



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

November/December Monthly Board Meeting

Date and Time

Tuesday December 12, 2017 at 6:30 PM EST

Location

ANCS Middle Campus - 820 Essie Avenue, Atlanta 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		Nicholas Chiles	1 m
B. Call the Meeting to Order		Mitch White	1 m
C. Approve Minutes from Prior Board Meeting	Approve Minutes	Nicholas Chiles	3 m
Approve minutes for October Monthly Board Meeting on October 17, 2017			
D. PTCA Report		Hannah Beth Millman	5 m
Standing monthly report from the ANCS Parent-Teacher-Community Association			
E. Principals' Open Forum		Cathey Goodgame	5 m

	Purpose	Presenter & Lara Zelski	Time
Standing monthly opportunity for ANCS principals to share highlights from each campus.			
II. New Business			6:45 PM
A. ANCS Nondiscrimination Policy - First Read	Discuss	Matt Underwood	10 m
First read of proposed nondiscrimination policy			
B. Board Nominations Policy - First Read	Discuss	Lia Santos	5 m
First read of proposed updates to board nominations policy			
C. 2018 Board Nominations Subcommittee	Vote	Meeghan Fortson	5 m
Vote on members of 2018 board nominations subcommittee			
III. Old Business			7:05 PM
A. 2018 Strategic Planning Update	FYI	Laura Melton	5 m
Update on process of updating ANCS strategic plan			
IV. Executive Director's Report			7:10 PM
A. Quarterly Performance Dashboard	Discuss	Matt Underwood	15 m
B. Fall Feedback Surveys Summary	Discuss	Matt Underwood	15 m
Summary of data from fall 2017 surveys of students, teachers/staff, and parents/caregivers			
C. Diversity & Equity Initiative Update	Discuss	Matt Underwood	15 m
V. Business & Operations			7:55 PM
Business & Operations			
A. Monthly financial statements & reports	Discuss	Ryan Camp & Kari Lovell	15 m
VI. Educational Excellence			8:10 PM
Educational Excellence			

	Purpose	Presenter	Time
A. Fall 2017 MAP Report	Discuss	Tiffany Mitchell & Matt Underwood	15 m
Review of data from fall 2017 administration of Measures of Academic Progress			
B. Public Affairs Subcommittee Report	FYI	Eric Teusink	5 m
VII. Governance			8:30 PM
A. Monthly Governance Report	Discuss	Joyce Gist Lewis	10 m
VIII. Fund Development			8:40 PM
Fund Development			
A. Monthly fund development report	Discuss	Meeghan Fortson	10 m
IX. Executive Session			8:50 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			9:05 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 October Monthly Board Meeting on October 17, 2017

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

October Monthly Board Meeting

Date and Time

Tuesday October 17, 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, Laura Melton, Lia Santos, Meeghan Fortson, Mitch White, Nakia Echols, Nicholas Chiles, Philippe Pellerin, Ryan Camp, Tiffany Mitchell

Directors Absent

Howard Franklin, Tara Stoinski

Ex Officio Members Present

Matt Underwood

Non Voting Members Present

Matt Underwood

Guests Present

Cathey Goodgame, Jessica Gowen, Jessica Story, Karen Miller, Kari Lovell, Kristen Daniel, Lara Zelski, Lawrence Williams, Marcus Griffin, Sarah Lisle, Verney Clarke

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 Oct 17, 2017 at 6:34 PM.

C. Approve Minutes from Prior Board Meeting

Nicholas Chiles made a motion to approve minutes from the September Board Meeting on 09-19-17 September Monthly Board Meeting on 09-19-17.

Tiffany Mitchell seconded the motion.

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

D. PTCA Report

Paige Teunsink from the PTCA made a report to the board, attached.
Membership up by 50% over last year.

E. Principals' Open Forum

Lara Zelski made a report to the board about the Elementary Campus.

EC: Parent Teacher Conferences just wrapped up. Grandparent and special friends day on Friday.

Cathy Goodgame made a report to the board about the Middle Campus.

MC: Student-led conferences start next week. Zombie Prom is also coming up after conferences.

II. New Business

A. Annual Financial Audit Presentation

Jessica Story presented the annual audit. Presentation is attached.

Board Member Lewis asked what the standard percentage is for Instruction. Ms. Story answered 60% is a minimum.

Board Member Teusink mentioned that the CREATE program skews the instruction and staff development numbers.

Ms. Story offered to redo graphs pulling the CREATE funds out.

III. Executive Director's Report

A. CREATE Teacher Residency Program Update

Elizabeth Hearn provided a quarterly update on the CREATE program. Presentation is included in the meeting packet.

B. Changes to CCRPI

Matt Underwood reported on changes to the CCRPI. Details are included in the board packet.

Board Member Teusink suggested that questions go to the Educational Excellence and Accountability committee.

C. GaDOE Charter Schools Annual Report

Matt Underwood reviewed the Annual Report submitted to the GA DOE. Information is included in the packet for the meeting.

IV. Business & Operations

A. Monthly financial statements & reports

Board Member Ryan Camp made a presentation to the board about current month financials. A summary is provided in the meeting packet.

V. Governance

A. Monthly Governance Report

Lia and Joyce will be meeting to work on Governance transition.

Because there is only one more meeting this calendar year, keep in mind any business that needs to be wrapped up this calendar year (e.g., nominating committee for new board) must be covered in next meeting.

Anyone on the nominating committee needs to have a lot of schedule flexibility in February and March in order to attend ALL interviews.

VI. Fund Development

A. Monthly fund development report

Board Member Meegan Fortson provided a report on the Fund Development Committee. Report is included in the board packet.

Any ideas/suggestions for additional outreach opportunities - please see Meegan.

Meeghan and PTCA will be meeting to get messaging clear about what \$ goes to Gather and Grow and what goes to PTCA.

Still searching for an auction chair.

VII. Educational Excellence

A. Monthly Educational Excellence Report

No meeting this past month. Setting up a meeting with Nancy Lamb, school psychologist, about MAP.

B. Public Affairs Subcommittee Report

ANCS, Drew and KIPP will be hosting an APS school board candidate forum on 11/1 at 6:30 at Drew's Theater.

VIII. Executive Session

A. Executive Session

No executive session.

IX. Closing Items

A. Brief Meeting Reflection

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:04 PM.

Respectfully Submitted,
Mitch White

Coversheet

PTCA Report

Section: I. Opening Items
Item: D. PTCA Report
Purpose: FYI
Submitted by:
Related Material: PTCA Report December 2017.docx

ANCS PTCA Board Report December 2017

Overview

Lots of great things going on in December!

Dine Outs

Two Dine Outs were held as fundraisers this month, one at Doc Cheys and one at Your Pie. The Dine Out at Your Pie was done with Parkside and Wesley International. We will announce totals raised from these in January.

3rd/4th Friday Coffees

Piedmont Hospital has graciously offered to sponsor the EC and MC coffees for the rest of the year. We plan to sell more spirit wear at the EC coffee this month, and will have a Meet and Greet with Matt Underwood at our January EC coffee. We raffled off two handmade, donated coffee mugs at the MC coffee.

Membership

Since August 1st, we have welcomed close to **300** members to the PTCA, which is an all-time high! Those EC classes that have reached the goal - and a pizza party - are being announced at morning meetings. 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

Our next big undertaking will be the school yearbooks. We have partnered with TreeRing this year in an effort to streamline the process. We currently have no committee for this, and plan to request one volunteer from each grade.

Goals

Increase PTCA membership
Increase ANCS/PTCA volunteerism
Increase PTCA awareness

Upcoming PTCA Events:

Next Executive Board Meeting: Wednesday, December 20th at 7:00pm. We are meeting at a restaurant to celebrate the Holiday Season.

Next Campus-Wide PTCA Meeting: Tuesday, January 9th at the EC at 6:30pm. There will be a brief PTCA meeting followed by a sex education presentation by Amy Howard, licensed therapist and ANCS parent.

Mini Grant Deadline: Tuesday, January 23rd at 5pm. Winners will be selected at the Board Meeting on January 24th.

Submitted by Hannah Beth Millman

Coversheet

ANCS Nondiscrimination Policy - First Read

Section: II. New Business
Item: A. ANCS Nondiscrimination Policy - First Read
Purpose: Discuss
Submitted by: Matt Underwood
Related Material: Nondiscrimination policy_Dec 2017_DRAFT.pdf

BACKGROUND:

ANCS does not currently have a formal nondiscrimination policy as a part of its board-approved policies. In order to protect students and employees from potential discrimination, the ANCS leadership team proposes this draft nondiscrimination policy language.

RECOMMENDATION:

Review and discuss - vote on final policy language in January 2018



Proposed Nondiscrimination Policy language:

ANCS believes that all students and employees are entitled to equal opportunities regardless of their race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, ancestry, or any legally protected status. No student or employee shall be subjected to discrimination or harassment because of the student or employee's race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, ancestry, or any legally protected status in any of ANCS's programs, activities, or practices.



Coversheet

Board Nominations Policy - First Read

Section: II. New Business
Item: B. Board Nominations Policy - First Read
Purpose: Discuss
Submitted by:
Related Material: 2017.11.28.Board Nominations Policy Draft Revisions to Present.docx

Board Nominations

Purpose

This policy outlines the steps involved in the nomination of Board members.

Duration

This policy is permanent, but it is subject to yearly revision ~~in February~~ by the Board Chair and Nominating Committee.

Policy

The ANCS Nominating Committee is elected by and accountable to the Board of Directors to recruit Board members who shall carry out the mission, vision, and strategic plans of ANCS.

In accordance with the values of the ANCS, the Nominating Committee shall seek to ensure that the Board of Directors is inclusive and at least parallels the diversity of our community. If there is a high degree of diversity at the Board leadership level, we hope that our policies, priorities, and plans will include those diverse perspectives.

SECTION 1. The Nominating Committee

1. ~~At the October~~ No later than the December Board meeting, the current Board Chair will nominate a current Board Member to Chair the Nominating Committee. This Chair will solicit interested Board Members to form the Nominating Committee team members for the upcoming board recruitment cycle.
2. ~~At the~~ No later than the December ~~January~~ January Board meeting, the Nominating Committee Chair ~~current Board Chair~~ will present the complete list of Board Members to serve on the Nominating Committee for the upcoming board recruitment cycle. The Board votes to approve the recommended Nominating Committee at the December Board meeting.
3. ~~The appoint a~~ Nominating Committee will ~~to~~ solicit and review nominations, and ~~to~~ bring a recommended slate of Board members to the Board for approval no later than at the ~~April~~ June ~~March~~ Board meeting.
2. This committee will include at least the Board Chair or ~~Chair-Elect~~ and The ~~Executive Director~~. ~~Each Campus Principal is invited to participate in interviews and the selection process but will not be a voting member of the Nominations Committee., and Campus Principals.~~
3. The Chair of the Nominating Committee is a current Board Member and to-be nominated by the Board Chair ~~Chair-Elect~~. The Candidate should be a fully engaged, active member

of the board with the time required to successfully execute the annual recruitment process.

4. Three to four additional Board Members will serve on the Nominating Committee. Limited additional members of the ~~Board~~ or school community may also be appointed (for example, a member of the PTCA Executive Committee, a community member with board leadership development experience, etc).
5. Sessions of the Nominating Committee regarding individual candidates shall be considered confidential.
6. At the first Nominating Committee meeting each year, the committee shall review the nominating policy and procedures and recommend changes to or continuation of the existing policy and procedures to the Board of Directors ~~at the February Board meeting.~~

~~The Nominating Committee will survey current Board members to determine the range of skills, knowledge, interests, experience, diversity, geographic location, available volunteer time, and length of time on the Board.~~

~~The Nominating Committee will report the survey findings to the Board Chair and Chair-Elect to facilitate discussion and identify priority needs for that year's recruiting. This will take place at the Board's Mid-Year Retreat.~~

SECTION 2. Call for Nominations

1. After determining the Board positions to be filled, a call for nominations for Board members will be made to the school community ~~in February~~, allowing at least two weeks for a response.
2. This call for nominations will be distributed to all current families, shared with faculty and staff, and shared at informational meetings for new families.
3. The notice will describe the skills and experience the Nominating Committee is seeking and ask suitable interested candidates to complete the online application ~~contact the Nominating Committee Chair.~~ There will be an information session held for all interested candidates prior to the February Board Meeting.

SECTION 3. Vetting of Candidates

1. Persons submitting their names will receive a package of relevant information about ANCS. ~~This e-package will include~~ contain the following:
 - The election process, as determined by ANCS Bylaws and this policy
 - Expected commitment and applicable Board job descriptions

- o An overview of the ANCS mission and vision

- Not Peer Reviewed**
2. They will be asked to confirm their intention ~~to attend~~ by completing the online filing ~~of a brief application form, to include~~ personal profile information and references.
 3. At least one rReference will be consulted for each candidate being considered. ~~s may be consulted when the candidate is unknown to the committee, when the candidate has been unable to attend the information meeting, or when the committee feels that reference checking will assist it in making appropriate recommendations.~~
 4. Interviews of selected candidates will be conducted in person by the Nominating Committee.
 5. Candidates who are selected for an ~~have passed the committee~~ interview will be encouraged to invited ~~to attend a~~ the March Board meeting. They may then be asked, at the discretion of the Nominating Committee ~~Chair-Elect~~, to submit a written assessment of the meeting. This assessment will be used to ascertain their specific fit for the Board given their observations and ideas.

SECTION 4. Filing the Slate, Presentation, and Approval

1. To prepare a slate of Board nominees, the Nominating Committee will first consider those Board members who wish to renew their membership for another term, providing those members have demonstrated by meeting attendance and active participation an interest and commitment to ANCS.
2. In filling the slate, the Nominating Committee will consider continuity, access to new or a variety of networks in the community, skills, and diversity.
3. The Nominating Committee will then choose from the signed applications those persons who are considered to might best meet the needs of the Board.
4. The full Board shall consider and vote on the slate as recommended ~~at the April~~ no later than the June Board meeting.

Resources

For the Nomination form, see [Policy Forms](#).

Approval

Policy approval date:	Policy effective date:	Policy review date:
11/19/13	11/19/13	08/17

Coversheet

2018 Board Nominations Subcommittee

Section: II. New Business
Item: C. 2018 Board Nominations Subcommittee
Purpose: Vote
Submitted by:
Related Material: Email to Board on November 28.pdf

Date: November 28, 2017
To: 2017-2018 ANCS Governing Board
From: Meeghan Fortson
Re: Proposed Nominating Committee Slate for December Vote

Dear ANCS Board,

The Governance Committee met earlier this month to determine the proposed slate for the Nominating Committee, which determines the slate of new board members for the 2018-2019 year. **We will vote on this proposed slate at the December meeting.** Many thanks to Nick, Nakia, Lia, and Matt for their willingness to serve on the committee.

Proposed Slate for 2018 Nominating Committee:

Nick Chiles
Nakia Echols
Lia Santos
Matt Underwood
Meeghan Fortson (Nominations Chair)

The following board members are scheduled to roll off at the end of the 2017-2018 year, which means we will be looking to fill *up to 5 spots* on the board:

Ryan Camp
Tiffany Mitchell
Philippe Pellerin
Tara Stoinski
Mitch White

As a reminder, it is the responsibility of the entire board (not just the Nominating Committee) to recruit new prospective members. Please start talking to friends, neighbors, and colleagues who might be interested, and be thinking about what skills/experiences are needed on the board once these five members roll off. Please bring your ideas and suggestions to the January Mid-Year Retreat, where we will conduct a discussion on the skills and experiences to look for in new board members.

The application process will begin in January and interviews will be conducted in March-April. An info session for prospective board members will be held prior to the Governing Board meeting on **February 27**; current board members are encouraged to attend if possible.

Please email me directly if you have any questions, comments, or concerns about any of the information above.

Thanks, all!

Meeghan

Coversheet

Quarterly Performance Dashboard

Section: IV. Executive Director's Report
Item: A. Quarterly Performance Dashboard
Purpose: Discuss
Submitted by:
Related Material: ANCS performance dashboard_fall 2017.pdf

ANCS Performance Dashboard (last updated November 20, 2017)	K-8			Notes
	2017-18 SY	Jul-Oct	Nov-Feb	
Educational Program Outcomes				
Avg % of students Proficient/Distinguished ELA EOG Milestones				After 2017, goal to be above three-year avg
Avg % of students Proficient/Distinguished Math EOG Milestones				4% increase since 2015; After 2017, goal to be above three-year avg
Percentage of students passing ELA EOG Milestones in top 10% of district				
Percentage of students passing Math EOG Milestones in top 10% of district				
National norm referenced test - MAP Reading (% of students meeting growth targets compared to national avg - conditional growth percentile rank)	55			target to be above 50
National norm referenced test - MAP Math (% of students meeting growth targets compared to national avg - conditional growth percentile rank)	58			target to be above 50
National norm referenced test - MAP Reading (average NPR)	92			target is to show growth & be at/above 70 NPR
National norm referenced test - MAP Math (average NPR)	84			target is to show growth & be at/above 70 NPR
Projected proficient & above on ELA Milestones (based on MAP)	60%			
Projected proficient & above on Math Milestones (based on MAP)	57%			
Torrance Test of Creative Thinking composite average				charter goal; critical/creative thinking assessment will be given in 2nd and 7th grades to compare growth in standard scale score
Students appropriately academically challenged (based on survey responses)	93%			target is to be at/above 90%
CCRPI higher than district/state		Yes		required charter goal
"Beating the Odds" as determined by GaDOE				required charter goal
School Climate & Culture				
% students receiving a level 3/4 behavioral referral	4%			target is to be under 5%
% students who feel there is safe learning environment (based on survey responses)	93%			target is to be at/above 90%
Student well-being measures higher than national avg (as measured by Gallup)		Yes		new charter goal; Gallup Student Poll given in grades 5-8 to measure "hope" and "engagement"
% students absent less than 10% of enrolled days	97%			
3-star rating or higher on Georgia Climate Star rating		Yes		required charter goal; both campuses received 4 stars
% students qualifying for FRL	13%			charter goal aim to be between 30-50% by 2021; K FRL rate 3% higher than last year
Stakeholder Satisfaction				
Student satisfaction (based on survey responses)	88%			target is to be at/above 90% or prior year baseline
Parent satisfaction (based on survey responses)	98%			target is to be at/above 90% or prior year baseline
Teacher/staff satisfaction (based on survey responses)	98%			target is to be at/above 90% or prior year baseline
Student re-enrollment for following school year	97%			
High School Readiness				

% of 9th grade alumni who respond that ANCS prepared them well for HS (based on alumni survey responses)				target is to be at/above 90%
% ANCS alumni passing 9th Grade Lit/Comp EOC Milestones (as compared to district/state)				test typically taken in 9th grade
% ANCS alumni passing Coord Algebra EOC Milestones (as compared to district/state)				test typically taken in 9th grade
% ANCS alumni passing Biology EOC Milestones (as compared to district/state)				test typically taken in 9th grade
% ANCS alumni passing U.S. History EOC Milestones (as compared to district/state)				test typically taken in 11th grade
Leadership & Organizational Performance				
% of responses rated "Strongly Agree or Agree" for "This teacher has helped my learning this year" (based on student survey responses)				Previously used state-mandated personnel survey for this measure
Employee recruitment (% open positions filled by May 31)				
Employee retention (% offered contracts who return)				
Average daily employee attendance	95%			target is to be at/above 95%
Met all charter organizational goals	Yes			includes updating strategic plan, clean audit, & annual review of ED
Financial Management & Resource Development				
Annual campaign on track to financial goal				
Annual campaign family participation %				
Grant funds received	\$75,000			
Positive projected net operating income	Yes			

Coversheet

Fall Feedback Surveys Summary

Section: IV. Executive Director's Report
Item: B. Fall Feedback Surveys Summary
Purpose: Discuss
Submitted by:
Related Material: Copy of 2017_Fall Surveys summary_for board.pdf



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

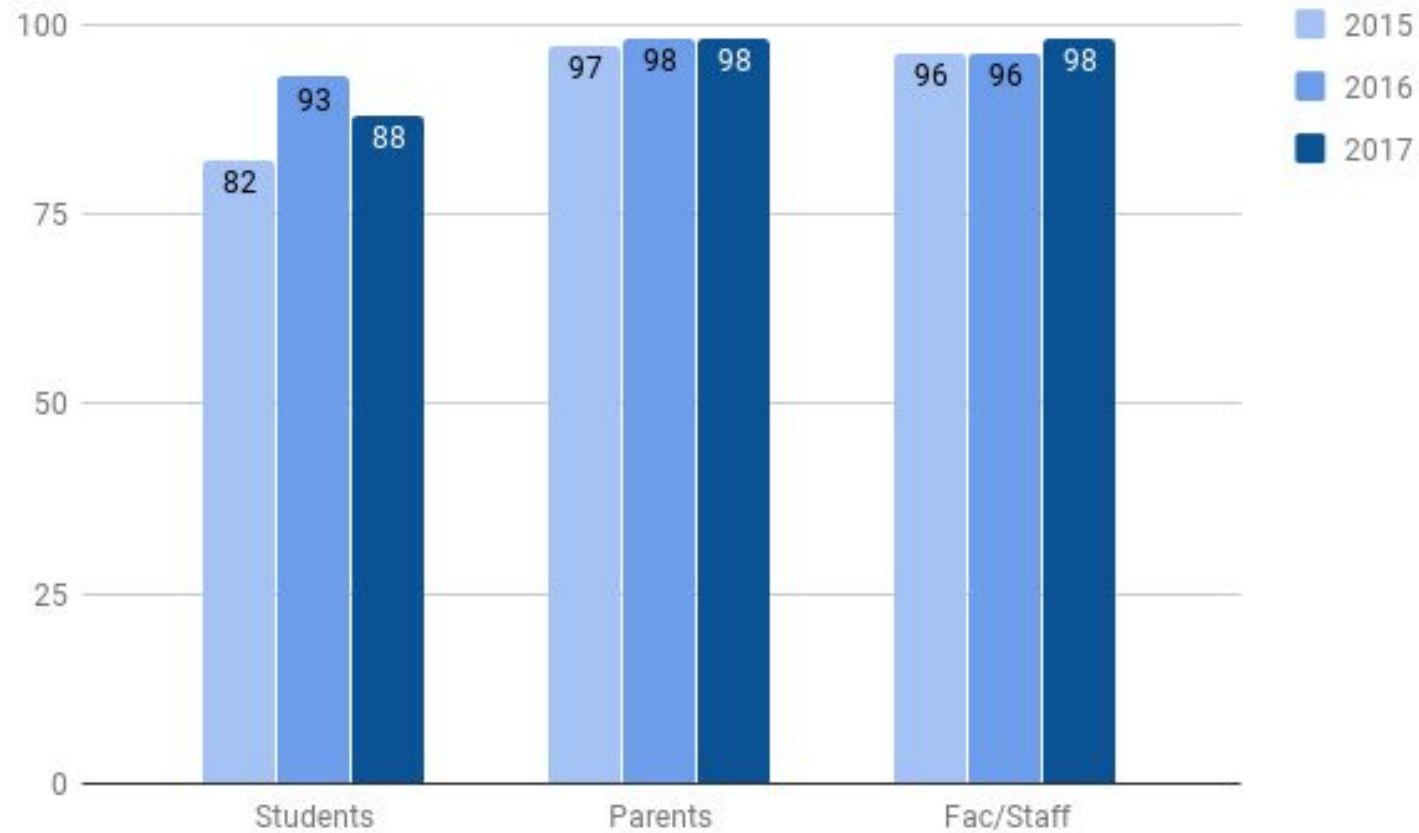
FALL 2017 FEEDBACK SURVEYS REPORT

PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR

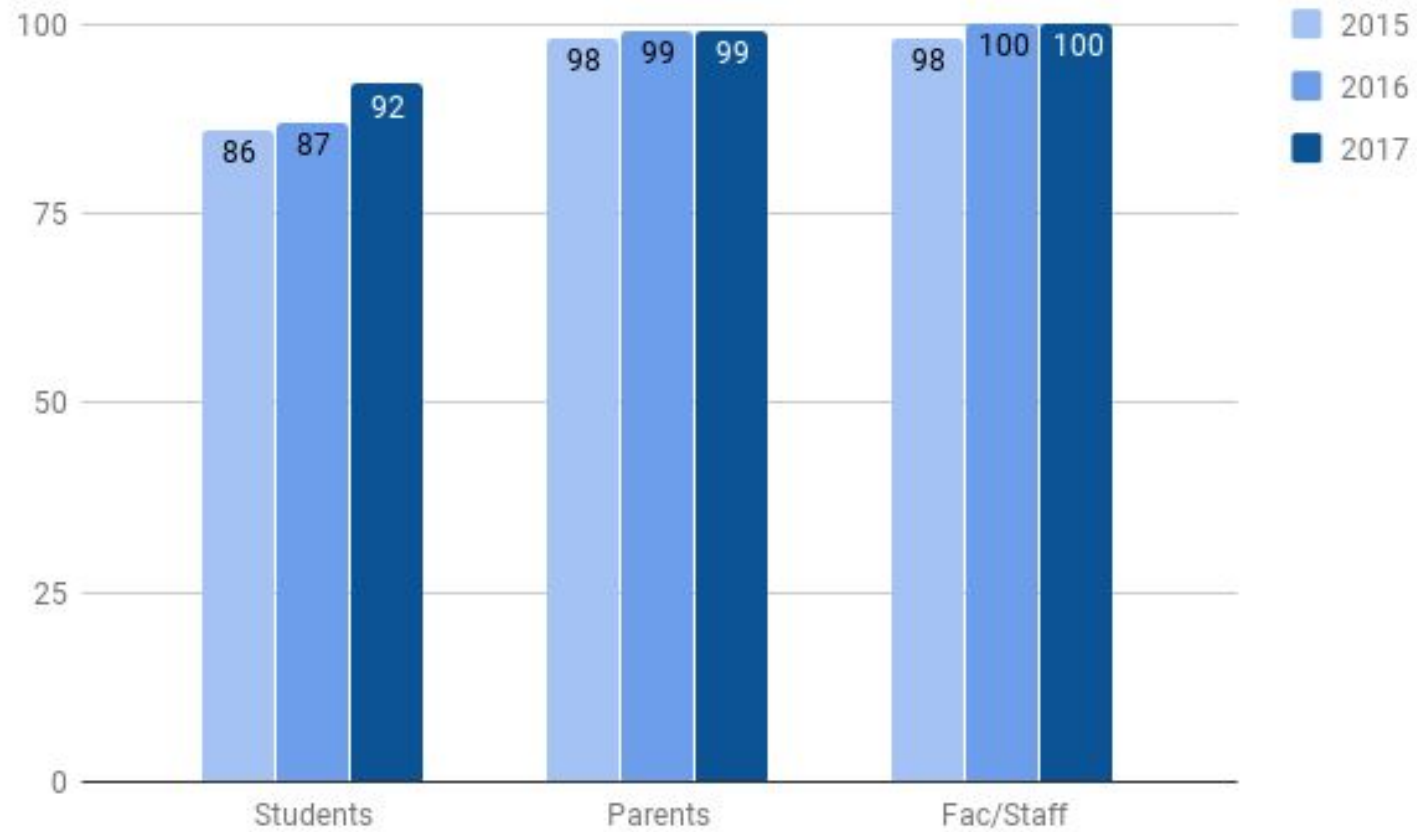
Stakeholder Feedback Surveys

- Three times each year, students (grades 3-8), parents/guardians, & faculty/staff have opportunity to give feedback on short surveys
- Core set of survey questions remains the same from survey to survey
- Additional questions rotate in and out of surveys
- The first surveys of 2017 were available from late Sept thru early Oct
- Response rate for surveys
 - 405 student respondents (*426 in fall 2016*)
 - 199 parent/guardian respondents (*188 in fall 2016*)
 - 54 faculty/staff respondents (*53 in fall 2016*)
- Following graphs represent % indicating “Always” or “Frequently”

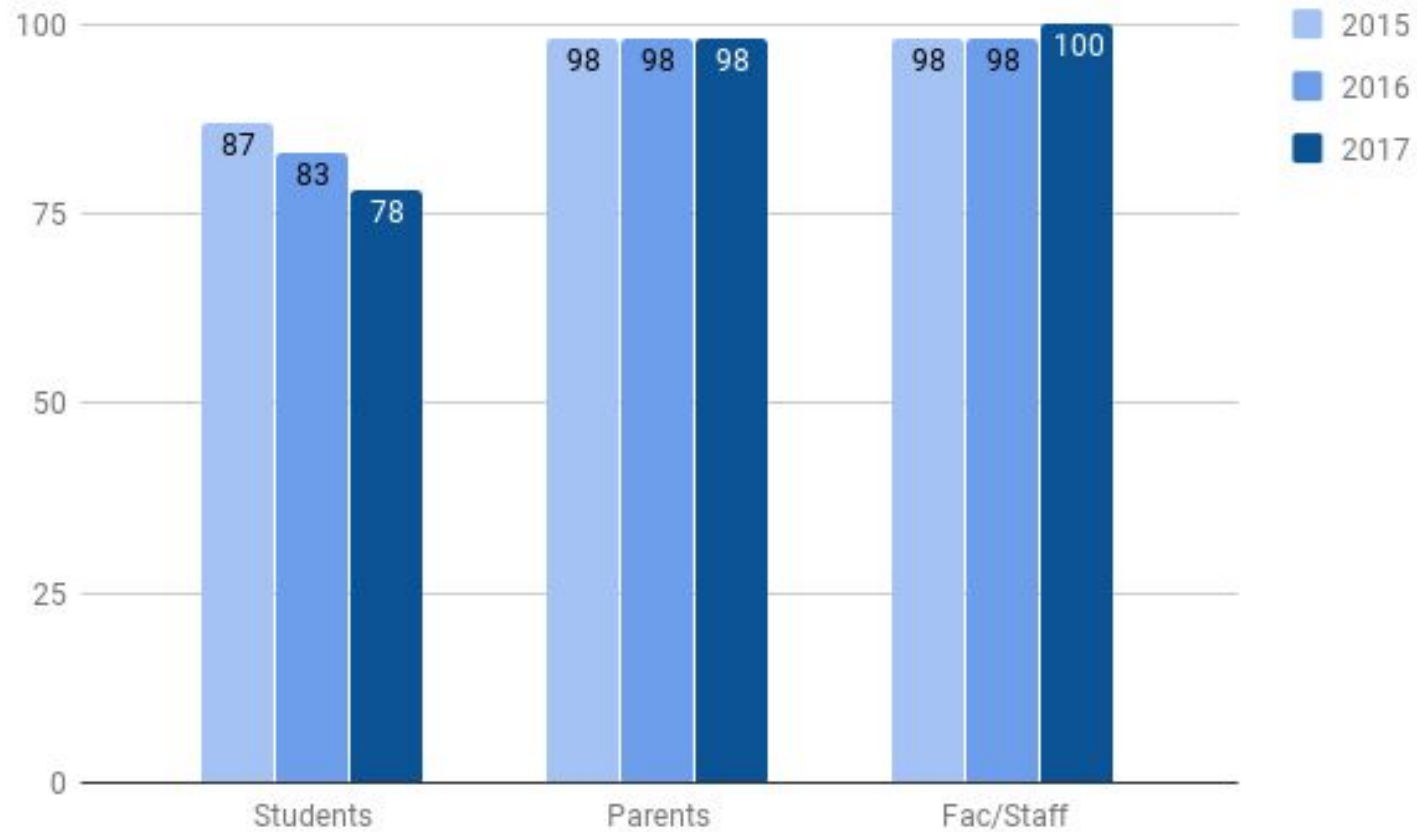
Overall satisfaction with ANCS



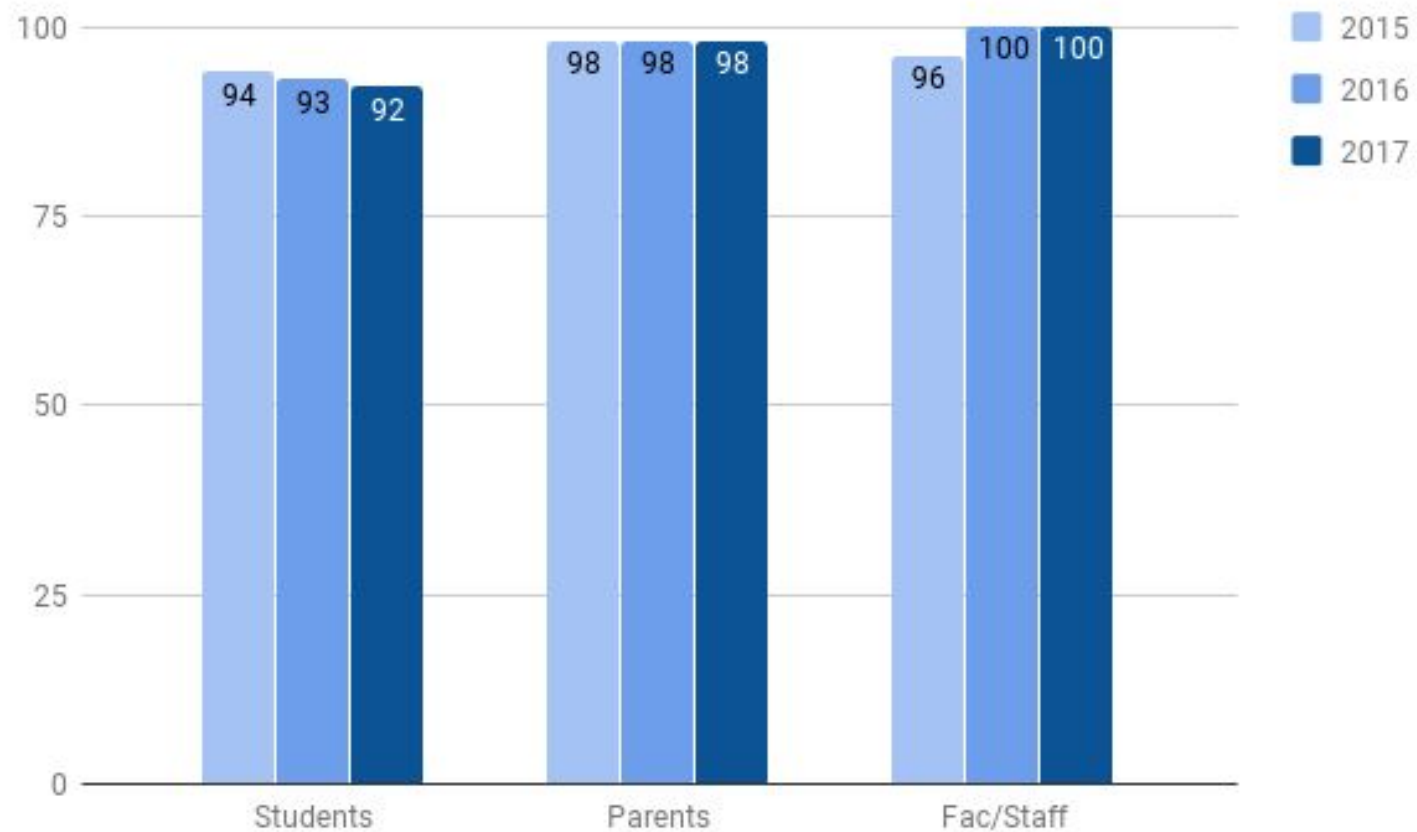
Students known well



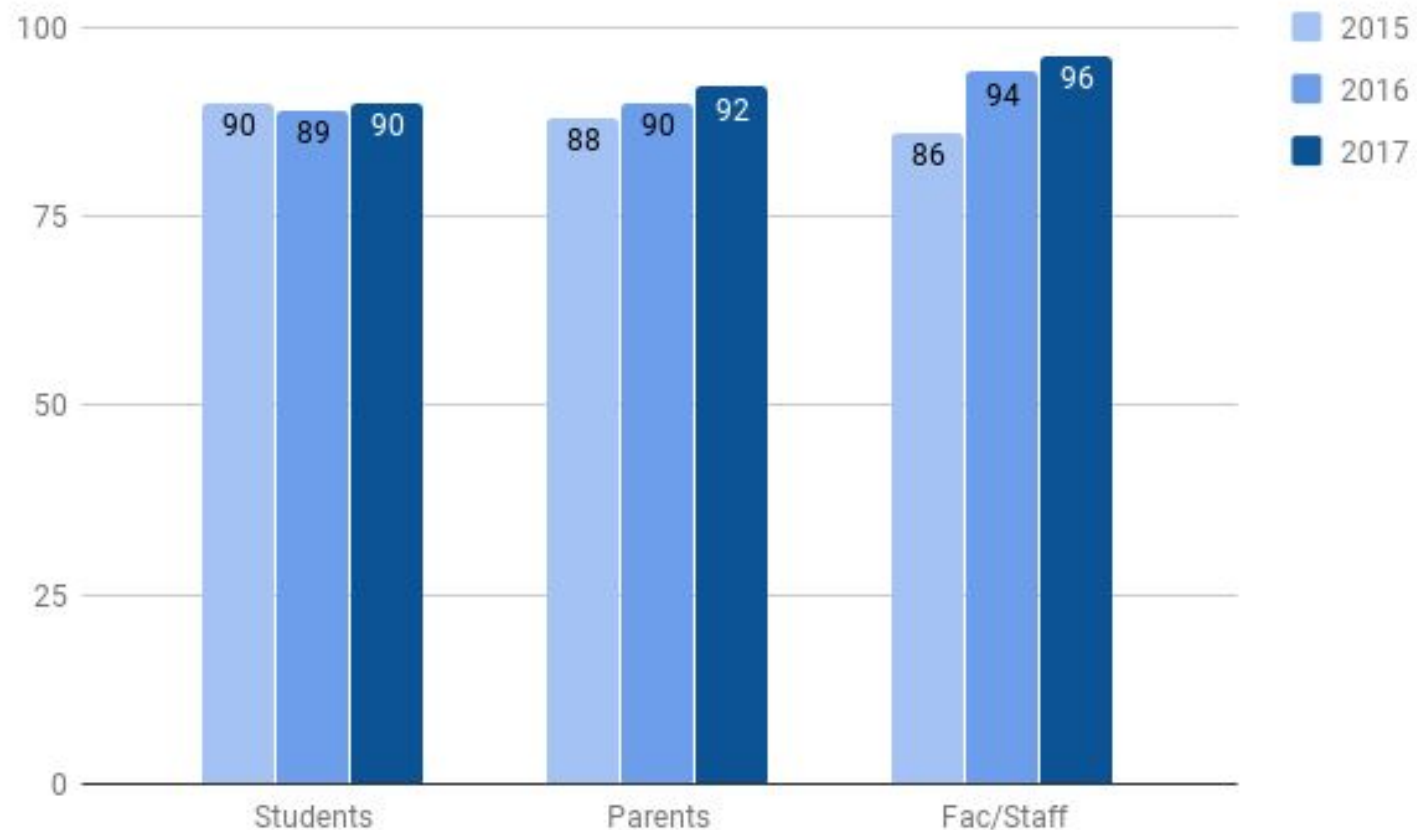
Engaged in meaningful learning



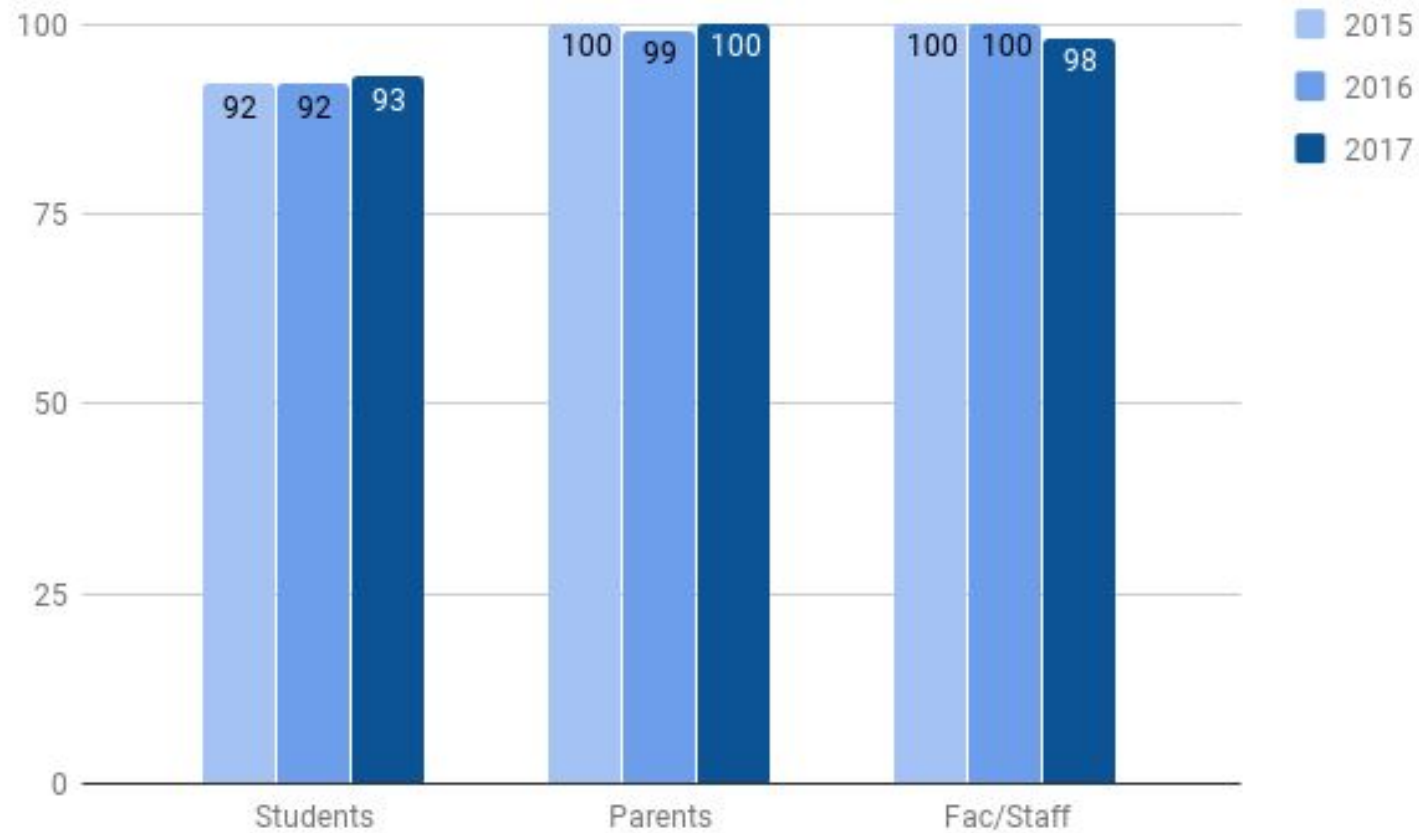
Students provided appropriate academic support



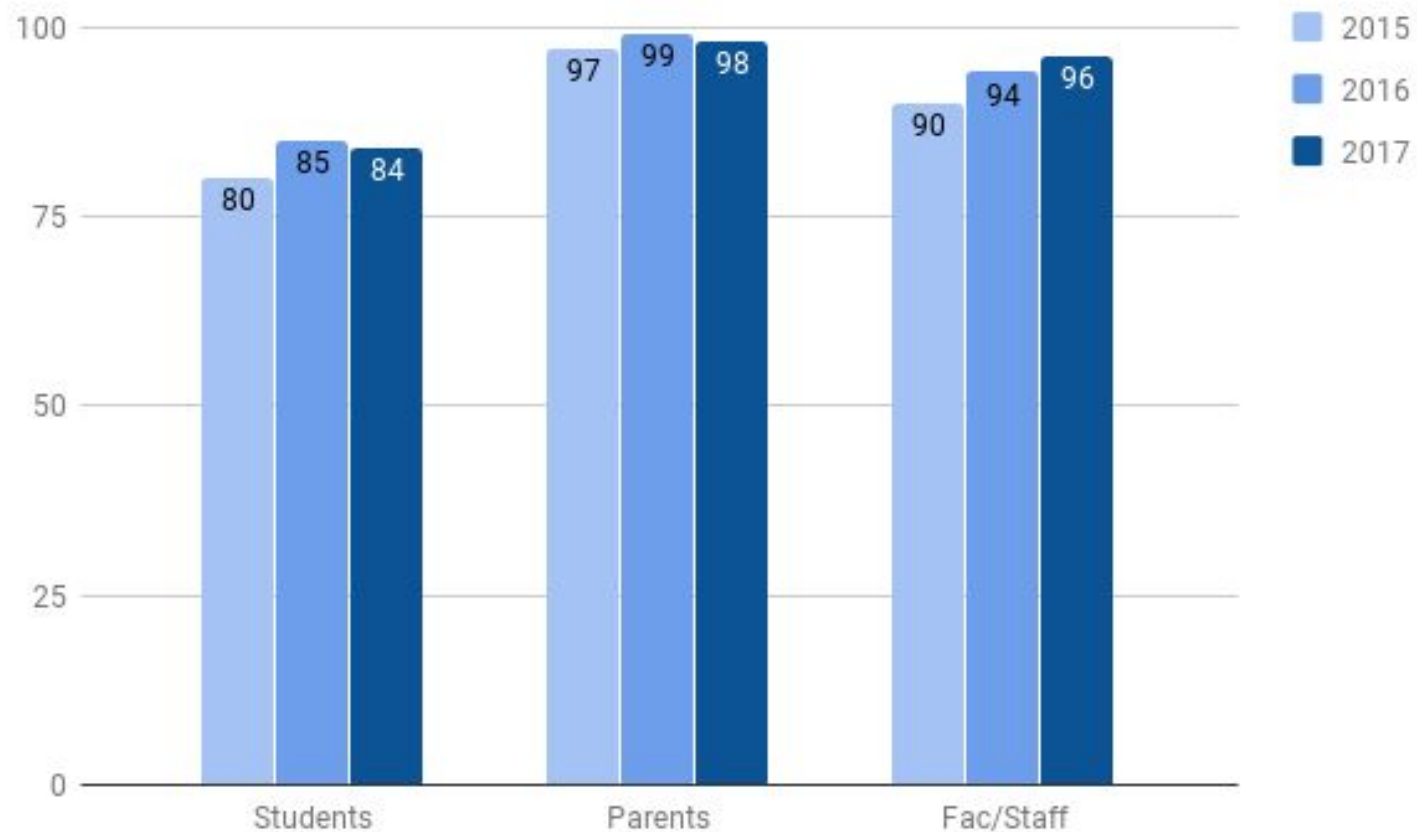
Students provided appropriate academic challenge



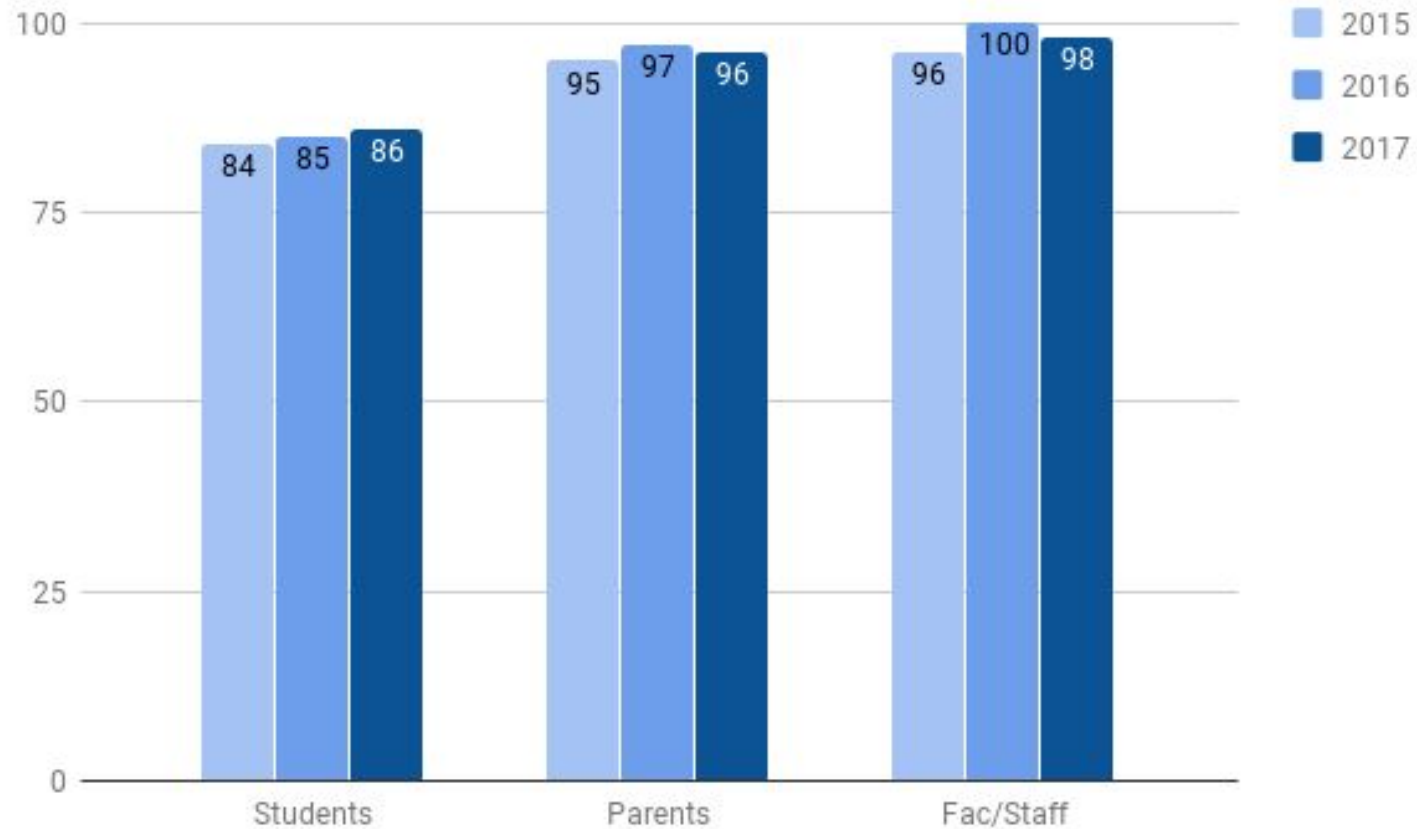
Safe learning environment



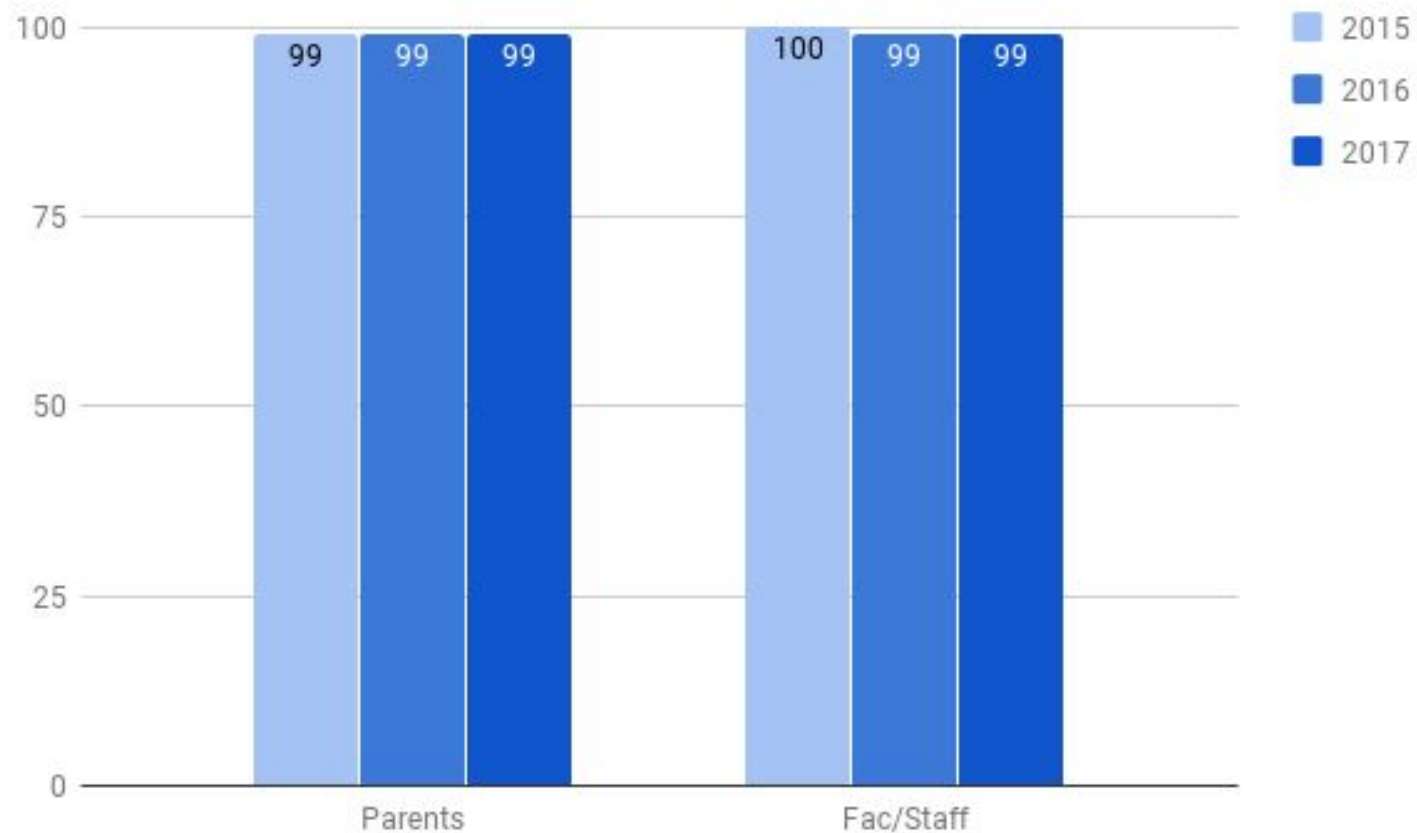
Clean, well-maintained learning environment



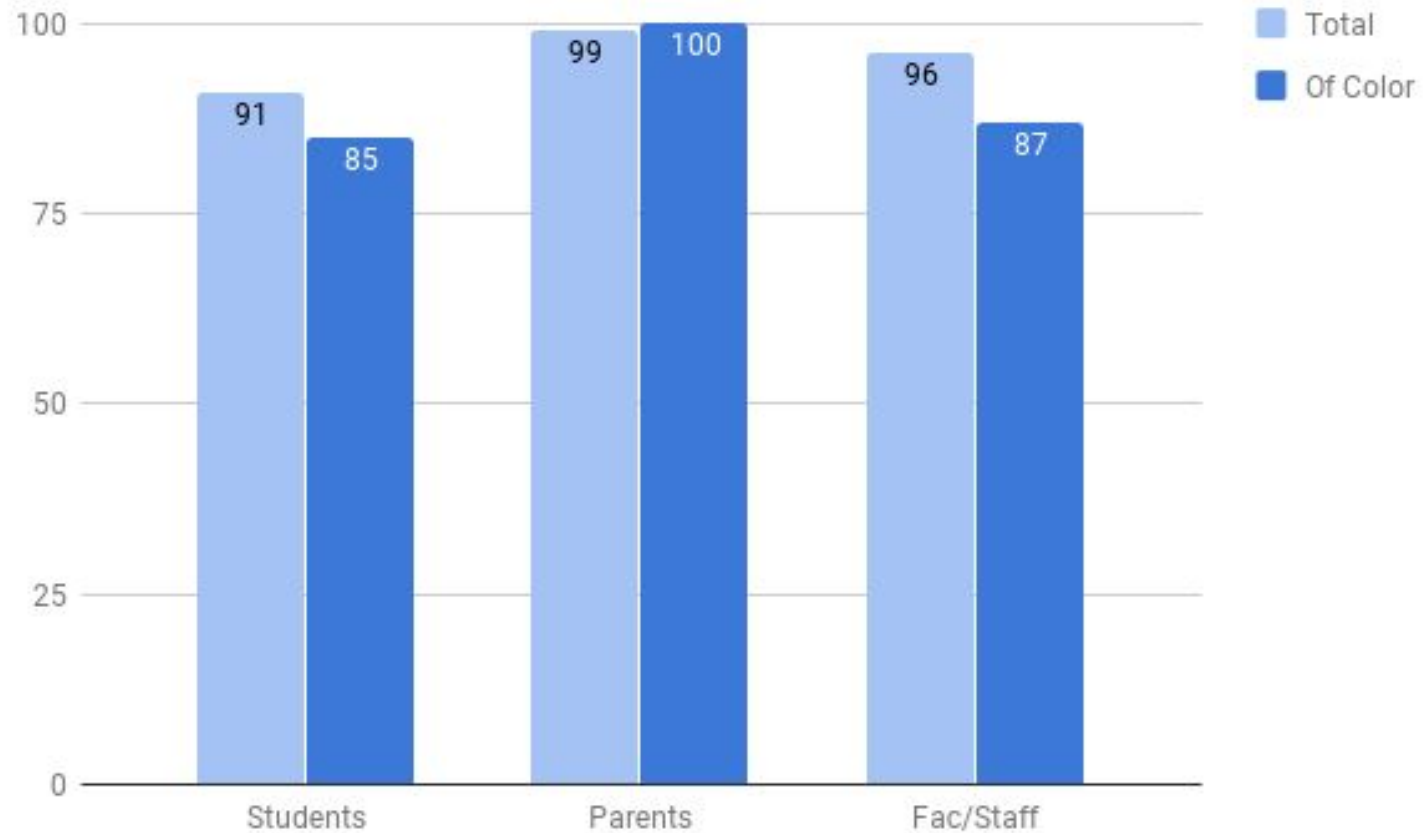
Effective communication between classroom and home



School leadership effectively communicates news, events, and decisions



ANCS is inclusive and supportive of students/families regardless of background



Coversheet

Diversity & Equity Initiative Update

Section: IV. Executive Director's Report
Item: C. Diversity & Equity Initiative Update
Purpose: Discuss
Submitted by:
Related Material: Diversity & equity initiative update_Dec2017 (2).pdf



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

DIVERSITY & EQUITY STRATEGIC INITIATIVE UPDATE

PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR | December 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%

Focus for 2016-17 school year

- Build capacity for teachers to help lead equity work
- Establish representative diversity & equity team
- Continue relationship building in neighborhoods underrepresented in ANCS enrollment

Building capacity for equity work

- Since June 2017, 12 ANCS faculty members have participated in [iGroup training](#) to support coaching for equity
- Planning for further iGroup trainings in summer
- Held 4 campus-specific or full faculty diversity and equity sessions focused on issues of race and class at ANCS
- Matt Underwood, Mark Sanders attending convening of [Diverse Charter Schools Coalition](#) member schools in Denver in January
- Promoting community screening and discussion of film [*I'm Not Racist...Am I?*](#) (ANCS teachers and staff viewed and discussed film at summer retreat)

Establish diversity/equity team

- Nov 2 held informational meeting for any parents/caregivers and faculty/staff to learn more about new “diversity and equity action team” forming to help provide leadership on issues of diversity and equity at ANCS
- 43 people expressed interest in learning more
- First meeting of those who signed up to join core team is scheduled for Wednesday, Dec 13 - initial facilitation to be provided by McKenzie Wren

Relationship building in community

- Faculty outreach team met at ANCS with resident engagement coordinator at Martin Street Plaza
- ANCS hosting “family game night” at Martin Street on Thurs, Dec 14 with dinner and games for all ages
- Matt Underwood recently met with Rainbow Housing resident coordinator at Trestletree Village to establish relationship
- Working on finalizing an ANCS meet and greet with Trestletree families in January

2018 enrollment/weighted lottery process

- **Feb 2018:** Parents of siblings & students of employees/board *and* parents of all other new students complete online enrollment app (optional question about “economically disadvantaged” status)
- **March 2018:** Jarod Apperson analyzes enrollment data and makes recommendation to board for weight in lottery; lottery held and offers of enrollment distributed

Coversheet

Monthly financial statements & reports

Section: V. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: Discuss
Submitted by:
Related Material: November 2017 Board Memo.docx
11_30_17 Finance Committe Report FY18.pdf



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: December 2017 Business and Operations Report Summary

Date: December 12, 2017

Cash Position – Cash and investment balance is \$1,672,546 with \$872,990 in operating cash and \$799,556 in CD and Money market accounts. \$646,820 of invested funds are allocated as reserve funds.

Allocation – Per the boards agreement that was reached with APS, we received a ½ allocation payment in November. We will also receive a ½ payment in December. Repayment of the deferred allocation per the agreement will result in a double payment in January. Cash on hand is sufficient to cover expenses until that time.

Grants to Green – Solar panels are fully installed and functioning. We have already recognized a 9% monthly bill savings in the partial month that they have been operational.

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2018 - Pro Forma Monthly Cash Flow Statement
November 30, 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	\$871,465	\$875,823	\$435,716	\$435,716	\$1,782,994	\$891,497	\$891,497	\$891,497	\$891,497	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$50,000	\$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	\$4,637	\$20,409	\$29,011	\$14,000	\$14,000	\$14,000	\$100,000	\$14,000	\$20,000	\$4,872	\$0
Program Income	\$720	\$95,492	\$62,229	\$33,669	\$55,036	\$29,500	\$33,000	\$50,000	\$60,000	\$40,000	\$50,000	\$15,080	\$0
Nutriton Program Income	\$144	\$26,836	\$31,385	\$33,663	\$29,726	\$30,000	\$20,000	\$25,000	\$25,000	\$21,000	\$20,000	\$9,850	\$0
Other Income	\$149	\$353	\$208	\$151	\$353	\$700	\$700	\$800	\$1,000	\$1,000	\$1,200	\$1,200	\$500
Total Revenue	\$7,141	\$1,000,245	\$969,924	\$963,715	\$549,842	\$559,916	\$1,865,694	\$981,297	\$1,077,497	\$967,497	\$983,697	\$31,002	\$500
Expenditures													
Salaries and Benefits	\$609,264	\$647,806	\$683,503	\$666,504	\$678,224	\$675,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$700,000	\$610,000
Professional Development	\$11,147	\$4,842	\$80	\$17,157	\$9,012	\$8,000	\$3,000	\$3,000	\$3,000	\$10,000	\$3,500	\$9,500	\$0
Curriculum & Classroom Expense	\$23,756	\$40,490	\$6,251	\$7,846	\$3,068	\$7,500	\$10,000	\$15,000	\$2,000	\$8,000	\$6,000	\$9,900	\$0
Program Expenses	\$5,887	\$8,288	\$12,839	\$23,604	\$6,740	\$15,000	\$15,000	\$25,000	\$40,000	\$10,000	\$40,000	\$4,110	\$0
Building & Grounds	\$38,451	\$66,945	\$47,396	\$33,760	\$31,448	\$35,000	\$50,000	\$35,000	\$35,000	\$50,000	\$35,000	\$33,182	\$32,000
Fixed Assets Expenditures	\$100,629	\$1,985	\$59,175		\$46,901	\$5,000	\$5,000	\$3,000	\$2,000	\$2,000	\$2,000	\$500	\$0
Professional Services	\$7,320	\$0	\$12,565	\$6,745	\$10	\$930	\$0	\$1,200	\$3,000	\$2,600	\$700	\$50	\$0
Gen&Admin/Insurance/Interest	\$19,265	\$20,680	\$20,165	\$10,248	\$8,005	\$10,000	\$10,000	\$10,000	\$10,000	\$15,000	\$15,000	\$6,235	\$4,000
Nutrition Program Expenses	\$500	\$22,381	\$20,492	\$20,614	\$12,592	\$14,000	\$17,000	\$17,000	\$21,000	\$16,000	\$16,000	\$2,500	\$0
Equipment Rental (Copiers)	\$240	\$379	\$2,014	\$4,698	\$153	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$3,500	\$0
Fundraising Expenses	\$0	\$4,564	\$0	\$1,216	\$305	\$700	\$1,500	\$2,000	\$30,000	\$500	\$500	\$0	\$0
Total Expenditures	\$816,459	\$818,359	\$864,480	\$792,392	\$796,457	\$776,130	\$816,500	\$816,200	\$851,000	\$819,100	\$823,700	\$769,477	\$646,000
Total Revenues - Total Expenditures	(\$809,318)	\$181,886	\$105,444	\$171,323	\$ (246,615)	(\$216,214)	\$1,049,194	\$ 165,097	\$226,497	\$ 148,397	\$159,997	\$ (738,475)	(\$645,500)
EOM Cash Balance	\$670,881	\$807,501	\$874,847	\$867,485	\$872,990	\$656,776	\$1,705,970	\$1,871,067	\$2,097,564	\$2,245,961	\$2,405,958	\$1,667,483	\$1,021,983
	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$799k of investments

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
Budget to Actual FY2017
YTD November 30, 2017

Period Ended 11/30/17

	YTD FY2017 Actual	YTD FY2018 Actual	YTD Budget	YTD \$Variance	FY2018 Budget
Income					
Local/State Funding	\$3,586,002	\$3,057,547	\$3,565,988	(508,441)	8,967,341
Grants	\$71,099	\$0	\$0	0	15,000
Title 2 Funding	\$9,791	\$0	\$0	0	1,000
Contributions & Fundraising	\$56,618	\$66,092	\$62,128	3,965	243,000
Program Income	\$285,083	\$247,145	\$270,720	(23,575)	548,300
Nutrition Income	\$109,157	\$121,753	\$99,144	22,609	250,000
Other Income	\$4,394	\$1,214	\$2,099	(885)	8,700
Total Income	\$ 4,122,144	\$3,493,752	\$4,000,079	\$ (506,327)	\$ 10,033,341

0

Expenditures

Salaries and Benefits	\$2,993,271	\$3,318,842	\$3,285,860	(32,982)	8,160,860
Professional Development	\$27,608	\$44,744	\$37,500	(7,244)	77,500
Curriculum & Classroom Expenses	\$121,313	\$86,532	\$137,752	51,220	196,152
Program Expenses	\$68,954	\$57,357	\$75,890	18,533	225,000
Building & Grounds	\$165,171	\$220,149	\$208,451	(11,698)	481,633
Fixed Asset Expenditures	\$141,636	\$213,567	\$166,335	(47,232)	185,835
Professional Services	\$25,435	\$26,640	\$41,520	14,880	50,000
Gen&Admin/Insurance/Interest Expense	\$86,476	\$86,714	\$89,265	2,551	165,500
Nutrition Program Purchases	\$76,569	\$76,576	\$76,500	(76)	180,000
Equipment Rental (Copiers)	\$25,123	\$7,485	\$16,500	9,015	50,000
Fundraising Expenses	\$8,350	\$6,084	\$8,000	1,916	43,200
Reserves Fund	\$87,500	\$84,000	\$84,000	0	210,000
Total Expenditures	\$3,827,406	\$4,228,690	\$ 4,227,573	\$ (1,117)	\$ 10,025,680
Operating Income/Loss	\$ 294,738	\$ (734,938)	\$ (227,494)	\$ (507,444)	\$ 7,661

\$3,931,123

Total investments held by ANCS**11/30/2017**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	872,990
		<u>872,990</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	229,548 1 year - matures Oct 2017
Edward Jones Bank	Money Market	104,677 Money Market account
Self-Help Credit Union	Money Market	<u>40,331</u> Money Market account
Total invested funds (not at ACB)		799,556
Total restricted funds - reserves		<u>-646,820</u>
Total unrestricted investments		152,736
Grand total ANCS funds		\$1,672,546

Coversheet

Fall 2017 MAP Report

Section:	VI. Educational Excellence
Item:	A. Fall 2017 MAP Report
Purpose:	Discuss
Submitted by:	
Related Material:	Copy for full board of MAP Board presentation 11.17.pptx.pdf

MEASURES OF ACADEMIC PROGRESS

Data
Interpretation &
Review

Fall 2016 -
Fall 2017

BASICS OF MAP

- It is a widely used measure with heavy data analysis and normative information
- It is adaptive to a student's performance
- Scores are norm referenced; not criterion referenced
- Goal of MAP is to measure progress using two features:
 - RIT (Or Rasch Unit)
 - National Percentile Rankings based on grade level norms

- ANCS Teachers and Administration use the information from MAP using three lenses:
 - School wide review of growth
 - Grade level review of growth
 - Individual student progress

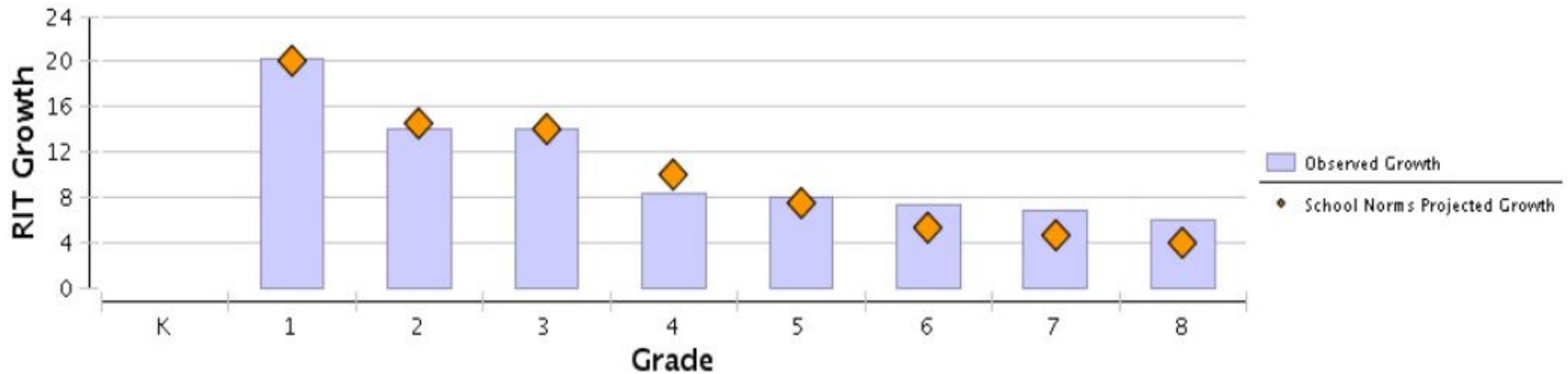
- MAP data is not used in grading but does support our identification of students who may need extra support or further enrichment.

FALL 2016 TO FALL 2017 GROWTH IN READING

Atlanta Neighborhood Charter School

Reading

Grade (Fall 2017)	Growth Count#	Comparison Periods						Growth Evaluated Against									
		Fall 2016			Fall 2017			Growth		School Norms			Student Norms				
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile	
K	0	**			**			**						**			
1	63	148.4	10.3	89	168.7	12.9	92	20.2	1.1	20.1	0.06	53	63	34	54	52	
2	66	167.5	12.0	88	181.5	15.1	86	14.0	1.3	14.5	-0.14	45	66	34	52	53	
3	65	183.9	16.7	92	197.9	12.6	92	14.0	1.4	14.0	0.00	50	65	30	46	44	
4	65	197.2	14.3	91	205.5	14.3	87	8.3	1.0	10.0	-0.84	20	65	30	46	43	
5	66	207.7	14.4	93	215.7	12.8	94	8.0	1.1	7.5	0.31	62	66	40	61	57	
6	65	212.5	15.0	86	220.0	14.3	92	7.4	1.1	5.3	1.39	92	65	40	62	57	
7	76	217.5	15.7	85	224.4	14.3	94	6.9	0.8	4.7	1.20	88	76	57	75	66	
8	73	223.2	12.3	91	229.2	11.7	95	6.0	0.8	4.0	1.21	89	73	51	70	68	

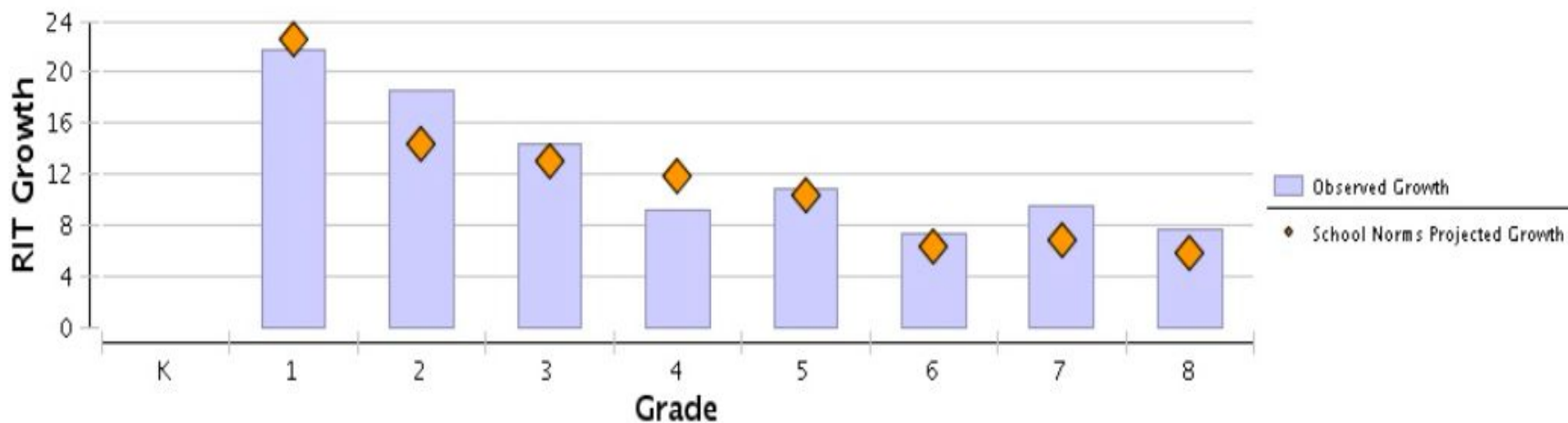


FALL 2016 TO FALL 2017 GROWTH IN MATH

Atlanta Neighborhood Charter School

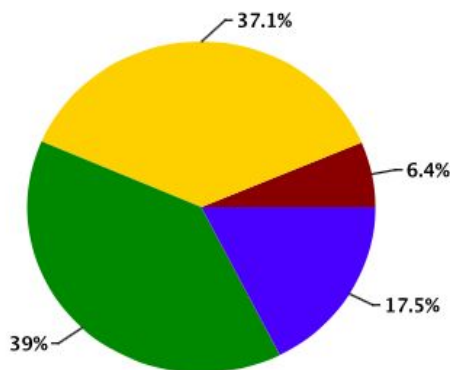
Mathematics

Grade (Fall 2017)	Growth Count†	Comparison Periods						Growth Evaluated Against									
		Fall 2016			Fall 2017			Growth		School Norms			Student Norms				
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile	
K	0	**			**			**					**				
1	63	146.1	11.0	81	168.0	14.9	84	21.8	1.1	22.6	-0.19	43	63	34	54	51	
2	66	165.7	14.6	72	184.2	10.5	90	18.5	1.4	14.3	1.24	89	66	45	68	65	
3	65	183.6	11.8	88	197.9	9.2	90	14.3	1.0	13.1	0.49	69	65	37	57	56	
4	65	197.0	9.8	87	206.1	10.8	75	9.1	0.8	11.8	-1.36	9	65	28	43	42	
5	66	207.5	12.1	82	218.3	14.0	84	10.8	0.9	10.4	0.22	59	66	41	62	61	
6	65	216.2	12.7	75	223.6	13.3	80	7.3	0.7	6.4	0.49	69	65	40	62	62	
7	76	220.0	15.1	63	229.5	15.9	81	9.5	0.8	6.9	1.34	91	76	54	71	69	
8	73	228.2	12.7	76	235.9	13.2	86	7.7	0.7	5.8	1.00	84	73	45	62	59	



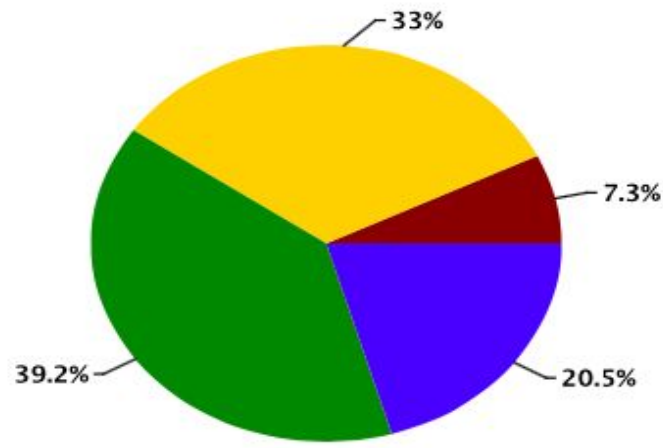
MILESTONES PROJECTION: MATH

Grade	Student Count	Beginning Learner		Developing Learner		Proficient Learner		Distinguished Learner	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent
3	65	1	1.5%	20	30.8%	34	52.3%	10	15.4%
4	69	3	4.3%	19	27.5%	40	58.0%	7	10.1%
5	72	5	6.9%	35	48.6%	19	26.4%	13	18.1%
6	77	5	6.5%	26	33.8%	29	37.7%	17	22.1%
7	78	9	11.5%	23	29.5%	25	32.1%	21	26.9%
8	78	5	6.4%	40	51.3%	24	30.8%	9	11.5%
Total	439	28	6.4%	163	37.1%	171	39.0%	77	17.5%



MILESTONES PROJECTION: READING

Grade	Student Count	Beginning Learner		Developing Learner		Proficient Learner		Distinguished Learner	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent
3	65	5	7.7%	24	36.9%	23	35.4%	13	20.0%
4	69	4	5.8%	29	42.0%	23	33.3%	13	18.8%
5	72	4	5.6%	23	31.9%	32	44.4%	13	18.1%
6	77	9	11.7%	16	20.8%	37	48.1%	15	19.5%
7	78	8	10.3%	21	26.9%	32	41.0%	17	21.8%
8	78	2	2.6%	32	41.0%	25	32.1%	19	24.4%
Total	439	32	7.3%	145	33.0%	172	39.2%	90	20.5%



How Teachers use MAP data: Grade Level view

Reading

Growth: Reading 2-5 GA 2015 / GA Standards of Excellence English Language Arts: 2015

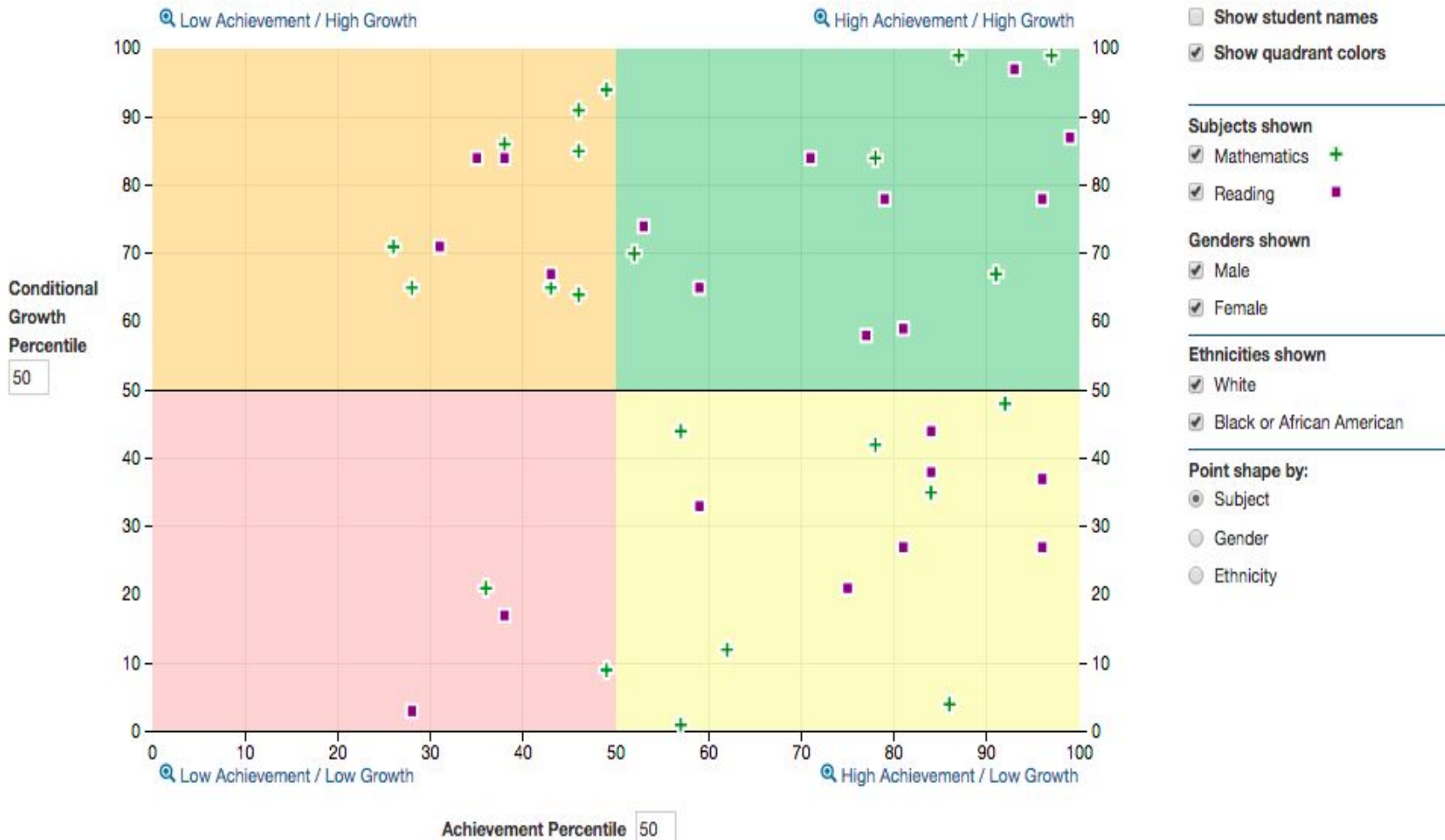
Summary

Total Students With Valid Growth Test Scores	69
Mean RIT	205.7
Standard Deviation	14.1
District Grade Level Mean RIT	205.7
Students At or Above District Grade Level Mean RIT	34
Norm Grade Level Mean RIT	198.2
Students At or Above Norm Grade Level Mean RIT	52

	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (w/ Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Overall Performance												
Growth: Reading 2-5 GA 2015 / GA Standards of Excellence English Language Arts: 2015	4	6%	7	10%	18	26%	16	23%	24	35%	204-206-207	14.1
Goal Area												
Informational Text	5	7%	9	13%	13	19%	20	29%	22	32%	203-205-207	14.3
Literature	6	9%	8	12%	12	17%	19	28%	24	35%	204-206-208	15.8
Vocabulary Acquisition and Use	4	6%	5	7%	17	25%	20	29%	23	33%	205-206-208	14.5

Growth	3 rd Grade Fall NPR	4 th Grade Fall NPR
Reading	91 st	87 th

How Teachers use MAP data: Class view



How Teachers use MAP data: Future Growth

FA17 Grade	FA17 Date	Fall 2017		Winter 2018		Projected RIT	Projected Growth
		RIT Range (+/- SEM)	Percentile Range (+/- SE)	RIT Range (+/- SEM)	Percentile Range (+/- SE)		
2	8/15/17	164-167-170	24-31-39			177	10
2	8/15/17	197-200-203	92-95-97			207	7
2	8/15/17	170-173-176	37-46-54			183	10
2	8/15/17	185-188-192	74-80-86			196	8
2	8/15/17	201-204-207	95-97-98			210	6
2	8/15/17	180-183-186	63-70-77			192	9
2	8/15/17	188-191-194	80-85-90			199	8
2	8/15/17	183-186-189	70-77-82			194	8
2	8/15/17	194-197-200	89-92-95			204	7
2	8/15/17	168-171-174	33-41-49			181	10
2	8/15/17	195-198-201	90-93-96			205	7
2	8/15/17	167-170-173	30-38-46			180	10
2	8/15/17	157-160-163	12-17-23			171	11
2	8/15/17	176-179-182	53-61-69			188	9
2	8/15/17	162-165-168	20-27-34			176	11
2	8/18/17	158-161-164	14-19-25			172	11
2	8/15/17	194-197-200	89-92-95			204	7
2	8/15/17	186-189-193	76-82-87			197	8
2	8/15/17	200-203-206	95-97-98			209	6
2	8/15/17	188-191-194	80-85-90			199	8
2	8/15/17	213-216-219	99-99-99			221	5
2	8/15/17	168-171-174	33-41-49			181	10

Coversheet

Monthly Governance Report

Section: VII. Governance
Item: A. Monthly Governance Report
Purpose: Discuss
Submitted by:
Related Material: Governance Committee Report 2017.12.12.docx

Atlanta Neighborhood Charter School Governing Board
Governance Committee Report
December 12, 2012

The Committee met on November 17, 2017 at 8:30AM, with the following committee members in attendance: Nick Chiles (phone), Meeghan Fortson, Joyce Gist Lewis, Lia Santos, Matt Underwood, Mitch White.

The Committee discussed nominations subcommittee volunteers (Nick Chiles, Nakia Echols, Lia Santos, Matt Underwood, and Meeghan Fortson) and also discussed the Board members who will be rolling off this year. We recognized that this year we will have four board members rolling off, and discussed a target of four new Board members for recruitment this year and in future years.

The Committee additionally discussed the skill sets we will be losing in and our skill set needs for new board members, including, but not limited to, a K-12 educator, and Board members with backgrounds in construction/real estate, non-profit board experience, and human resources. Per the requirements of our charter, our next board class must include a parent from the Middle campus

In addition to recruitment, the Committee discussed Board Secretary responsibilities, agenda items for the Mid-Year retreat, and discussion of executive director support needed from Governance Committee Chair.

Coversheet

Monthly fund development report

Section: VIII. Fund Development
Item: A. Monthly fund development report
Purpose: Discuss
Submitted by:
Related Material: December 2017 Fund Development Board Report.pdf



Fund Development Report // December 2017
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // December 12, 2017

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

October 2017 donations received: **\$23,756**
November 2017 donations received: **\$29,077**
Year to date: **\$62,096**
of donors: **351**
Goal: **\$125,000**

Comparison to 2016:

October 2016 donations received: **\$21,611**
November 2016 donations received: **\$28,544**
Year to date: **\$63,488**
of donors: **n/a**

Since our last Fund Development report in October, the 2017-2018 Gather & Grow Fund has raised over \$50,000, bringing our total amount raised to **\$62,096**. This represents 50% of our \$125,000 goal. We are tracking closely with where we were last year at this time, and are in a strong position as we enter into the end of the tax year.

The total above reflect gifts to the 2017-2018 Gather & Grow Fund received through the end of November, including a successful Georgia Gives Day, in which we raised over \$15,000 in unrestricted support for ANCS.

The following Gather and Grow Fund activities have taken place since our October board meeting:

October 18 – Message in Courier following up on the fall solicitation mailer and encouraging parents to give to the Gather & Grow Fund.

October 19 – Fund Development Newsletter #1 launching the 2017-2018 Gather & Grow Fund and including language to help explain the difference between the PTCA fundraising activities and Gather & Grow Fund.



October 20 - Grandparents Day. The PTCA, hosted another successful Grandparents and Special Friends Day on both ANCS campuses. Guests spent time with their student(s), visited classrooms, watched a chorale performance, and learned more about ANCS and its programs. Matt Underwood encouraged Grandparents and Special Friends to support the 2017-2018 Gather & Grow Fund, and a Fund Development table was set up at the event. A solicitation mailer had been sent in early October to Grandparents and Special Friends.

October 26 – Following Grandparents Day, Matt Underwood sent an **email to Grandparents and Special Friends**, including a link to view photos from the event and make a gift online. To date, Grandparents and Special Friends have given a total of **\$20,773** to the 2017-2018 Gather and Grow Fund.

November 20 – Fund Development Newsletter #2, including Grandparents Day update, Auction Date, Georgia Gives Day, Faculty/Staff Challenge, and a reminder to support the Gather and Grow Fund. Included messaging that ANCS will receive less local funding than budgeted due to the unexpected freeze on Fulton County residential property tax assessments.

November 28 – Georgia Gives Day on Giving Tuesday. On November 28, our state's annual day of giving (Georgia Gives Day) joined forces with the national movement #GivingTuesday to maximize charitable giving for Georgia's non-profits during a 24-hour marathon of giving on the Tuesday following Thanksgiving. ANCS participated in Georgia Gives Day again this year and raised over \$15,000 in one day from 38 donors. Contributions made on Georgia Gives Day count as annual campaign donations and go directly towards our operating budget. We marketed this day as a great opportunity for donors to make their annual Gather & Grow Fund gifts if they have not already. We also encouraged parents to share this information with friends and relatives who might want to support ANCS.

November 30 - Faculty/Staff Challenge. Based on feedback we received when visiting the Faculty/Staff meetings this fall, the Fund Development Committee assembled a group of anonymous donors to challenge the ANCS faculty and staff to increase their participation in the Gather & Grow Fund this year to 25 percent



during the month of November. (Last year, Faculty and Staff participation was 14 percent.) If the goal could be reached by November 30, the anonymous donors would make a gift of \$1,000 to ANCS. A gift of any size counted towards this challenge and any gifts that had been made so far during this school year were included.

Meeghan Fortson sent a series of emails to the Faculty and Staff throughout the month of November, and Kristen Daniel encouraged colleagues to participate when she spoke at the November 29 faculty/staff meeting. The challenge concluded on November 30. Faculty and Staff reached an impressive participation rate of **37 percent**. In early December, the anonymous donors made a gift of \$1,000 to the Gather and Grow Fund, which will be reflected in next month's giving totals.

November 30 - The Fund Development Committee had its first meeting of the year. *See minutes attached.*

2018 Auction:

The 2018 Wonderball auction is scheduled for **Saturday, March 3**. This date is on the school calendar and has been included in the Fund Development Newsletter.

Throughout the fall, the Fund Development Committee has been actively recruiting volunteers for the 2018 auction. While several key roles have been filled, co-chairs have not yet been identified. An email to parents who indicated interest in volunteering for the auction will go out this week. The first auction committee meeting will take place in January. Anyone interested in volunteering for the auction should contact Meeghan Fortson at mfortson@atlncs.org.

Fundraising Software Update:

- See Fund Development Committee meeting minutes.

Part-time Fund Development Coordinator Position:

- A part-time Fund Development Coordinator position has been posted on the [ANCS website](#). See Fund Development Committee meeting minutes for more information.



Grant Requests/Foundation Support:

- Matt Underwood, Kari Lovell and David Bradley worked with partnering schools Parkside, Maynard Jackson, and Obama Academy to finish and submit an application for a **USDA Farm-to-School grant** to provide opportunities to build out the farm-to-school program further at ANCS and share learning with these partnering schools. We will find out in May whether we will be awarded the grant, which is \$100,000 over two years.
- The **Zeist Foundation** invited ANCS to meet with them for an update on CREATE. They have committed to continue to support the program.
- This month, we expect to receive the second half of the **Sartain Lanier Foundation's** \$30,000 commitment to support the facilities of the school.

Other Fund Development Meetings/Activities:

- On **October 19**, Meeghan Fortson and Matt Underwood met with PTCA President Hannah Beth Millman, PTCA Fundraising Coordinator Rachel Ezzo, and PTCA Vice President Paige Teusink to discuss messaging around the differences between PTCA and Fund Development. This messaging will be included in Gather & Grow Fund Newsletters and PTCA Newsletters throughout the year to help clarify for parents the various ways to support ANCS.
- On **October 24**, Meeghan Fortson and Kim Kurtz (Fund Development Assistant) met to discuss the Bloomerang software implementation process and Fund Development activities.
- On **November 8**, Meeghan Fortson, Matt Underwood, and Kim Kurtz met to discuss Fund Development activities, including Faculty and Staff Challenge, Bloomerang, the 2018 auction, GA Gives Day, the October Fund Development financial report, and the new part-time Fund Development Coordinator position.
- On **December 6**, Meeghan Fortson, Matt Underwood, and Kim Kurtz met to



discuss Fund Development activities, including the 2018 Auction, Bloomerang, the status of the November Fund Development report, and the Fund Development Coordinator job posting.

Upcoming Activities:

- **December 18** - Email to community, reminding them to consider making their Gather & Grow Fund gift before the tax year ends on December 31.
- **December 21** - Alumni Breakfast

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



ANCS 2017-2018 Fund Development Calendar of Solicitations & Activities

July

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

August

13 New Parent Event

October

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 **(Mailed Oct 6)**

6 Follow-up email to Donor Appreciation Event Attendees *(include giving link and photos)*

17 Fund Development Newsletter #1 – Email and Facebook *(Kick off 2017-2018 Gather & Grow Fund, differences btwn PTCA & FD)*

18 Announce 2017-2018 Gather & Grow Fund in Courier Post *(Submit by 10/17)*

20 Grandparents & Special Friends Day *(Fund Development has a table)*

21 Fall Fest (PTCA)

26 Follow-up email to Grandparents and Special Friends with PDF

November

6 Email from FD Chair to Faculty/Staff with Gather & Grow PDF *(Include participation goal & challenge)*

20 Fund Development Newsletter #2 – Email & Facebook *(Promote GA Gives Day, Fac/Staff Challenge, Grandparent Giving, Announced Auction Date 3/3)*

28 Georgia Gives Day on Giving Tuesday *(Email/Social Media from Exec Dir: Make your Gather & Grow Fund Donation if you haven't already!)*

30 Final Day of November Faculty & Staff Challenge to reach 25% participation

December

18 End-of-year Email Solicitation *(Reminder of 2017 tax deadline)*

21 Alumni Gathering

February

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

March

3 Auction

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*



Minutes
Fund Development Committee Meeting
November 30, 2017
8:30 - 9:30 AM
Elementary School Learning Cottage

Attendees: Matt Underwood, Meeghan Fortson, Eric Teusink, Narin Hassan

Guests: Molly Griffith

Unable to attend: Mitch White

- I. **Meeghan Fortson called the meeting to order**
- II. **Fund Development**

A. Gather & Grow Update

The committee reviewed the Fund Development calendar of solicitations and activities. Meeghan Fortson shared the following updates with the group:

At the end of the October, the Gather & Grow Fund had raised approximately \$33,000, which is on track with where we should be at this time of year. In comparison, last year we had raised \$34,000.

On Tuesday, November 28, ANCS participated in GA Gives Day on Giving Tuesday and raised over \$15,000 from 38 donors for the Gather & Grow Fund through this 24-hour fundraising effort. In comparison, last year we raised approximately \$14,000 on GA Gives Day.

The Faculty/Staff Gather & Grow Challenge to reach 25 % participation in Gather & Grow Fund by Nov 30 is underway and looks like it will be a success. A group of anonymous donors will give \$1,000 if faculty/staff reach their goal.



B. New Fund Development Position

Matt Underwood shared that a new 20-hour/week Fund Development Coordinator position has been posted on the ANCS website. The current Fund Development Assistant will be transitioning into fully supporting the CREATE program. This new Fund Development position will be fully focused on Fund Development and will help with all Fund Development activities, including the Auction. This position will need to be approved in the budget at the January board meeting when the board votes on the mid-year budget adjustment. The Committee was encouraged to share the job posting with their networking groups and anyone they think may be interested. Matt will look into posting it on Opportunity Knocks and AFP (Association of Fundraising Professionals) and other sites.

C. Donor Management Software (Bloomerang)

Matt Underwood and Meeghan Fortson shared that the Fund Development Assistant has been working closely with Bloomerang to prepare data to be implemented into the software. We hope to “go live” and begin using the new software to track donations, donors, volunteers, and other relevant information after the first of the year.

D. Auction

The Committee discussed how volunteer recruitment for the auction is going so far. Several volunteers have been recruited for the Auction Committee, but no chairs have been identified yet.

Matt Underwood will schedule a meeting with Narin Hassan, Meeghan Fortson, Kari Lovell, and Matt Underwood to meet with an event planner that the school is thinking about contracting with to help with Auction planning.

Meeghan Fortson will continue to reach out to volunteers to identify this year’s chairs and will keep the committee updated on progress. If no



chairs are identified by early December, the committee will consider sending an email to the community to recruit a chair.

E. Fund Development Policy

Meeghan Fortson notified the Committee that they will meet to review and make any updates to the Fund Development Policy during the second half of the year, following the Mid-Year Board Retreat. Committee members can find the policy on the ANCS website.

III. Meeghan Fortson adjourned the meeting.

