



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

September Monthly Board Meeting

Date and Time

Tuesday September 19, 2017 at 6:30 PM EDT

Location

ANCS Middle Campus - 820 Essie Avenue Atlanta, GA 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.

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 August Monthly Board Meeting on August 15, 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. Annual Approval of Succession Plans
- B. 2017-18 Board Officers and Committee Assignments
- C. Strategic Plan Task Force

III. Old Business

- A. 2017-18 Board Meeting Calendar
- B. Proposed 2017-18 SY Strategic Plan Initiatives

IV. Executive Director's Report

- A. Special Education in Charter Schools and at ANCS
- B. Diversity & Equity Update

V. Business & Operations

Business & Operations

- A. Monthly financial statements & reports

VI. Fund Development

Fund Development

- A. Monthly fund development report

VII. Educational Excellence

Educational Excellence

- A. Monthly Educational Excellence Report
- B. Public Affairs Subcommittee Report

VIII. Governance

- A. Monthly Governance 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 August Monthly Board Meeting on August 15, 2017

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

August Monthly Board Meeting

Date and Time

Tuesday August 15, 2017 at 6:30 PM

Location

ANCS Elementary Campus - 688 Grant Street 30315

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

Directors Present

Eric Teusink, Howard Franklin, Joyce Gist Lewis, Laura Melton, Lia Santos, Meeghan Fortson, Mitch White, Nicholas Chiles, Philippe Pellerin, Ryan Camp, Tara Stoinski, Tiffany Mitchell

Directors Absent

Nakia Echols

Ex Officio Members Present

Matt Underwood

Non Voting Members Present

Matt Underwood

Guests Present

Cathey Goodgame, Elizabeth Hearn, Humaira Afzal, Lara Zelski

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Mitch White called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Aug 15, 2017 at 6:33 PM.

C. Approve Minutes from Prior Board Meeting

Mitch White made a motion to approve minutes from the May Monthly Board Meeting on 05-16-17 May Monthly Board Meeting on 05-16-17.

Joyce Gist Lewis seconded the motion.

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

D. PTCA Report

See report in package.

Thinking of joint events with Parkside parents.

Ice Cream social was a huge success.

E. Principals' Open Forum

Lara: Pre-planning went very well. Teachers had a two day training with Play Works - taking old play ground games and making them more fun and inclusive for our children. The Teachers College is coming back to train, they work with the reading and writing workshop. The start of the year has been very positive and students are settling in very well. Map testing is underway.

Cathey: The retreat was a great experience. We have a new schedule this year at the middle campus - kids are reporting they like the A day B day schedule. They also like that they are not traveling together and are mixed up for classes. Students also have one to one Google Chromebooks at middle campus. Students get them in the beginning of the day and turn them in at the end in their advisories. Map testing is underway. We are also rethinking curriculum night - teachers will make informative videos (virtual meet the teacher) and then we will have an informal evening with middle campus families. This will be an opportunity for us to come together and see each other in a different way. And everyone has eclipse glasses for Monday.

II. New Business

A. 2017-18 Board Meeting Calendar

There are two third Tuesdays that fall when school is out of session (Nov & Feb) - we will send a survey out to see if we need to change the schedule.

B. Proposed 2017-18 SY Strategic Plan Initiatives

See attached Strategic Plan Initiative.

The leadership team has looked at previous years metrics in the strategic plan so we can learn and move closer to our goals. We worked together over the summer and will talk more about these initiatives at the board retreat.

We want to strengthen teaching and learning at this school, and one of the ways we want to do this is to diversify our school - like a Pre-K program.

Other areas:

Establish more diversity on the equity and leadership team.

Employee compensation policy.

How to implement the multiple year strategic plan.

The Create grant ends but we have other grants from other areas. The last funding of this will be the 2018-2019 school year. We are up to ten total schools and twelve campuses in this program.

III. Executive Director's Report

A. 2016-17 SY Final Performance Dashboard

See attached report.

We have used these metrics for many years to measure the performance of our school. Over the course of the year, we will give an update on this by quarters to recap how our school is doing.

School climate and culture - required by all charter schools (and for CCRPI). 34% of ANCS students missed 6 or more school days. 20% of those absences are unexcused. Absences do affect our school climate and culture score. Principals have talked about the importance of being at school at morning meetings.

(Board discussion on absences)

As we go into the retreat, we want to discuss other metrics we want to look at, like employee retention which has been around 90%.

B. 2017-18 SY ANCS "By the Numbers"

See board packet attached.

General overview: Race & diversity, newly enrolled students, economically disadvantaged, students with different abilities, etc. Percentage of students of color increased by 4% at

elementary campus (first time its increased in six years) and decreased by same amount at middle campus (first time in many years). We continue to have a high percentage of students with different abilities. Teachers of color have increased this year.

C. 2017 GA Milestones Results

See attached report.

Background of what the milestones are and how they are used. A few things were different this past spring such as social studies and science went away except for 5th and 8th grades. The report is used for comparing data between years, such as how well did fourth grade do this year in comparison to last year. The differences can be based on a variety of factors, but it gives a good picture of how a grade level is doing as a whole. Math has been on the increase since 2015 which is a positive sign.

(Milestone data discussion)

IV. Business & Operations

A. Monthly financial statements & reports

See attached report.

Not a lot to report because it is the beginning of the year. We finished the summer with a positive cash balance which is a really good thing because we don't have any allocations coming in during that time. Items of interest is the allocation: we do our budgeting based on APS proposed budget, they were anticipating the big cash increase so they created a budget with that in mind. That changed but because we were conservative in our budget, we can work through APS changes. We don't anticipate any operational impact, however it has been a big hit to our budget. We had earmarked reserves in case something like this would happen. We can still honor our commitment to staff about cost of living increases.

(Discussion on allocation)

Other big expenditures: Grants to greens funds are almost complete. Our solar panel project has been slowed, but we are working through it. Unexpected expense: one of our big air conditioner is out.

B. FY18 Financial Resolution

Ryan Camp made a motion to approve annual financial resolution.

Nicholas Chiles seconded the motion.

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

V. Governance

A. Monthly Governance Report

Please email us if there are any things we need to change.

VI. Fund Development

A. Monthly fund development report

See attached report.

Report summarizes activity from May through August.

We finished gather and grow campaign successfully, we are at 50% parent participation.

We have raised conservative number of funds between July to August, we want to look at these numbers through a new software so we can find out causes.

We raised a good sum during May with our campaign.

Auction wrap up from 2017 - we spoke to auction chairs who gave good feedback which we can share with the next chairs. We have already started planning the 2018 auction. We are looking for auction chairs, suggestions are welcome.

Things we did over summer: We met with Matt and PTCA leadership so we can think about coordinating fundraising efforts. We also updated the Gather & Grow website. We updated registration forms that parents fill out to give them information about this fund development. We want to focus on gathering data accurately.

(Discussion of software)

Current fund developing activities: rack cards, donor appreciation in the fall, informational gathering acorn to oak, sending emails, strategic planning about fund development.

VII. Educational Excellence

A. Monthly Educational Excellence Report

B. Public Affairs Subcommittee Report

Candidates update.

VIII. Closing Items

A. Brief Meeting Reflection

B. Adjourn Meeting

Mitch White made a motion to adjourn the meeting.

Nicholas Chiles 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 9:00 PM.

Respectfully Submitted,
Nicholas Chiles

Coversheet

PTCA Report

Section: I. Opening Items
Item: D. PTCA Report
Purpose: FYI
Submitted by: Hannah Beth Millman
Related Material: PTCA Report September 2017.docx

ANCS PTCA Board Report September 2017

Overview

The PTCA is continuing to make an impact at ANCS in September!

Yard Sale

Even though we had trouble initially securing a Chair for the event, we pulled off the Yard Sale with Angela Christie leading the charge! We raised over \$7,000, and could not have done so without the many volunteers that worked all week and weekend.

3rd/4th Friday Coffees

We will have coffees at BOTH campuses this Friday, September 22nd. We will also be having Spirit Day at both campuses, with ANCS gear available for purchase.

Membership

Since August 1st, we have welcomed close to **250** members to the PTCA! Those EC classes that reached the goal - and a pizza party - are being announced at morning meeting on Friday, September 22nd. We are offering a biscuit breakfast to MC classes that reach the goal. Our goal is for 100% of families to join the PTCA.

Communication/Social Media

We will continue make use of the school's web site and social media pages on Facebook. Our new Fundraising/Social Media Coordinator, Rachel Ezzo, has been instrumental in this.

Committees

We are actively seeking co-chairs for several PTCA committees and events. We want to keep families engaged in volunteering in the ANCS community.

Goals

Increase PTCA membership
Increase ANCS/PTCA volunteerism
Increase PTCA awareness

Upcoming PTCA Events:

Next Executive Board Meeting:

Wednesday, October 18th, 7:00pm
at the home of Kristy O'Connor
(date change due to Fall Break)

Next Campus-Wide PTCA

Meeting: Tuesday, November 14th
at the MC

Grandparents and Special Friends
Day: Friday, October 20th

Fall Festival: Saturday, October
21st

Mini Grant Deadline: Tuesday,
October 17th at 5pm. Winners will
be selected at the Board Meeting
on October 18th.

Submitted by Hannah Beth Millman

Coversheet

2017-18 Board Officers and Committee Assignments

Section: II. New Business
Item: B. 2017-18 Board Officers and Committee Assignments
Purpose: Vote
Submitted by:
Related Material: 2017-2018 Board Positions - Sheet1.pdf

ANCS Officers	2017-2018 Candidate	Comments
Chair	Mitch White	
Vice Chair	N/A	We have one of these at a time, but not both.
Chair Elect	Lia Santos	
Treasurer	Ryan Camp	
Exec Director Support & Evaluation	Joyce Gist Lewis	
Secretary	Nick Chiles	
ANCS Board Committees	2017-2018 Chair Candidate	2017-2018 Board Reps
Board Governance	Joyce Gist Lewis	Nick Chiles
--Board Assessment and Training		Meeghan Fortson (Nominations Sub-Committee Chair)
-Policy Development and Review		Lia Santos
--CEO Evaluation and Support		Matt Underwood (ex officio)
--Nominations and Recruitment		Mitch White (ex officio)
Business Operations	Ryan Camp	Nakia Echols (Technology Sub-Committee Chair)
--Buildings and Real Estate		Laura Melton
--Finance		Phillipe Pellerin (Buildings & Real Estate)
--Technology		Eric Teusink (Technology Sub-Committee)
		Matt Underwood (ex officio)
		Mitch White (ex officio)
Educational Excellence and Accountability	Tiffany Mitchell	Nick Chiles
--Public Affairs		Howard Franklin (Public Affairs)
--Compliance with terms in ANCS Charter		Tara Stoinski
--Education Goal Setting, Performance, and Measurement		Eric Teusink (Public Affairs)
--Diversity		Matt Underwood (ex officio)
		Mitch White (ex officio)
Fund Development	Meeghan Fortson	Eric Teusink
--Annual Campaign		Matt Underwood (ex officio)
--Auction		Mitch White (ex officio)
--Branding/Media/Outreach		
--Major Donors		

Coversheet

Strategic Plan Task Force

Section: II. New Business
Item: C. Strategic Plan Task Force
Purpose: Vote
Submitted by:
Related Material: ANCS Strategic Plan Update RFP.pdf

Request for Proposal

Strategic Plan Update for the Atlanta Neighborhood Charter School

June 2013



Purpose

This RFP has been created to assist in the selection of an outside consultant and/or organization to assist with the facilitation of a process to develop an updated strategic plan for the Atlanta Neighborhood Charter School (ANCS). The plan should reflect the work of the school's initial strategic plan (approved by the school's elementary campus board in 2010) but also encompass the school community as it exists today, now a merged, two campus school serving students in grades K-8 (see background section below). The goal is to have an updated version of the strategic plan presented to the school's Governing Board by March 2014.

Background

History of ANCS

The Atlanta Neighborhood Charter School (ANCS) is a K-8 charter school with two campuses formed by the merger of two successful charter schools that have been operating in the Grant Park/Ormewood Park neighborhood during the past decade. Neighborhood Charter School (NCS) opened in 2001 serving kindergarten through fifth grade students. Atlanta Charter Middle School (ACMS) opened in 2005 serving sixth through eighth grade students. Both schools stood as centers of community education excellence in southeast Atlanta, gaining recognition from the Georgia Department of Education and the Governor's Office of Student Achievement for outstanding student performance on state assessments. The merger of these two schools establishes a framework for sharing resources between the former ACMS and NCS, while jointly pursuing a common goal of continuing to providing a innovative small school alternative choice within the Atlanta Public Schools that actively involves families from the diverse neighborhoods of southeast Atlanta.

ANCS is a member of the Coalition of Essential Schools (CES), a national network of schools focused on creating schools that are intellectually challenging, personalized, and democratic. CES schools are brought together by a shared commitment to 10 Common Principles that guide teaching, learning, and decision-making at each school. Numerous studies have shown that students in CES schools demonstrate a high level of progress academically and personally.

ANCS is racially and economically diverse, serving a student population that is representative of the city of Atlanta. Families from around the community were actively involved in planning for the merger of the precursor schools and have been involved in the governance of the school from the start.

Merging into a single school with two campuses beginning with the 2011-12 school year has provided ANCS students with the educational benefits of a K-8 school. Students and teachers can build more lasting relationships. Teachers from the elementary and middle grades can work more closely to articulate a rich and engaging educational program across the grade levels that reflect the CES Common

Principles since teachers will know from where students are coming and to where they are going. In addition to the educational benefits, parent involvement increases as families make an investment of time and energy into a school for nine years rather than for three years (at a middle school) or six years (at an elementary school). Governance is also strengthened since ANCS is able to cultivate board and parent leadership over a longer period of time. Finally, the management of the school and its financial position is more robust by sharing resources smartly and effectively.

ANCS is open by lottery admissions to students in kindergarten through eighth grade zoned for the Atlanta Public Schools. For the 2013-14 school year, the school expects to serve a total of approximately 675 total students and employ a faculty/staff of approximately 90.

For more information about the school, please visit our website at atlncs.org.

Strategic Plan

In the spring of 2010, the Neighborhood Charter School (one of the two precursor schools to ANCS) completed a comprehensive strategic planning process. Although the process centered on NCS, the results of this process continue to hold relevance for ANCS as a merged school, though the school seeks to update the plan in a comprehensive way so as to reflect the new merged school community.

In fulfilling its mission, the Neighborhood Charter School's board of directors engaged a consulting firm to manage and facilitate a strategic planning initiative, which formally began in December 2008 and concluded in February of 2010. In addition to planning, startup and ongoing project management, the strategic planning initiative included three critical phases: execution of an environmental scan; execution of a strategic planning retreat to prioritize goals and begin strategy formulation; and development of strategic initiatives and project milestones. To gain insight into the school's current assets, challenges and priorities, the consulting firm engaged a broad spectrum of internal and external constituents in environmental scan activities, which included one-on-one interviews, focus group sessions, and an electronic survey. The NCS board adopted the completed plan in February of 2010.

Proposal Requirements

The scope of work for this process is expected to begin in August 2013 and conclude in March 2014, though there is some flexibility in this time frame. The proposal should focus on the following required components:

- *Project Planning and Initiation* – this component should outline the steps for developing agreement on the approach to planning and activities necessary to confirm expectations with the ANCS Governing Board and school leadership

- *Environmental Scan* – this component should center on the process of understanding the current environment within which ANCS exists and any factors that may influence the school in the near future through the perspectives of both internal and external constituents
- *Establish Future Goals* – this component should outline the ways in which consultant will work with ANCS to establish short and long-term goals and priorities and should be directly tied to the environmental scan
- *Develop Plan* – this component should specify the process of articulating the priorities and milestones to guide the school’s strategic initiatives for the next 3-5 years, including the role of the consultant in writing the actual plan vis a vis ANCS board members and school leadership

The deliverables for this project include (1) environmental scan report and (2) updated strategic plan.

The proposal submitted in response to this RFP should include the following parts and should not exceed 10 pages (exclusive of appendices):

1. Executive Summary
2. Approach and Methodology
3. Project Deliverables - Describe experience drafting and completing environmental scan and strategic plans. Samples may be included in appendix
4. Project Management Plan
5. Detailed Pricing

Additional appendices may be submitted to include the following

Appendix A: References - Provide three current references for which you have performed similar work.

Appendix B: Staffing - Include resumes and relevant experience of you and any key staff and management personnel that will be involved in this project.

Appendix C: Company Overview - Provide the following for your company:

- Official registered name
- Key contact name, title, address (email and postal), direct telephone and fax numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been offering educational consulting services.

Appendix D: Sample Reports - Include sample reports as attachments to the proposal to provide an example of the types of reports that will be provided for this project.

Evaluation Criteria

The following criteria will serve as the main factors in evaluating all submitted proposals and in the selection of a consultant and/or organization for this project:

1. Completion of all required responses in the correct format.
2. The extent to which vendor's proposed solution fulfills requirements laid out in this RFP.
3. The consultant's stability, experiences, and record of past performance in delivering such services.
4. Availability of the consultant with the required skills and experience for the specific approach proposed.
5. Overall cost of proposal.

ANCS may, at its discretion and without explanation to the prospective consultants and/or organizations, at any time choose to discontinue this RFP without obligation to such prospective consultants and/or organizations.

Submission of Proposal and Selection Timeline

Consultants/organizations invited to submit a proposal should do so no later than **Friday, July 26 at 5:00 PM**. Proposals should be submitted electronically via email to Matt Underwood, ANCS Executive Director, at munderwood@atlncs.org. Any questions regarding the RFP may also be submitted to Matt Underwood.

The selection of a consultant and/or organization is expected to be made by August 23, 2013. All consultants/organizations who submit a proposal will be notified at the conclusion of the selection process.

Coversheet

Proposed 2017-18 SY Strategic Plan Initiatives

Section: III. Old Business
Item: B. Proposed 2017-18 SY Strategic Plan Initiatives
Purpose: Vote
Submitted by: Matt Underwood
Related Material:
ANCS_Strategic_Plan_proposed_2017_initiatives_updated_July_2017.pdf



2014-2017 STRATEGIC PLAN

VISION

To be a dynamic learning community where students become life-long learners, develop self-knowledge, and are challenged to excel.

MISSION

ANCS uses the principles of the Coalition of Essential Schools to: **BUILD** an empowered and inclusive community of students, parents, and educators
ENGAGE the whole child—intellectually, social-emotionally, and physically
HELP all students to know themselves and to be known well by their community
CHALLENGE each student to take an active role as an informed citizen in a global society
COLLABORATE with the larger community to advocate for student-centered schools

Priority Goals

Three Year Objectives

Strategic Initiatives for 2017-18

Teaching & Learning: To support academic, social-emotional, & physical growth of all students with high expectations for all, including exceeding external accountability standards.

1. Develop K-8 learning expectations & desired outcomes
2. Develop plan for enhancing arts, technology, language, & health/wellness
3. Establish student assessment system

1. Work towards IB authorization
2. Continue class size reduction plan
3. Explore possible preK/preschool program partnership/development

Diversity: To build upon current diversity by creating proactive program to improve, retain, and realize benefits of student diversity that reflects socioeconomic and racial diversity of Jackson cluster.

1. Develop diversity plan for outreach & support
2. Address enrollment/retention obstacles for underserved families
3. Develop plan to maximize benefits of student diversity

1. Establish representative "diversity & equity" team to guide focus on 10th common principle
2. Collaborate with existing efforts to maintain affordable housing in attendance zone

Faculty & Staff Development: To be a school of choice for talented educators through competitive compensation, quality professional development, and emphasis on employee well-being.

1. Enhance recruitment with focus on diversity, excellence, and high potential
2. Strengthen levers for retention (compensation, support needs)
3. Enhance development opportunities

1. Adopt new employee compensation policy
2. Plan for shared K-8 faculty meeting time to focus on schoolwide equity work

Parent & Community Partnership: To strengthen the partnership between the school and its families and to engage the wider community—especially within APS—in partnerships for collaborative learning.

1. Enhance parent/school partnership
2. Strengthen ANCS/APS/Jackson cluster relationship
3. Institute collaborative learning center for outreach and dissemination to wider community

1. Support new PTCA executive committee
2. Begin planning for long-term sustainability of CREATE program

Fundraising & Resource Development: To strengthen fundraising infrastructure to expand and diversify sources of funding with a goal of 20% non-public funding and a reserve fund to weather funding drops.

1. Increase parent giving to 100% participation
2. Enhance donor outreach, management, & recognition efforts
3. Establish reserve funds of at least \$1 million & policy for their use

1. Implement new donor management system

Facilities & Operations: To plan for and implement facilities and technology improvements that result in consistency between campuses, enhanced school image, and promote sustainability.

1. Develop long-term facilities plan
2. Build facilities reserve fund
3. Implement multi-year technology plan
4. Implement "farm to school" program

1. Review and update technology strategic plan
2. Pursue external funding to deepen and expand "farm to school" program

Governance Capacity: To continue development of board capacity in strategic governance, resource development, and community outreach.

1. Establish advisory council or add community members to board
2. Develop plan for ongoing governance training
3. Create metrics to assess board performance

1. Begin process of creating next multi-year ANCS strategic plan

Coversheet

Special Education in Charter Schools and at ANCS

Section: IV. Executive Director's Report
Item: A. Special Education in Charter Schools and at ANCS
Purpose: FYI
Submitted by: Ashley Deck
Related Material: Board presentation - Deck.pdf

BACKGROUND:

Overview of special education in charter schools and at ANCS



Exceptional Student Services at ANCS

Ashley Deck

Special Education Coordinator - Atlanta Neighborhood Charter School

What does a charter school have to provide as far as special education service?

*“Children that attend public charter schools and their parents retain all the rights given to them in a public school under IDEA” -
GADOE Special education implementation manual*

What is IDEA?

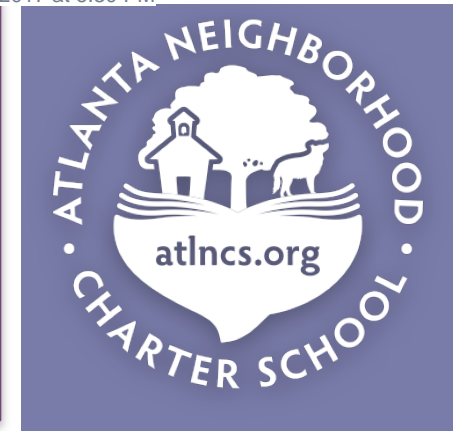
- The Individuals with Disabilities Education Act (IDEA) is a federal law that requires schools to serve the educational needs of eligible students with disabilities.
- Schools must find and evaluate students suspected of having disabilities—at no cost to parents.
- Not every child with learning and attention issues qualifies under IDEA.

What is the purpose of IDEA?

- To provide a free appropriate public education (FAPE) to children with disabilities.
- To give parents a voice in their child’s education.



Special Education Partnership between APS and ANCS



The Special Education Department at ANCS works closely with APS to ensure free and appropriate public education for students with disabilities. We follow the special education policies and procedures that APS follows and we are monitored by them to ensure we are in compliance with state and federal guidelines.

+ District Partnership

There are four general areas of support that APS typically provides to our special education department.

1. Wrap Around Services

2. Trainings

3. Regional Classroom Access

4. Legal Support





Wrap Around Services

■ Therapies

- Speech
- Audiology
- Occupational
- Vision
- Physical

■ District Liaison

- Districts will provide a point person to your school for you to contact if there are issues.

■ Extended School year

-Therapy in ESY such as:

Speech,

OT,

PT,

■ Psychological Services

- APS will provide psychologist to perform testing to Charters
- ANCS has our own psychologist

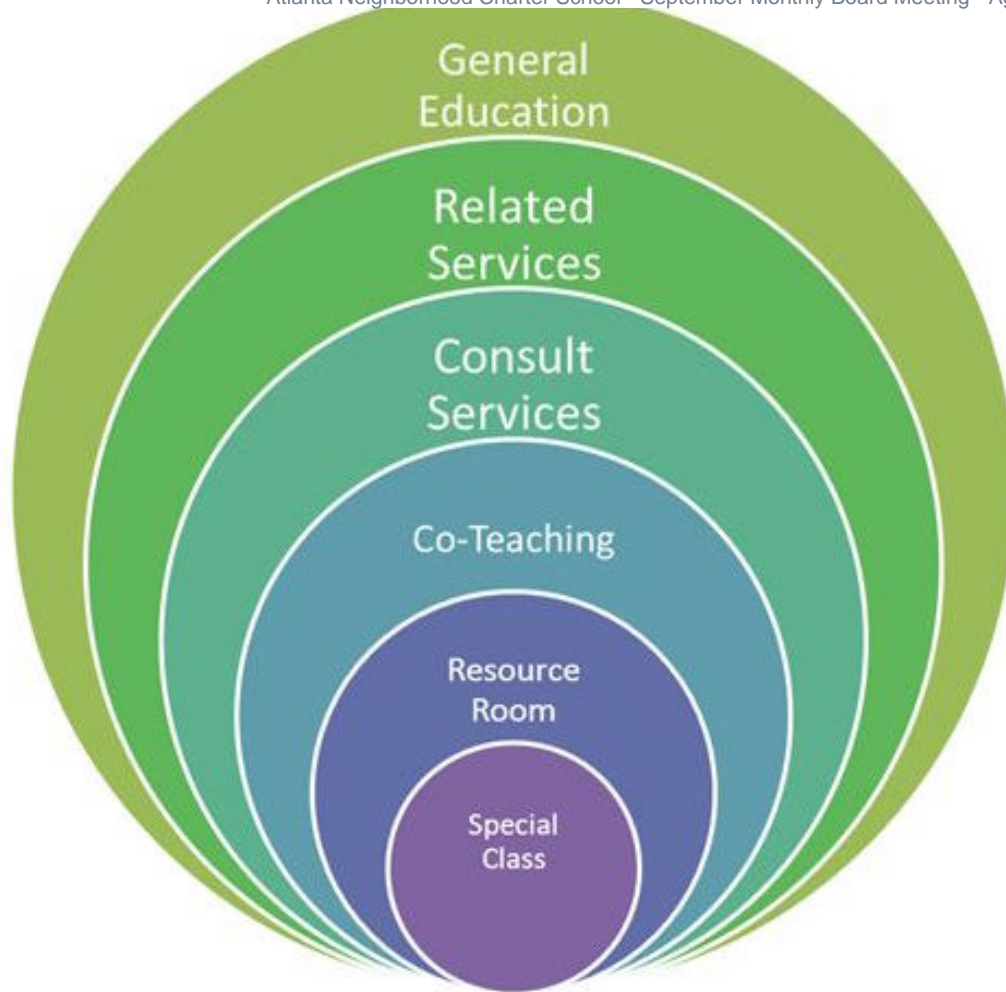


Types of Training that The District May Provide to Charters

- IEP Software Training
- FTE Training
- District Policy Trainings
- Crisis Prevention Trainings
- Programming Trainings i.e. Autism
- Compliance Meetings
- Testing Accommodation Training
- GAA & GNETS training
- Regularly scheduled monthly trainings

Regional Classroom Access

7



“The charter that is part of a district has, as part of its resources, the full continuum of services and supports within the district. At times, a student’s IEP may determine that a specific setting is needed that may not be available at the charter, but that is available at another school within the district. The charter that is part of the district may not, however, decline to serve students with IEPs.” – GADOE Special Education Implementation Manual

+ Legal Support from the District

Pros

- The District will send in their lawyers to help if a due process complaint is filed against your school.
- The Districts will guide and help Charters respond to legal complaints and will typically attend meetings if a parent brings an attorney.

Cons

- The District's legal team does not necessarily represent the Charter School's best interest.
- Districts can sometimes settle over objections by charter schools—can be costly without control of settlement.



Special-ed teachers attend as many meetings as possible to establish a relationship



Invite District personnel to come visit your school

Sought out opportunities to volunteer to sit on District committees

What have we done to strengthen the relationship between our school and the District?



Programming at ANCS

- A charter school must be prepared for students with diverse needs.
- Students legally must be educated in the least restrictive environment and for many students that means inclusion.
 - Inclusion requires careful scheduling
 - Inclusion requires appropriate staffing to be able to support students.
 - Most Districts will not provide Para-professionals to charters
- Charter also must be prepared to staff a resource setting.
 - Legally, we have to offer all of the settings that neighborhood schools offer.
 - Neighborhood schools typically offer co-taught, inclusion, and resource support.

*Moving students to a more restrictive environment in the district can be challenging and take time. Be prepared to handle students with significant struggles until they are moved to an appropriate classroom.



Staffing at ANCS

How we plan ahead for a strong special education department

- **Make sure we are well staffed.**
 - We do not let teachers have the maximum caseload they can legally as many other schools do.
 - We have a high number of special education teachers so we can serve as many students as possible in an inclusive model.
 - Staff a full time coordinator to help with compliance and supporting special education teachers.
- **Hire carefully:** Look for a special education lead and teachers that have more than great instructional knowledge and a knowledge of IDEA.
 - An understanding of how to work with students with significant behavior problems
 - A knowledge of research based curriculum that will be used with students as academic and social interventions
 - Legally defensible
 - Good progress monitoring techniques

Special Education Stats at ANCS

Year	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Number of students being served at the end of the year	68	67	81	78	72 * Beginning of the year

Middle Campus:

7 lead teachers co-teaching across 3 grade levels.

All core classes have co-taught options as well as resource options

Elementary Campus:

7 teachers working across 6 grade levels.

2 co-taught classes in 4th & 5th grade

1 co-taught class in 3rd grade

2 Lead teachers working in resource with 2 Associate teachers



Parent Partnerships

- Partnerships with parents are very helpful
 - Good parent partnership always benefits students
 - Benefits teachers – support
 - Pressure on the District
 - Parent mentors for families new to special education
 - Can help with finding resources
 - Special Needs Committee – A way that families can share resources.

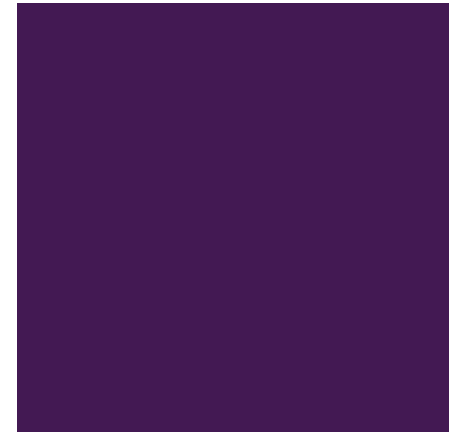
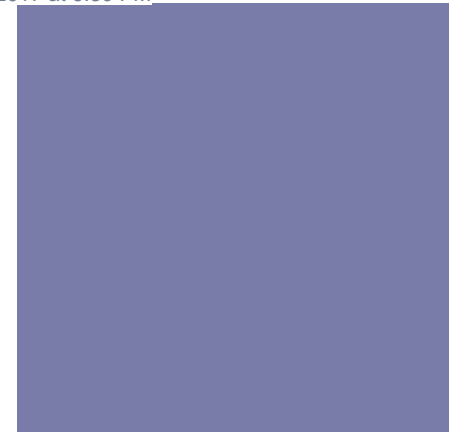


+ Experience with Growing the Special Education Department

- Other special education programs tend to be under staffed.
 - Additional staff does not typically happen until teachers have caseloads that are out of compliance.
 - The argument is always that funding prevents additional teachers.

There is a way to fund additional teachers

- It takes time for funding to catch up
- FTE funding will cover the costs eventually
- Requires special consideration to coding
- Co-taught segments typically fund the highest
- Co-teaching can bring in the money to fund additional teachers



Questions?

Coversheet

Diversity & Equity Update

Section: IV. Executive Director's Report
Item: B. Diversity & Equity Update
Purpose: Discuss
Submitted by:
Related Material: Diversity & equity initiative update_Sept2017.pdf



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

DIVERSITY & EQUITY STRATEGIC INITIATIVE UPDATE

PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR | September 2017

Context

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

Context

Goal in 2016-2021 charter agreement:

- “Economically disadvantaged” students get an additional weight in lottery of between 1.5 and 4.0
- The goal is for 40% of each incoming cohort (excluding students admitted through statutory preferences, such as siblings) to qualify for free or reduced price lunch
- We have committed to using the weighted lottery **at least** until the school wide percentage of students qualifying for FRL is 30% (as of 2015-16 SY school wide percentage was 18%)

Focus for 2016-17 school year

- Continue new student enrollment outreach
 - Targeted focus in historically underrepresented neighborhoods
 - Building of relationships in and learning more about communities we serve
 - Continue communication about weighted lottery
- Build capacity for teachers to help lead equity work
- Establish representative diversity & equity team

New student enrollment outreach

- Connecting at start of new school year with Martin Street Plaza and Trestletree Village for opportunities to engage with residents
- Met with family engagement team at Thomasville Heights Elementary School to learn more about their outreach and support practices

Building capacity for equity work

- Faculty/staff retreat screening of film [*I'm Not Racist...Am I?*](#) and discussion with producer Andre Robert Lee
- Planning community screening of film with other CREATE schools
- Team of teachers participated in summer institute on coaching adult learning for equity; leadership team will participate in same institute this fall
- Some leadership team and PTCA exec committee members taking part in race conscious parenting webinar

Establish diversity/equity team

- Leadership team (along with some board and faculty representation) working with facilitator McKenzie Wren to draft purpose, priorities, and structure for proposed diversity and equity team to help guide our work as a school
- Will soon put out call to interested parents/caregivers and faculty/staff to attend information meeting before forming “core team”

Coversheet

Monthly financial statements & reports

Section: V. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: Discuss
Submitted by:
Related Material: September 2017 Board Memo.pdf
08_31_17 Finance Committe Report FY18.pdf



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: September 2017 Business and Operations Report Summary

Date: September 15, 2017

Cash Position – Cash and investment balance is \$1,606,573 with \$807,501 in operating cash and \$799,073 in CD and Money market accounts. \$583,820 of invested funds are allocated as reserve funds.

Allocation – ANCS's monthly allocation remained unchanged this month. We still await final confirmation of any allocation changes that are coming. Our most recent information stated that the APS budget will be approximately \$4 million less than originally budgeted. This deficit is less than we expected it would be last month so, we anticipate that the negative impacts to our allocation will be less than anticipated.

Grants to Green – Construction has begun for the installation of the solar panels. Construction will be complete by September 30. This will complete all Grants to Green projects. Final expenditures for these projects will be reflected in either the October or November reports. As a result of these projects we have been Certified as a Green Ribbon School and are in the process of applying for Energy Star certification for the Elementary Campus, as our score has improved from 74 to 91.

Air Conditioner – A new AC unit was installed on Saturday September 9 as was discussed previously.

Building and Grounds – We are \$25,161 over budget on building and grounds. There have been a couple of unexpected plumbing expenses. Just before school started a water main ruptured at the Middle Campus that required repairs of \$26,000 and there was an instance of vandalism where paper towels were stuffed into toilets which caused backups throughout the elementary campus and required repairs of approximately \$5,000.

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2018 - Pro Forma Monthly Cash Flow Statement
August 31, 2017

	Allocation based on FTE Count = 665											FY19	
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Revenue													
Local/State Funding	\$0	\$874,542	\$891,497	\$891,497	\$891,497	\$943,870	\$891,497	\$891,497	\$891,497	\$891,497	\$891,497	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
Title 2 Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0
Contributions & Fundraising	\$6,128	\$3,022	\$16,000	\$16,000	\$14,000	\$14,000	\$14,000	\$14,000	\$100,000	\$14,000	\$20,000	\$4,872	\$0
Program Income	\$720	\$95,492	\$90,000	\$60,000	\$50,000	\$29,500	\$33,000	\$50,000	\$60,000	\$40,000	\$50,000	\$15,080	\$0
Nutrition Program Income	\$144	\$26,836	\$30,000	\$30,000	\$15,000	\$30,000	\$20,000	\$25,000	\$25,000	\$21,000	\$20,000	\$9,850	\$0
Other Income	\$149	\$353	\$500	\$500	\$500	\$700	\$700	\$800	\$1,000	\$1,000	\$1,200	\$1,200	\$500
Total Revenue	\$7,141	\$1,000,245	\$1,027,997	\$997,997	\$970,997	\$1,018,070	\$974,197	\$981,297	\$1,077,497	\$967,497	\$983,697	\$31,002	\$500
Expenditures													
Salaries and Benefits	\$609,264	\$647,806	\$670,000	\$670,000	\$675,000	\$675,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$610,000
Professional Development	\$11,147	\$4,842	\$5,000	\$10,000	\$5,350	\$8,000	\$3,000	\$3,000	\$3,000	\$10,000	\$3,500	\$9,500	\$0
Curriculum & Classroom Expenses	\$23,756	\$40,490	\$16,000	\$5,000	\$8,000	\$7,500	\$10,000	\$15,000	\$2,000	\$8,000	\$6,000	\$9,900	\$0
Program Expenses	\$5,887	\$8,288	\$30,000	\$20,000	\$11,500	\$15,000	\$15,000	\$25,000	\$40,000	\$10,000	\$40,000	\$4,110	\$0
Building & Grounds	\$38,451	\$66,945	\$40,000	\$40,000	\$40,000	\$35,000	\$50,000	\$35,000	\$35,000	\$50,000	\$35,000	\$33,182	\$32,000
Fixed Assets Expenditures	\$100,629	\$1,985	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$3,000	\$2,000	\$2,000	\$2,000	\$500	\$0
Professional Services	\$7,320	\$0	\$15,000	\$15,000	\$4,000	\$930	\$0	\$1,200	\$3,000	\$2,600	\$700	\$50	\$0
Gen&Admin/Insurance/Interest	\$19,265	\$20,680	\$15,000	\$15,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$15,000	\$15,000	\$6,235	\$4,000
Nutrition Program Expenses	\$500	\$22,381	\$20,000	\$20,000	\$15,000	\$14,000	\$17,000	\$17,000	\$21,000	\$16,000	\$16,000	\$2,500	\$0
Equipment Rental (Copiers)	\$240	\$379	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$3,500	\$0
Fundraising Expenses	\$0	\$4,564	\$2,500	\$3,000	\$2,500	\$700	\$1,500	\$2,000	\$30,000	\$500	\$500	\$0	\$0
Total Expenditures	\$816,459	\$818,359	\$823,500	\$808,000	\$781,350	\$776,130	\$816,500	\$816,200	\$851,000	\$819,100	\$823,700	\$769,477	\$646,000
Total Revenues - Total Expenditures	(\$809,318)	\$181,886	\$204,497	\$189,997	\$189,647	\$241,940	\$157,697	\$165,097	\$226,497	\$148,397	\$159,997	\$(738,475)	\$(645,500)
EOM Cash Balance	\$807,501	\$807,501	\$1,011,998	\$1,201,995	\$1,391,642	\$1,633,582	\$1,791,279	\$1,956,376	\$2,182,873	\$2,331,270	\$2,491,267	\$1,752,792	\$1,107,292
	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$798k of investments

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

	Period Ended 8/31/17				
	YTD FY2017 Actual	YTD FY2018 Actual	YTD Budget	YTD \$Variance	FY2018 Budget
Income					
Local/State Funding	\$898,447	\$874,542	\$891,497	(16,955)	8,967,341
Grants	\$0	\$0	\$0	0	15,000
Title 2 Funding	\$9,791	\$0	\$0	0	1,000
Contributions & Fundraising	\$7,770	\$12,035	\$16,128	(4,093)	243,000
Prior year Facilities Grant & Title 1 Funds Received	\$121,225	\$0	\$0	0	0
Program Income	\$76,176	\$96,212	\$70,720	25,492	548,300
Nutrition Income	\$25,356	\$26,979	\$24,144	2,836	250,000
Other Income	\$924	\$502	\$599	(97)	8,700
Total Income	\$ 1,139,689	\$1,010,271	\$1,003,088	\$ 7,183	\$ 10,033,341

0

Expenditures

Salaries and Benefits	\$1,213,498	\$1,257,070	\$1,270,860	13,790	8,160,860
Professional Development	\$15,239	\$18,494	\$17,150	(1,344)	77,500
Curriculum & Classroom Expenses	\$90,208	\$72,784	\$108,752	35,968	196,152
Program Expenses	\$10,256	\$14,175	\$14,390	215	225,000
Building & Grounds	\$67,966	\$113,612	\$88,451	(25,161)	481,633
Fixed Asset Expenditures	\$83,715	\$102,614	\$111,335	8,721	185,835
Professional Services	\$5,095	\$7,320	\$7,520	200	50,000
Gen&Admin/Insurance/Interest Expense	\$48,759	\$43,904	\$49,265	5,361	165,500
Nutrition Program Purchases	\$21,634	\$22,879	\$21,500	(1,379)	180,000
Equipment Rental (Copiers)	\$7,634	\$620	\$1,500	880	50,000
Fundraising Expenses	\$106	\$4,564	\$0	(4,564)	43,200
Reserves Fund	\$35,000	\$21,000	\$21,000	0	210,000
Total Expenditures	\$1,599,110	\$1,679,035	\$ 1,711,723	\$ 32,688	\$ 10,025,680
Operating Income/Loss	\$ (459,421)	\$ (668,765)	\$ (708,635)	\$ 39,871	\$ 7,661

Sitting on a bill until account review

\$1,555,421

Total investments held by ANCS**8/31/2017**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	807,501
		<u>807,501</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>37,433</u> Money Market account
Total invested funds (not at ACB)		799,073
Total restricted funds - reserves		<u>-583,820</u>
Total unrestricted investments		215,253
Grand total ANCS funds		\$1,606,573

Coversheet

Monthly fund development report

Section: VI. Fund Development
Item: A. Monthly fund development report
Purpose: Discuss
Submitted by: Meeghan Fortson
Related Material: September 2017 Fund Development Board Report.pdf



Fund Development Report // September 2017
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // September 19, 2017

2017-2018 Gather & Grow Fund (Annual Campaign):

August 2017 donations received: **\$3,714**

Year to date: **\$6,372**

of donors: **42**

Comparison to 2016:

August 2016 donations received: **\$4,125**

Year to date: **\$7,338**

of donors: **51**

The goal of the 2017-2018 Gather & Grow Fund is to raise **\$125,000** by June 30, 2018, the end of our fiscal year. This represents a small increase over last year's total raised of \$119,915. Our goal of **100 percent family participation** remains the same. All families are encouraged to support the annual campaign at the level that is right for them.

Two months into the fiscal year, the Gather & Grow Fund is tracking just slightly behind where we were last year at this time. The donations received so far are mostly recurring donations and matching gift payments, as no one has been solicited yet.

The 2017-2018 Gather and Grow Fund will kick off the first week of October with the following activities:

- The first **Fund Development Newsletter** will be emailed the week of Oct 2 to announce the goal and kick off the annual campaign.
- The **fall solicitation mailing** will be mailed (Oct 4-6). There will be two versions of the mailing: one to current parents and one to grandparents. The mailing will include a message from Matt Underwood, a pledge card, and a reply envelope.
- Meeghan Fortson will attend a **Faculty and Staff meeting** (tentatively Oct 4) to encourage faculty and staff members to support the Gather & Grow Fund. They will receive the fall solicitation mailing in their mailboxes on campus.



In addition, on **Tuesday, October 3**, from **6-8pm**, we will host a donor appreciation cocktail party at Mediterranea Restaurant and Bakery in Grant Park. A paperless post invitation from “Matt Underwood and the ANCS Governing Board” was emailed on September 12. The purpose of the event is to thank **last year’s** donors who supported the 2016-2017 Gather & Grow Fund at the Nurture donor level or higher. Donors will not be solicited that evening, but it is our hope they will continue to support the school at the leadership level.

As a reminder, our major giving circles are as follows:

Nurture
\$1,000-\$2,499: Sapling Donor

Cultivate
\$2,500 - \$4,999: Oak Donor

Thrive
\$5,000 and up: Leadership Circle

We also extended the invitation to a few special guests, including our 2017 auction sponsors at the Prize Punch (\$1,000) and High Wire (\$2,500) levels. To date, over 40 people are planning to attend the event. The ANCS Governing Board is invited and encouraged to join us in thanking our school’s most generous donors.

2018 Auction:

We are actively recruiting leadership volunteers for the 2018 Wonderball auction. The auction is tentatively scheduled for **Saturday, March 3**. Anyone interested in volunteering for the auction should contact Meeghan Fortson at mfortson@atlncs.org.

Fundraising Software Update:

Over the summer, Matt Underwood, Narin Hassan, Meeghan Fortson, and Kim Kurtz met several times to discuss fundraising software/data management options. After thorough research and demos/meetings in August, the school signed a contract with



Bloomerang (www.bloomerang.co). Meeghan and Kim will have the first onboarding call with Bloomerang on **September 19**, and will then work with Matt to create a timeline and plan for implementation this fall. It is our hope that this software will provide a more efficient and effective solution for our gift and donor tracking, reporting, and acknowledgment needs, while also allowing us to better personalize our solicitation and stewardship efforts in the future.

Meetings/Activities:

- In preparation for the September Board Retreat, Matt Underwood, Mitch White, Meeghan Fortson, and Narin Hassan met on **August 18** to assess Fund Development activities in general, debrief from 2016-2017, and discuss strategy and goals for 2017-2018. It was a productive meeting, in which we reviewed a detailed analysis of the 2016-2017 Gather & Grow Fund. This analysis was distributed to the Board at the retreat.
- On **Sept 6**, Meeghan Fortson and Matt Underwood met with PTCA President Hannah Beth Millman, PTCA Fundraising Coordinator Rachel Ezzo, and Yard Sale Coordinator Angela Christie to discuss fall activities (Yard Sale, Fall Fest, Grandparents Day, Annual Campaign) and to coordinate fundraising efforts. We will continue to meet and coordinate efforts throughout the year.
- Meeghan Fortson, Matt Underwood, and Kim Kurtz (Fund Development Assistant) met with Lucy Fry from Biscuit Studios on **Sept 6** to review all current Gather & Grow Fund materials and branding as well as to discuss upcoming projects for the year, including the fall solicitation letter, new Gather & Grow magnets, and Why I Give narratives.
- On **August 29** and **Sept 8**, Meeghan Fortson, Matt Underwood, and Kim Kurtz met to discuss Fund Development activities, including the Donor Appreciation party and the Fall Gather & Grow Fund Solicitation mailing. We also reviewed new gifts received in August. We will continue to meet monthly, about a week prior to Board meetings.

For a full list of Fund Development solicitations and activities, please see the calendar below.



ANCS
2017-2018 Fund Development
Calendar of Solicitations & Activities
Draft 9/16/17

July

31 Open House at Elementary & Middle Campuses (*Fund Development has a table*)

August

13 New Parent Event

September

October

2 Fund Development Newsletter #1 (*Kick off 2017-2018 Gather & Grow Fund*)
3 Donor Appreciation Event (*2016-2017 Gather & Grow Fund Donors at or above \$1,000*)
4 Faculty Meeting (*Fund Development Chair to attend; encourage support of Gather & Grow Fund*)
6 Fall solicitation letter to Parents and Grandparents
20 Grandparents & Special Friends Day (*Fund Development has a table*)
21 Fall Fest (PTCA)

November

13 Fund Development Newsletter #2 (*Promote GA Gives Day*)
16 Georgia Gives Day (*Make your Gather & Grow Fund Donation if you haven't already!*)

December

18 End-of-year Email Solicitation (*Reminder of 2017 tax deadline*)
21 Alumni Gathering (*tentative*)

January

February

12 Fund Development Newsletter #3 (*Promote Auction, Gather & Grow Reminder*)

March

3 Auction (*tentative*)

April

May

TBD Run With the Wolves (PTCA)
7 Fund Development Newsletter #4 & Social Media Posts (*Promote Annual Campaign Week*)
7-11 Annual Campaign Week (*tentative*)

June

11 June 30 Email Solicitation #1 – *Reminder to give by June 30*
25 June 30 Email Solicitation #2 – *Reminder to give by June 30*
30 June 30 Email Solicitation #3 – *Last day to give to 2017-2018 Gather & Grow Fund*

*** Include messages in Courier as needed throughout the year*