



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

January Monthly Board Meeting

Date and Time

Tuesday January 16, 2018 at 6:30 PM EST

Location

Atlanta Neighborhood Charter School Elementary Campus - 688 Grant Street

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. Public Comment

Public comment can be used to share comments that are of general interest to the school community and/or related to an item on the meeting agenda.

D. Approve Minutes from November Board Meeting

E. Approve Minutes from Prior Board Meeting

Approve minutes for November/December Monthly Board Meeting on December 12, 2017

F. PTCA Report

Standing monthly report from the ANCS Parent-Teacher-Community Association

G. Principals' Open Forum

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

II. New Business

A. 2018-19 School Year Calendar

Vote on 2018-19 school year calendar

B. Proposed Compensation Policy Changes - Second Read

III. Old Business

A. Board Nominations Policy - Second Read

Second read and vote on proposed updates to board nominations policy

B. ANCS Nondiscrimination Policy - Second Read

Second read and vote on proposed nondiscrimination policy

IV. Executive Director's Report

A. Midyear Strategic Plan Initiatives Update

Brief update on state of each of the 2017-18 SY strategic plan initiatives

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
- B. Midyear Board Retreat Draft Agenda

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 November Board Meeting

Section: I. Opening Items
Item: D. Approve Minutes from November Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Emergency November Board Meeting on November 8, 2017

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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Atlanta Neighborhood Charter School

Minutes

Emergency November Board Meeting

Date and Time

Wednesday November 8, 2017 at 2:30 PM

Location

ANCS Elementary Campus or By Phone

In accordance with Georgia's open meetings requirements, notice of this meeting has been posted at both campuses and on the ANCS website.

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

Kari Lovell

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 Wednesday Nov 8, 2017 at 2:35 PM.

II. New Business

A. Discuss deferment of allocation payments from APS to ANCS

Eric Teusink made a motion to Approve APS request to defer payment to help APS resolve a cash crunch, with an agreement to defer half of both November and December payments, to be repaid on Jan. 31, 2018 Friendly amendment: Joyce must approve language of agreement.

Philippe Pellerin seconded the motion.

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

Roll Call

| | |
|-------------------|---------|
| Nakia Echols | Aye |
| Mitch White | Abstain |
| Laura Melton | Aye |
| Eric Teusink | Aye |
| Howard Franklin | Absent |
| Tara Stoinski | Absent |
| Meeghan Fortson | Aye |
| Lia Santos | Aye |
| Ryan Camp | Aye |
| Tiffany Mitchell | Aye |
| Joyce Gist Lewis | Aye |
| Nicholas Chiles | Aye |
| Philippe Pellerin | Aye |

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:05 PM.

Respectfully Submitted,
Mitch White

Coversheet

Approve Minutes from Prior Board Meeting

Section: I. Opening Items
Item: E. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for November/December Monthly Board Meeting on December 12, 2017

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ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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Atlanta Neighborhood Charter School

Minutes

November/December Monthly Board Meeting

Date and Time

Tuesday December 12, 2017 at 6:30 PM

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.

Directors Present

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

Directors Absent

None

Ex Officio Members Present

Matt Underwood

Non Voting Members Present

Matt Underwood

Guests Present

Amaris Landis, Cathey Goodgame, Elizabeth Hearn, Jessica Gowen, Karla Macaya, Katie Derichsweiler, Lara Zelski, Laura Robinson, Sabrina Sexton

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Lia Santos called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Dec 12, 2017 at 6:33 PM.

C. Approve Minutes from Prior Board Meeting

Joyce Gist Lewis made a motion to approve minutes from the October Monthly Board Meeting on 10-17-17 October Monthly Board Meeting on 10-17-17.

Eric Teusink seconded the motion.

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

D. PTCA Report

See report in board packet.

\$3000 raised at dine out.

PTCA might open up opportunity to sponsor Friday coffees to other businesses.

Yearbook - need parent volunteers for production. Looking for 2 volunteers for each grade level. Using Tree Ring software.

E. Principals' Open Forum

Principal Goodgame:

Intensive training course on race, inequity and privilege already shifting conversations in building.

MC Campus preparing for exhibitions.

Food Bank food drive. No incentives, just serving community.

Principal Zelski:

Food Bank drive

Second round of MAP testing

Winterfest & Winterfest recap

Inclusive Schools week - "look at people not through people"

"I'm Not Racist, Am I?" screening on 1/11 at 6:30, only 45 tickets left

Will be staying engaged with students through the 22nd.

II. New Business

A. ANCS Nondiscrimination Policy - First Read

Matt Underwood presented draft nondiscrimination policy to protect students and employees from discrimination.

Matt Underwood drafted after review of APS, City of Decatur, Dekalb county and sent to school attorney for review.

B. Board Nominations Policy - First Read

Lia Santos presented a draft change to the board nomination process. Specific verbiage is in board packet for the meeting and includes redline. Redlines reflect current practice in nomination process.

Tara Stoinsky recommended modifying language to note interest in candidates who are outside of the school.

Nick Chiles asked about intentions for EC/MC campus representation given that the board is interested in moving away from being a parent-only board.

C. 2018 Board Nominations Subcommittee

Joyce Gist Lewis made a motion to approve as presented.

Eric Teusink seconded the motion.

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

Board members should come to the mid year retreat 1/27 prepared to discuss.

III. Old Business

A. 2018 Strategic Planning Update

Laura Melton discussed progress on the next strategic planning process.

Laura and Matt Underwood drafted and released and RFP.

Responses due 1/12/18.

IV. Executive Director's Report

A. Quarterly Performance Dashboard

Matt Underwood reviewed the quarterly performance dashboard.

There are changes to attendance measures.

Current FRL percentage decreased overall because the 8th graders who left last year were at a higher rate than this year's 8th graders. K FRL rate is up 3%.
APS employee who measures milestones data for graduates has left, so that data is not available. Matt will review with the board when it becomes available.
Tara Stoinski asked how the strategic objectives get updated each school year on the dashboard. Matt explained he updates on those items in the board retreats and other periodic meetings through the year.

B. Fall Feedback Surveys Summary

Matt Underwood reviewed the summary of the stakeholder feedback surveys included in the board packet.

Goal on overall satisfaction question is 80% affirmative responses.
Want to take a closer look at student responses about being engaged in meaningful learning.
New question this year about inclusive and supportive or students/families regardless of background. Will track responses over time.

Parent responses - K-8
Student response - 3-8
38% of faculty staff is of color
considering devoting staff meeting time to allowing faculty to respond to boost response rate
Data is available to be disaggregated by grade.
Matt Underwood discussed how the leadership team handles statistically significant decreases in a survey measure.
Cathy Goodgame discussed how she handed a specific measure that declined a few years ago.
It is possible for Matt to add a question about board feedback if the board wants feedback.

C. Diversity & Equity Initiative Update

Matt Underwood provided a report on the Diversity and Equity Strategic Initiative, included in the board packet.
Four schools now have new weighted lotteries (Museum School, Drew, Wesley, International Community School), which weights to favor English language learners)

V. Business & Operations

A. Monthly financial statements & reports

Ryan Camp indicated that all is well financially. No committee meeting in the past month. Details included in report included in board packet.

Health insurance premiums, was projected to be 19% premium increase. Tweaked and negotiated down to 8% increase. No budget impact because it will be covered in a contingency already in budget.

VI. Educational Excellence

A. Fall 2017 MAP Report

Tiffany Mitchell reported on the educational excellence committee meeting with Nancy Lamb about MAP scores. Report is included in the board packet for this meeting. Nancy Lamb met with committee. Committee wants to see results from next administration (12/17) to get more information on some questions. MAP is administered three times per year: beginning, middle, end.

Data will be disaggregated by race once there is another administration to be able to look at trends.

B. Public Affairs Subcommittee Report

VII. Governance

A. Monthly Governance Report

Joyce Gist Lewis reported on last committee meeting, included in the board packet for this meeting.

VIII. Fund Development

A. Monthly fund development report

Meegan Fortsen reported on Fund Development committee meeting and fundraising to date, included in the board packet for this meeting. Considering hiring a event planning firm to run the event logistics and alleviate demands on parent volunteers.

Matt Underwood reported about the part-time fund development position currently open. Target is to hire by end of January. Position will be 20 hours per week vs 5 hours per week allocated last year.

Matt Underwood reported on USDA grant application for farm-to-school programming across schools in the area.

IX. Executive Session

A. Executive Session

Philippe Pellerin made a motion to move to executive session.
Eric Teusink seconded the motion.

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

X. 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 9:00 PM.

Respectfully Submitted,
Nicholas Chiles

Coversheet

PTCA Report

Section: I. Opening Items
Item: F. PTCA Report
Purpose: FYI
Submitted by:
Related Material: PTCA Report January 2018.docx

ANCS PTCA Board Report January 2018

Overview

Back to school and back to work for the ANCS PTCA in January!

Dine Outs

We are proud to say that the Dine Out at Your Pie in early December raised \$1,400. There is potential for that number to increase, as there may be a donor that has offered to match the funds raised.

3rd/4th Friday Coffees

Piedmont Hospital has graciously offered to sponsor the EC and MC coffees for the rest of the year. We will have a Meet and Greet with Matt Underwood at our January EC coffee.

Membership

Since August 1st, we have welcomed close to **300** members to the PTCA, which is an all-time high! Our goal is still for 100% of ANCS 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 Tree Ring this year in an effort to streamline the process. Unfortunately, we still have no committee, and are looking into possibly paying someone (maybe ANCS teachers) to put the yearbooks together.

Goals

Increase PTCA membership
Increase ANCS/PTCA volunteerism
Increase PTCA awareness
Secure committee chairs for 2018-2019 by the end of this school year

Upcoming PTCA Events:

Next Executive Board Meeting: Wednesday, January 24th at 7:00pm. Mini Grant applications will be reviewed at this meeting, and those selected will be contacted via email by EOD on January 26th.

Next Campus-Wide PTCA Meeting: Tuesday, March 13th at 6:30pm. The meeting will be at the MC.

Mini Grant Deadline: Monday, January 22nd at 5pm. Winners will be selected at the Board Meeting on January 24th.

Bingo Night: Friday, February 2nd from 6:00 - 8:30pm at the EC. Funds raised will go toward the 5th Grade trip to Blue Ridge.

Submitted by Hannah Beth Millman

Coversheet

2018-19 School Year Calendar

Section: II. New Business
Item: A. 2018-19 School Year Calendar
Purpose: Vote
Submitted by:
Related Material: ANCS_Calendar_2018-19_v3.pdf



ANCS Calendar 2018-2019

Color Key: ■ First/Last Day ■ Teacher Professional Learning Day (Students do not report) ■ Holiday

| July 2018 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

4 Independence Day
18-20 New Employee Orientation
24 Faculty/Staff Retreat
25-31 Teacher Preplanning Day

| August 2018 | | | | | | |
|-------------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

1 First Day of School for Students

| September 2018 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23/30 | 24 | 25 | 26 | 27 | 28 | 29 |

3 Labor Day

| October 2018 | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

4 Midpoint, Semester 1
8 Teacher Professional Learning Days
8-12 Fall Break

| November 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

19-23 Thanksgiving Break

| December 2018 | | | | | | |
|---------------|-------|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23/30 | 24/31 | 25 | 26 | 27 | 28 | 29 |

21 End of First Semester; Early Dismissal
24-31 Semester Break

| January 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

1-3 Semester Break
4 Teacher Planning Day
7 Begin Second Semester
21 M.L. King, Jr. Birthday

| February 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

18 Teacher Professional Learning Day
18-22 Winter Break

| March 2019 | | | | | | |
|------------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31 | 25 | 26 | 27 | 28 | 29 | 30 |

15 Midpoint Second Semester
18 Teacher Professional Learning Day

| April 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

8-12 Metro Area Spring Break

| May 2019 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

24 Last Day of School for Students; Early Dismissal
27 Memorial Day
28-29 Teacher Postplanning Days

| June 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23/30 | 24 | 25 | 26 | 27 | 28 | 29 |

Coversheet

Proposed Compensation Policy Changes - Second Read

Section: II. New Business
Item: B. Proposed Compensation Policy Changes - Second Read
Purpose: Discuss
Submitted by:
Related Material: Compensationpolicy_revised_DRAFT_12.27.17_clean copy.pdf
Quality of life_ANCS strategic plan update_Jan2018 (1).pdf

Compensation

Purpose

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

Duration

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

Policy

SECTION 1. Authorization for Salary and Compensation Administration

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

SECTION 2. Compensation Plan and Salary Schedule

The compensation plan shall be fair, externally comparable, internally consistent, and within the resources available to ANCS. Salaries of all employees shall be in accordance with Board policy.

- a. Salary ranges for all positions will be proposed annually by the Executive Director to the Business & Operations Committee, and then brought to the ANCS Governing Board for adoption. Schedules and changes will be guided by (but will not necessarily replicate) other metro Atlanta public charter schools' and districts' salary schedules, education, experience, and cost-of-living adjustments based on economic conditions.
- b. The initial starting salary for all ANCS employees will be determined by the Executive Director based upon the Board-approved salary ranges.
- c. The Executive Director is authorized to offer a one-time signing bonus as additional compensation for hard-to-staff positions. The positions for which signing bonuses are offered and the total amount of each signing bonus must be approved by the Business & Operations Committee.
- d. Additional longer-term responsibilities taken on outside of contractual responsibilities may be compensated with a stipend as determined by the Executive Director.
- e. In addition to any Board-approved cost-of-living adjustments based on economic conditions, employees (other than the Executive Director) whose contracts are renewed will also receive a lump sum bonus at certain points in their tenure at ANCS according to the schedule below established by the ANCS Board. These tenure bonuses are awarded

not only to acknowledge and reward an employee's longevity and sustained performance at ANCS, but also to encourage the employee to continue his or her employment with ANCS.

| Tenure at ANCS | Tenure Bonus Amount |
|--|----------------------------|
| After the completion of 5 years at ANCS | \$2,500 |
| After the completion of 7 years at ANCS | \$3,500 |
| After the completion of 10 years at ANCS | \$5,000 |
| After the completion of 12 years at ANCS | \$6,000 |
| After the completion of 15 years at ANCS | \$7,500 |
| After the completion of 18 years at ANCS | \$9,000 |

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

The tenure bonus program will be implemented starting with the 2017-2018 school year *and will not be applied retroactively*; therefore, the first tenure bonuses will not be paid until the start of the 2018-2019 school year. (For example, if Teacher A has six years of experience with ANCS coming into the 2017-2018 school year, that year would be her seventh and she would therefore be eligible for a \$3,500 bonus to be paid by September 30 of the 2018-2019 school year. If Teacher B has three years of experience with ANCS coming into the 2017-2018 school year, that year would be her fourth and the 2018-2019 school year would be her fifth. She would then be eligible for a \$2,500 bonus to be paid by September 30 of the 2019-2020 school year.)

f. After the 19th year of employment at ANCS, an employee will receive either a 1% salary increase or a Board-approved cost-of-living salary increase (whichever is greater) annually for the remainder of the employee's employment at ANCS.

g. As noted above, the tenure bonus program is in part intended to provide an incentive for an employee to remain at ANCS. Nevertheless, an employee who retires from ANCS at the end of a contract period in which the employee would be eligible for a tenure bonus will receive the bonus provided that the employee (1) officially retires in accordance with the rules of the Teachers Retirement System of Georgia and (2) satisfies the other criteria of this policy.

SECTION 3. Salary for Higher Certificates and Advanced Degrees

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

SECTION 4. Certificates and Licenses

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

SECTION 5. Salary for Prior Service

- a. The Executive Director will grant newly employed employees steps on the salary schedule for equivalent and/or relevant prior experience as verified and approved by the Executive Director and/or Campus Principals. A determination of whether prior experience is equivalent and/or relevant will be at the discretion of the Executive Director.
- b. Pay will be retroactive if verification of acceptable prior service is received within 90 days of the employment start date.

SECTION 6. Pay Periods

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

SECTION 7. Stipends

- a. Stipends are in addition to an employee's salary, defined in his/her contract. They are awarded for duties outside of the normal job description of faculty or staff. They are representative of a specific short-term or part-time need that is clearly defined by the Executive Director and approved by the Governing Board. Roles with stipends are announced to existing school employees and are not posted externally as open positions are. Any existing employee who meets the posted qualifications may express interest to the Executive Director in assuming the role in addition to their defined responsibilities in their existing contract.
- b. The exact amount and duration of the stipend is commensurate with the level of time, effort, and specialized knowledge required for the duties. Stipends are defined by an addendum to the school contract and last, at the longest, for one year. For roles that are repetitive or extend beyond one year, a new contract will be presented for approval and offered either to the same employee or another defined for the role.

Approval

Policy approval date:

06/16/15

Policy effective date:

07/01/15

**Policy review
date:**

08/17



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

EMPLOYEE “QUALITY OF LIFE” - STRATEGIC INITIATIVE UPDATE *January 2018*

Context

Faculty & Staff Development goal in strategic plan: *Be a school of choice for talented teachers and staff*

- Areas of focus for this initiative 2015-16:
 - Increase faculty/staff collaboration time - *revised elementary campus weekly schedule for Wednesday collaboration time starting in 2015*
 - Implement required TKES/LKES in as productive and least disruptive way as possible - *aligned TKES/LKES practices across campuses; advocated district and state for changes to TKES/LKES implementation*
 - Assess “quality of life” for teachers and staff - *established faculty/staff task force to assess teacher/staff satisfaction with working conditions, salary/benefits, overall employee engagement*

Context

Employee retention and engagement measures since 2014:

- Average % teacher/staff satisfied with ANCS (based on survey responses): 97%
- Average % teacher/staff “engaged” or “highly engaged” (based on questions from Gallup Survey of Employee Engagement): 93%
- Average annual teacher/staff retention rate: 94%

Quality of Life Task Force Recommendations

In 2016, the faculty/staff task force that assessed “quality of life” among ANCS teachers and staff confirmed high levels of satisfaction and engagement but recommended leadership team/board focus on following areas for potential improvement:

- ***Path for growth:*** Having a more clearly defined opportunities for professional growth for veteran ANCS teachers/staff
- ***Compensation:*** Absent following the APS salary schedule, establishing expectation about how compensation might grow during one’s time at ANCS

These areas have been our focus on this strategic initiative since 2016.

Actions Taken - Professional Growth

1. Articulated all current opportunities for professional growth and leadership available to ANCS teachers and staff
2. Developed **new teacher/staff “study grant” opportunity** beginning in 2017 to fund up to \$2,500 in extended professional learning experiences for teachers/staff who have worked at ANCS 5+ years

Actions Taken - Compensation

1. Ongoing annual **cost-of-living adjustment for all employees** - Overall 7-9% salary increase for all employees since 2014 (after no salary increases for 5 years due to local/state funding cuts)
2. Developed **guiding principles for compensation** reviewed by leadership team and quality of life task force
3. Leadership team and board used guiding principles and study of practices at other schools and nonprofits to **review and propose updates to ANCS compensation policy**
4. Proposed updates to compensation policy **presented to faculty/staff and board for feedback** in spring 2017
5. Key leadership team and board members **used feedback to make further revisions to compensation policy and reviewed updated draft with ANCS legal counsel**

Proposed Compensation Updates - Tenure Bonus Program

- ANCS currently employs 108 people with an average tenure at ANCS of 5.1 years
- Since 2014, 10 employees with at least 7 years experience at ANCS have left the school with growth opportunities and/or increased compensation frequently cited in exit interviews
- Proposed tenure bonus program: *In addition to any Board-approved cost-of-living adjustments...employees will also receive a lump sum bonus at certain points in their tenure at ANCS.... These tenure bonuses are awarded not only to acknowledge and reward an employee's longevity and sustained performance at ANCS, but also to encourage the employee to continue his or her employment with ANCS - see entire policy attached*
- Interval and size of bonus amounts determined based on practices from other industries

Proposed Compensation Updates - Tenure Bonus Program

- In alignment with current policy language, **propose adopting tenure bonus program effective with the 2017-18 school year** (first bonuses paid out by September 30, 2018): *maximum cost of bonuses in year one - \$83,500*
- For employees with 10+ years of tenure at ANCS but *not* at a tenure bonus interval in 2017-18 school year, **propose allotting additional one-time bonus based on most recent tenure bonus interval missed** (for example, an employee currently in 11th year at ANCS during 2017-18 school year would receive bonus amount for 10 years of service at ANCS): *projected cost - \$78,000*
- Average annual projected tenure bonus expenditure for 2019-2023 (based on current employees): *\$162,000*

Proposed Compensation Updates - Associate Teacher & Nutrition Staff Salary Scale

- The role of associate teacher has evolved significantly since school first opened
- Initially called “teacher’s assistant”, job responsibilities grew and salary scale adjusted accordingly in 2009
- Today, many associate teachers are certified teachers or working towards certification and hope to move into lead teacher position (53% of current ANCS lead teachers began as associate teachers) and the role is more involved and demanding than 10 years ago
- Though associate teachers have received same cost-of-living adjustments as all employees, starting salary level can put financial stress on associate teachers and salary scale no longer seems in alignment with the role
- Similar issues with salary scale for nutrition staff
- **Propose 10% across-the board increase to associate teacher & nutrition staff salary scale** starting in 2018-19 contract period - *impacts 14 associate teacher positions & 5 nutrition staff positions at projected cost of \$55,119*

Coversheet

Board Nominations Policy - Second Read

Section: III. Old Business
Item: A. Board Nominations Policy - Second Read
Purpose: Vote
Submitted by:
Related Material: 2018.01.13.Board Nominations Policy Draft 2.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 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.

There will be at least one parent Board Member from each campus.

SECTION 1. The Nominating Committee

1. No later than the December Board meeting, the current Board Chair will ~~appoint~~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. No later than the January Board meeting, the Nominating Committee 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 no later than the January~~at the December~~ Board meeting.
3. The Nominating Committee will solicit and review nominations, and bring a recommended slate of Board members to the Board for approval no later than the June Board meeting.
4. This committee will include at least the Board Chair or Chair-Elect and The Executive Director.
5. The Chair of the Nominating Committee is a current Board Member and to-be ~~appointed~~nominated by the Board Chair. The Candidate should be a fully engaged, active member of the board with the time required to successfully execute the annual recruitment process.
6. Three to four additional Board Members will serve on the Nominating Committee. Limited additional members of the school community may also be appointed (for

example, a member of the PTCA Executive Committee, a community member with board leadership development experience, etc).

6. Sessions of the Nominating Committee regarding individual candidates shall be considered confidential.
7. 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.

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, 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. It will also be posted on the ANCS website, social media, and other areas to enhance recruitment efforts of non-parents.
3. The notice will describe the skills and experience the Nominating Committee is seeking and ask suitable interested candidates to complete the online application.

SECTION 3. Vetting of Candidates

1. Persons submitting their names will receive relevant information about ANCS. This will include:
 - The election process, as determined by ANCS Bylaws and this policy
 - Expected commitment and applicable Board job descriptions
 - An overview of the ANCS mission and vision
2. They will be asked to confirm their intention by completing the online application, including personal profile information and references.
3. At least one reference will be consulted for each candidate being considered.
4. Interviews of selected candidates will be conducted in person by the Nominating Committee.
5. Candidates who are selected for an interview will be encouraged to attend a Board meeting. They may then be asked, at the discretion of the Nominating Committee, 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. Filling 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 best meet the needs of the Board.
4. The full Board shall consider and vote on the slate as recommended no later than the June Board meeting.

Resources

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

Approval

Policy approval date:

11/19/13

Policy effective date:

11/19/13

Policy review date:

01/13/2018

Coversheet

ANCS Nondiscrimination Policy - Second Read

Section: III. Old Business
Item: B. ANCS Nondiscrimination Policy - Second Read
Purpose: Vote
Submitted by:
Related Material: Nondiscrimination policy_Jan2018_DRAFT.pdf



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 under local, Georgia, or federal law. No student or employee shall be subjected to discrimination or harassment in any of ANCS's programs, activities, or practices because of the student's 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 under local, Georgia, or federal law.



Coversheet

Midyear Strategic Plan Initiatives Update

Section: IV. Executive Director's Report
Item: A. Midyear Strategic Plan Initiatives Update
Purpose: Discuss
Submitted by:
Related Material: 2017-18 strategic plan initiatives - midyear status update.pdf



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

2017-18 Strategic Plan Initiatives - Midyear Status Update *January 2018*



**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

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

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.

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

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.

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.

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

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

Three Year Objectives

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

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

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

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

Strategic Initiatives for 2017-18

1. Work towards IB authorization
2. Continue class size reduction plan
3. Explore possible preK/preschool program partnership/development
4. Develop comprehensive students assessment results report

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

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

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

1. Implement new donor management system

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

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

Teaching & Learning

- **Work towards IB authorization**
 - Established new class structure and schedule
 - Implementing community project
 - Visit from IB consultant in January
 - Application for authorization due in April
 - Projected authorization in fall 2018

- **Develop comprehensive student assessment results report**
 - Administer assessments (MAP, Gallup Poll, TTCT, Milestones)
 - Leadership team prepares report for board by June 2018 (after Milestones results)

Teaching & Learning

- **Explore preK partnership/program development**
 - Articulate guiding questions to research - January
 - Elementary campus leadership explores research questions in winter/early spring
 - Presentation of findings to leadership team and board in spring
- **Continue class size reduction plan**
 - Expected reductions in 2018-19 SY in 4th and 5th grades

Diversity

- **Establish representative “diversity & equity action team”**
 - Leadership team worked with facilitator to draft document explaining need and purpose for team
 - Information meeting held for community in November
 - First meeting of team in December
- **Collaborate with existing efforts to maintain affordable housing in attendance zone**
 - Connected with committee from Organized Neighbors of Summerhill focused on housing in neighborhood redevelopment
 - Attending meetings of APS affordable housing task force

Faculty & Staff Development

- **Adopt new employee compensation policy**
 - Key leadership team and board members used faculty/staff and board feedback to policy draft to incorporate further updates
 - Received legal review of latest policy draft
 - Aiming for vote on policy updates in February
- **Plan for campus and K-8 faculty meeting time focused on diversity & equity**
 - Summer retreat focused on *I'm Not Racist...Am I?* Screening
 - Campus and K-8 meetings focused on microaggressions, looking at student data by race
 - Launched equity-focused critical friends groups

Parent & Community Partnership

- **Support new PTCA executive committee**
 - School leadership meets regularly with PTCA leadership and collaborates on PTCA meeting topics
 - Coordinating communication to families, especially related to fundraising
 - PTCA leaders on diversity and equity action team

Parent & Community Partnership

- **Plan for long-term sustainability of CREATE program**
 - Secured \$8 million federal SEED grant to expand program and solidfy relationship with GSU and APS
 - Restructured mentorship component to provide more focused and sustainable instructional mentoring of residents
 - Applied and selected for pro bono strategic consulting from the Community Consulting Teams of Atlanta to begin in January

Resource Development

- **Implement new donor management system**
 - Fund development committee evaluated various donor management options in fall
 - Bloomerang selected as system
 - Working with Bloomerang consultant on data migration with goal of fully switching donor management functions to Bloomerang in early 2018

Facilities & Operations

- **Review and update technology strategic plan**
 - Technology subcommittee met with new chair to review current state of technology plan implementation
 - Committee will consider new or different technology needs in time for FY19 budgeting

- **Pursue external funding to deepen/expand farm to school program**
 - Applied for \$100,000 USDA Farm to School Grant in collaboration with Maynard Jackson High School, Parkside Elementary School, and Obama Academy
 - Will receive update on grant application in May

Governance Capacity

- **Begin process of developing new multi-year strategic plan**
 - Laura Melton and Matt Underwood created strategic planning RFP and sent to select individuals and organizations in December
 - Will evaluate proposals in early 2018 and identify strategic planning partner by March

Coversheet

Monthly financial statements & reports

Section: V. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: Discuss
Submitted by:
Related Material: 12_31_17 Finance Committe Report FY18.pdf
January 2018 Board Memo.pdf

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2018 - Pro Forma Monthly Cash Flow Statement
December 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 | \$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 | \$65,000 | \$0 | \$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 | \$13,665 | \$14,000 | \$14,000 | \$100,000 | \$14,000 | \$20,000 | \$4,872 | \$0 |
| Program Income | \$720 | \$95,492 | \$62,229 | \$33,669 | \$55,036 | \$34,609 | \$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 | \$27,844 | \$20,000 | \$25,000 | \$25,000 | \$21,000 | \$20,000 | \$9,850 | \$0 |
| Other Income | \$149 | \$353 | \$208 | \$151 | \$353 | \$211 | \$700 | \$800 | \$1,000 | \$1,000 | \$1,200 | \$1,200 | \$500 |
| Total Revenue | \$7,141 | \$1,000,245 | \$969,924 | \$963,715 | \$549,842 | \$577,044 | \$1,850,694 | \$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 | \$674,894 | \$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 | \$2,796 | \$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 | \$16,274 | \$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 | \$8,443 | \$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 | \$39,672 | \$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 | \$3,000 | \$2,000 | \$2,000 | \$2,000 | \$500 | \$0 |
| Professional Services | \$7,320 | \$0 | \$12,565 | \$6,745 | \$10 | \$1,000 | \$0 | \$1,200 | \$3,000 | \$2,600 | \$700 | \$50 | \$0 |
| Gen&Admin/Insurance/Interest | \$19,265 | \$20,680 | \$20,165 | \$10,248 | \$8,005 | \$20,762 | \$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 | \$20,054 | \$17,000 | \$17,000 | \$21,000 | \$16,000 | \$16,000 | \$2,500 | \$0 |
| Equipment Rental (Copiers) | \$240 | \$379 | \$2,014 | \$4,698 | \$153 | \$1,353 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$3,500 | \$0 |
| Fundraising Expenses | \$0 | \$4,564 | \$0 | \$1,216 | \$305 | \$1,295 | \$1,500 | \$2,000 | \$30,000 | \$500 | \$500 | \$0 | \$0 |
| Total Expenditures | \$816,459 | \$818,359 | \$864,480 | \$792,392 | \$796,457 | \$786,543 | \$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) | (\$209,499) | \$1,034,194 | \$ 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 | \$725,563 | \$1,759,757 | \$1,924,854 | \$2,151,351 | \$2,299,748 | \$2,459,745 | \$1,721,270 | \$1,075,770 |
| | Actual | Actual | Actual | Actual | Actual | Actual | 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 December 31, 2017

Period Ended 12/31/17

| | YTD FY2017 Actual | YTD FY2018 Actual | YTD Budget | YTD \$Variance | FY2018 Budget |
|-----------------------------|----------------------|----------------------|--------------------|---------------------|----------------------|
| Income | | | | | |
| Local/State Funding | \$4,502,885 | \$3,493,263 | \$4,509,858 | (1,016,595) | 8,967,341 |
| Grants | \$71,099 | \$65,000 | \$0 | 65,000 | 15,000 |
| Title 2 Funding | \$9,791 | \$0 | \$0 | 0 | 1,000 |
| Contributions & Fundraising | \$85,632 | \$79,757 | \$76,128 | 3,630 | 243,000 |
| Program Income | \$314,131 | \$281,754 | \$300,220 | (18,467) | 548,300 |
| Nutrition Income | \$142,498 | \$149,597 | \$129,144 | 20,453 | 250,000 |
| Other Income | \$4,530 | \$1,425 | \$2,799 | (1,374) | 8,700 |
| Total Income | \$ 5,130,566 | \$4,070,795 | \$5,018,149 | \$ (947,353) | \$ 10,033,341 |

0

Expenditures

| | | | | | |
|--------------------------------------|--------------------|--------------------|---------------------|--------------------|----------------------|
| Salaries and Benefits | \$3,718,297 | \$3,993,736 | \$3,960,860 | (32,876) | 8,160,860 |
| Professional Development | \$35,513 | \$47,540 | \$45,500 | (2,040) | 77,500 |
| Curriculum & Classroom Expenses | \$128,798 | \$102,805 | \$145,252 | 42,447 | 196,152 |
| Program Expenses | \$85,905 | \$64,547 | \$90,890 | 26,343 | 225,000 |
| Building & Grounds | \$194,584 | \$259,821 | \$243,451 | (16,370) | 481,633 |
| Fixed Asset Expenditures | \$163,091 | \$213,567 | \$171,335 | (42,232) | 185,835 |
| Professional Services | \$27,140 | \$27,640 | \$42,450 | 14,810 | 50,000 |
| Gen&Admin/Insurance/Interest Expense | \$100,041 | \$110,171 | \$99,265 | (10,906) | 165,500 |
| Nutrition Program Purchases | \$90,270 | \$96,630 | \$90,500 | (6,130) | 180,000 |
| Equipment Rental (Copiers) | \$25,123 | \$8,862 | \$21,500 | 12,638 | 50,000 |
| Fundraising Expenses | \$8,350 | \$7,355 | \$8,700 | 1,345 | 43,200 |
| Reserves Fund | \$105,000 | \$105,000 | \$105,000 | 0 | 210,000 |
| Total Expenditures | \$4,682,112 | \$5,037,673 | \$ 5,024,703 | \$ (12,970) | \$ 10,025,680 |
| Operating Income/Loss | \$ 448,454 | \$ (966,878) | \$ (6,554) | \$ (960,323) | \$ 7,661 |

Total investments held by ANCS**12/31/2017**

| <u>Institution</u> | <u>Investment</u> | <u>Amount</u> |
|-----------------------------------|-----------------------|------------------------------------|
| Atlantic Capital Bank | Operating accounts | 725,563 |
| | | <u>725,563</u> |
| Edward Jones - Money Market | a CD Matured on Dec 1 | 224,260 |
| 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 - Ally Bank | CD | 47,000 2 year - matures Sept 2019 |
| Edward Jones - Whitney Bank | CD | 60,000 2 year - matures Oct 2019 |
| Self-Help Credit Union | Money Market | <u>41,297</u> Money Market account |
| Total invested funds (not at ACB) | | 802,105 |
| Total restricted funds - reserves | | <u>-667,820</u> |
| Total unrestricted investments | | 134,285 |
| Grand total ANCS funds | | \$1,527,668 |



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: January 2018 Business and Operations Report Summary

Date: January 16, 2018

Cash Position – Cash and investment balance is \$1,527,668 with \$725,563 in operating cash and \$797,624 in CD and Money market accounts. \$667,820 of invested funds are allocated as reserve funds. One CD that we were holding matured in December, these funds have been temporarily placed into a money market account. We will likely reinvest this money in another CD.

Allocation – Once again, in December we received ½ allocation as per our agreement with APS. ANCS's full January monthly allocation has been received and all indications are that there will be no issue with receiving the reimbursement of the allocation that was postponed by the end of January.

Coversheet

Monthly fund development report

Section: VI. Fund Development
Item: A. Monthly fund development report
Purpose: Discuss
Submitted by:
Related Material: January 2018 FD Report.pdf



Fund Development Report // January 2018
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // January 16, 2018

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

December 2017 donations received: **\$14,757**

Year to date: **\$76,853**

of donors: **412**

Goal: **\$125,000**

Comparison to 2016:

December 2016 donations received: **\$22,552**

Year to date: **\$86,040**

of donors: n/a

Since our last Fund Development report in December, the 2017-2018 Gather & Grow Fund has raised close to \$15,000, bringing our total amount raised to **\$76,853 as of December 31**. We are over half-way towards our \$125,000 goal, which is a strong place to be half-way through the fiscal year.

In comparison to where we were last year at this time, we're tracking approximately \$10,000 behind. The Fund Development Committee will research further to identify donations that came in last year that have not come in this year and take steps to close that gap during the second half of the year, including personal solicitations of our major donors (\$1,000 and above).

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

December 27 – Email blast to parents reminding them of the end of the 2017 tax year and encouraging their support of the Gather & Grow Fund by Dec 31.

December 31 – Facebook post reminding donors of the end of the tax year and encouraging their support of the Gather & Grow Fund by Dec 31.



2018 Auction:

The 2018 Wonderball auction is scheduled for **Saturday, March 3** at the Georgia Freight Depot. December and January have been very busy months for auction planning. Three co-chairs have been identified: **Gracie Gummere, Howard Jenkins, and Sarah Wilcox**. New this year, we are working with a professional event planner (**Rachel Eisaman** from Joli Residential). She and her team will provide support throughout the entire planning process, including help with the auction software, website, and on the night of the event, helping to alleviate the burden on volunteers and staff.

The following meetings/activities have taken place since our last board meeting:

December 12 – Auction Meeting. Meeghan Fortson, Narin Hassan, and Matt Underwood met with Rachel Eisaman of Joli Residential to discuss Rachel’s role with the auction.

December 13 – “Auction Volunteer Information” Email sent to volunteers. Email included a save the date for first Auction Committee meeting in January and announcement that we are working with professional event planner this year. All those who signed up to help with the auction at beginning of year on registration forms and anyone recruited during the fall received the email.

December 18 – “Save the Date for ANCS Auction” Email blast sent to all parents announcing the date of the auction.

December 20 – Auction Meeting. Meeghan Fortson, Narin Hassan, Matt Underwood, Kari Lovell, and Rachel Eisaman met to discuss auction planning, including topics such as division of labor, timeline for auction activities and planning, volunteer leadership, and sponsorship and donations.

December 22 – “Call for Donations” Email sent to last year’s sponsors and donors, announcing the date of the auction and asking them to be on the lookout for sponsorship/donation opportunities in early January.



January 8 – Auction Meeting. Rachel Eisaman, Kari Lovell, Gracie Gummere, Narin Hassan, Meeghan Fortson, and Matt Underwood met to discuss auction topics including timeline, theme, budget, venue, run of show, and first committee meeting.

January 12 – Email to Auction Volunteers reminding them about the first committee meeting on January 17. Approximately 20 volunteers are planning to attend the meeting; and over 30 volunteers and vendors have committed to helping with the auction so far.

Upcoming Auction Activities:

January 15 – Requests for Sponsorship/Donations to be emailed to former sponsors/donors, sent home to all parents, and posted on Facebook.

January 17 – Auction Committee Meeting

Anyone interested in volunteering for the auction should contact Meeghan Fortson at mfortson@atlncs.org.

Fundraising Software Update & Recent Activities:

Kim Kurtz, Fund Development Assistant, continues to work closely with Bloomerang to prepare our data to be implemented into the new software. We hope to go live” and begin using the new software to track donations, donors, volunteers, and other relevant information in early 2018.

December 14 – Meeghan Fortson and Kim Kurtz met with Allison from Bloomerang to discuss data clean-up process.

Update on Part-time Fund Development Coordinator Position:

Matt Underwood has received several applications for the part-time Fund Development Coordinator position, posted this fall. Candidates are currently being interviewed. We expect to fill the position in February.



Other Activities:

In an effort to stay connected with our alumni, Matt Underwood hosted an ANCS Alumni Breakfast at the Elementary Campus on **December 21**. Over 40 alums from as far back as the first year of the school attended.

End of Report.