website for information on how this process works.

If my student is offered an admissions spot after the lottery, then what happens?

You will be asked to turn in some documentation to verify your residency from the enrollment application (the list of required documents can be found on our website). After that, you’ll be given information about the start of the coming school year at ANCS.

How can I find out more information about the school?

ANCS holds a number of information sessions for interested parents to learn more about the school (see our website for dates, times, and locations). You are highly encouraged to attend an information session. If you cannot attend a session but have questions about the school, visit our website and/or call us to learn more.

Does ANCS provide transportation for students to get to and from school?

Students come to and from ANCS by carpool, bike, foot, or public transportation--we do not have daily school bus service. Students who need them can get subsidized MARTA passes from the school. We work with families to make sure their students can get to school at ANCS.

Does ANCS follow the Atlanta Public Schools calendar and school day?

For the most part, yes. ANCS's school year typically begins and ends around the same time as APS and follows the same major holiday breaks. The school day at the elementary campus begins at 8:00 (the building opens at 7:30) and students are dismissed at 3:00. At the middle campus, the school day begins at 8:30 (the building opens at 8:00) and students are dismissed at 3:45. On Wednesdays, for teacher professional development time, students at the elementary campus are dismissed at 1:30 and at the middle campus at 2:15.

Does ANCS offer an after school program?

Yes, both campuses have an after school program that starts when students are dismissed every day of the week and runs until 6:00 at the elementary campus and 6:15 at the middle campus. Information about the after school program can be found on our website. Scholarships for the ANCS after school program are available. Also, other after school programs, such as the Boys & Girls Club and Study Hall, have vans that pick up students at ANCS at dismissal time each day for those after school programs.



Atlanta Neighborhood Charter School (ANCS)

Una escuela charter pública que opera en el sureste Atlanta desde 2002 y servir a los estudiantes en grados K-8 que están zonificados para las Escuelas Públicas de Atlanta.

- Nombrada Georgia "Escuela Charter de la año" en 2015
- Aprendizaje práctico basado en proyectos para éxito académico dentro y fuera de la aula
- Bajas proporciones de estudiantes a maestros para ayudar centrarse en el desarrollo de los estudiantes' habilidades socio-emocionales
- Comidas nutritivas y deliciosas de nuestra programa "granja a escuela"
- Artes y educación física para todos los estudiantes
- Un compromiso con la diversidad y la equidad
- Colaboración con la comunidad para fortalecer las escuelas para todos los jóvenes - incluyendo la residencia del maestro CREATE programa



¿Está interesado en la inscripción o el empleo en ANCS o simplemente quiere saber más? Visita nuestro sitio web para más información: atlncs.org. Echa un vistazo a un breve video sobre ANCS en nuestra página principal.

CAMPUS ELEMENTAL
688 Grant Street
Atlanta, GA 30315
(404) 624-6226

CAMPUS MEDIO
820 Essie Ave
Atlanta, GA 30316
(678) 904-0051





Inscripción de estudiantes nuevos de ANCS

Preguntas Frecuentes

¿Quién puede asistir al ANCS?

Cualquier estudiante de K-8th grado zonificado para las Escuelas Públicas de Atlanta puede asistir a ANCS. La escuela tiene una zona de asistencia primaria de Grant Park, Ormewood Park y Summerhill, una zona de asistencia secundaria de NPU-W, seguida por el resto de los límites de distrito de las Escuelas Públicas de Atlanta.

¿Cómo envío una solicitud de inscripción?

Una simple solicitud de inscripción está disponible en nuestro sitio web. La solicitud es "en vivo" de febrero a marzo para las solicitudes para el siguiente año escolar. Por favor visite nuestro sitio web para las fechas exactas y para acceder a la aplicación.

¿Qué ocurre después de que se haya activado la aplicación?

Por lo general, hay más aplicaciones que espacios disponibles, y, por lo tanto, una lotería de admisiones se lleva a cabo. La lotería tiene lugar en marzo después de finalizado el período de solicitud. En la lotería, los estudiantes son seleccionados aleatoriamente para recibir admisión a ANCS hasta que todos los espacios disponibles estén llenos. Una vez llenados todos los espacios en un nivel de grado, los estudiantes restantes son seleccionados para ser colocados en una lista de espera.

Si hay más solicitantes que espacios disponibles en un nivel de grado, se puede tener una lotería basada en las zonas de asistencia prioritaria. Además, para lograr un cuerpo estudiantil diverso, ANCS pesa su lotería para estudiantes "económicamente desfavorecidos". Consulte nuestro sitio web para obtener información sobre cómo funciona este proceso.

Si a mi estudiante se le ofrece un lugar de admisión después de la lotería, ¿qué sucede?

Se le pedirá que entregue documentación para verificar su residencia de la aplicación de inscripción (la lista de documentos requeridos se puede encontrar en nuestro sitio web). Después de eso, se le dará información sobre el comienzo del próximo año escolar en ANCS.

¿Cómo puedo obtener más información sobre la escuela?

ANCS tiene una serie de sesiones de información para que los padres interesados puedan aprender más sobre la escuela (vea nuestro sitio web para fechas, horarios y ubicaciones). Se le anima a asistir a una sesión de información. Si no puede asistir a una sesión pero tiene preguntas sobre la escuela, visite nuestro sitio web y / o llámenos para obtener más información.

¿ANCS provee transporte para que los estudiantes lleguen y salgan de la escuela?

Los estudiantes vienen ay de ANCS por carpool, bicicleta, pie o transporte público - no tenemos servicio de autobús escolar diario. Los estudiantes que los necesitan pueden recibir un subsidio MARTA de la escuela. Trabajamos con las familias para asegurarnos de que sus estudiantes puedan llegar a la escuela en ANCS.

¿Sigue ANCS el calendario de escuelas públicas de Atlanta y el día escolar?

En su mayoría, sí. El año escolar de ANCS normalmente comienza y termina alrededor del mismo tiempo que APS y sigue las mismas vacaciones importantes. El día escolar en la escuela primaria comienza a las 8:00 (el edificio abre a las 7:30) y los estudiantes son despedidos a las 3:00. En el campus intermedio, el día escolar comienza a las 8:30 (el edificio abre a las 8:00) y los estudiantes son despedidos a las 3:45. Los miércoles, para el tiempo de desarrollo profesional de los maestros, los estudiantes en la escuela primaria son despedidos a la 1:30 y en el campus central a las 2:15.

¿Ofrece ANCS un programa después de la escuela?

Sí, ambos campus tienen un programa después de la escuela que comienza cuando los estudiantes son despedidos todos los días de la semana y se extiende hasta las 6:00 en el plantel elemental y 6:15 en el campus medio. La información sobre el programa después de la escuela se puede encontrar en nuestro sitio web. Las becas para el programa ANCS después de la escuela están disponibles. Además, otros programas después de la escuela, como el Boys & Girls Club y Study Hall, tienen furgonetas que recogen a los estudiantes en el ANCS a la hora de la salida cada día para aquellos programas después de la escuela.



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DIVERSITY & EQUITY STRATEGIC INITIATIVE UPDATE

PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR | January 2017

Context

- Diversity goal in strategic plan: — *Build on current diversity to improve and realize benefits of student diversity that reflect racial and economic diversity of surrounding neighborhoods*
- Aiming for this goal because...
 - Academic, social, civic, and other positive outcomes for *all* students
 - Opportunity as a charter school to help solve the historic challenges of school integration
 - Want to more closely reflect demographics of neighborhoods we serve
 - In line with CES common principle: “...*honor diversity, build on strength of [school’s] communities, deliberately and explicitly challenging all forms of inequity*”

Context

New goal in 2016-2021 charter agreement:

- “Economically disadvantaged” students get an additional weight in lottery 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%)

Focus for 2016-17 school year

- 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

Enrollment outreach and weighted lottery

- Planned new student enrollment outreach activities with focus on attracting more economically diverse applicant pool:
 - New enrollment flyer created (in English and Spanish)
 - Enrollment flyer to be sent to preschool, day care, and pre-K programs in attendance zone
 - Targeted enrollment canvassing outings
 - ANCS representatives discussing enrollment at Grant Park, Ormewood Park, and Summerhill community meetings in January/February
 - Enrollment yard signs (English & Spanish) to be posted around attendance zone
 - Postings of enrollment process through neighborhood email and social media groups
 - Informational meetings being scheduled at Martin St. Plaza and Trestletree Village Apartments

Enrollment outreach and weighted lottery

- 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 1st to March 13th
- At March board meeting, board will need to approve weight to use for weighted component of lottery
- Jarod Apperson hired to develop and run lottery in alignment with ANCS enrollment policy and charter agreement
- Lottery scheduled for March 30th at 6 PM at elementary campus

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 from January to June:
 - Engaging with *grade level teaching teams* on culturally relevant teaching practices and materials on a bi-weekly basis
 - Providing information and training to *parents and the ANCS governing board* at least twice prior to end of school year
 - Continued monthly meetings with *ANCS leadership team*

Coversheet

Faculty/Staff Quality of Life Initiative Update

Section: III. Executive Director's Report
Item: B. Faculty/Staff Quality of Life Initiative Update
Purpose: Discuss
Submitted by: Matt Underwood
Related Material: Quality of life_ANCS strategic plan update_Jan2017.pdf
OpportunitiesforProfessionalGrowthLeadershipatANCS-2.pdf
ANCSFacultyStaffStudyGrantApplication.pdf
GuidingprinciplesforcompensationatANCS-2.pdf

BACKGROUND:

Update on employee "quality of life" initiative, including process of revising compensation policy and new faculty/staff study grant opportunity



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

Context

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

- Areas of focus for this initiative in prior two years:
 - Increase faculty/staff collaboration time
 - Implement required TKES/LKES in as productive and least disruptive way as possible
 - Assess “quality of life” for teachers and staff

Assessment Findings & Recommendations

In 2015-16 school year, internal task force assessed “quality of life” among ANCS teachers and staff and reported the following:

1. **The vast majority of employees are satisfied with their employment at ANCS** (96% are “happy to very happy” based on survey administered by task force)
2. **ANCS offers a supportive work environment with competitive benefits** when compared to other schools researched
3. **Positive “quality of life” for ANCS employees could be strengthened with focus on the following areas:**
 - ***Compensation:*** Absent following the APS salary schedule, establishing clear expectation about how compensation might grow during one’s time at ANCS
 - ***Path for growth:*** Having a more clearly defined opportunities for professional growth for veteran ANCS teachers/staff

Action Items - Compensation

1. Cost-of-living adjustment for all employees included with 2016-17 contracts
2. Developed guiding principles for compensation (see document) reviewed by leadership team and quality of life task force
3. Using guiding principles to review and propose updates to ANCS compensation policy
 - a. Matt Underwood, Kari Lovell, and Lia Santos reviewing different compensation strategies
 - b. Also exploring compensation practices in other local and national charter schools and non-profits
4. Proposed updates to compensation policy will come to board by March board meeting

Action Items - Professional Growth

1. Articulated all current opportunities for professional growth and development available to ANCS teachers and staff (see document)
2. Developed new teacher/staff “study grant” opportunity beginning this school year (see application)

Opportunities for Professional Growth & Leadership at ANCS

As a school that takes seriously the idea of being a “learning community” for both students and adults alike, ANCS wishes to support meaningful and sustained professional growth for every teacher and staff member. To that end, there are multiple opportunities for teachers and staff members to develop new skills and knowledge at whatever stage of their careers they may be.

Opportunities for all teachers and staff members

1) Campus/school wide learning opportunities

Applying the concepts of “less is more” and “depth over breadth”, the bulk of our school’s professional development resources are devoted each year to a few core areas that are essential to our mission and strategic plan. Examples of these opportunities from recent years include:

- Faculty/staff summer reading
- Critical friends groups and critical friendship institutes
- Sending small teams of teachers/staff to national conferences/institutes, such as:
 - CES Fall Forum
 - Conscious Discipline
 - Learning & the Brain
 - SRI Winter Meeting
 - National Coalition on School Diversity

Members of the K-8 leadership team will determine who is involved in each of these opportunities and how learning from them is shared with others in the school community.

2) Individual professional development opportunities

An individual teacher or staff member may wish to engage in a professional learning opportunity that is specific and relevant to her/his role or professional goals, including leadership development. Teachers or staff members who seek school support for such opportunities should keep these guidelines in mind:

- An employee may request funds for an individual professional development opportunity by submitting a short proposal to his/her supervisor that outlines what the learning opportunity is, how it will benefit the employee’s work at ANCS, and in what ways the learning might be shared with others. The supervisor will review proposals, keeping in mind school and individual professional goals and may approve the use of funds within a budgeted amount.
- Funds can be used towards attending a conference or workshop, purchasing books, or to visit another school or organization (Please note: funds can be used to cover registration fees, materials, the cost of a substitute teacher, mileage reimbursement for local travel, but will not typically be used to cover out-of-state travel.)

3) Campus or schoolwide task force

From time to time, a task force may be formed to complete a focused task, and the work of the task force will require specific perspectives/expertise and will likely demand a substantial commitment of time outside of regular school hours (during the school year and/or over the summer). Serving on a task force provides an opportunity for professional growth by honing new skills, such as working with a team of individuals from across the school community, project management, and/or presenting a proposal to a range of audiences. Examples of recent task forces have included:

- K-8 grading and assessment practices task force
- International Baccalaureate exploratory task force

Depending upon the scope of a task force's work, a stipend may be offered to those who serve on the task force

Opportunities for veteran ANCS teachers and staff members

Once a teacher/staff member has demonstrated continued skill in his/her role at ANCS, she/he may be ready to pursue the one or more of the following opportunities for professional growth and leadership with the support of a supervisor.

1) Serving on a campus leadership team

2) Center for Collaborative Learning

ANCS's Center for Collaborative Learning (CCL) brings together individuals, schools, and organizations to build capacity for creating student-centered learning environments in a number of different ways:

- Overseeing the CREATE Teacher Residency Program in collaboration with Georgia State University.
- Facilitating school improvement initiatives regionally
- Hosting visitors to ANCS to observe teaching and learning
- Hosting workshops for educators, organizations, and others to deepen knowledge of ANCS practices for possible use in their own contexts
- Institutes and lectures by outside experts on teaching and learning topics
- Growing partnerships to establish longer-term formal relationships between ANCS and other schools

Examples of professional growth opportunities through the CCL could include taking on a veteran educator role within CREATE (such as a mentor or critical friendship coach), facilitating a workshop, serving as a coach for a school change effort at another school. When opportunities exist, the CCL Director will publish instructions for how to apply along with a description of the opportunity, scope of work, qualifications, and any compensation connected with the opportunity

3) Oversight of a program or special project

On occasion, there may be a program or special project that requires the leadership of a single program, initiative, or project, such as the athletics program, diversity/equity initiative, or chairing a task force. In such instances, the description of the opportunity, scope of work, qualifications, and any compensation connected with the opportunity will be published along with instructions for how to apply.

4) *Faculty/staff study grants* - **NEW for 2016-17 school year**

These grants are designed both to encourage professional growth and to acknowledge the contributions veteran teachers and staff members have made to ANCS and its students. Each year, ANCS may award faculty/staff study grants of up to \$2,500 each within budgeted professional development funds. These grants may be used to undertake/continue studies, travel, and/or engage in other scholarship which would further their own learning and the learning of students at ANCS.

To be eligible to apply for a study grant, a teacher/staff member must:

- Have *completed* her/his 5th year of employment at ANCS
- Be committed to returning to ANCS for at least three more school years

To apply, an eligible teacher/staff member would submit by the deadline a completed application form which would include:

- A description of how the grant funds would be used, goals, and a preliminary budget
- Brief essay which addresses the questions *How will this grant benefit you as a teacher/staff member at ANCS?* and *In what ways will this grant benefit the ANCS community, specifically students?*

A small committee selected by the Executive Director would review applications and make a decision about grant awards. A teacher/staff member grantee would not be eligible to apply for another study grant for one year after the grant award. If a grantee leaves ANCS within three school years of receiving a study grant, she/he would be responsible for repaying a prorated portion of grant funds back to ANCS.

ANCS Faculty/Staff Study Grant Overview

ANCS faculty/staff study grants are designed both to encourage a deeper form of professional growth and to acknowledge the contributions veteran teachers and staff members have made to ANCS and its students. Each year, ANCS may award faculty/staff study grants of up to \$2,500 per grantee. These grants may be used to undertake/continue studies, travel, and/or engage in other scholarship which would further their own learning and the learning of students at ANCS.

Eligibility criteria:

To be eligible to apply for a study grant, a teacher/staff member must:

- Have *completed* her/his 5th year of employment at ANCS at the time of the application
- Be committed to returning to ANCS for at least three more school years (*if a grantee leaves ANCS within three school years of receiving a study grant, she/he will be required to repay a prorated portion of grant funds back to ANCS.*)
- Not have been awarded a study grant in the three school years prior to the application

Application and granting process:

1. To apply, an eligible teacher/staff member submits a completed application by the deadline (see next page for 2017 application)
2. A small committee that includes the ANCS Executive Director, at least one teacher/staff member, and at least one K-8 leadership team member will review completed applications and make final decisions about grant awards within approximately one month of the application deadline. (*In future years, a grantee from the prior year will also serve on the grant review committee.*)
3. Teachers/staff awarded a study grant will have 12 months from the date of the award to use the grant funds. The ANCS business office will issue instructions on the use of funds and how payments using grant funds will be made.

ANCS Faculty/Staff Study Grant 2017 Application

Using no more than two pages, please complete the following application questions. You may include attachments to the application that are relevant to any of your responses; these attachments will not count towards the page limit.

Completed applications should be submitted via email to Matt Underwood no later than 5:00 PM on Wednesday, February 22, 2017. If you have any questions, please let Matt know.

Application is not to exceed two pages in length.

=====

1. Your name:
2. Position held at ANCS:
3. Years you have worked at ANCS:
4. Dollar amount of grant requested (cannot exceed \$2,500):
5. Please briefly describe the way you intend to use these grant funds and provide a rationale for the funding amount requested. (Please feel free to include attachments that give more detail to your response.)

6. Please explain how this grant will benefit the ANCS community, in particular students and how this grant will benefit you as a teacher/staff member at ANCS. As a part of your response to this question, specifically describe how you will bring the learning supported by this grant back to students and colleagues at ANCS.

7. If there is anything else you would like to add for consideration of this grant application, please do so below.

Guiding Principles for Compensation at ANCS

Developed Fall 2016

- 1) Compensation should be one of the ways ANCS attracts, retains, and motivates high-quality teachers and staff committed to the ANCS mission. Other factors (benefits offerings, opportunities for growth, working conditions, etc.) should be considered alongside compensation for these same purposes.
- 2) Compensation should be competitive and externally comparable and reviewed annually to insure this is the case (based on industry standards, “competitive” is defined as within a range of 5-10% of similar positions in the metro Atlanta area). Cost-of-living adjustments may be necessary to maintain competitiveness.
- 3) The starting compensation for an employee at ANCS should consider his/her relevant education and relevant prior experience.
- 4) Based upon continued high-quality performance as determined by an employee’s supervisor, an employee may be eligible for additional salary increases above and beyond cost-of-living adjustments.
- 5) Additional compensation (such as a “signing bonus”) may be considered and utilized when hiring for hard-to-staff positions.
- 6) Additional compensation (such as a stipend) may be considered for longer-term responsibilities taken on outside of an employee’s regular job responsibilities.
- 7) Compensation should be internally consistent so that these principles are similarly applied to all employees at the school.

Coversheet

January Personnel Report

Section: III. Executive Director's Report
Item: C. January Personnel Report
Purpose: FYI
Submitted by: Matt Underwood
Related Material: ANCSpersonnelreport_Jan2017.pdf

BACKGROUND:

Update on any personnel hires/losses from prior month

**Atlanta Neighborhood Charter School
Personnel Report - January 2017**

NEW HIRES

Name	Position	Education (Most Recent)	Years of Experience	Date Effective	Notes
Jennifer Peck-Bailey	Humanities Teacher (MC)	Lehman College, M.Ed - Social Studies Education	9	1/17/17	Filling vacancy
Kim Kurtz	Center for Collaborative Learning & Fund Development - Administrative Assistant (0.625 FTE)	Georgia State University, MS - Urban Policy Studies	14	1/9/17	New position; funded by budgeted FY17 fund development funds and Governor's Office of Student Achievement grant funds

Coversheet

Monthly Educational Excellence Report

Section: V. Educational Excellence
Item: A. Monthly Educational Excellence Report
Purpose: FYI
Submitted by: Tara Stoinski
Related Material: Educational Excellence Committee January 2017.pdf

BACKGROUND:
Minutes of January 2017 Academic Excellence Committee

Educational Excellence Committee

January 9, 2017, 5:30 PM, Elementary Campus

In attendance: Mitch White, Tiffany Mitchell, Elizabeth Hearn, Nick Chiles, Tara Stoinski, Eric Teusink, Matt Underwood

5:30: Tiffany Mitchell called the meeting to order.

Diversity and Equity Update: Matt Underwood. The consultants who have been coming to work with the staff are going to shift the focus a bit—going to work with teams of teachers in smaller groups about the curriculum, culturally responsive teaching, scheduling observations in classrooms. In the 2nd half of the year, the group will hold sessions with board and parents to educate about diversity work that is ongoing. In addition, the consultants will be working with principals to assess environment of the school with respect to diversity.

In terms of outreach, Matt and teachers will be attending various residence meetings for Summerhill community; have enrollment flyers in English and Spanish; translators will be at each of the information sessions.

MAP scores: Matt Underwood. The group discussed if there were any further questions about the MAP scores. Matt clarified that for the spring scores, they will present to the board the scores of the school as a whole and with various subdivisions based on student performance, race, etc.

Public Affairs: No major updates.

Other Items: None.

6:15 Meeting adjourned.

Coversheet

Public Affairs Subcommittee Report

Section: V. Educational Excellence
Item: B. Public Affairs Subcommittee Report
Purpose: FYI
Submitted by:
Related Material: 2017.1.17 - PA Subcommittee Report.pdf



ANCS Public Affairs Subcommittee Report

From: Eric Teusink
To: ANCS Board of Directors
Date: January 17, 2017

Atlanta Board of Education

- 1. 2017 Election.** Potential Candidates continue to emerge. Only one name for District 7 At Large (Courtney English Seat). As many as four names for District 3 (Matt Westmoreland Seat)

Georgia General Assembly

- 1. Governor's Education Reform Bill – What is its future?**
 - a. No bills introduced yet
 - b. May be overshadowed by OSD replacement
- 2. Other Bills**
 - a. HB23 – Ant-charter pontification
- 3. Senate Education Committee**
 - a. Vincent Fort removed
 - b. Elena Parent added

Other

- 1. Atlanta Charter Schools Working Group.** Next meeting scheduled soon.

Coversheet

Monthly financial statements & reports

Section: VI. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: Discuss
Submitted by:
Related Material: Meeting Notes Jan 2017.docx
12_31_16 Finance committe report.pdf
12_31_16 Cash Balances.pdf
12_31_16 Cash Flow.pdf

Grants to Green

- We received \$8,600 in January from Georgia Power for rebates earned by the Grants to Green work being done at the elementary campus.
- Solar panels are the last GtoG FY17 item to be implemented and we will begin the process in February.
- Lara Zelski worked with the Star television production to allow them to film during Winterfest. For her cooperation they donated \$7,500 to the annual campaign. Thanks Lara!
- New copier and Papercut will be implemented in late January. This is being done to reduce copier expenses as well as provide a better experience for users.
- The monthly allocation adjusted in December, net of \$30k less per month. Nursing and transportation allocations received in December, total net increase from FY16 of \$2,300,
- APS came out this week to evaluate facilities for SPLOST funding - Met with the superintendent on Monday and she stated that the money had been set aside for charter schools. Was unclear of the timing. So it appears that we will get some funding but unsure of when.
-

Budget Notes

Grants to Green

Adjust Allocation

New Create / Fund Development Position

Gov Office of Student Achievement Grant

Sartain Lanier Grant

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

Period Ended 12/31/16

	YTD FY2016 Actual	YTD FY2017 Actual	YTD Budget	YTD \$Variance	FY2017 Budget
Income					
Local/State Funding	\$4,261,214	\$4,502,885	4,337,507	165,378	8,675,014
Grants	\$70,000	\$71,099	0	71,099	0
Title 2 Funding	\$0	\$9,791	0	0	0
Contributions & Fundraising	\$73,463	\$85,632	90,000	(4,368)	225,000
Prior year Facilites Grant & Title 1 Funds Received	\$129,225	\$0	0	0	0
Program Income	\$263,474	\$314,131	258,375	55,756	477,000
Nutrition Income	\$144,746	\$142,498	104,167	38,332	250,000
Other Income	\$2,895	\$4,530	2,792	1,738	6,700
Total Income	\$ 4,945,017	\$5,130,566	\$ 4,792,840	\$ 337,726	\$ 9,633,714

Expenditures

Salaries and Benefits	\$3,638,382	\$3,718,297	3,825,515	107,217	7,741,235
Professional Development	\$74,352	\$35,513	33,417	(2,096)	67,000
Curriculum & Classroom Expenses	\$94,053	\$128,798	130,208	1,409	180,152
Program Expenses	\$90,288	\$85,905	83,356	(2,549)	232,500
Building & Grounds	\$256,532	\$194,584	272,097	77,513	545,033
Fixed Asset Expenditures	\$47,121	\$163,091	155,365	(7,726)	181,334
Professional Services	\$42,558	\$27,140	40,095	12,955	61,000
Gen&Admin/Insurance/Interest Expense	\$94,287	\$100,041	97,555	(2,486)	158,250
Nutrition Program Purchases	\$86,827	\$90,270	81,667	(8,604)	160,000
Equipment Rental (Copiers)	\$24,001	\$25,123	20,833	(4,289)	50,000
Fundraising Expenses	\$11,447	\$8,387	16,417	8,029	38,200
Reserves Fund	\$0	\$105,000	105,000	0	210,000
Total Expenditures	\$4,459,848	\$4,682,150	\$ 4,861,523	\$ 179,374	\$ 9,624,704
Operating Income/Loss	\$ 485,169	\$ 448,416	\$ (68,683)	\$ 517,099	\$ 9,010

* Offset is Title 2 Funds

\$3,661,791

Total investments held by ANCS**12/31/2016**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	1,275,421
		1,275,421
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	104,677 Money Market account
Self-Help Credit Union	Money Market	29,475 Money Market account
		788,702
Total invested funds (not at ACB)		788,702
Total restricted funds - reserves		-475,320
		313,382
Total unrestricted investments		313,382
Grand total ANCS funds		\$2,064,123

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2017 - Pro Forma Monthly Cash Flow Statement
December 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
Revenue													
Local/State Funding	\$3,244	\$895,203	\$895,204	\$897,147	\$895,203	\$916,884	\$864,531	\$864,531	\$864,531	\$864,531	\$864,531	\$0	\$0
Grants	\$0	\$0	\$0	\$71,099	\$0	\$0	\$71,099	\$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	\$29,014	\$7,500	\$7,500	\$150,000	\$7,500	\$8,300	\$3,000	\$0
Program Income	\$74	\$76,076	\$94,284	\$63,432	\$50,671	\$29,048	\$50,000	\$50,000	\$50,000	\$50,000	\$45,000	\$0	\$0
Nutrition Program Income	\$50	\$23,306	\$35,124	\$30,770	\$17,907	\$33,341	\$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	\$136	\$9,100	\$500	\$550	\$550	\$550	\$550	\$500
Total Revenue	\$128,817	\$1,008,572	\$1,031,944	\$1,088,663	\$984,525	\$1,008,423	\$1,027,230	\$947,531	\$1,090,081	\$947,581	\$938,381	\$3,550	\$500
Expenditures													
Salaries and Benefits	\$602,109	\$611,390	\$642,228	\$650,882	\$657,742	\$651,790	\$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	\$7,905	\$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	\$7,485	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	\$0
Program Expenses	\$1,908	\$8,347	\$28,289	\$21,443	\$12,698	\$16,951	\$40,000	\$25,000	\$35,000	\$26,000	\$23,000	\$0	\$0
Building & Grounds	\$32,331	\$36,132	\$38,933	\$34,359	\$28,905	\$29,413	\$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	\$21,455	\$16,650	\$16,650	\$15,000	\$16,650	\$16,650	\$0	\$0
Professional Services	\$4,920	\$175	\$18,655	\$6,605	\$0	\$1,705	\$1,000	\$5,000	\$15,000	\$0	\$0	\$0	\$0
Gen&Admin/Insurance/Interest	\$19,646	\$28,909	\$21,288	\$18,055	\$8,839	\$13,565	\$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	\$13,701	\$15,000	\$15,000	\$20,000	\$15,000	\$15,000	\$0	\$0
Equipment Rental (Copiers)	\$7,561	\$74	\$2,495	\$5,041	\$3,366	\$3,505	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$0	\$0
Fundraising Expenses	\$106	\$0	\$2,679	\$3,695	\$2,476	\$37	\$500	\$5,000	\$20,000	\$10,000	\$1,000	\$0	\$0
Total Expenditures	\$702,452	\$863,679	\$813,857	\$813,750	\$744,965	\$767,512	\$751,650	\$745,150	\$783,500	\$746,150	\$734,150	\$637,500	\$635,000
Total Revenues - Total Expenditures	(\$573,635)	\$144,894	\$218,087	\$274,913	\$239,560	\$240,911	\$275,580	\$202,381	\$306,581	\$201,431	\$204,231	\$(633,950)	\$(634,500)
EOM Cash Balance	\$229,883	\$403,833	\$571,699	\$867,485	\$1,082,591	\$1,275,421	\$1,551,001	\$1,753,382	\$2,059,963	\$2,261,394	\$2,465,625	\$1,831,675	\$1,197,175
	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected

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

Coversheet

Monthly fund development report

Section: VII. Fund Development
Item: A. Monthly fund development report
Purpose: FYI
Submitted by:
Related Material: January 2017 FD Report 1.pdf



January 2017 Fund Development Report

New Activities:

Matt Underwood, Elizabeth Hearn, Kari Lovell, Meeghan Fortson, and Narin Hassan finalized the organization of the fund development assistant role, which will be combined with a CREATE assistant position which is now in place. We met to discuss the activities and expectations for this role on January 4.

We are pleased to welcome Kim Kurtz in this new role. Members of the fund development committee have been in touch with Kim to transition her in this position. She officially began working for ANCS on Monday, January 9.

Matt, Meeghan, Narin, and Kim met on January 13 for a fund development meeting to discuss timelines for annual campaign and auction activities and review tasks that need to be accomplished through the year. The committee is also working on updating sponsor levels for the auction.

Outreach activities: Matt and the Fund Development committee welcomed alumni to both campuses for an alumni breakfast on December 14, 2015. Alums attended morning meeting, visited classrooms, and got updates from Matt about the school and its activities.



Auction Update: We are thrilled to announce that, after a period of searching, we now have auction chairs. Sara Massey and Angelique Dumas Edwards will be leading auction efforts this year. They have decided on a “Fun House” circus theme and are currently in the process of updating the logo and securing additional volunteers. The event is scheduled for Saturday, March 11 at the Georgia Freight Depot. The auction kick off meeting is scheduled for Wed. January 18. Various members of the fund development committee have been meeting with the auction chairs and sharing information as they begin the process of planning. We plan to have solicitation letters out within the next week, and have secured a team to lead sponsor and business solicitation efforts.

