



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

February Monthly Board Meeting

Date and Time

Tuesday February 27, 2018 at 6:30 PM EST

Location

ANCS Middle Campus - 820 Essie Avenue 30316

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

Agenda

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 Prior Board Meeting

Approve minutes for January Monthly Board Meeting on January 16, 2018

E. PTCA Report

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

F. Principals' Open Forum

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

II. New Business

A. Donation to Diverse Charter Schools Coalition 2018 Challenge Grant Campaign

Financial contribution to the Diverse Charter Schools Coalition (of which ANCS is a member): <http://diversecharters.org/what-we-do/>

III. Old Business

A. Employee Compensation Policy - Final

Vote on proposed updates to employee compensation policy

IV. Executive Director's Report

A. International Baccalaureate (IB) Candidacy Update

B. Diversity & Equity Initiative Update

C. CREATE Teacher Residency Program - Quarterly Update

V. Business & Operations

Business & Operations

A. Monthly financial statements & reports

VI. Governance

A. Monthly Governance Report

VII. Fund Development

Fund Development

A. Monthly fund development report

VIII. Educational Excellence

Educational Excellence

A. Monthly Educational Excellence Report

B. Public Affairs Subcommittee Report

IX. Executive Session

A. Executive Session

The board *may* enter into executive session to discuss matters related to personnel, real estate, student discipline, and/or litigation in accordance with O.C.G.A. § 50-14-1.

X. Closing Items

A. Brief Meeting Reflection

ANCS board reflection on governance practices from board meeting

B. Adjourn Meeting

Coversheet

Approve Minutes from Prior Board Meeting

Section: I. Opening Items
Item: D. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for January Monthly Board Meeting on January 16, 2018

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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Atlanta Neighborhood Charter School

Minutes

January Monthly Board Meeting

Date and Time

Tuesday January 16, 2018 at 6:30 PM

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.

Directors Present

Eric Teusink, Joyce Gist Lewis, Laura Melton, Lia Santos, Meeghan Fortson, Nakia Echols, Nicholas Chiles, Ryan Camp, Tara Stoinski, Tiffany Mitchell (remote)

Directors Absent

Howard Franklin, Mitch White, Philippe Pellerin

Ex Officio Members Present

Matt Underwood

Non Voting Members Present

Matt Underwood

Guests Present

Hannah Beth Millman, Karen Miller, Molly Griffith, Noah Aleshire, Quinton Washington, Randall Frazier

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 Jan 16, 2018 at 6:35 PM.

C. Public Comment

D. Approve Minutes from November Board Meeting

Nicholas Chiles made a motion to approve minutes from the Emergency Meeting on 11-08-17 Emergency November Board Meeting on 11-08-17.

Tiffany Mitchell seconded the motion.

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

E. Approve Minutes from Prior Board Meeting

Lia Santos made a motion to approve minutes from the November/December Board Meeting on 12-12-17 November/December Monthly Board Meeting on 12-12-17.

Nicholas Chiles seconded the motion.

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

F. PTCA Report

Hannah Beth Millman makes report, which is included in the agenda packet.

PTCA considering hiring someone to complete the yearbook because of a lack of volunteers. Must be completed by end of April.

G. Principals' Open Forum

Lara Zelski report on elementary school:

Faculty looking at data, disaggregated by race and gender. Comparing student results on various tests. Looking at behavior data. Students will be involved in "kindness challenge" this month in elementary.

In February, will be No Place for Hate school.

Cathey Goodgame on middle campus:

8th graders presenting on community projects

IB consultant spent two days at school, meeting faculty and students, and came away with positive impression. Released the school's IB application.

II. New Business

A. 2018-19 School Year Calendar

School calendar not very different from last few years.

Eric Teusink made a motion to Approve school calendar for 2018-2019.

Nicholas Chiles seconded the motion.

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

B. Proposed Compensation Policy Changes - Second Read

Matt goes through measures taken by school committee to study and help sustain and improve levels of employee satisfaction and professional development and growth.

Details improvements/changes in compensation program, including tenure bonus program.

Forecasts how much the program would cost over next 5 years—average of \$162,000 per year

Ryan Camp notes that it should be included in the budget early in the budget process.

Discussion of where the extra budget dollars will come from.

Question is raised: Why is it being done if ANCS already has high retention rate?

Lia Santos says it is more a tenure recognition program than a teacher retention program, intended to reward teachers for their long time service.

Questions raised about the bonus intervals

Discussion about proposal to provide 10% increase to associate teacher (14) and nutrition staff (5)

Administration will talk to staff at end of January and will get feedback. A final proposal will be presented to board at later date.

III. Old Business

A. Board Nominations Policy - Second Read

Joyce Gist Lewis made a motion to Approve Board Nominations Policy.

Nakia Echols seconded the motion.

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

B. ANCS Nondiscrimination Policy - Second Read

Meeghan Fortson made a motion to Accept changes Nondiscrimination policy language.

Eric Teusink seconded the motion.

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

IV. Executive Director's Report

A. Midyear Strategic Plan Initiatives Update

Greater detail on strategic plan initiative will be presented in greater detail at midyear retreat

Matt presented possibility of a preK program; will be discussed later in spring

Noted the plans for CREATE program to be made permanent

Matt and Laura Melton waiting for more RFPs to help board develop new multi-year strategic plan

V. Business & Operations

A. Monthly financial statements & reports

Ryan did regular update on budget

APS has followed through on first allocation payment that was delayed for December; second expected at end of January

VI. Fund Development

A. Monthly fund development report

Meegan Fortson's report is in packet

There are three auction co-chairs who have been appointed

Save the Date for March 3 auction!

VII. Educational Excellence

A. Monthly Educational Excellence Report

Committee didn't meet; still awaiting MAP data to meet with school psychologist Nancy Lamb

B. Public Affairs Subcommittee Report

Eric Teusink makes Public Affairs subcommittee report. Reports on the successful candidate forum for APS school board. Gives update on legislative action connected to charter schools. Mayor Bottoms decided to turn over school deeds to APS schools.

VIII. Governance

A. Monthly Governance Report

There was no meeting of Governance committee

Meegan updated activities of Nominations committee. Expected to open board member applications on Jan 24.

B. Midyear Board Retreat Draft Agenda

Agenda will be sent out to board members before retreat

IX. Executive Session

A. Executive Session

No executive session

X. Closing Items

A. Brief Meeting Reflection

B. Adjourn Meeting

Joyce Gist Lewis made a motion to adjourn the meeting.

Eric Teusink seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:07 PM.

Respectfully Submitted,
Nicholas Chiles

Coversheet

PTCA Report

Section: I. Opening Items
Item: E. PTCA Report
Purpose: FYI
Submitted by:
Related Material: PTCA Report February 2018.pdf

ANCS PTCA Board Report February 2018

Overview

It's been another great month for the ANCS PTCA!

Dine Outs

We are thrilled to say that the \$1400 raised by the Your Pie Dine Out in December was matched by a generous donor.

Bingo Night

Bingo Night was a huge, sold-out success! We will present the actual amount raised at the March meeting.

3rd/4th Friday Coffees

We hosted a Meet and Greet with Matt Underwood at this month's EC coffee, and had a great turnout at the MC coffee.

Mini Grants

We are thrilled to say that we received many mini-grant applications, and awarded close to \$5,000 as a result.

Communication/Social Media

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

Committees

Our next big undertaking will be the school yearbook at the EC. We have partnered with Tree Ring this year in an effort to streamline the process. We are paying a non-ANCS person to lay out the EC yearbook, with Kelley Klein and Leah Cauley overseeing.

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:
Monday, February 26th at
7:00pm.

Next School-Wide PTCA Meeting: Tuesday, March 13th at
7:00pm. It will be held at the
MC. We are planning to really
push volunteering in the hopes
of securing committee chairs
for next year, and increasing
overall participation. We are
working on rolling out a pro-
gram for 2018-2019 which we
may simply call, "Engage."

Other: We have learned this
year that many committees
have been operating without
any actual PTCA oversight for
many years, and have been
working diligently to change
that.

Submitted by Hannah Beth Millman

Coversheet

Employee Compensation Policy - Final

Section: III. Old Business
Item: A. Employee Compensation Policy - Final
Purpose: Vote
Submitted by: Matt Underwood & Lia Santos
Related Material: Compensationpolicy_revised_DRAFT_12.27.17_clean copy.pdf
Quality of life_ANCS strategic plan update_Feb2018.pdf

RECOMMENDATION:

Approve proposed changes to ANCS compensation policy

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



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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*

Additional Actions Since January Board Meeting

- Proposed compensation updates presented by Matt, Kari, & Lia to teachers and staff at both campuses during faculty meetings in January
- Feedback survey distributed to all teachers and staff for 3 weeks in January/February
 - 84% of respondents “strongly agree” or “agree” that proposed updates are effective at meeting school’s guiding principles for compensation
 - Emphasis on desire to continue to consider annual cost-of-living increases in addition to tenure bonuses
- Finance/operations committee discussed policy updates at February meeting and recommends approval

Next Steps

- If proposed policy updates are approved, next steps:
 - *March:* Business office will work with each employee to verify current years of service to ANCS
 - *March-April:* Tenure bonus amount (projected impact: \$161,500 [includes \$78,000 in one-time bonuses for some 10+ year employees]) and associate teacher/nutrition staff salary increases (projected impact: \$55,119) will be factored into draft FY19 ANCS budget
 - *March-April:* Finance/operations committee will consider additional cost-of-living increases to propose in draft FY19 budget
 - *March:* Matt finalizing teacher/staff salary ranges to publish for new hires
 - *August-September:* Business office will notify all employees due to receive bonus and provide opportunity for employees to have bonus placed into 403(b) if preferred to being paid out to employee
 - *By September 30:* FY19 bonuses distributed

Coversheet

International Baccalaureate (IB) Candidacy Update

Section: IV. Executive Director's Report
Item: A. International Baccalaureate (IB) Candidacy Update
Purpose: Discuss
Submitted by: Cathey Goodgame
Related Material: IB MYP Update for the Board - Feb 2018.pdf



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International Baccalaureate Middle Years Programme Update

February 2018

Since the last update

- Linda Hutchinson, IB Consultant, on campus for 2 days talking with teachers, students, and parents and reviewing documentation (January 2018)
 - Very positive report - only small changes needed (example - updating the website)

- 8th graders completed the first Community Project (January 2018)
https://www.youtube.com/watch?v=KQmhMyOzGZk&feature=youtu.be&disable_polymer=true

- Final documentation submitted to Linda to complete consultant's report (February 2018)

What's next?

- Application for authorization completion (April 1, 2018 deadline)
- 2 day Verification Team visit (October - November 2018)
- Expected Authorization (within 90 days after visit)

Coversheet

Diversity & Equity Initiative Update

Section: IV. Executive Director's Report
Item: B. Diversity & Equity Initiative Update
Purpose: Discuss
Submitted by: Matt Underwood
Related Material: Diversity & equity initiative update_Feb2018.pdf



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DIVERSITY & EQUITY STRATEGIC INITIATIVE UPDATE

PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR | February 2018

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
- Two more iGroup trainings in summer 2018 with several ANCS teachers expected to participate
- Have held 5 campus-specific or full faculty diversity and equity sessions focused on issues of race and class at ANCS
- Matt Underwood, Mark Sanders attended and presented at convening of [Diverse Charter Schools Coalition](#) member schools in Denver in January

Building capacity for equity work - cont'd

- Promoted community screening and discussion of film [*I'm Not Racist...Am I?*](#) (ANCS teachers and staff viewed and discussed film at summer retreat); over 200 in attendance at January 11 screening
- Leadership team developing one-page summary of diversity/equity goals and strategies to more clearly communicate
- Leadership team exploring possible creation of faculty equity coordinator position

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
- 17 people (teachers/staff and parents) committed to serving on team for current school year

Establish diversity/equity team - cont'd

- Two meetings of team since December:
 - Establishing norms and scope of team's work for this school year
 - Review of range of school data disaggregated by race and economic status
- Team is in process of planning “equity walks” at each campus and at parent events to examine the experience of students and parents of color at ANCS in different settings

Relationship building in community

- Faculty outreach team met at ANCS with resident engagement coordinator at Martin Street Plaza
- ANCS hosted “family game night” at Martin Street on Dec 14 with dinner and games for families
- Matt Underwood met with Rainbow Housing resident coordinator at Trestletree Village to establish relationship
- Several ANCS teachers and parents helped host information session for Trestletree parents on Feb 7
- Kindergarten teacher Tilifayea Griffin and Matt presented about ANCS to families at Sheltering Arms in Peoplestown on Feb 20

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 at March board meeting; lottery held on March 22 and offers of enrollment distributed

Coversheet

CREATE Teacher Residency Program - Quarterly Update

Section: IV. Executive Director's Report
Item: C. CREATE Teacher Residency Program - Quarterly Update
Purpose: Discuss
Submitted by: Elizabeth Hearn
Related Material: CREATE Finance Report 12_31_17.pdf
ANCS Board update_Feb2018.pdf

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
CREATE Project inception 2014 to date
31-Dec-17

Period Ended 12/31/17

	CREATE Federal	CREATE Matching	CREATE GOSA	CREATE Total
Income				
CREATE Grant Federal Funding	\$1,758,049	\$557,366		\$2,315,415
CREATE Donor Match Funding	\$0	\$0		\$0
GOSA Grant Funding	\$0	\$0		\$0
Other Income	\$0	\$0	\$199,874	\$199,874
Total Income	\$ 1,758,049	\$557,366	\$199,874	\$2,515,289
Expenditures				
Salaries and Stipends	\$934,806	\$232,484	\$54,900	\$1,222,190
Professional Development	\$428,112	\$239,397	\$165,760	\$833,269
Research Contract	\$427,000	\$0	\$30,000	\$457,000
Travel	\$28,847	\$1,093	\$14,803	\$44,743
General, Admin and Hospitality	\$14,050	\$18,699	\$79	\$32,828
Total Expenditures	\$1,832,815	\$491,673	\$265,542	\$2,590,030
Reimbursements Outstanding	\$ (74,766)		(\$65,667)	(\$140,433)
Balance Matching Funds		\$65,693		\$ 65,693

All received Q1 2018

CREATE Teacher Residency Program

Collaboration and **R**eflection to **E**nhance **A**tlanta **T**eacher **E**ffectiveness



2016-17 cohort



2017-18 cohort



Our team and programming partners



CREATE consortium schools





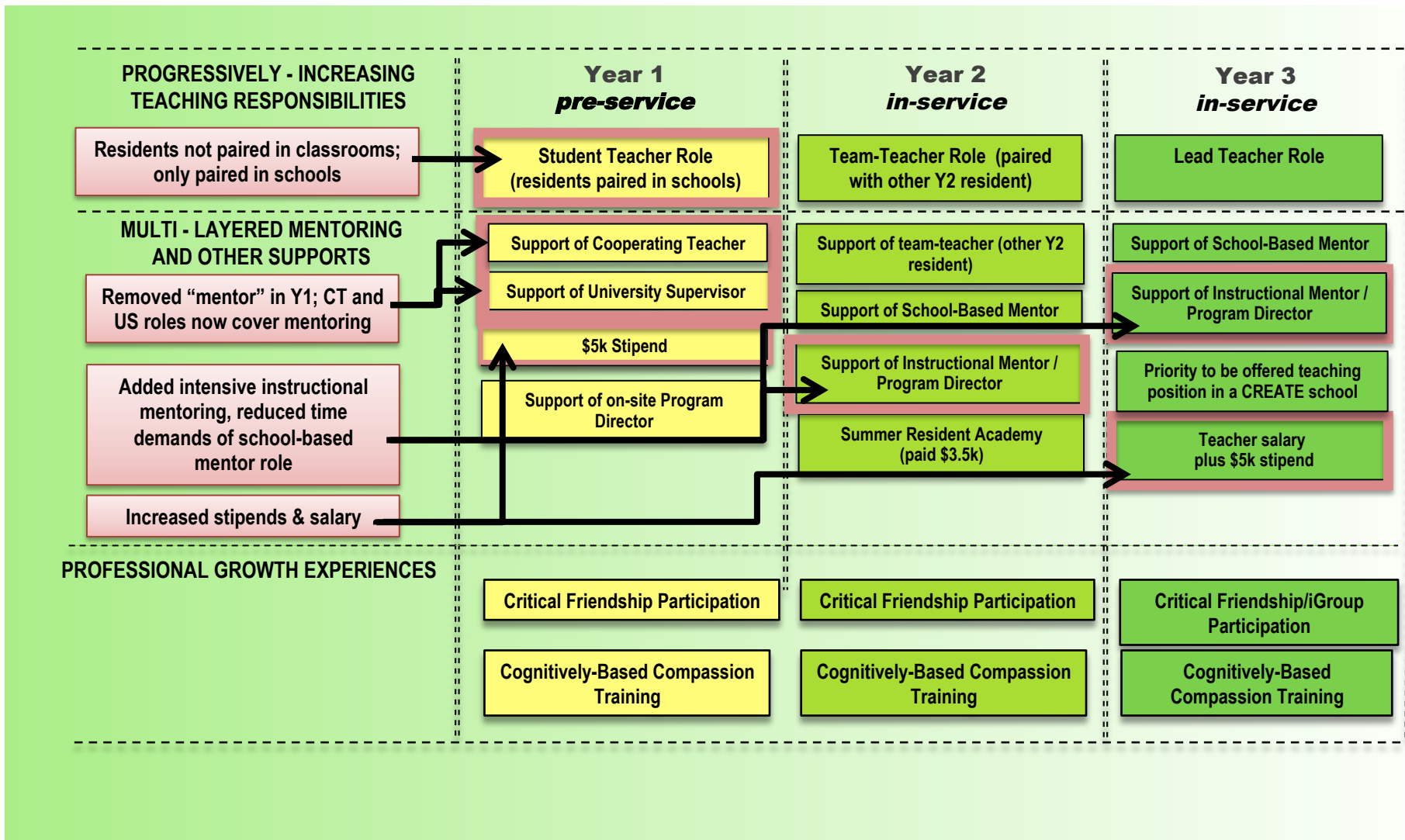
CREATE provides three levels of programming:

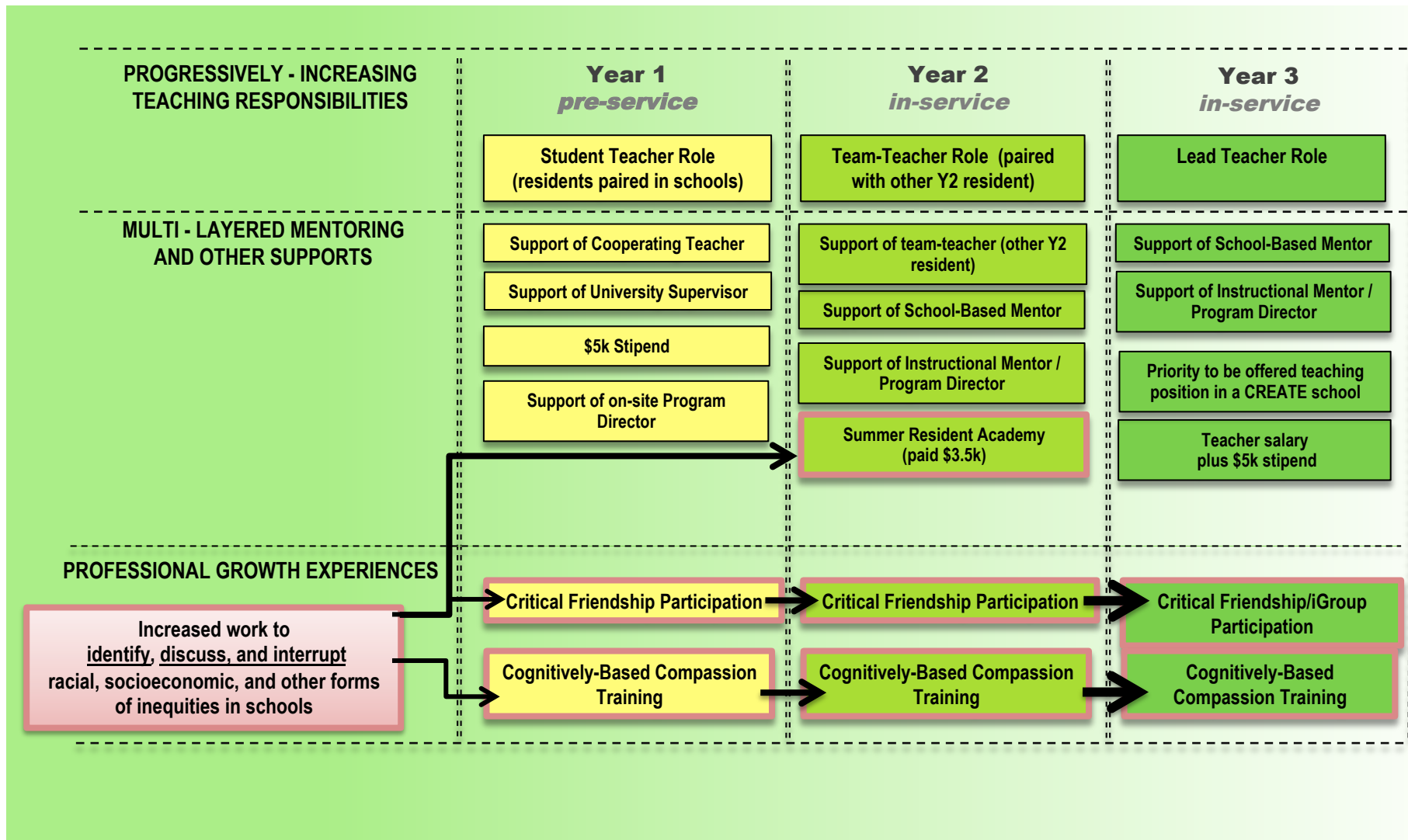
- 3-year teacher residency for new teachers
- Professional learning & leadership opportunities for experienced educators
- Induction Organizations Collaborative (IOC).




Level I Programming
3-year residency
program







	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Atlanta N'hood Charter (EC, MC)						
Toomer Elem						
Burgess Peterson						
Wesley Int'l						
King Middle						
Drew (EA, JA)						
Kindezi (OFW)						
Thomasville Hts						
Obama Academy						
Benteen Elem						
Parkside Elem						
Other						
Other						
Other						

Our mission: to raise student achievement by
improving **school climate**, and
increasing **teacher effectiveness & retention**
within public charter and
traditional neighborhood schools.



Level III Programming

**Induction Organizations Collaborative (IOC);
Atlanta Public Schools,
Georgia State University,
School leaders,
CREATE**



The projected outcomes of our IOC work are likely to transcend the granting period and our original scope of work.



“As we reflect on our work so far, we realize that the creation of this “third space” not only has us (university, school, and district IOC members) working hard to improve new teachers’ training and induction experiences, but also **realizing the incredible value in supporting one another in this work** and the developing sense of collective responsibility for teachers and students across the district, which is both necessary and powerful if we hope to bring about real transformation in our schools (both university and K-12) and surrounding communities.”

U.S. Department of Education i3 blog (Sept., 2017)

- Authors: Cross, Hearn, Parrish, Taylor

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***When surveyed in May, 2017
97% of residents indicated they would recommend
this program (as it is or with a few adjustments) to a
potential applicant for 17-18 school year.***

***40 of 41 residents remain in teaching
for 2017-18 school year.***



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R. Howard Dobbs, Jr.
FOUNDATION





Web: atlncs.org/CREATE

Twitter: [@CREATE_TRP](https://twitter.com/@CREATE_TRP)

Facebook: [CREATE3TRP](https://www.facebook.com/CREATE3TRP)

Elizabeth Hearn

Program Director

ehearn@atlncs.org

Coversheet

Monthly financial statements & reports

Section: V. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: Discuss
Submitted by:
Related Material: February 2018 Board Memo.pdf
01_31_18 Finance Committe Report FY18.pdf



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: February 2018 Business and Operations Report Summary

Date: February 26, 2018

Cash Position – Cash and investment balance is \$2,512,877 with \$1,709,806 in operating cash and \$803,071 in CD and Money market accounts. \$688,820 of invested funds are allocated as reserve funds.

Allocation – In January per our agreement with APS. ANCS's full January monthly allocation has been received and all reimbursement of delayed allocations funds have been received.

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

		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	\$1,795,752	\$872,107	\$872,107	\$872,107	\$872,107	\$872,107	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Title 2 Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0
Contributions & Fundraising	\$6,128	\$3,022	\$4,637	\$20,409	\$29,011	\$13,665	\$15,964	\$14,000	\$100,000	\$14,000	\$20,000	\$4,872	\$0	\$0
Program Income	\$720	\$95,492	\$62,229	\$33,669	\$55,036	\$34,609	\$50,007	\$50,000	\$60,000	\$40,000	\$50,000	\$15,080	\$0	\$0
Nutriton Program Income	\$144	\$26,836	\$31,385	\$33,663	\$29,726	\$27,844	\$18,807	\$25,000	\$25,000	\$21,000	\$20,000	\$9,850	\$0	\$0
Other Income	\$149	\$353	\$208	\$151	\$353	\$211	\$376	\$800	\$1,000	\$1,000	\$1,200	\$1,200	\$500	\$500
Total Revenue	\$7,141	\$1,000,245	\$969,924	\$963,715	\$549,842	\$577,044	\$1,880,906	\$961,907	\$1,058,107	\$948,107	\$964,307	\$31,002	\$500	\$500
Expenditures														
Salaries and Benefits	\$609,264	\$647,806	\$683,503	\$666,504	\$678,224	\$674,894	\$668,490	\$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	\$1,588	\$3,000	\$3,000	\$10,000	\$3,500	\$9,500	\$0	\$0
Curriculum & Classroom Expense	\$23,756	\$40,490	\$6,251	\$7,846	\$3,068	\$16,274	\$4,154	\$15,000	\$2,000	\$8,000	\$6,000	\$9,900	\$0	\$0
Program Expenses	\$5,887	\$8,288	\$12,839	\$23,604	\$6,740	\$8,443	\$17,739	\$25,000	\$40,000	\$10,000	\$40,000	\$4,110	\$0	\$0
Building & Grounds	\$38,451	\$66,945	\$47,396	\$33,760	\$31,448	\$39,672	\$38,312	\$35,000	\$35,000	\$50,000	\$35,000	\$33,182	\$32,000	\$32,000
Fixed Assets Expenditures	\$100,629	\$1,985	\$59,175	\$4,877	\$46,901	\$4,796	\$5,080	\$3,000	\$2,000	\$2,000	\$2,000	\$500	\$0	\$0
Professional Services	\$7,320	\$0	\$12,565	\$6,745	\$10	\$1,000	\$705	\$1,200	\$3,000	\$2,600	\$700	\$50	\$0	\$0
Gen&Admin/Insurance/Interest	\$19,265	\$20,680	\$20,165	\$10,248	\$8,005	\$20,762	\$13,737	\$20,000	\$10,000	\$15,000	\$15,000	\$6,235	\$4,000	\$4,000
Nutrition Program Expenses	\$500	\$22,381	\$20,492	\$20,614	\$12,592	\$20,054	\$13,621	\$17,000	\$21,000	\$16,000	\$16,000	\$2,500	\$0	\$0
Equipment Rental (Copiers)	\$240	\$379	\$2,014	\$4,698	\$153	\$1,353	\$1,800	\$5,000	\$5,000	\$5,000	\$5,000	\$3,500	\$0	\$0
Fundraising Expenses	\$0	\$4,564	\$0	\$1,216	\$305	\$1,295	\$1,143	\$2,000	\$30,000	\$500	\$500	\$0	\$0	\$0
Total Expenditures	\$816,459	\$818,359	\$864,480	\$797,270	\$796,457	\$791,338	\$766,370	\$826,200	\$851,000	\$819,100	\$823,700	\$769,477	\$646,000	\$646,000
Total Revenues - Total Expenditures	(\$809,318)	\$181,886	\$105,444	\$166,445	\$ (246,615)	(\$214,294)	\$1,114,536	\$ 135,707	\$207,107	\$ 129,007	\$140,607	\$ (738,475)	(\$645,500)	(\$645,500)
EOM Cash Balance	\$670,881	\$807,501	\$874,847	\$867,485	\$872,990	\$725,563	\$1,709,806	\$1,845,513	\$2,052,620	\$2,181,627	\$2,322,234	\$1,583,759	\$938,259	\$938,259
	Actual	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 \$803k of investments

Coversheet

Monthly fund development report

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



Fund Development Report // February 2018
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // February 27, 2018

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

January 2018 donations received: **\$3,215**

Year to date: **\$79,967**

of donors: **450**

Goal: **\$125,000**

Comparison to 2017:

January 2017 donations received: **\$2,694**

Year to date: **\$88,009**

of donors: n/a

January is typically a slower month for donations to the Gather & Grow Fund. Since our report last month, approximately \$3,000 has come in for the 2017-2018 Gather & Grow Fund, bringing our total amount raised to **\$79,967 as of January 31**. With more than half of our goal raised, we are on track to meet our goal of \$125,000 by June 30.

We are still tracking slightly behind where we were last year at this time, but we're starting to see that gap close. This spring the Fund Development Committee will focus on personal solicitations of any major donors (\$1,000 and above) who gave last year but haven't made a gift yet this year.

2018 Auction:

The 15th annual Wonder Ball auction and raffle is scheduled for **Saturday, March 3** from **6-11pm** at the Georgia Freight Depot. This year's theme is "Wonder Ball: Out of this World". This event provides significant unrestricted funds to the school each year.

Throughout the months of January and February, co-chairs **Gracie Gummere**, **Howard Jenkins**, and **Sarah Wilcox**, along with professional event planner **Rachel Eisaman** and the **Auction Committee**, have been very busy recruiting volunteers, soliciting auction donations & sponsorships, and planning the event. It is shaping up to be another great year for the auction!



Since our last board meeting, the following meetings/activities have taken place to kick off Auction season:

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

January 23 – First Auction Committee Meeting (*rescheduled from the 17th due to inclement weather*)

February – Matt Underwood, Meeghan Fortson, and Rachel Eisaman (professional event planner) have weekly check-in calls to review auction progress and discuss any questions or concerns.

Volunteers are still needed for the Auction! Please visit www.atlncs.org/auction for more information and to sign up.

Fundraising Software Update & Recent Activities:

Kim Kurtz, Fund Development Assistant, has been working closely with representatives from Bloomerang to prepare our fundraising data for implementation into the new software. The data is now ready to be transferred, so we expect to “go live” next month. Bloomerang will be used to track donations, donors, volunteers, and other relevant fund development information.

Update on Part-time Fund Development Coordinator Position:

The interview process for the new Part-time Fund Development Coordinator position concluded in early February. An offer has been made and accepted, and the background check/hiring process is currently wrapping up. This 20-hour/week position will report to the Executive Director and will focus solely on ANCS Fund Development activities.



Other Fund Development Related Activities:

Matt Underwood and Elizabeth Hearn have been meeting with various foundations over the past few weeks to solidify matching fund commitments for the USDOE SEED grant that CREATE was awarded in November.

Upcoming Fund Development Activities:

Fund Development Newsletter #3 will be emailed the week of February 26 to promote the Auction on March 3 and remind donors to make their 2017-2018 Gather & Grow Fund gift if they have not already.

Attachments:

Fund Development Calendar of Solicitations & Activities

End of Report.



ANCS
2017-2018 Fund Development
Calendar of Solicitations & Activities
Updated on 2/23/18 to reflect actual dates

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, 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

- 21 Alumni Gathering
- 27 End-of-year Email Solicitation *(Reminder of 2017 tax deadline; encouraging support by Dec 31)*
- 31 End-of-year Facebook post *(Reminder of 2017 tax deadline; encouraging support by Dec 31).*

February

26 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*
-

Coversheet

Monthly Educational Excellence Report

Section: VIII. Educational Excellence
Item: A. Monthly Educational Excellence Report
Purpose: Discuss
Submitted by:
Related Material: Feb 2018 educational excellence data report.pdf



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

2017-18 Student Achievement by Demographic Groups Summary

August-December 2017

Data Sources

- Teachers at both campuses reviewed student achievement data disaggregated by demographic groups from the following sources:
 - Spring 2017 GA Milestones scores
 - Fall-Winter 2017 MAP scores
 - Fall 2017 classroom data (internal assessments, Guiding Principles data)
- Educational excellence committee reviewed and discussed same data at February committee meeting

Spring 2017 GA Milestones - ELA

■ On the ELA test...

- 96% of White students at ANCS received passing score (97% APS; 85% GA)
- 79% of Black students at ANCS received passing score (56% APS; 64% GA)
- 95% of students not qualifying for FRL at ANCS received passing score (95% APS; 91% GA)
- 74% of students qualifying for FRL at ANCS received passing score (55% APS; 67% GA)
- 95% of students not receiving special education services at ANCS received passing score (69% APS; 80% GA)
- 64% of students receiving special education services at ANCS received passing score (25% APS; 38% GA)

Spring 2017 GA Milestones - Math

- On the Math test...
 - 95% of White students at ANCS received passing score (97% APS; 89% GA)
 - 76% of Black students at ANCS received passing score (61% APS; 69% GA)
 - 94% of students not qualifying for FRL at ANCS received passing score (95% APS; 93% GA)
 - 73% of students qualifying for FRL at ANCS received passing score (61% APS; 73% GA)
 - 94% of students not receiving special education services at ANCS received passing score (74% APS; 84% GA)
 - 64% of students receiving special education services at ANCS received passing score (28% APS; 46% GA)

Fall-Winter 2017 MAP

- MAP (Measures of Academic Progress) is national assessment produced by NWEA
 - Adaptive to student's performance
 - Scores are norm referenced (unlike Milestones which are criterion referenced)
 - Performance measured through RiT score and national percentile rankings
 - ANCS administers MAP in Reading and Math three times per year

Fall-Winter 2017 MAP

- Across last four MAP administrations, there has been consistent growth in NPR for students across all demographic subgroups on Reading and Math
- However, difference in growth NPR across demographic subgroups reflects different rates of growth:
 - K-2 White students growth NPR roughly 18 higher than Black students
 - 3-5 White students growth NPR roughly 46 higher than Black students
 - 6-8 White students growth NPR roughly 49 higher than Black students
 - Across all grade bands, growth rate for students who identify as Multi-racial is higher than for Black students

Fall 2017 Classroom Data

- Teachers also looked at a range of data from recent progress reports
 - Grades in subject areas
 - Guiding principles grades

- Also noted similar patterns of differences in grades by demographic subgroups though not nearly as pronounced as with MAP data

Next Steps

- Teachers and leadership teams will continue to disaggregate and analyze similar data through second half of school year
- Working to surface underlying issues contributing to differences in performance data by demographic subgroups