



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

## Atlanta Neighborhood Charter School

### March Monthly Board Meeting

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#### **Date and Time**

Thursday March 23, 2017 at 6:30 PM EDT

#### **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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#### **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 February 28, 2017

**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. Set Weight for 2017 New Student Enrollment Lottery**

Review new student enrollment data and vote on weight amount for 2017 new student enrollment lottery

**B. Review of board nominations policy**

Review board nominations policy in consideration of removing requirement of PTCA approval of board slate

**III. Executive Director's Report**

**A. Quarterly Performance Dashboard**

Quarterly review of dashboard with performance data across various domains at ANCS

**IV. Business & Operations**

Business & Operations

**A. Monthly financial statements & reports**

**V. Fund Development**

Fund Development

**A. Monthly fund development report**

**VI. Governance**

**A. Monthly Governance Report**

**VII. Educational Excellence**

Educational Excellence

**A. Monthly Educational Excellence Report**

**B. Public Affairs Subcommittee 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 February 28, 2017

APPROVED



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

## Atlanta Neighborhood Charter School

### Minutes

#### Board Meeting

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#### **Date and Time**

Tuesday February 28, 2017 at 6:30 PM

#### **Location**

ANCS Elementary Campus - 688 Grant St 30315

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

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#### **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, Tiffany Mitchell (remote)

#### **Directors Absent**

Tara Stoinski

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

Matt Underwood

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

Matt Underwood

#### **Guests Present**

Anisha Kollarik, Brian Fletcher, Cathey Goodgame, Elizabeth Hearn, Jim Alley, Joy Prince, Kari Lovell, Kari Lovell, Kristen German, Lara Zelski, Lesley Michaels, Mark Sanders, Maya Jenkins,

Michelle Robinson, Molly Griffith, Molly Kent, Quinton Washington, Rashid Irani, Reginald Weekes, Ronica Brown, Shaun Yurcaba, Suzanne Welanders, Tonya Gibson

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## **I. Opening Items**

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

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

Matt Underwood called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Feb 28, 2017 at 6:40 PM.

### **C. Approve Minutes from December 2016 Board Meeting**

Melissa McKay-Hagan made a motion to approve minutes from the Board Meeting on 12-13-16 Board Meeting on 12-13-16.

Ryan Camp seconded the motion.

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

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

Melissa McKay-Hagan made a motion to approve minutes from the Board Meeting on 01-17-17 Board Meeting on 01-17-17.

Eric Teusink seconded the motion.

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

### **E. PTCA Report**

Joy Prince, the PTCA president presented the PTCA report. She mentioned the success of Bingo night, and the Mini Grants given to teachers. PTCA is now preparing a dine-out in conjunction with the middle campus, and Run with the Wolves. Presented the possibility of adding a Social Media person for PTCA. Looking for new PTCA officers for next year.

### **F. Principals' Open Forum**

Lara Zelski: At the Elementary Campus parents, teachers, and students have been sharing in morning meeting about black history. The teachers are preparing for the second round of conferences. The school is looking into a more digital way for pick up in car riders.

Cathey Goodgame: At the middle campus there was a day set aside specifically for black history along with black history being taught throughout the year. There was also a special lunch in honor of black history at both campuses. Students are playing sports and preparing for the school musical.

## **II. Old Business**

#### **A. 2017-18 School Year Calendar**

Eric Teusink made a motion to Approve the 2016/2017 school calendar.

Tara Stoinski seconded the motion.

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

#### **B. FY17 Budget Amendment**

Some changes were made to the budget, and are highlighted. Some major changes include changing the line item for Atlanta beltline, Grants to Green (possibility of solar panels over the parking lot), the middle campus has started collecting supply fees, there has been a change to the wellness program, and has switched to an in-house wellness program. Lesley Michaels then presented on the In-house wellness program for teachers and staff (see packet) Will be reviewed by a committee. If this is a good fit, a company could do this in the future. More money is going into renovating the basement of the middle campus. Electric, gas, and water bill have been decreasing due to Grants to Green.

Leigh Finlayson made a motion to Approve the amended budget.

Philippe Pellerin seconded the motion.

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

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

#### **A. 2017-18 SY Enrollment Update**

Matt Underwood presented the outreach activities that have occurred in anticipation of 2017-2018 enrollment and lottery. 520 new applications have been received (this includes siblings) as of February 23rd.

#### **B. CREATE Teacher Residency Program Update**

Elizabeth Hearn gave the quarterly update on the CREATE Program: New cognitively based compassion training started at King Middle School today. CREATE administration team just returned from a conference about training new teachers. Forty two new teacher residents looking to get jobs. Focusing on four core teaching practices. Aiming to improve the experience for new teachers.

#### **C. IB MYP Candidacy Update**

Cathey Goodgame gave the quarterly update on ANCS's IB Middle Years Programme candidacy phase. In anticipation of IB the middle school schedule has to change. Starting next year students will take Spanish all year long, and take a class called Design. The new report system was generally successful. 5 teachers did an online training for IB. Information sessions for parents have continued. Hoping to be authorized in the Fall of 2018 (2 years of implementing then authorization).

### **IV. Business & Operations**

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

Ryan Camp presented the monthly financial statements and report. Budget is well on track for the month.

### **V. Fund Development**

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

Narin Hassan presented the monthly Fund Development report. A little bit higher in funds than normal. The donation deadline for silent auction items was extended for the ANCS Auction. The Auction will be held on March 11.

### **VI. Governance**

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

Lia Santos: The Governance committee met at the end of January to plan the mid-year retreat which took place on February 4. Met with Matt for mid-year review. A sub-committee continues to work on succession planning. The committee may look at faculty incentives based on tenure. The Nominations sub-committee is getting ready for interviews for open board positions for next year. Applications open until March 6.

### **VII. Educational Excellence**

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

Tiffany Mitchell: (on phone) The Educational Excellence Committee met on the 22nd. Discussed MAP, and Nancy Lamb presented various versions of MAP for the committee. Next meeting on March 20.

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

Eric Teusink: Government reform package that may impact ANCS is the statewide grant options for facilities. GA Charter school Association got together and took all of the charter pieces out, and turned it into another bill. The bill is now in second readers. No state-wide grant programs for charter schools.

### **VIII. Executive Session**

#### **A. Executive Session**

No executive session

### **IX. Closing Items**

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



## **B. Adjourn Meeting**

Mitch White made a motion to adjourn the meeting.

Narin Hassan seconded the motion.

The board **VOTED** unanimously 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 8:11 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\_feb2017JGP.docx

## **ANCS PTCA Report March 2017**

### **Mini Grants**

6 total grant applications totaling  
\$2,645.00  
6 elementary campus  
6 funded at \$2,645.00

### **PTCA General Meeting**

Took place on March 14  
--open call for nominations for the  
Executive Committee and co-chairs for  
committees and events  
--Matt Underwood and McKenzie  
Wren facilitated a session on diversity  
and equity

### **PTCA Executive Committee**

Open positions for 2017-18  
President  
Vice President, elementary campus  
Vice President, middle campus  
Volunteer Coordinator, elementary  
campus  
Volunteer Coordinator, middle campus  
Secretary  
Treasurer

### Upcoming PTCA Events

**Teacher Appreciation  
March 27-31**

**Run With the Wolves  
May 6**

Submitted by Joy Gray Prince

# Coversheet

## Set Weight for 2017 New Student Enrollment Lottery

**Section:** II. New Business  
**Item:** A. Set Weight for 2017 New Student Enrollment Lottery  
**Purpose:** Vote  
**Submitted by:** Matt Underwood  
**Related Material:** Lottery\_Weight\_Recommendation\_20170322-2.pdf

**BACKGROUND:**

Memo from lottery vendor recommending weight for weighted lottery based on enrollment application data and charter goals

Jarod Apperson  
 732 Brookline St SW  
 Atlanta, GA 30310  
 jarodapperson@gmail.com  
 (917) 287-9420

March 22, 2017

Atlanta Neighborhood Charter School  
 Attention: Matt Underwood  
 688 Grant St SE  
 Atlanta, GA 30316

**Re: Recommendation of Lottery Weight**

Dear Mr. Underwood:

I hope this letter finds you well. Thank you for the 2017 lottery applicant data that you and your team recently provided. I've reviewed this data and am writing to recommend a lottery weight that will move ANCS toward its goal of serving more economically disadvantaged students.

My recommendation is that you **use a weight of 4**, the maximum allowed under your charter. I summarize below the basis for that recommendation.

From our discussions and my review of the ANCS charter, I understand that the organization has established a goal that at least 40% of newly admitted students (excluding students admitted through sibling, employee, or board member preference) be economically disadvantaged. In addition, a goal has been established for overall enrollment of between 30% and 50% economically disadvantaged students.

Because most seats above kindergarten are taken by returning students, I understand that kindergarten is the only grade where a substantial number of slots will be available to new students (61 slots). A small number of slots (4) will be offered to new sixth grade students while the other grades will not have any slots. For those grades, all applicants will be placed on the waitlist, and will be admitted as spots free up. Since kindergarten is the only grade with significant available seats, I've relied on an analysis of kindergarten applicants as the basis for my recommendation. Below you will find a table summarizing those applicants.

Description	Number of Applicants			Percentage of Applicants	
	Economically Disadvantaged	Not Economically Disadvantaged	Total	Economically Disadvantaged	Not Economically Disadvantaged

Admissions Tier:

Sibling/Board/Employee	2	25	27	7%	93%
Zone 1	9	78	87	10%	90%
Zone 2	3	20	23	13%	87%
Zone 3	56	66	122	46%	54%
<b>Total</b>	<b>70</b>	<b>189</b>	<b>259</b>	<b>27%</b>	<b>73%</b>

Mr. Matt Underwood  
**Re: Recommendation of Lottery Weight**  
March 22, 2017

As you can see, a total of 259 students applied for kindergarten admission and 27% of those students self-reported being economically disadvantaged. Importantly, most of the economically disadvantaged students are from Zone 3 and would only be eligible for admission once all students from the previous tiers have been admitted.

The priority admissions tiers mean that ANCS will admit 27 students as siblings or children of board members/employees. An additional 34 students will be admitted from Zone 1. The remaining 53 Zone 1 students as well as all students in Zone 2 or Zone 3 will go on the waitlist.

Only 2 of the sibling/board/employee applicants are economically disadvantaged while only 9 of the Zone 1 applicants are economically disadvantaged. Even if the school could admit all the economically disadvantaged Zone 1 applicants, its incoming class would have only 11 economically disadvantaged students, or 18%. This remains substantially below the goal that 30% to 50% of enrolled students be economically disadvantaged; therefore, I recommend that you use a weight of 4, the highest weight allowed under your charter. With this weight, the percentage of economically disadvantaged kindergarten students admitted is likely to fall in the range of **14% to 18%**. The percentage of newly admitted students (excluding those admitted through sibling or board member preference) is likely to fall in the **20% to 25%** range.

I hope that this summary has been clear. However, should you have any questions or need additional information, please don't hesitate to call or email.

Best regards,



Jarod Apperson

# Coversheet

## Quarterly Performance Dashboard

**Section:** III. Executive Director's Report  
**Item:** A. Quarterly Performance Dashboard  
**Purpose:** Discuss  
**Submitted by:** Matt Underwood  
**Related Material:** ANCS Performance Dashboard - 16-17 SY\_updated March 2017.pdf

**BACKGROUND:**  
Quarterly performance dashboard update

## ANCS Performance Dashboard - 16-17 SY

ANCS Performance Dashboard ( last updated March 2017 )	K-8			Notes
	2016-17 SY	Jul-Oct	Nov-Feb	
<b>Educational Program Outcomes</b>				
Avg % of students Proficient/Distinguished ELA EOG Milestones				After 2017, goal to be above three-year avg
Avg % of students Proficient/Distinguished Math EOG Milestones				After 2017, goal to be above three-year avg
Percentage of students passing ELA EOG Milestones in top 10% of district				
Percentage of students passing Math EOG Milestones in top 10% of district				
National norm referenced test - MAP Reading (% of students meeting growth targets compared to national avg - conditional growth percentile rank)				
National norm referenced test - MAP Math (% of students meeting growth targets compared to national avg - conditional growth percentile rank)				
National norm referenced test - MAP Reading (average NPR)	89	85		target is to show growth & be at/above 70 NPR
National norm referenced test - MAP Math (average NPR)	77	72		target is to show growth & be at/above 70 NPR
<i>Critical/creative thinking assessment - Torrance Test of Creative Thinking composite NPR</i>				<i>new charter goal; critical/creative thinking assessment will be given in 2nd and 7th grades</i>
Students appropriately academically challenged (based on survey responses)	91%			target is to be at/above 90%
CCRPI higher than district/state		Yes		required charter goal
<b>School Climate &amp; Culture</b>				
% students receiving a level 3/4 behavioral referral	2%	4%		target is to be under 5%
% students who feel safe at school (based on survey responses)	92%			target is to be at/above 90%
<i>Student well-being measures higher than national avg (as measured by Gallup)</i>		Yes		<i>new charter goal; Gallup Student Poll given in grades 5-8 to measure "hope" and "engagement"</i>
% students absent 6 or more days	2%	12%		<i>new charter goal; aim to be under 10%</i>
3-star rating or higher on Georgia Climate Star rating		Yes		<i>required charter goal; both campuses received 4 stars</i>
% students qualifying for FRL	15%			<i>new charter goal; aim to be between 30-50%</i>
<b>Stakeholder Satisfaction</b>				
Student satisfaction (based on survey responses)	94%			target is to be at/above 90% or prior year baseline
Parent satisfaction (based on survey responses)	98%			target is to be at/above 90% or prior year baseline
Teacher/staff satisfaction (based on survey responses)	96%			target is to be at/above 90% or prior year baseline
Student re-enrollment for following school year	97%			
<b>High School Readiness</b>				
% of 9th grade alumni who respond that ANCS prepared them well for HS (based on alumni survey responses)	93%			target is to be at/above 90%
% ANCS alumni passing 9th Grade Lit/Comp EOC Milestones (as compared to district/state)	96% (63% /77%)			test typically taken in 9th grade
% ANCS alumni passing Coord Algebra EOC Milestones (as compared to district/state)	89% (53% /71%)			test typically taken in 9th grade



## ANCS Performance Dashboard - 16-17 SY

% ANCS alumni passing Biology EOC Milestones (as compared to district/state)	88% (52% /67%)			test typically taken in 9th grade
% ANCS alumni passing U.S. History EOC Milestones (as compared to district/state)	87% (64% /76%)			test typically taken in 11th grade
<b>Leadership &amp; Organizational Performance</b>				
% of responses rated "Strongly Agree or Agree" for "This teacher has helped my learning this year" (based on student survey responses)		87%		Previously used state-mandated personnel survey for this measure
Employee recruitment (% open positions filled by May 31)				
Employee retention (% offered contracts who return)				
Average daily employee attendance	96%	96%		target is to be at/above 95%
Met all charter organizational goals	Yes			includes updating strategic plan, clean audit, & annual review of ED
<b>Financial Management &amp; Resource Development</b>				
Annual campaign on track to financial goal		Yes		
Annual campaign family participation %				
Grant funds received	\$194,824	\$115,000		does not include federal Title grant dollars
Positive projected net operating income	Yes	Yes		

# Coversheet

## Monthly financial statements & reports

**Section:** IV. Business & Operations  
**Item:** A. Monthly financial statements & reports  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 02\_28\_17 Finance committe report.pdf  
March 2017 Board Memo.docx

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**Budget to Actual FY2017**  
**YTD February 28, 2017**

Period Ended 2/28/17

	YTD FY2016 Actual	YTD FY2017 Actual	YTD Budget	YTD \$Variance	FY2017 Budget
<b>Income</b>					
Local/State Funding	\$5,912,588	\$6,231,947	\$6,177,807	\$54,140	\$8,825,439
Grants	\$20,000	\$86,099	\$173,039	-\$86,940	\$247,198
Title 2 Funding	\$0	\$11,591	\$9,791	\$0	\$9,791
Contributions & Fundraising	\$115,886	\$118,844	\$163,100	-\$44,256	\$233,000
Prior year Facilites Grant & Title 1 Funds Received	\$129,225	\$0	\$0	\$0	\$0
Program Income	\$361,201	\$401,541	\$375,200	\$26,341	\$562,800
Nutrition Income	\$196,879	\$193,458	\$166,667	\$26,791	\$250,000
Other Income	\$3,896	\$5,154	\$5,800	-\$646	\$8,700
<b>Total Income</b>	<b>\$ 6,739,675</b>	<b>\$7,048,635</b>	<b>\$7,071,404</b>	<b>-\$22,769</b>	<b>\$10,136,928</b>

**Expenditures**

Salaries and Benefits	\$4,867,496	\$4,944,924	\$5,180,823	\$235,899	\$7,771,235
Professional Development	\$100,185	\$38,980	\$44,667	\$5,687	\$67,000
Curriculum & Classroom Expenses	\$114,104	\$153,609	\$130,768	-\$22,841	\$196,152
Program Expenses	\$159,048	\$151,738	\$159,667	\$7,928	\$239,500
Building & Grounds	\$395,007	\$281,825	\$322,689	\$40,864	\$484,033
Fixed Asset Expenditures	\$59,309	\$204,213	\$347,153	\$142,940	\$520,730
Professional Services	\$44,738	\$28,355	\$40,667	\$12,312	\$61,000
Gen&Admin/Insurance/Interest Expense	\$133,342	\$126,333	\$109,567	-\$16,766	\$164,350
Nutrition Program Purchases	\$113,215	\$123,874	\$113,333	-\$10,540	\$170,000
Equipment Rental (Copiers)	\$36,429	\$37,968	\$33,333	-\$4,635	\$50,000
Fundraising Expenses	\$18,443	\$11,753	\$28,800	\$17,047	\$43,200
Reserves Fund	\$129,273	\$140,000	\$240,000	\$100,000	\$360,000
<b>Total Expenditures</b>	<b>\$6,170,589</b>	<b>\$6,243,572</b>	<b>\$6,751,467</b>	<b>\$507,895</b>	<b>\$10,127,200</b>
Operating Income/Loss	\$ 569,086	\$ 805,063	\$319,937	\$485,126	\$9,728

\* Offset is Title 2 Funds



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: March 2017 Business and Operations Report Summary

Date: March 17, 2017

**Grants to Green** - Received a quote for the Parking lot mounted solar panels and have applied for a rebate that can fund \$25k of the installation costs. Firm dates are not set.

**Facilities** - MC Basement repairs- Seamless flooring, painting, HVAC installation is scheduled to begin the week of spring break.

**FY 2018 budget** - Committee met to begin looking at the proposals for FY 2018 budget. More detailed discussion will continue in April.

**Cash position** - Cash and investment balance is \$2,516,699 with \$1,725,974 in operating cash and \$790,725 in CD and Money market accounts. \$510,320 of invested funds are allocated as reserve funds.

# Coversheet

## Monthly fund development report

**Section:** V. Fund Development  
**Item:** A. Monthly fund development report  
**Purpose:** FYI  
**Submitted by:** Narin Hassan  
**Related Material:** March 2017 FD report .pdf



## **March 2017 Fund Development Report**

### **Annual Campaign Numbers:**

#### **Month of receipt: February 2017**

Total received for month of February: \$4394.79

Total received to date: \$91,403.62

Count of donations: 667

Thank you letters sent 225

Total received February 2016: \$5771.14

Total received to date 2016: \$89,784.40

Count of donations: 522

Thank you letters sent: 157

### **Activities:**

The main focus this month was upon auction activities and several meetings were scheduled throughout the month of February for planning and organization. The fund development committee also met on Friday, February 24 to discuss donor software, current annual campaign numbers, processes for annual campaign thank you notes, and planning for annual campaign week and the major donor party.

### **Outreach/Communication:**

A second Gather and Grow newsletter/e-blast was sent to the ANCS community on February 28. The ANCS auction was the main focus of the newsletter. Another newsletter is planned for early May to

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kick off annual campaign week (May 8-12).

**Auction Update:**

The auction was held on March 11, 2017 at the Georgia Freight Depot. Thank you to Sara Massey, Angelique Dumas Edwards, Elise Vander Meer, Kari Lovell, and Kim Kurtz for taking the lead this year with planning. Many other parent and staff volunteers were involved, and the committee is working on thank you messages. Final numbers are not available yet but should be by the end of the month.

