



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

Atlanta Neighborhood Charter School

May Monthly Board Meeting

Date and Time

Tuesday May 16, 2017 at 6:30 PM EDT

Location

ANCS Middle Campus - 820 Essie Avenue 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

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Record Attendance and Guests		Melissa McKay-Hagan	1 m
B. Call the Meeting to Order		Mitch White	1 m
C. Approve Minutes from Prior Board Meeting	Approve Minutes	Melissa McKay-Hagan	3 m
Approve minutes for April Monthly ANCS Board Meeting on April 18, 2017			
D. PTCA Report		Joy Prince	5 m
Standing monthly report from the ANCS Parent-Teacher-Community Association			
E. Principals' Open Forum		Cathey Goodgame	5 m

Purpose	Presenter	Time
	& Lara Zelski	

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

II. Old Business 6:45 PM

A. Proposed Compensation Policy Updates	Discuss	Matt Underwood, Lia Santos, & Kari Lovell	15 m
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Proposed updates to the ANCS employee compensation policy

B. FY18 Budget	Vote	Ryan Camp & Kari Lovell	15 m
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Vote on proposed FY18 ANCS budget

III. New Business 7:15 PM

A. Executive Director Succession Plan Policy	Vote	Lia Santos	7 m
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Present draft of proposed succession plan policy

B. 2017-18 Board Officers and Committee Assignments	Discuss	Mitch White	7 m
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IV. Executive Director's Report 7:29 PM

A. Review of 2016-17 Gallup Student Poll Data	Discuss	Matt Underwood	7 m
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Data from Gallup student poll in relation to ANCS charter petition goals

V. Business & Operations 7:36 PM

Business & Operations

A. Monthly financial statements & reports	FYI	Ryan Camp & Kari Lovell	10 m
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B. Technology Subcommittee Report	FYI	Eric Teusink	3 m
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VI. Fund Development 7:49 PM

Fund Development

	Purpose	Presenter	Time
A. Monthly fund development report	FYI	Narin Hassan	10 m
VII. Governance			7:59 PM
A. Monthly Governance Report	FYI	Lia Santos	10 m
VIII. Educational Excellence			8:09 PM
Educational Excellence			
A. Monthly Educational Excellence Report	FYI	Tara Stoinski	10 m
IX. Executive Session			8:19 PM
A. Executive Session	Vote	Mitch White	15 m
The board <i>may</i> 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			8:34 PM
A. Brief Meeting Reflection	Discuss	Mitch White	5 m
ANCS board reflection on governance practices from board meeting			
B. Adjourn Meeting	Vote	Mitch White	1 m

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 April Monthly ANCS Board Meeting on April 18, 2017

APPROVED



**ATLANTA NEIGHBORHOOD
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Atlanta Neighborhood Charter School

Minutes

April Monthly ANCS Board Meeting

Date and Time

Tuesday April 18, 2017 at 6:30 PM

Location

ANCS Elementary Campus - 688 Grant Street, Atlanta 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

Ex Officio Members Present

Matt Underwood

Non Voting Members Present

Matt Underwood

Guests Present

Cathey Goodgame, Colin Gatewood, Kari Lovell, Lara Zelski, Laura Melton, Mark Sanders, Maya Jenkins, Nakia Echols, Shanakay Watson, Veleta Greer

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 Apr 18, 2017 at 6:33 PM.

C. Approve Minutes from Prior Board Meeting

Melissa McKay-Hagan made a motion to approve minutes from the March Monthly Board Meeting on 03-23-17 March Monthly Board Meeting on 03-23-17.

Nicholas Chiles seconded the motion.

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

D. PTCA Report

PTCA President was not in attendance. M. McKay-Hagan presented the monthly PTCA report. PTCA Approved six mini grants, and actively looking for a PTCA president. Upcoming events include 3rd Friday coffee, and Run With the Wolves

E. Principals' Open Forum

ANCS principals shared highlights from each campus. Elementary Campus: finishing up Milestones, second round of interviews this Friday, teacher evaluations are being finished up.

Middle Campus: Milestones continue, interviews (beginning a new course called design), exhibitions are coming up (panel slots are available), and drama group is putting on School House Rock

II. Old Business

A. Update board nominations policy

Vote on update to board nominations policy to delete the step of PTCA ratification of the slate. Mitch White provided a background of previous conversations on the PTCA ratifying the board slate in the May meeting.

Tiffany Mitchell made a motion to take out Section 5 of the Board Nominations Policy in the ANCS Board Policy Guide (ratification of the board slate at the May PTCA meeting).

Leigh Finlayson seconded the motion.

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

III. New Business

A. Vote on 2017 New Board Member Slate

Leigh Finlayson made a motion to approve the new board slate (put forward by the nominations subcommittee) for a term of 3 years beginning July 1, 2017.

Lia Santos seconded the motion.

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

IV. Executive Director's Report

A. Review of 2017 New Student Enrollment Lottery

Matt Underwood reviewed the process and results from the 2017 new student enrollment lottery. An overview of the lottery results (some locations of where students applied). The incoming Kindergarten free and reduced lunch percentage is a little over 20% which is an increase compared to this school year. Students

that have marked academically disadvantaged are at the top of the wait list. In May, student enrollment will be reported.

B. 2016 "Beating the Odds" Report

Georgia Charter Accountability goals were reviewed (the goals met, and the goals unmet) and an explanation of how CCRPI goals are created. The beating the odds goals are now more public. Beating the Odds comparison chart was created among surrounding schools, and schools closest to ANCS CCRPI score. ANCS is in the first year of the new charter renewal contract. Aiming to close in the achievement gap, increasing the amount of students that are "economically disadvantaged". Beginning to track how students are doing in Social Studies once they get to high school (now only looking at these test scores in only 5th and 8th grades).

V. Business & Operations

A. Monthly financial statements & reports

Review of budget and financial report. Following and tracking the budget accordingly. Always monitors the financial health of any bank the school is keeping operating cash in.

B. FY18 Budget

Ryan Camp gave an update on proposed FY18 ANCS budget. Two top priorities are teacher salary increases, and student class size reduction as outlined in the strategic plan. QB funding is expected to go up about 5%. Looking at a 2% salary increase and looking into a structured bonus system based on teacher tenure (this structure would add about 3 1/2% to the current salary structure). Proposal will be finalized this month. Field trips budgets are paid in, then paid out (looking to do possible fundraisers for trips to offer more scholarships)

VI. Educational Excellence

A. Monthly Educational Excellence Report

B. Public Affairs Subcommittee Report

An overview of various candidates running for seats. Gave the idea of ANCS hosting candidate forums. Reminded of as a school cannot endorse candidates. Official candidates will be known at the end of July.

VII. Governance

A. Monthly Governance Report

Nominations sub-committee was active this month. Met with leadership team, and Matt for proposal in the compensation policy. Update will be in May for pay increases along with a vote, and faculty feedback.

VIII. Fund Development

A. Monthly fund development report

Funds for this year is about the same amount as last year. Preparing for annual campaign week (carpool info for both campuses within the next few weeks). Net from the auction is about \$90,000. Possibly a kid penny drive. Waiting to hear from a farm to school grant. Received a solar panel rebate. Will not host a donor party this year.

IX. Closing Items

A. Brief Meeting Reflection

B. Adjourn Meeting

Philippe Pellerin made a motion to adjourn the meeting.

Leigh Finlayson 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 8:01 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 may2017JGP.docx

ANCS PTCA Report May 2017

Membership

We ended the year with 194 members

Goals for 2016-17:

At least 200 members

Fundraising

Fiscally responsible: met or exceeded benchmarks for most events

We plan to end the year with a \$5,000 carryover
towards next year's budget

We made a motion to allow the new Exec Committee to confirm their budget in
August

Annual donation to ANCS from the PTCA is \$500
(line item in the budget)

Volunteers

Volunteerism was lower in 2016-17 versus 2015-16. The new executive
committee will bring new ideas to increase volunteerism.

PTCA as K-8 model

New exec committee will work on engaging middle campus students.

Submitted by Joy Gray Prince

Coversheet

Proposed Compensation Policy Updates

Section: II. Old Business
Item: A. Proposed Compensation Policy Updates
Purpose: Discuss
Submitted by: Matt Underwood
Related Material: Quality of life_ANCS strategic plan update_May2017-2.pdf
Compensationpolicy_revised_DRAFT_5.11.17.docx

BACKGROUND:
Update on employee quality of life strategic initiative

RECOMMENDATION:
For review



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EMPLOYEE “QUALITY OF LIFE” - STRATEGIC INITIATIVE UPDATE

May 2017

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

Actions Taken - Professional Growth

1. Articulated all current opportunities for professional growth and leadership available to ANCS teachers and staff
2. Developed **new teacher/staff “study grant” opportunity** beginning this school year and awarded first of these grants

Actions Taken - Compensation

1. Continued **cost-of-living adjustment for all employees** were included with 2016-17 contracts
2. Developed **guiding principles for compensation** reviewed by leadership team and quality of life task force
3. Leadership team and board used those guiding principles and study of practices at other schools and nonprofits to **review and propose updates to ANCS compensation policy**
4. Proposed updates to compensation policy **presented to faculty/staff for feedback** on May 3
5. Revised draft of updated compensation policy **reviewed by ANCS legal counsel and then presented to board for review and discussion prior to final approval**

Compensation

Purpose

ANCS aims to attract, retain, and motivate a high-quality and competent workforce at all levels with a comprehensive, competitive compensation program designed to compensate employees for their skills, abilities, performance, and years of experience.

Duration

This policy is permanent, but it is subject to revisions.

Policy

SECTION 1. Authorization for Salary and Compensation Administration

The Executive Director is authorized to maintain and administer the compensation plan adopted by the Board and to develop regulations for administering that plan.

SECTION 2. Compensation Plan and Salary Schedule

The compensation plan shall be fair, externally comparable, internally consistent, and within the resources available to ANCS. Salaries of all employees shall be in accordance with Board policy. ~~Salary credit-certified employees will be compensated according to their job classification, years of experience, and certificates or licenses:~~

- a. Salary schedules for all positions will be proposed annually by the Executive Director to the Business & Operations Committee then Personnel Committee to be adopted by then brought to the ANCS Governing Board for adoption. Schedules and changes will be guided by (but not necessarily replicate) other metro Atlanta public charter schools' and districts' appropriate Atlanta Public Schools salary schedules, education, experience, and cost-of-living adjustments based on economic conditions.
- b. The initial starting salary for all ANCS employees will be determined by the Executive Director based upon the board-approved salary schedules.
- c. The Executive Director is authorized to offer a one-time signing bonus as additional compensation for hard-to-staff positions. The positions for which signing bonuses are offered and the total amount of the signing bonus must be approved by the Business & Operations Committee.

d. Additional longer-term responsibilities taken on outside of contractual responsibilities may be compensated with a stipend as determined by the Executive Director, ~~Campus Principal, and/or Personnel Committee.~~

e. In addition to any board-approved cost-of-living adjustments based on economic conditions, employees (other than the Executive Director) whose contracts are renewed will also receive a lump sum bonus at certain points in their tenure at ANCS according to the schedule below established by the ANCS board. These tenure bonuses are to acknowledge and reward an employee’s longevity and sustained performance at ANCS.

Tenure at ANCS	<u>Tenure Bonus Amount</u>
<u>After the completion of 2 years at ANCS</u>	<u>\$1,000</u>
<u>After the completion of 5 years at ANCS</u>	<u>\$2,500</u>
<u>After the completion of 7 years at ANCS</u>	<u>\$3,500</u>
<u>After the completion of 10 years at ANCS</u>	<u>\$5,000</u>
<u>After the completion of 12 years at ANCS</u>	<u>\$6,000</u>
<u>After the completion of 15 years at ANCS</u>	<u>\$7,500</u>

Tenure bonuses will be paid out to eligible employees by September 30th of each school year based on the availability of funding as determined by the board. Any employees on an improvement plan at the start of a new contract period will not be eligible for a tenure bonus unless otherwise determined by the Executive Director (see “Employee Evaluation”).

The tenure bonus program will be implemented starting with the 2017-2018 school year and will not be applied retroactively; therefore, the first tenure bonuses will not be paid until the start of the 2018-2019 school year.

f. After the 16th year of employment at ANCS, an employee will receive either a 1% salary increase or a board-approved cost-of-living salary increase (whichever is greater) annually for the remainder of the employee's employment at ANCS.

~~Employees with multi-year contracts~~

SECTION 3. Salary for Higher Certificates and Advanced Degrees

~~Salary placement for all lead teachers shall be from the APS schedule T-4 track unless and until they have a valid T-5 certificate on file with the Office of the~~

~~Principal of their resident campus. Lead teacher salaries at ANCS do not go beyond the T-5 track.~~

- a. The salary track for improved certificates and relevant advanced degrees will be adjusted in the following school year. Faculty should submit the improved certificates or advanced degrees prior to the issuance of contracts ~~in April~~. A teacher who earns the improved certificate or advanced degree prior to the first pay period of an annual contract may petition for the salary increase to be effective in that contract year. A determination of whether an advanced degree is relevant to an employee's position will be at the discretion of the Executive Director.

SECTION 4. Certificates and Licenses

Each certificated employee will hold the appropriate certificate or license for his/her assignment as required by the charter and charter school law.

SECTION 5. Salary for Prior Service

- a. The ~~Executive Director Board~~ will grant newly employed employeesteachers steps on the salary schedule for equivalent and/or relevant prioroutside teaching experience as verified and approved by the Executive Director and/or Campus Principals. A determination of whether prior experience is equivalent and/or relevant will be at the discretion of the Executive Director. ~~The initial placement for all newly employed teachers with prior service will be Step 1 of the appropriate track until they have certified records of such prior service on file with the Principal / Executive Director.~~
- b. Pay will be retroactive if verification of acceptable prior service is received within 90 days of the employment start date.

SECTION 6. Pay Periods

- a. ANCS personnel are paid on a 12-month basis.
- b. Paychecks are issued on the fifth and the twentieth of the month.
- c. Direct deposit is available and encouraged.

SECTION 7. Stipends

- a. Stipends are in addition to an employee's salary, defined in his/her contract. They are awarded for duties outside of the normal job description of faculty or staff. They are representative of a specific short-term or part-time need that is clearly defined by the Executive Director and approved by the Governing Board. Roles with stipends are announced to existing school employees and are not

posted externally as open positions are. Any existing employee who meets the posted qualifications may express interest to the Executive Director in assuming the role in addition to their defined responsibilities in their existing contract.

- b. The exact amount and duration of the stipend is commensurate with the level of time, effort, and specialized knowledge required for the duties. Stipends are defined by an addendum to the school contract and last, at the longest, for one year. For roles that are repetitive or extend beyond one year, a new contract will be presented for approval and offered either to the same employee or another defined for the role.


Approval

Policy approval date:	Policy effective date:	Policy review date:
06/16/15	07/01/15	08/17

Coversheet

FY18 Budget

Section: II. Old Business
Item: B. FY18 Budget
Purpose: Vote
Submitted by:
Related Material: ANCS-Proposed-Budget-FY18.xlsx - Summary FY18.docx

Status	Draft								
Year	FY 2018								
Date	4/17/2017								
Atlanta Neighborhood Charter School		# of Students	643	643					
			FY 17 Approved Amended Budget	Proposed Adjustments FY18	ANCS FY18 Revised Total	Notes			
Income	Tab #								
		APS Allocation	\$ 8,773,066	\$ 141,902	\$ 8,914,968	APS expects local property taxes to increase 5-7%. Estimating 2.5% overall increase and \$77451 reduction due to class reductions			
		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 2018			
		Facilities Grant	\$ -		\$ -				
		CREATE Grant	\$ 90,000		\$ 90,000				
		Sartain Lanier Grant	\$ 15,000		\$ 15,000				
	<u>1.0</u>	Total Local/State Funding	\$ 9,082,428	\$ (9,087)	\$ 9,073,341				
		Contributions	\$ -		\$ -				
		Fund Raising (Annual Campaign)	\$ 140,000		\$ 140,000				
		Auction	\$ 100,000		\$ 100,000				
		Major Donor Program	\$ -		\$ -				
		Other Fundraising	\$ 3,000		\$ 3,000				
	<u>1.1</u>	Total Contributions & Fundraising	\$ 243,000	\$ -	\$ 243,000				
		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				
	<u>1.2</u>	Total Program Income	\$ 812,800	\$ (14,500)	\$ 798,300				
		Other Income	\$ 4,000		\$ 4,000				
		Interest Income	\$ 1,200		\$ 1,200				
		Community Building			\$ -				
		Facilities Use			\$ -				
		Other	\$ 3,500		\$ 3,500				
	<u>1.3</u>	Total Other Income	\$ 8,700	\$ -	\$ 8,700				
		Total Income	\$ 10,146,928	\$ (23,587)	\$ 10,123,341				
Expense	<u>2.0</u>	Total Salaries and Benefits	\$ 7,854,903	\$ 295,958	\$ 8,150,860				
		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				
	<u>2.1</u>	Total Staff Development	\$ 167,000	\$ 10,500	\$ 177,500				
		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				

	Program Exp	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
		Total Program Expenses	\$ 409,500	\$ (4,500)	\$ 405,000
	Curric.Mat & Exp	Classroom Supplies	\$ 126,152		\$ 126,152
		Instruct. / Curriculum Materials	\$ 70,000		\$ 70,000
		Total Curriculum Materials & Expenses	\$ 196,152	\$ -	\$ 196,152
2.2	Total Curriculum & Program Expenses		\$ 605,652	\$ (4,500)	\$ 601,152
	Building Expenses	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
		Total Building Services	\$ 130,437	\$ -	\$ 130,437
	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		
Total Building Repairs/ Maintenance	\$ 202,596	\$ -	\$ 202,596		
Farm	\$ 5,600		\$ 5,600		
Repairs / Maintenance	\$ 12,500		\$ 12,500		
Total Grounds	\$ 18,100		\$ 18,100		
	Building Expenses	Utilities	\$ 110,000		\$ 110,000
		Internet Service	\$ 10,000		\$ 10,000
		Alarm Monitoring & Servicing	\$ 5,000		\$ 5,000
		Telephone	\$ 5,500		\$ 5,500
		Total Telephone and Utilities	\$ 130,500	\$ -	\$ 130,500
2.3	Total Building Expenses		\$ 481,633	\$ -	\$ 481,633
	Prof. Services	Legal	\$ 23,000	\$ (11,000)	\$ 12,000
		Accounting	\$ 5,000		\$ 5,000
		Auditing	\$ 33,000		\$ 33,000
2.4	Total Professional Services		\$ 61,000	\$ (11,000)	\$ 50,000
	Other Gen/Admin Expense	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
2.5	Total Other Gen/Admin Expense		\$ 164,350	\$ 1,150	\$ 165,500
	Fundraising Expenses	Fund Deveolpment Software	\$ 5,000		\$ 5,000
		Direct Mail	\$ 10,000		\$ 10,000
		Auction	\$ 20,000		\$ 20,000
		Community Building	\$ 1,200		\$ 1,200
		Other Events	\$ 7,000		\$ 7,000

2.6		Total Fundraising Expenses	\$ 43,200	\$ -	\$ 43,200		
		Library	\$ 12,000		\$ 12,000		
		Furniture	\$ 25,000	\$ (5,000)	\$ 20,000		
		Technology: Service, training & supplies	\$ 17,500	\$ (500)	\$ 17,000		
		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		
		Total Books/Equipment/Furniture	\$ 241,334	\$ (5,500)	\$ 235,834		
		Emergency Reserve Fund			\$ -		
		Facilities Reserve Fund	\$ 210,000		\$ 210,000		
		Local/State Revenue Stabilization Fund			\$ -		
		Technology Reserve Fund			\$ -		
		Total Reserve Funds	\$ 210,000	\$ -	\$ 210,000		
		Total Expenses	\$ 9,909,072	\$ 286,608	\$ 10,115,680		
2.7							
		Operating Income/Loss	\$ 237,856	\$ (310,195)	\$ 7,661		
					\$ 7,661		

[1] Bathroom Partitions other projects, also will bring back in line closer to last years budget.

Coversheet

Executive Director Succession Plan Policy

Section:	III. New Business
Item:	A. Executive Director Succession Plan Policy
Purpose:	Vote
Submitted by:	Matt Underwood
Related Material:	ANCSSuccecionPlanningPolicy-draft.pdf

ANCS Executive Director Succession Planning Policy - *draft*

The ANCS Governing Board of Directors has the responsibility to ensure that the school's executive leadership is in place, and that a plan is created to guide the school through times of planned and unplanned leadership transition. This policy is intended to provide the framework for an annual process of leadership succession planning that ensures that emergency succession and departure defined succession plans are in place and regularly reviewed.

On an annual basis, the board's Governance Committee and Executive Director will review both the emergency and departure-defined succession plans originally created in 2017. The committee will present updated plans to the full board for approval. Upon approval, both the board chair and Executive Director will sign copies of the plans and the plans will be stored both electronically in the school's shared drive and in hard copy in business office. This process of review and approval should occur by September 30th each year.

Coversheet

2017-18 Board Officers and Committee Assignments

Section: III. New Business
Item: B. 2017-18 Board Officers and Committee Assignments
Purpose: Discuss
Submitted by:
Related Material: 2017-2018 ANCS Board Positions.pdf

ANCS Officers	2016-2017 Incumbent	2017-2018 Probable/Possible Candidate	Comments	
Chair	Mitch White	Mitch White		
Vice Chair	Tara Stoinski	Tara Stoinski (until Chair Elect voted on, by Jan. 2018)	We have one of these at a time, but not both.	
Chair Elect	N/A	TBD (eff Jan. 2018)		
Treasurer	Ryan Camp	Ryan Camp		
Exec Director Support & Evaluation	Lia Santos	Lia Santos		
Secretary	Melissa McKay-Hagan	Nick Chiles		
ANCS Board Committees	2016-2017 Chair	2016-2017 Members	2017-2018 Probable Chair	2017-2018 Probable/Possible Board Reps
Board Governance	Lia Santos	Leigh Finlayson (Nominations Sub-Committee Chair)	Lia Santos	Nick Chiles
--Board Assessment		Joyce Gist Lewis		Meeghan Fortson (Nominations Sub-Committee Chair)
--Board Training		Melissa McKay-Hagan		Joyce Gist Lewis
--CEO Evaluation and Support		Matt Underwood (ex officio)		Matt Underwood (ex officio)
--Nominations and Recruitment		Mitch White (ex officio)		Mitch White (ex officio)
Business Operations	Ryan Camp	Leigh Finlayson	Ryan Camp	Nakia Echols (Technology Sub-Committee Chair)
--Buildings and Real Estate		Phillipe Pellerin (Buildings & Real Estate)		Laura Melton
--Finance		Eric Teusink (Technology Sub-Committee Chair)		Phillipe Pellerin (Buildings & Real Estate)
--Technology		Matt Underwood (ex officio)		Eric Teusink (Technology Sub-Committee)
		Mitch White (ex officio)		Matt Underwood (ex officio)
				Mitch White (ex officio)
Educational Excellence and Accountability	Tiffany Mitchell	Nick Chiles	TBD	Nick Chiles
--Public Affairs		Tara Stoinski		Howard Franklin
--Compliance with terms in ANCS Charter		Eric Teusink (Public Affairs)		Tiffany Mitchell
--Education Goal Setting, Performance, and Measurement		Matt Underwood (ex officio)		Tara Stoinski
--Diversity		Mitch White (ex officio)		Eric Teusink (Public Affairs)
				Matt Underwood (ex officio)
				Mitch White (ex officio)
Fund Development	Narin Hassan	Meeghan Fortson	Meeghan Fortson	Eric Teusink
--Annual Campaign		Matt Underwood (ex officio)		Matt Underwood (ex officio)
--Auction		Mitch White (ex officio)		Mitch White (ex officio)
--Branding/Media/Outreach				
--Major Donors				
Note: Nothing is finalized, this document is for information and discussion. Plan to vote at September 2017 Board meeting.				

Coversheet

Review of 2016-17 Gallup Student Poll Data

Section: IV. Executive Director's Report
Item: A. Review of 2016-17 Gallup Student Poll Data
Purpose: Discuss
Submitted by: Matt Underwood
Related Material: Gallupstudentpoll2016-17.pdf

BACKGROUND:

Overview of 2016-17 Gallup Student Poll results

RECOMMENDATION:

For review

2016-17 Gallup Student Poll

The Gallup Student Poll is given annually to hundreds of thousands of students in grades 5-12 to assess student engagement, hope, and entrepreneurial aspiration. To date, 4 million students have taken the poll nationwide. The poll is administered each year online among schools that voluntarily chose to participate.

In the 2016-17 school year, ANCS students in grades 5-8 participated in the poll for the first time. One of the educational program goals in our charter petition was aimed at ANCS students having a higher mean score than the national mean in the areas of engagement and hope as one measure of ANCS's impact on students in these categories. The overall mean scores--ranging from a low of 1 (strongly disagree) to a high of 5 (strongly agree)--for each poll category are listed below along with the prompts asked for those categories in the poll.

Engagement: Involvement & enthusiasm for school

ANCS mean: 3.97

U.S. mean: 3.88

At this school, I get to do what I do best every day.

My teachers make me feel my schoolwork is important.

I feel safe in this school.

I have fun at school.

I have a best friend at school.

In the last seven days, someone has told me I have done good work at school.

In the last seven days, I have learned something interesting at school.

The adults at my school care about me.

I have at least one teacher who makes me excited about the future.

Hope: Energy & ideas for the future

ANCS mean: 4.24

U.S. mean: 4.23

I know I will graduate from high school.

I have a great future ahead of me.

I can think of many ways to get good grades.

I have many goals.

I can find many ways around problems.

I have a mentor who encourages my development.

I know I will find a good job in the future.

Entrepreneurial Aspiration: *Talent & energy for building businesses that survive and thrive*

ANCS mean: 2.71

U.S. mean: 2.42

I will invent something that changes the world.

I plan to start my own business.

I am learning how to start and run a business.

I have my own business now.

Coversheet

Monthly financial statements & reports

Section: V. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: FYI
Submitted by:
Related Material: 04_30_17 Finance committe report.pdf

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2017 - Pro Forma Monthly Cash Flow Statement
April 30, 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
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	\$15,000	\$0	\$0	\$0	\$121,099	\$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	\$3,563	\$13,000	\$3,000	\$0
Program Income	\$74	\$76,076	\$94,284	\$63,432	\$50,671	\$29,048	\$37,528	\$47,950	\$58,853	\$38,427	\$47,000	\$0	\$0
Nutrition Program Income	\$50	\$23,306	\$35,124	\$30,770	\$17,907	\$33,341	\$23,062	\$27,898	\$28,763	\$25,225	\$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	\$726	\$600	\$550	\$500
Total Revenue	\$128,817	\$1,008,572	\$1,031,944	\$1,088,663	\$984,525	\$1,008,423	\$952,575	\$963,562	\$1,040,138	\$932,472	\$1,063,730	\$3,550	\$500
Expenditures													
Salaries and Benefits	\$602,109	\$611,390	\$642,228	\$650,882	\$657,742	\$651,790	\$639,708	\$660,156	\$651,433	\$659,783	\$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	\$9,820	\$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	\$7,923	\$14,000	\$0	\$0
Program Expenses	\$1,908	\$8,347	\$28,289	\$21,443	\$12,698	\$16,951	\$16,869	\$27,864	\$52,129	\$11,424	\$35,000	\$0	\$0
Building & Grounds	\$32,331	\$36,132	\$38,933	\$34,359	\$28,905	\$29,413	\$52,916	\$34,325	\$28,745	\$27,962	\$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	\$83,411	\$8,500	\$75,000	\$0
Professional Services	\$4,920	\$175	\$18,655	\$6,605	\$0	\$1,705	\$0	\$1,215	\$3,265	\$2,610	\$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	\$17,201	\$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	\$15,813	\$15,000	\$0	\$0
Equipment Rental (Copiers)	\$7,561	\$74	\$2,495	\$5,041	\$3,366	\$3,505	\$5,422	\$4,692	\$3,460	(\$100)	\$6,000	\$0	\$0
Fundraising Expenses	\$106	\$0	\$2,679	\$3,695	\$2,476	\$37	\$1,500	\$1,866	\$30,618	\$386	\$1,000	\$0	\$0
Total Expenditures	\$702,452	\$863,679	\$813,857	\$813,750	\$744,965	\$767,512	\$792,322	\$785,007	\$887,969	\$836,233	\$793,500	\$754,000	\$639,000
Total Revenues - Total Expenditures	(\$573,635)	\$144,894	\$218,087	\$274,913	\$239,560	\$240,911	\$160,253	\$178,555	\$152,169	\$96,238	\$270,230	\$(750,450)	\$(638,500)
EOM Cash Balance	\$229,883	\$403,833	\$571,699	\$867,485	\$1,082,591	\$1,275,421	\$1,478,045	\$1,725,974	\$1,931,613	\$1,974,574	\$2,244,804	\$1,494,354	\$855,854
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	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 April 30, 2017

Period Ended 4/30/17

	YTD FY2016 Actual	YTD FY2017 Actual	YTD Budget	YTD \$Variance	FY2017 Budget
Income					
Local/State Funding	\$7,513,896	\$7,903,448	7,942,895	(39,447)	8,825,439
Grants	\$74,642	\$143,660	141,478	2,182	157,198
Title 2 Funding	\$22,392	\$11,591	11,749	0	9,791
Contributions & Fundraising	\$211,966	\$211,050	218,700	(7,650)	243,000
Prior year Facilites Grant & Title 1 Funds Received	\$129,225	\$0	0	0	0
Program Income	\$481,782	\$498,949	469,000	29,949	562,800
Nutrition Income	\$236,687	\$247,471	208,333	39,138	250,000
Other Income	\$3,850	\$6,148	6,525	(377)	8,700
Total Income	\$ 8,674,440	\$9,022,317	\$ 8,998,681	\$ 23,636	\$ 10,056,928

0

Expenditures

Salaries and Benefits	\$6,172,257	\$6,251,163	6,459,363	208,200	7,751,235
Professional Development	\$110,908	\$45,634	50,250	4,616	67,000
Curriculum & Classroom Expenses	\$129,092	\$163,154	163,460	306	196,152
Program Expenses	\$220,607	\$193,613	199,583	5,970	239,500
Building & Grounds	\$480,820	\$338,208	357,025	18,817	476,033
Fixed Asset Expenditures	\$62,317	\$354,450	356,798	2,348	475,730
Professional Services	\$63,418	\$34,230	40,667	6,437	61,000
Gen&Admin/Insurance/Interest Expense	\$166,629	\$171,434	150,654	(20,780)	164,350
Nutrition Program Purchases	\$148,818	\$160,752	141,667	(19,085)	170,000
Equipment Rental (Copiers)	\$45,182	\$41,328	41,667	339	50,000
Fundraising Expenses	\$38,446	\$42,132	39,600	(2,532)	43,200
Reserves Fund	\$258,547	\$175,000	175,000	0	210,000
Total Expenditures	\$7,897,041	\$7,971,099	\$ 8,175,732	\$ 204,633	\$ 9,904,200
Operating Income/Loss	\$ 777,399	\$ 1,051,218	\$ 822,949	\$ 228,269	\$ 152,728

* Offset is Title 2 Funds

\$6,689,382

Total investments held by ANCS**4/30/2017**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	1,974,574
		<u>1,974,574</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	104,677 Money Market account
Self-Help Credit Union	Money Market	<u>33,459</u> Money Market account
Total invested funds (not at ACB)		795,099
Total restricted funds - reserves		<u>-545,320</u>
Total unrestricted investments		249,779
Grand total ANCS funds		\$2,769,673

Coversheet

Technology Subcommittee Report

Section: V. Business & Operations
Item: B. Technology Subcommittee Report
Purpose: FYI
Submitted by: Eric Teusink
Related Material: 2017.5.16 - ANCS Tech Committee Report.pdf

BACKGROUND:
Summary of May technology subcommittee meeting



ANCS Technology Committee Report

From: Eric Teusink
To: ANCS Board of Directors
Date: May 16th, 2017

Teacher Laptops

For the 2017-18 school year, we will be replacing laptops for approximately 1/3 of ANCS teachers and staff on a seniority basis. Previously, a three year replacement timeline had been the policy of the committee. Given the specifications, cost, and quality of the laptops (MacBook Air), the committee made a determination that once these new laptops have been cycled in, a longer timeline would be appropriate. This should result in a future cost savings to the technology equipment expense of the annual budget.

Student Chromebooks

The school will be purchasing additional Chromebooks so that we will have a 1:1 ratio for all students grade 4-8.

Network/Firewall Consulting

The committee determined there would be a benefit to engaging a consultant to assist Mike in regards to some of the thornier issues related to our network, and specifically the firewall. It is hoped that this consultant would be able to resolve issues which might take days or weeks for Mike to resolve in significantly less time. Additionally, it would be beneficial to have an additional party with an understanding as to how our network and firewall function.

Coversheet

Monthly fund development report

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



MAY 2017 Fund Development Report

April 2017 Donations received: **\$4844.56**
Year to date: **\$101,056.00**

Comparison to 2016:

April 2016 Donations received: **\$9388.09**
Year to date: **\$103,007.55**

Meeting updates:

Members of the fund development committee had multiple meetings and work sessions in the past month. Meeghan Fortson, Narin Hassan, Kim Kurtz, and Matt Underwood met on April 12 to discuss winding down this year's activities (annual campaign week, software research, data analysis) and planning for next year (orientation, strategizing materials, event planning). Michael Boardman joined Kari Lovell and all the members of the fund development team the following week, on April 19, to discuss software options and create a timeline/plans to organize data for a software transition. Matt, Meeghan, and Narin also met on May 3 to review annual campaign week plans and work on the newsletter and other publicity for the week. Finally, Meeghan and Narin met with the auction chairs on April 21 to check in with them regarding wrapping up auction activities and planning for next year.

Activities:

The fund development committee thanked the auction team and supported our largest in-kind sponsor (Drew Ihrig at Endive) with dinner at Endive on April 21. We also purchased flowers from Tulip which were presented to the organizers.



We organized annual campaign week from May 8-12. We kicked off the week with a carpool welcome at the Elementary campus from ANCS student volunteers and members of the fund development team. We handed out information, magnets, and “Grow the Love” seed packets. We also had an info table with donuts. We also did a Middle campus table/afternoon car pool distribution on Wednesday. On Friday, we organized a coffee at the Elementary campus with baked goods from Chef Bradley and made a morning meeting announcement about the campaign.

Our communication/social media campaign included a Gather and Grow newsletter on Monday, a courier message on Wednesday, and ongoing “Why I Give” narratives and reminders on Facebook. We are continuing to collect these quotes for use next year.

Data review/analysis and planning for next year: This month we will be reviewing our data and contacting donors at the highest levels to thank them personally. We will wait until the fiscal year is over to organize some kind of appreciation party. We also plan to have a new family fund development session for the fall, and to try to have more material about the campaign visible during the orientation/registration process.

Meeghan and Narin plan to build upon an already created auction tipsheet that was given to chairs this year and gather timelines/information from previous years into a simple manual. We are also strategizing ideas for a sponsor recognition party.

The fund development team plans to meet with PTCA leadership to plan the calendar for next year and review fundraising guidelines.

We plan to send a few more social media reminders about the campaign before June 30.





Coversheet

Monthly Governance Report

Section: VII. Governance
Item: A. Monthly Governance Report
Purpose: FYI
Submitted by: Lia Santos
Related Material: 2017.05.13.Governance Committee Monthly Report.pdf

BACKGROUND:
Monthly Committee Report



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

BOARD GOVERNANCE COMMITTEE

MONTHLY UPDATE

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

Board Governance Committee Monthly Meeting Highlights

The monthly **Board Governance Committee** did not meet as a group this month. Following is a summary of April activities:

- Matt will present the final **Succession Planning** documents for a vote
- **Compensation Policy**
 - The Finance Committee will present the proposed **COLA Adjustment** for next school year for a vote (budget)
 - Matt and Lia attended Faculty Meetings at both campuses to present the proposed **Tenure Bonus Program**
 - Overall, feedback was positive. We updated the draft based on feedback and will present it as a draft for the Board's review. This will be an agenda item for the Board Retreat for discussion. We will vote on the final proposed program at a Board Meeting in early 2017-2018.
- **Board Retreats**
 - We will send doodle polls to determine dates for both 2017-2018 retreats.
 - Half-day New Member Retreat to be held before the first 2017-2018 Board meeting.
 - Full day Retreat for all Board Members to be held soon after the first 2017-2018 Board meeting.
- **Executive Director Year-End Evaluation**
 - Lia to launch survey for feedback via BoardOnTrack. Please provide your feedback by the deadline.

Coversheet

Monthly Educational Excellence Report

Section: VIII. Educational Excellence
Item: A. Monthly Educational Excellence Report
Purpose: FYI
Submitted by: Tara Stoinski
Related Material:
2017.05.Educational Excellence and Accountability Committee Meeting May 2017.pdf

BACKGROUND:
Monthly report with committee meeting summary.



Educational Excellence and Accountability Committee Meeting

May 4, 2017; Elementary Campus; 3:30-4:30.

In attendance:

Nick Chiles

Elizabeth Hearn

Matt Underwood

Tara Stoinski

1. Gallup Poll: In the 2016-17 school year, ANCS students in grades 5-8 participated in the poll for the first time. One of the educational program goals in our charter petition was aimed at ANCS students having a higher mean score than the national mean in the areas of engagement and hope as one measure of ANCS's impact on students in these categories

Group discussed the results and the potential of trying to get additional information from the Gallup group to help further tease apart findings (e.g. national mean presented is for 5-12 and our results were only for grade 5-12, etc).

2. Diversity and Equity Work: School has been doing diversity work with leadership team, board, and parents. Group discussed way to potentially expand this to include a committee or some other structure that would engage a larger group of stakeholders, such as teachers outside of leadership, students, more parents. Some of the outstanding questions include who should make up the group, how picked, what should responsibility be; what is the leadership? Groups discussed various approaches but overall thought the idea of putting together a committee was a good one with structure, goals, etc to be further discussed.