



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

# Atlanta Neighborhood Charter School

## April Monthly ANCS Board Meeting

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### **Date and Time**

Tuesday April 18, 2017 at 6:30 PM EDT

### **Location**

ANCS Elementary Campus - 688 Grant Street, Atlanta 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 March Monthly Board Meeting on March 23, 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. Old Business**

**A.** Update board nominations policy

Vote on update to board nominations policy to delete step of PTCA ratification of slate

**III. New Business**

**A.** Vote on 2017 New Board Member Slate

Presentation of proposed slate of new board members for 2017 by board nominations subcommittee

**IV. Executive Director's Report**

**A.** Review of 2017 New Student Enrollment Lottery

Review of process and results from 2017 new student enrollment lottery

**B.** 2016 "Beating the Odds" Report

Report on 2016 "Beating the Odds" data provided by GaDOE

**V. Business & Operations**

Business & Operations

**A.** Monthly financial statements & reports

**B.** FY18 Budget

Update on proposed FY18 ANCS budget

**VI. Educational Excellence**

Educational Excellence

**A.** Monthly Educational Excellence Report

**B.** Public Affairs Subcommittee Report

**VII. Governance**

**A.** Monthly Governance Report

**VIII. Fund Development**

Fund Development

- A. Monthly fund development report

**IX. 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.

**X. 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 March Monthly Board Meeting on March 23, 2017

APPROVED



## ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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# Atlanta Neighborhood Charter School

## Minutes

### March Monthly Board Meeting

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#### Date and Time

Thursday March 23, 2017 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, Tiffany Mitchell (remote)

#### Directors Absent

Tara Stoinski

#### Directors who arrived after the meeting opened

Lia Santos

#### Ex Officio Members Present

Matt Underwood

#### Non Voting Members Present

Matt Underwood

#### Guests Present

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Cathey Goodgame, Jarod Apperson, Kristen German, Nakia Echols, Reginald Weekes

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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 Thursday Mar 23, 2017 at 6:36 PM.

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

Melissa McKay-Hagan made a motion to approve minutes from the Board Meeting on 02-28-17 Board Meeting on 02-28-17.

Leigh Finlayson seconded the motion.

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

### **D. PTCA Report**

The Board read the monthly PTCA report.

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

Cathey Goodgame shared highlights from each campus. Elementary campus is excited for Spring Break. 4th and 5th grade have been practicing using the computers for testing. The 5th graders visited the middle campus. 8th grade exhibitions start one month from today.

Lia Santos arrived.

## **II. New Business**

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

Review new student enrollment data and vote amount for 2017 new student enrollment lottery.

The implementation of the lottery was described for this year. The change from last year is starting the lottery from 8th grade down. There are four open spots in 6th grade and 61 in Kindergarten. The weight has been focused on Kindergarten since they have the highest amount of slots open. The spectrum of possible weights is 4 (which is the highest according to our charter with DOE suggesting this). Results have been requested to discuss in April board meeting.

Lia Santos made a motion to Approve that the weight amount be set at 4 as presented.

Leigh Finlayson seconded the motion.

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

### **B.**

### **Review of board nominations policy**

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

By practice the PTCA approves the slate of new board members each year. This is not in the PTCA by-laws. Should we continue to do this or take this out of the board policy guide. From an accountability stand point it was suggested that the parents should have some form of input. The board should discuss this further.

Leigh Finlayson moved to table the discussion to the next Governance Committee meeting. Joyce Lewis seconded. The committee will discuss further and return to the board with a proposal.

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

### **A. Quarterly Performance Dashboard**

The Board read the submitted report.

## **IV. Business & Operations**

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

The Board read the submitted report.

## **V. Fund Development**

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

The board read the monthly report.

## **VI. Governance**

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

No report this month.

## **VII. Educational Excellence**

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

No report this month.

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

No report this month.

## **VIII. Executive Session**

### **A.**

### **Executive Session**

The Board went into Executive Session at 9:42 to discuss contracts for next year.

Eric Teusink made a motion to allow M. Underwood to extend contracts to employees as provided on the document he submitted to the board.

Philippe Pellerin 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 10:15 PM.

Respectfully Submitted,

Melissa McKay-Hagan

Leigh Finlayson made a motion to adjourn the meeting.

Joyce Gist Lewis seconded the motion.

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



# Coversheet

## PTCA Report

**Section:** I. Opening Items  
**Item:** D. PTCA Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PTCA April 2017.pdf

## **ANCS PTCA Report April 2017**

### **Mini Grants**

8 total grant applications totaling \$8,515.60

6 elementary campus

2 middle campus

6 funded at \$4,999.60

### **PTCA Executive Committee**

Open positions

### Upcoming PTCA Events

#### **Third Friday Coffee EC:**

April 21

RWTW

May 6

General Meeting

May 9

Submitted by Joy Gray Prince

# Coversheet

## Vote on 2017 New Board Member Slate

**Section:** III. New Business  
**Item:** A. Vote on 2017 New Board Member Slate  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Slate of Candidates for Board Vote on 4 18 17.pdf



April 15, 2017

To: The ANCS Governing Board

**Re: Slate of Candidates for ANCS Governing Board  
Terms beginning July 1, 2017  
[To vote on April 18, 2017]**

I, Leigh Finlayson, Chair of the Nominations Subcommittee, following the consideration, review and interview of applicants by the subcommittee, do hereby move as follows:

- 1) I move the ANCS Governing Board to approve and accept the following candidates to serve as Board Members for the standard three (3) year terms, said terms beginning on July 1, 2017:
  - A) Nakia Echols
  - B) Laura Melton
  - C) Howard Franklin.

Brief summaries of these candidates' credentials are hereto attached as "Exhibit A." (You have already been provided their full CV's and application materials).

Thank you to the many fine applicants and to members of the committee, Mitch White, Joyce Gist Lewis, Meeghan Fortson and Matt Underwood, for all your hard work and dedication to ANCS !

-Leigh Finlayson  
Nominations Subcommittee Chair



“EXHIBIT A.”



Nakia Echols: Nakia has a MBA from UGA and a MS in Engineering from Georgia Tech. She previously worked for IBM and is now a Senior Executive Program Manager at Equifax. She and her family live in Summerhill. Nakia is talented in many areas and likely will be asked to join the Technology Subcommittee if approved by the Board.



Laura Melton: Laura has 20+ years in the fields of corporate finance and accounting, financial reporting, and business operations in both the for-profit and not-for-profit sectors. She served as Chief Financial Officer for three organizations over the past twelve years. She has extensive management experience and deep expertise in Human Resources and Contract Review and Negotiation. She likely will be asked to join the Business and Operations Committee if approved by the Board.



Howard Franklin: Howard is a regulatory affairs lobbyist. He has run political campaigns and done neighborhood outreach work in Trestletree Village in Grant Park. Howard is dedicated to helping ANCS further its diversity and inclusion missions. He is a graduate of Morehouse College. Howard has extensive prior governing board experience. He likely will be asked to join the Governance Committee and Public Affairs Subcommittee if approved by the Board.

# Coversheet

## Review of 2017 New Student Enrollment Lottery

**Section:** IV. Executive Director's Report  
**Item:** A. Review of 2017 New Student Enrollment Lottery  
**Purpose:** Discuss  
**Submitted by:** Matt Underwood  
**Related Material:** 2017newstudentenrollmentlotteryrecap.pdf



## 2017 New Student Enrollment Lottery Recap

Lottery held on March 30, 2017 with 675 new student applications included

Jarod Apperson ran lottery program using weight of 4 approved by ANCS board for students identified as economically disadvantaged ("ED") for purposes of moving towards charter diversity goals

Only 3 grade levels had spaces for admission for new students:

- **Kindergarten:** 61 new student spaces
  - 16% (10 of 61) of new kindergarten students admitted identified as ED (current kindergarten class FRL rate is 9%)
    - 23.5% of kindergarten students admitted without an enrollment preference (sibling/board/employee) qualify as ED
    - 8 (of 9) attendance tier 1 new students who identified as ED admitted
    - Additionally, 2 (of 27) sibling/board/employee-preference new student applicants admitted identified as ED
  - 10 new student applications from Summerhill (2 from Martin Street Plaza - both admitted)
  - 2 new student applications from Trestletree Village Apartments - 1 admitted
- **1st Grade:** 2 new student spaces (1st grade class is 66 students while kindergarten class is 64 students)
  - Both spaces filled from sibling/board/employee applicants
- **6th Grade:** 4 new student spaces
  - 50% of new 6th grade students admitted identified as ED
    - 100% of 6th grade students admitted without an enrollment preference (sibling/board/employee) qualify as ED
    - 1 (of 10) attendance tier 1 new students who identified as ED admitted
    - Additionally, 1 (of 3) sibling/board/employee-preference new student applicants admitted identified as ED

Students admitted via the lottery have been notified and have until beginning of May to provide required residency documentation (and, if applicable, ED verification documentation) to secure enrollment for 2017-18 school year

After enrollment deadline, any new spaces that become available will be offered to students chronologically on wait list.

# Coversheet

## 2016 "Beating the Odds" Report

**Section:** IV. Executive Director's Report  
**Item:** B. 2016 "Beating the Odds" Report  
**Purpose:** Discuss  
**Submitted by:** Matt Underwood  
**Related Material:** 2016 Beating the Odds\_ANCS.ppt-2.pdf





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## **2016 “Beating the Odds” Analysis - April 2017** *Prepared by Matt Underwood*

# Georgia Charter Accountability Goals

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- Beginning in 2014 , two accountability goals included in charter contracts for all start-up charter schools in Georgia:
  - Have CCRPI score equal to or greater than district and state in each year of charter term
  - “Beat the odds” as determined by state formula measuring expected student growth through CCRPI comparison to demographically similar schools
- ANCS met these goals in 2014 and 2015
- ANCS met CCRPI goal in 2016 but *did not* meet “beat the odds” goal in 2016

# Beating the Odds

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- As described by GaDOE, “beating the odds” (BTO) analysis is “cross-sectional, fixed regression model” that uses various data points from state and local data files to “use non-malleable factors to predict performance on each of the CCRPI components”
- These data points include both student-based (race, ED, SWD, etc.) and school-based (size, location, etc.) factors
- Much more detail on BTO can be found on GaDOE website:  
<http://goo.gl/YkFLCI>

# Beating the Odds

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- 2016 is first year GaDOE has published statewide BTO data
- Published data for both start-up charter schools and schools within charter systems
- GaDOE changed from using free/reduced lunch (FRL) to direct certification (DC) to calculate schools' "economically disadvantaged" percentage for BTO purposes

# 2016 Beating the Odds - Selected Comparisons

School	Actual CCRPI Score	BTO Predicted CCRPI Score	% FRL	% DC	CCRPI Achievement Points	CCRPI Achievement Gap Points	BTO?
<i>Mary Lin</i>	94.4	84.25	8	4	44	10	Yes
<i>Inman</i>	87.5	73.7	34	25	41.3	6.7	Yes
<i>ANCS Elem</i>	84.5	85.5	14	6	38.8	6.7	No
<i>Sutton Middle</i>	74.2	77.3	41	20	34	5	No
<i>ANCS Middle</i>	71.7	76.4	33	19	32.4	6.7	No
<i>Kindezi</i>	71.7	60.5	100 (CEP)	49	28.6	7.5	Yes
<i>Wesley</i>	68.5	68.96	53	28	31.8	5.8	No
<i>Parkside</i>	68.7	60.2	100 (CEP)	62	22	6.7	Yes
<i>King</i>	57.4	50	100 (CEP)	77	20.4	5	Yes

# Implications

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- Per GaDOE, 2016 BTO will not “count” for charter accountability purposes for ANCS since school is in first year of new charter contract that began July 2016
- However, since ANCS has had multiple charter contracts/renewals, GaDOE will look at school’s historical performance in renewal considerations
- BTO is a “second look” if overall CCRPI score is not equal to or greater than district and state

## Implications (cont'd)

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- Elimination of science and social studies tests in certain grade levels has also resulted to reduction in weight of those test results in CCRPI score calculations → *these changes should benefit ANCS CCRPI score and BTO performance*
- Increasing % of students at ANCS who qualify as “economically disadvantaged” via direct certification will change ANCS’s comparison for BTO analysis
- Potential changes to CCRPI & BTO as a part of [GaDOE’s new plans to comply with federal ESSA](#)

# Coversheet

## Monthly financial statements & reports

**Section:** V. Business & Operations  
**Item:** A. Monthly financial statements & reports  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 03\_31\_17 Finance committe report (2).pdf  
April 2017 Board Memo.docx



**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**FY 2017 - Pro Forma Monthly Cash Flow Statement**  
**March 31, 2017**

	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	\$916,884	\$864,531	\$864,531	\$864,531	\$864,531	\$864,531	\$0	\$0
Grants	\$0	\$0	\$0	\$71,099	\$0	\$0	\$15,000	\$0	\$0	\$71,099	\$50,000	\$0	\$0
Title 2 Reimbursement	\$0	\$9,791	\$0	\$0	\$0	\$0	\$0	\$1,800	\$0	\$0	\$0	\$0	\$0
Contributions & Fundraising	\$3,718	\$3,996	\$6,412	\$22,875	\$20,560	\$29,014	\$12,046	\$21,166	\$87,723	\$7,000	\$13,000	\$3,000	\$0
Program Income	\$74	\$76,076	\$94,284	\$63,432	\$50,671	\$29,048	\$37,528	\$47,950	\$58,853	\$47,000	\$47,000	\$0	\$0
Nutrition Program Income	\$50	\$23,306	\$35,124	\$30,770	\$17,907	\$33,341	\$23,062	\$27,898	\$28,763	\$18,000	\$17,500	\$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	\$408	\$217	\$268	\$600	\$600	\$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>\$1,008,423</b>	<b>\$952,575</b>	<b>\$963,562</b>	<b>\$1,040,138</b>	<b>\$1,008,230</b>	<b>\$992,631</b>	<b>\$3,550</b>	<b>\$500</b>
<b>Expenditures</b>													
Salaries and Benefits	\$602,109	\$611,390	\$642,228	\$650,882	\$657,742	\$651,790	\$639,708	\$660,156	\$651,433	\$650,000	\$650,000	\$600,000	\$600,000
Professional Development	\$10,825	\$5,978	\$1,838	\$10,034	\$5,395	\$7,905	\$2,953	\$2,704	\$2,122	\$7,000	\$6,000	\$0	\$0
Curriculum & Classroom Expenses	\$7,375	\$82,832	\$16,056	\$4,812	\$8,291	\$7,485	\$10,212	\$14,599	\$1,623	\$15,500	\$14,000	\$0	\$0
Program Expenses	\$1,908	\$8,347	\$28,289	\$21,443	\$12,698	\$16,951	\$16,869	\$27,864	\$52,129	\$35,000	\$35,000	\$0	\$0
Building & Grounds	\$32,331	\$36,132	\$38,933	\$34,359	\$28,905	\$29,413	\$52,916	\$34,325	\$28,745	\$52,000	\$52,000	\$75,000	\$35,000
Fixed Assets Expenditures	\$14,773	\$68,942	\$21,461	\$38,349	\$2,729	\$21,455	\$35,343	\$5,779	\$66,825	\$83,500	\$8,500	\$75,000	\$0
Professional Services	\$4,920	\$175	\$18,655	\$6,605	\$0	\$1,705	\$0	\$1,215	\$3,265	\$0	\$0	\$0	\$0
Gen&Admin/Insurance/Interest	\$19,646	\$28,909	\$21,288	\$18,055	\$8,839	\$13,565	\$10,421	\$15,183	\$26,683	\$7,000	\$6,000	\$4,000	\$4,000
Nutrition Program Expenses	\$897	\$20,899	\$19,935	\$20,476	\$14,523	\$13,701	\$16,979	\$16,624	\$21,066	\$15,000	\$15,000	\$0	\$0
Equipment Rental (Copiers)	\$7,561	\$74	\$2,495	\$5,041	\$3,366	\$3,505	\$5,422	\$4,692	\$3,460	\$6,000	\$6,000	\$0	\$0
Fundraising Expenses	\$106	\$0	\$2,679	\$3,695	\$2,476	\$37	\$1,500	\$1,866	\$30,618	\$6,700	\$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>\$767,512</b>	<b>\$792,322</b>	<b>\$785,007</b>	<b>\$887,969</b>	<b>\$877,700</b>	<b>\$793,500</b>	<b>\$754,000</b>	<b>\$639,000</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>\$240,911</b>	<b>\$160,253</b>	<b>\$178,555</b>	<b>\$152,169</b>	<b>\$130,530</b>	<b>\$199,131</b>	<b>\$(750,450)</b>	<b>(\$638,500)</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>\$1,275,421</b>	<b>\$1,478,045</b>	<b>\$1,725,974</b>	<b>\$1,931,613</b>	<b>\$2,062,143</b>	<b>\$2,261,274</b>	<b>\$1,510,824</b>	<b>\$872,324</b>
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected

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

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**Budget to Actual FY2017**  
**YTD March 31, 2017**

Period Ended 3/31/17

	YTD FY2016 Actual	YTD FY2017 Actual	YTD Budget	YTD \$Variance	FY2017 Budget
<b>Income</b>					
Local/State Funding	\$6,713,242	\$7,096,478	7,060,351	36,127	8,825,439
Grants	\$74,642	\$86,099	94,319	(8,220)	157,198
Title 2 Funding	\$3,506	\$11,591	9,791	0	9,791
Contributions & Fundraising	\$204,539	\$207,487	218,700	(11,213)	243,000
Prior year Facilites Grant & Title 1 Funds Received	\$129,225	\$0	0	0	0
Program Income	\$444,774	\$460,521	422,100	38,421	562,800
Nutrition Income	\$209,361	\$222,246	187,500	34,746	250,000
Other Income	\$4,199	\$5,423	5,800	(377)	8,700
<b>Total Income</b>	<b>\$ 7,783,488</b>	<b>\$8,089,845</b>	<b>\$ 7,998,561</b>	<b>\$ 91,284</b>	<b>\$ 10,056,928</b>

0

**Expenditures**

Salaries and Benefits	\$5,513,599	\$5,596,358	5,813,426	217,069	7,751,235
Professional Development	\$105,130	\$34,551	50,250	15,699	67,000
Curriculum & Classroom Expenses	\$120,342	\$155,231	147,114	(8,117)	196,152
Program Expenses	\$195,354	\$182,190	179,625	(2,565)	239,500
Building & Grounds	\$432,148	\$310,245	357,025	46,780	476,033
Fixed Asset Expenditures	\$61,604	\$271,038	317,153	46,115	475,730
Professional Services	\$59,378	\$31,620	45,750	14,130	61,000
Gen&Admin/Insurance/Interest Expense	\$147,005	\$154,233	123,263	(30,970)	164,350
Nutrition Program Purchases	\$135,721	\$144,939	127,500	(17,439)	170,000
Equipment Rental (Copiers)	\$41,337	\$41,428	37,500	(3,928)	50,000
Fundraising Expenses	\$29,738	\$42,371	36,000	(6,371)	43,200
Reserves Fund	\$193,910	\$157,000	157,500	500	210,000
<b>Total Expenditures</b>	<b>\$7,035,266</b>	<b>\$7,121,205</b>	<b>\$ 7,392,106</b>	<b>\$ 270,901</b>	<b>\$ 9,904,200</b>
Operating Income/Loss	\$ 748,222	\$ 968,640	\$ 606,455	\$ 362,185	\$ 152,728

\* Offset is Title 2 Funds

\$5,940,899

**Total investments held by ANCS****3/31/2017**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	1,931,613
		<u>1,931,613</u>
Edward Jones - Amex Bank	CD	225,000 2 year - matures Nov 2017
Edward Jones - Ally Bank	CD	200,000 2 year - matures Apr 2018
Self-Help Credit Union	CD	231,963 1 year - matures Oct 2017
Edward Jones Bank	Money Market	104,561 Money Market account
Self-Help Credit Union	Money Market	<u>32,493</u> Money Market account
Total invested funds (not at ACB)		<b>794,017</b>
Total restricted funds - reserves		<u><b>-527,820</b></u>
Total unrestricted investments		<b>266,197</b>
Grand total ANCS funds		<b>\$2,725,630</b>



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: April 2017 Business and Operations Report Summary

Date: April 18, 2017

**FY 2018 budget** - Committee met to begin looking at the proposals for FY 2018 budget. The priorities for this year are class size reduction and salary increases. Initial indications from APS indicate that there will be an increase in QBE funding based on increases in the Tax base, this could result in approximately a 5% increase in local funding. Since local funding only accounts for approximately 50% of our total, we anticipate an increase near 2.5%. Class size reductions will mitigate that increase and we are still evaluating the formulas to try to get a more accurate number.

**Salary increases** - There are potentially 2 parts to salary increases that we are evaluating. A 2% Cost of Living Increase and a structured bonus system based on tenure with the school. Lia, Matt, and Kari have been working to define this plan, Initial indications are that implementation of this bonus plan would increase salary spending by approximately \$91,000 this year.

**Cash position** - Cash and investment balance is \$2,725,630 with \$1,931,613 in operating cash and \$794,017 in CD and Money market accounts. \$527,820 of invested funds are allocated as reserve funds.

# Coversheet

## FY18 Budget

**Section:** V. Business & Operations  
**Item:** B. FY18 Budget  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** ANCS-Proposed-Budget-FY18.pdf

Status	Draft
Year	FY 2018
Date	4/17/2017

Atlanta Neighborhood Charter School

# of Students



		643	643	ANCS		
		FY 17 Approved Amended Budget	Proposed Adjustments FY18	FY18 Revised Total	Notes	
Income	1.0	APS Allocation	\$ 8,773,066	\$ 141,902	\$ 8,914,968	APS expects local property taxes to
		APS Nursing & Transportation Allocation	\$ 52,373		\$ 52,373	
		Beltline and APS reserve funds (proportional share)	\$ -		\$ -	
		Grants to Green FY17	\$ 142,198	\$ (142,198)	\$ -	NO Grants to Green in 2018
		Title 2 Funding	\$ 9,791	\$ (8,791)	\$ 1,000	APS indicated all Schools get \$1000 in
		Facilities Grant	\$ -		\$ -	
		CREATE Grant	\$ 90,000		\$ 90,000	
		Sartain Lanier Grant	\$ 15,000		\$ 15,000	
		<b>Total Local/State Funding</b>	<b>\$ 9,082,428</b>	<b>\$ (9,087)</b>	<b>\$ 9,073,341</b>	
		1.1	Contributions	Fund Raising (Annual Campaign)	\$ -	
Auction	\$ 140,000				\$ 140,000	
Major Donor Program	\$ 100,000				\$ 100,000	
Other Fundraising	\$ -				\$ -	
<b>Total Contributions &amp; Fundraising</b>	<b>\$ 243,000</b>			<b>\$ -</b>	<b>\$ 243,000</b>	
1.2	Program	Supply Fee	\$ 15,800		\$ 15,800	
		Meal Program	\$ 250,000		\$ 250,000	
		PTCA income	\$ 67,000		\$ 67,000	
		Field Trips	\$ 25,000		\$ 25,000	
		Grade Level Trips	\$ 100,000	\$ (14,500)	\$ 85,500	
		Athletics	\$ 15,000		\$ 15,000	
		After School	\$ 300,000		\$ 300,000	
		Enrichment	\$ 40,000		\$ 40,000	
<b>Total Program Income</b>	<b>\$ 812,800</b>	<b>\$ (14,500)</b>	<b>\$ 798,300</b>			
1.3	Other Income	Interest Income	\$ 4,000		\$ 4,000	
		Community Building	\$ 1,200		\$ 1,200	
		Facilities Use	\$ -		\$ -	
		Other	\$ 3,500		\$ 3,500	
<b>Total Other Income</b>	<b>\$ 8,700</b>	<b>\$ -</b>	<b>\$ 8,700</b>			
<b>Total Income</b>	<b>\$ 10,146,928</b>	<b>\$ (23,587)</b>	<b>\$ 10,123,341</b>			

Expense	2.0	<b>Total Salaries and Benefits</b>	<b>\$ 7,854,903</b>	<b>\$ 295,958</b>	<b>\$ 8,150,860</b>			
		2.1	Wellness Program Expense	Wellness Program Expense	\$ 20,000		\$ 20,000	
				Health insurance premium increase	\$ 80,000		\$ 80,000	
				Teachers Institute / Retreat	\$ 2,000	\$ 8,000	\$ 10,000	
				Conferences and workshops	\$ 37,500	\$ 2,500	\$ 40,000	
				Staff Development - Travel	\$ 11,000		\$ 11,000	
				Staff Development - Consultant	\$ 15,000		\$ 15,000	
				Staff Devel Materials	\$ 1,500		\$ 1,500	
				<b>Total Staff Development</b>	<b>\$ 167,000</b>	<b>\$ 10,500</b>	<b>\$ 177,500</b>	
		Program Exp	Lunch Program Purchases (not including salary)	\$ 170,000	\$ 10,000	\$ 180,000		
			Athletics	\$ 35,000		\$ 35,000		
			Enrichment	\$ 40,000		\$ 40,000		
			After School Expenses	\$ 15,000	\$ (3,000)	\$ 12,000		
			Field Trips	\$ 33,500		\$ 33,500		
			Grade Level Trips	\$ 100,000	\$ (14,500)	\$ 85,500		
PTCA Expenses	\$ -			\$ -				
APS Support Services	\$ -			\$ -				
Saturday / Summer School	\$ 13,000	\$ 3,000	\$ 16,000					
Yearbook	\$ 3,000		\$ 3,000					
<b>Total Program Expenses</b>	<b>\$ 409,500</b>	<b>\$ (4,500)</b>	<b>\$ 405,000</b>					
2.2	Curric.Mat & Exp	Classroom Supplies	\$ 126,152		\$ 126,152			
		Instruct. / Curriculum Materials	\$ 70,000		\$ 70,000			
<b>Total Curriculum &amp; Program Expenses</b>	<b>\$ 605,652</b>	<b>\$ (4,500)</b>	<b>\$ 601,152</b>					
2.3	Building Expenses	Total Building Services	Pest Control	\$ 3,500		\$ 3,500		
			Janitorial Services	\$ 100,000		\$ 100,000		
			Janitorial Supplies	\$ 13,500		\$ 13,500		
			Sanitation	\$ 10,937		\$ 10,937		
			Supplies	\$ 2,500		\$ 2,500		
		<b>Total Building Services</b>	<b>\$ 130,437</b>	<b>\$ -</b>	<b>\$ 130,437</b>			
		Total Building Repairs/ Maintenance	Building rent (Mortgage)	\$ 105,264		\$ 105,264		
			Mobile Unit Lease (Net)	\$ 7,332		\$ 7,332		
			New mobile unit at EC	\$ -		\$ -		
			Replacements - painting	\$ 10,000		\$ 10,000		
Replacements - carpet/flooring	\$ 10,000			\$ 10,000				
Repairs / Maintenance	\$ 70,000		\$ 70,000					
<b>Total Building Repairs/ Maintenance</b>	<b>\$ 202,596</b>	<b>\$ -</b>	<b>\$ 202,596</b>					
Total Grounds	Farm	\$ 5,600		\$ 5,600				
	Repairs / Maintenance	\$ 12,500		\$ 12,500				
<b>Total Grounds</b>	<b>\$ 18,100</b>	<b>\$ -</b>	<b>\$ 18,100</b>					
Total Telephone and Utilities	Utilities	\$ 110,000		\$ 110,000				
	Internet Service	\$ 10,000		\$ 10,000				
	Alarm Monitoring & Servicing	\$ 5,000		\$ 5,000				
	Telephone	\$ 5,500		\$ 5,500				
	<b>Total Telephone and Utilities</b>	<b>\$ 130,500</b>	<b>\$ -</b>	<b>\$ 130,500</b>				
<b>Total Building Expenses</b>	<b>\$ 481,633</b>	<b>\$ -</b>	<b>\$ 481,633</b>					

	Prof. Services	Legal	\$ 23,000	\$ (11,000)	\$ 12,000
		Accounting	\$ 5,000		\$ 5,000
		Auditing	\$ 33,000		\$ 33,000
<a href="#">2.4</a>	<b>Total Professional Services</b>		<b>\$ 61,000</b>	<b>\$ (11,000)</b>	<b>\$ 50,000</b>
		Advertising/Web Costs	\$ 12,500		\$ 12,500
		Bank Service Charges	\$ 2,000		\$ 2,000
		Dues and Subscriptions	\$ 11,500		\$ 11,500
		Insurance	\$ 40,000		\$ 40,000
		Hospitality	\$ 14,000		\$ 14,000
		Licenses and Permits	\$ 3,100	\$ (100)	\$ 3,000
		IB Application Fee	\$ -		\$ -
		Miscellaneous	\$ 3,000		\$ 3,000
		Gov Board/Committee Costs	\$ 10,750	\$ 1,250	\$ 12,000
		Office supplies/Small Equipment	\$ 35,000		\$ 35,000
		Payroll Service Fees	\$ 26,000		\$ 26,000
		Postage and Delivery	\$ 6,000		\$ 6,000
		Printing and Reproduction	\$ 500		\$ 500
<a href="#">2.5</a>	<b>Total Other Gen/Admin Expense</b>		<b>\$ 164,350</b>	<b>\$ 1,150</b>	<b>\$ 165,500</b>
		Fund Deveolpment Software	\$ 5,000		\$ 5,000
	Fundraising Expenses	Direct Mail	\$ 10,000		\$ 10,000
		Auction	\$ 20,000		\$ 20,000
		Community Building	\$ 1,200		\$ 1,200
		Other Events	\$ 7,000		\$ 7,000
<a href="#">2.6</a>	<b>Total Fundraising Expenses</b>		<b>\$ 43,200</b>	<b>\$ -</b>	<b>\$ 43,200</b>
		Library	\$ 12,000		\$ 12,000
		Furniture	\$ 25,000	\$ (5,000)	\$ 20,000
		Technology: Service, training & supplies	\$ 17,500	\$ (500)	\$ 17,000
	Books, Equipment and Furniture	Special Education Equipment	\$ 5,000		\$ 5,000
		Grants to Green Improvements			\$ -
		Equipment: Purchase/Lease	\$ 10,000		\$ 10,000
		Copiers Expenses	\$ 50,000		\$ 50,000
		Computers: Software/Other	\$ 37,334		\$ 37,334
		Computers: Hardware	\$ 84,500		\$ 84,500
<a href="#">2.7</a>	<b>Total Books/Equipment/Furniture</b>		<b>\$ 241,334</b>	<b>\$ (5,500)</b>	<b>\$ 235,834</b>
		Emergency Reserve Fund			\$ -
		Facilities Reserve Fund	\$ 210,000		\$ 210,000
		Local/State Revenue Stabilization Fund			\$ -
		Technology Reserve Fund			\$ -
	<b>Total Reserve Funds</b>		<b>\$ 210,000</b>	<b>\$ -</b>	<b>\$ 210,000</b>
	<b>Total Expenses</b>		<b>\$ 9,909,072</b>	<b>\$ 286,608</b>	<b>\$ 10,115,680</b>
	<b>Operating Income/Loss</b>		<b>\$ 237,856</b>	<b>\$ (310,195)</b>	<b>\$ 7,661</b>
					<b>\$ 7,661</b>

# Coversheet

## Public Affairs Subcommittee Report

**Section:** VI. Educational Excellence  
**Item:** B. Public Affairs Subcommittee Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** 2017.4.18 - PA Subcommittee Report.pdf





## **ANCS Public Affairs Subcommittee Report**

From: Eric Teusink  
To: ANCS Board of Directors  
Date: April 18<sup>th</sup>, 2017

### **Atlanta Board of Education**

1. **ABOE SEAT 7 (AT LARGE)** – Candidates are Kandis Wood Jackson and John Wirght.
2. **ABOE SEAT 3** – Candidates are Lewis Cartee, Jennifer Lambert, and Adzua Agyapon
3. **Candidate Forum**

### **Atlanta Charter Schools Roundtable**

1. **Update from Meeting with LEE**

### **Georgia General Assembly – Legislative Wrap-up**

1. **HB430 (Passed)** – Creates, assuming funded each year, guaranteed \$100,000.00 in facility funds per campus each year.

# Coversheet

## Monthly Governance Report

**Section:** VII. Governance  
**Item:** A. Monthly Governance Report  
**Purpose:** FYI  
**Submitted by:** Lia Santos  
**Related Material:** 2017.04.15.Governance Committee Monthly Report.pdf

**BACKGROUND:**  
Monthly Board Governance Committee Report



# 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

# 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 ("TCF") program, people, and resources.
  - Matt and Lia met with the initiative's coach on 3/27 to review ANCS' draft documents
  - TCF interviewed both of us and took photos of us and the school. ANCS will be featured in the TCF Annual Report this year highlighted as one of the participants in the program.
- The monthly **Board Governance Committee** did not meet as a group this month. Following is a summary of March activities:
  - Leigh Finlayson: **Board Nominations Committee** interviewed candidates for the Board and will present a slate of new Board Members at the April Board Meeting.
  - Mitch White conducted research with the CEO of BoardOnTrack to determine common practices for additional approval/votes of Board Member slates. We will provide an update at the April Board Meeting.

# Board Governance Committee Monthly Meeting Highlights

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- Lia Santos: Met with Matt and Kari, The Leadership Team, and then a follow-up with Matt to discuss:
  - Proposed updates to the **Compensation Policy**. This is one follow-up activity as an outcome of the Quality of Life Taskforce.
  - Additionally, we've been working on recommendations for 1) the **COLA adjustment** for next school year and 2) a potential **Tenure Bonus Program** to recognize milestone tenure/years (and sustained performance) at ANCS for all faculty and staff.
  - Lia will attend the Finance and Operations Committee meeting in May to discuss these potential updates to the budget.
  - Lia will attend the next faculty/staff meeting at both campuses to discuss the potential Compensation Policy changes and Tenure Bonus Program.
  - We expect to present and vote on these items at the May Board Meeting.

# Coversheet

## Monthly fund development report

**Section:** VIII. Fund Development  
**Item:** A. Monthly fund development report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** April 2017 FD report.pdf



## **April 2017 Fund Development Report:**

### **Current totals:**

**Received in March 2017: \$3082.82**

**Total to date: \$96,2011.34**

**2016 Comparison: March total: \$3780.50 Total: \$93,619.46**

### **Activities:**

The Fund Development committee met twice during this period: on Wednesday, March 22 and Wednesday, April 12. Agenda items included post-auction review, planning activities and timelines for annual campaign week (May 8-12), reviewing thank you/recognition processes for donors and sponsors, website review, and structuring a plan for future software implementation.

Post Auction Review: Detailed totals are not finalized yet since some receipts are still coming in, but the auction raised approximately \$90,000 (net). The committee plans to schedule meetings with the auction chairs and the solicitation team before the end of the school year. The committee will be taking the auction chairs to dinner at Endive (one of our key in-kind donors) on April 20.

Annual campaign week: Scheduled for May 8-12. We have created a plan for the week which includes a newsletter/e-blast on Monday; distribution of materials in car pool and at info tables, a courier blast, a fund development coffee on Friday, May 12, and announcements/kids video messages. We plan to review current giving totals and participation prior to annual campaign week to reach out to families who have not given.

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We are also considering an informal kids penny drive (jars at the info tables on Monday and Friday). We are ordering some new yard signs and organizing our materials for this final push.

Annual campaign and auction sponsor recognition/donor appreciation: The committee discussed delaying a major donor party until the fall (so that the party can recognize donors through the full donation cycle and kick off a new year of giving). We also discussed ways to recognize all donors, and to have processes for timely thank you notes and how best to avoid confusion between tax letters and thank you messages.

Website updates: The committee would like the ANCS giving page to be updated with the Gather and Grow banner. Since there is a new system in place for receiving donations we are also looking into how donors can receive immediate thank you notes via email (a process we had in place with our older system). Ideally the website would also include more information about the campaign and a thermometer or other visual that provides updates regarding giving.

Software Update: Meeghan Forston consulted with a software expert and created a report that she shared before the committee meeting on March 22. Kari also recommended a software option that aligns well with Georgia Gives. The committee is meeting on Wed. April 19 to discuss the process and set up a timeline/list of tasks necessary as we move towards software implementation. These include ensuring all data and records are up to date and accurate, analyzing what our fund development priorities and needs are from the software, and assessing a long-term plan for what our donor lists and needs may look like in 5-10 years.





### **External Funding Updates:**

ANCS has the following funding requests out there currently:

- ANCS received a \$50,000 solar panel rebate in March 2017 for the solar panels we will be installing at the Elementary campus.
- We will hear back in May about a USDA “Farm to School” program grant we applied for.

