



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

## Atlanta Neighborhood Charter School

### March Monthly Board Meeting

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#### **Date and Time**

Tuesday March 20, 2018 at 6:30 PM EDT

#### **Location**

ANCS Elementary Campus - 688 Grant Street, Atlanta, GA 30315

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

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#### **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 February Monthly Board Meeting on February 27, 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.** Update on 2018 New Student Enrollment and Weighted Lottery Vote

**B.** 2018 Employee Contract Renewal

**III. Old Business**

**A.** Strategic Planning Update

**B.** 2018-19 School Year Calendar

**IV. Executive Director's Report**

**A.** FY19 Budget Priorities

**V. Business & Operations**

Business & Operations

**A.** Monthly financial statements & reports

**VI. Educational Excellence**

Educational Excellence

**A.** Monthly Educational Excellence Report

**B.** Public Affairs Subcommittee Report

**VII. Fund Development**

Fund Development

**A.** Monthly fund development report

**VIII. Governance**

**A.** Monthly Governance Report

**IX. Executive Session**

**A. Executive Session**

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

**X. Closing Items**

**A. Brief Meeting Reflection**

ANCS board reflection on governance practices from board meeting

**B. Adjourn Meeting**

# Coversheet

## Approve Minutes from Prior Board Meeting

**Section:** I. Opening Items  
**Item:** D. Approve Minutes from Prior Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for February Monthly Board Meeting on February 27, 2018

APPROVED



## ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

# Atlanta Neighborhood Charter School

## Minutes

### February Monthly Board Meeting

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#### **Date and Time**

Tuesday February 27, 2018 at 6:30 PM

#### **Location**

ANCS Middle Campus - 820 Essie Avenue 30316

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

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#### **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, Tiffany Mitchell

#### **Directors Absent**

Tara Stoinski

#### **Ex Officio Members Present**

Matt Underwood

#### **Non Voting Members Present**

Matt Underwood

#### **Guests Present**

Ben Skidmore, Brook McGhee, Cathey Goodgame, Clay Elrod, Cortney Cash, Elizabeth Hearn, Eric Bloomquist, Heather Corrigan, Jessica Gowen, Kristen Frenzel, Megan Wilson, Noah Aleshire, Sabrina Sexton, Sarah Cottone

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## **I. Opening Items**

### **A. Record Attendance and Guests**

Nicholas Chiles attending by phone.

### **B. Call the Meeting to Order**

Mitch White called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Feb 27, 2018 at 6:48 PM.

### **C. Public Comment**

### **D. Approve Minutes from Prior Board Meeting**

Lia Santos made a motion to approve minutes from the January Monthly Board Meeting on 01-16-18 January Monthly Board Meeting on 01-16-18.

Tiffany Mitchell seconded the motion.

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

### **E. PTCA Report**

See report, attached in board packet.

Bingo raised \$2400.

Awarded \$5k in minigrants for second half of year.

Yearbook - PTCA will hire someone to handle it and is working on streamlining for upcoming year.

Focus on volunteerism for upcoming year.

Most of current PTCA is staying on for next year.

Membership is roughly 296.

### **F. Principals' Open Forum**

Dr. Goodgame (MC): 2/28 all day celebration of black history with many student led sessions. Friday movie day for principal for the day. Will be soliciting community for 8th grade panels for end of year student presentations in mid-March.

Matt Underwood reporting for Lara Zelski: Menu on 2/28 for west GA farmers cooperative, a group of black-owned farms. EC has had black history month events most days at morning meeting. Round 2 of parent teacher conferences start soon. 5th graders are heading to Blue Ridge soon. On March 14, both campuses will have age appropriate events to recognize national school walk out day. Email will go out to community on 2/28.

## **II. New Business**

### **A.**

### **Donation to Diverse Charter Schools Coalition 2018 Challenge Grant Campaign**

Matt Underwood provided update on Diverse Charter Schools Coalition. The group has been getting more political and funding support. Current challenge grant for \$350k to Walton Family Foundation. Matt will make a modest donation (under \$1000) to the challenge grant effort. ANCS is only school in GA right now. Board approval is not needed, but Mitch and Lia recommended that Matt share information with the board. If any members wish to voice feedback to Matt, please contact him after the board meeting.

Mitch indicated that the organization's support and experience was very helpful during ANCS's efforts to implement a weighted lottery.

## **III. Old Business**

### **A. Employee Compensation Policy - Final**

Matt Underwood reviewed his presentation from the January 2018 board meeting. Most significant policy change is the creation of a new tenure bonus program and a one-time bonus for teachers currently with 10+ years service. Proposed 10% increase to associate teacher and nutrition staff salary scale.

Matt, Lia Santos and Kari Lovell presented to the staff after the January 2018 board meeting to get feedback. Finance/Operations committee recommends policy approval. Next steps are outlined in the board packet.

Eric Tuesink abstained from the vote.

Philippe Pellerin made a motion to Accept the recommended policy change from the Finance and Operations Committee.

Meeghan Fortson seconded the motion.

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

## **IV. Executive Director's Report**

### **A. International Baccalaureate (IB) Candidacy Update**

Dr. Goodgame provided an update on the MC candidacy for the IB program. Report is included in the board packet.

IB consultant Linda Hutchinson said at end of report said she thinks ANCS will be one of the best programs in the country. Need to tighten up paperwork and submissions to document strength of the application.

Board viewed video of a 8th grade community project at morning meeting. Presentation integrates language and skills that are part of the IB curriculum. First time had a wide range of responses. School is looking at how to fine tune for next year. Project is not required for advancement to the next grade.

41 presentations, 11 done solo. Max group size was 3.

IB Authorization likely by EOY 2018.

## **B. Diversity & Equity Initiative Update**

Matt Underwood provided an update on the diversity and equity initiative. Summary is in board packet.

As of today, more kindergarten applicants from primary attendance zone who identify as economically disadvantaged this year than last year. 17 applications so far vs 9 last year. Will have a small group making follow up calls to incoming families who receive lottery slot.

## **C. CREATE Teacher Residency Program - Quarterly Update**

Elizabeth Hearn presented an update on the CREATE program. Slide deck is included in board packet. An updated deck was presented at the meeting with more recently photos.

CREATE recently received a Community Consulting Team (CCT) grant for strategic planning assistance. In June, Elizabeth will be attending national conference for other project directors for federal grant program and helping to plan a plenary session and present an independent session on Compassion Based Meditation. Governor's Office of Student Achievement also has a meeting coming up at which CREATE was invited to present a session.

Three levels of programming: teacher residency, professional learning and leadership opportunities, induction organizations collaborative. From IOC, four changes in last quarter: GSU classes at King Middle; 40 applicants for 20 spots for 2018-2019 cohort (participants selected randomly not by merit/qualification); redesigning the way university supervisors approach their work; 7 educators participated in a New Teacher Center training held by APS. Goal of program is for it to work for ANYONE who goes into teaching; this is why application is not merit based.

Hiring several people using new federal grant. Hiring committee will include people from BAMOA.

Lots of activities will take place in summer for new cohort.

Have good funds coming in but need to fundraise for matching funds and operating cash.

## **V. Business & Operations**

### **A. Monthly financial statements & reports**



Ryan Camp reported on Finance and Operations. Details included in board packet.  
Delayed APS allocation received.

Right on track for budget. No mid-year adjustment of budget.

New budget planning will begin next month. Cash on hand projected to have roughly \$1m at end of summer. Typically cash is much tighter. Best practice for charter schools is to have several months of operating expenses on hand at all times, so ANCS is continuing to build operating reserves.

Working on bids for a new auditing firm from range of firms. Bids range from \$17k to \$25k, which are all lower than current firm.

Joyce Gist Lewis asked if RFP process included outreach to minority and women owned businesses. Ryan and Matt confirmed that ANCS did so. Matt and Kari Lovell made a selection of a firm that works with other larger charter schools.

## **VI. Governance**

### **A. Monthly Governance Report**

No written report. Lia and Joyce met in early February to start process for Matt's review. Survey went out to Board and direct reports through Board on Track. Deadline for completion is 3/6/18.

Governance committee also working on new board members.

## **VII. Fund Development**

### **A. Monthly fund development report**

Meeghan Fortson provided report, included in the board packet. Please attend auction and volunteer. And donate bourbon for bourbon pull. All VIP tables sold at higher price point than last year. Fund development software has gone live. Part-time Fund Development employee has been hired.

## **VIII. Educational Excellence**

### **A. Monthly Educational Excellence Report**

Dr. Mitchell and Matt Underwood presented on student achievement data for first half of the school year. A report is included in the board packet.

Milestones testing shows achievement gaps by race, class and special education status. All gaps, however, are smaller than comparable gaps for APS and statewide.

MAP testing also shows an achievement gap, and one that widens as children progress through the school from K to 8.

Review of classroom data also shows differences in performance by demographic subgroups.

Teachers, leadership team and committee will continue to examine/track data.

**B. Public Affairs Subcommittee Report**

Report on from Eric Tuesink. Looks like funding for roof will not come through legislature.

**IX. Executive Session**

**A. Executive Session**

Mitch White made a motion to adjourn.

Tiffany Mitchell 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,  
Jessica Gowen

# Coversheet

## PTCA Report

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

## ANCS PTCA Board Report February 2018

### Overview

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

### March PTCA Meeting

We had a great turnout for our March meeting on 3/13 (held at the MC), and had presentations on Sustainability and Volunteerism in addition to handling PTCA business. Several people have already signed up for committees for 2018-2019. The slate for the 2018-2019 PTCA Executive Board was presented.

### Bingo Night

Bingo Night was a huge, sold-out success! We raised around \$2,400.

### 3rd/4th Friday Coffees

Coffees are still going strong at both campuses. The EC had a St Patrick's Day theme on 3/16, and we gave away Run with the Wolves T-shirts and other prizes.

### Mini Grants

We will be accepting a 3rd round of Mini Grant applications after Spring Break in April.

### 5th/8th Grade Graduations

We are already coordinating plans for both graduations, and will provide cakes/drinks for both events.

### Committees

We are already working on securing committee chairs for the 2018-2019 school year, with Nikki Zimmerman leading the charge. We are considering not having Fall Fest if we are unable to find a chair by the end of the 2017-2018 school year.

### 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, March 19th at 7:00pm.

**Next School-Wide PTCA Meeting:** Tuesday, May 8th at 6:30pm at the EC. We will have dinner (for purchase) and will vote on next year's PTCA Board.

**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

## Update on 2018 New Student Enrollment and Weighted Lottery Vote

**Section:** II. New Business  
**Item:** A. Update on 2018 New Student Enrollment and Weighted Lottery Vote  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2018 ANCS Applicant Summary.pdf  
Lottery Weight Recommendation\_20180318.pdf

**SUMMARY OF ANCS LOTTERY APPLICANTS BY GRADE, TIER, AND ECONOMICALLY DISADVANTAGED STATUS**

Description	Number of Applicants			Percentage of Applicants	
	Economically Disadvantaged	Not Economically Disadvantaged	Total	Economically Disadvantaged	Not Economically Disadvantaged
<i>Kindergarten by Admissions Tier:</i>					
Sibling/Board/Employee	2	24	26	8%	92%
Zone 1	4	68	72	6%	94%
Zone 2	0	11	11	0%	100%
Zone 3	32	48	80	40%	60%
<b>Subtotal</b>	<b>38</b>	<b>151</b>	<b>189</b>	<b>20%</b>	<b>80%</b>
<i>1st Grade by Admissions Tier:</i>					
Sibling/Board/Employee	0	0	0	N/A	N/A
Zone 1	1	19	20	5%	95%
Zone 2	0	4	4	0%	100%
Zone 3	11	18	29	38%	62%
<b>Subtotal</b>	<b>12</b>	<b>41</b>	<b>53</b>	<b>23%</b>	<b>77%</b>
<i>2nd Grade by Admissions Tier:</i>					
Sibling/Board/Employee	0	0	0	N/A	N/A
Zone 1	1	17	18	6%	94%
Zone 2	0	4	4	0%	100%
Zone 3	9	14	23	39%	61%
<b>Subtotal</b>	<b>10</b>	<b>35</b>	<b>45</b>	<b>22%</b>	<b>78%</b>
<i>3rd Grade by Admissions Tier:</i>					
Sibling/Board/Employee	0	4	4	0%	100%
Zone 1	5	10	15	33%	67%
Zone 2	0	4	4	0%	100%
Zone 3	9	12	21	43%	57%
<b>Subtotal</b>	<b>14</b>	<b>30</b>	<b>44</b>	<b>32%</b>	<b>68%</b>
<i>4th Grade by Admissions Tier:</i>					
Sibling/Board/Employee	3	1	4	75%	25%
Zone 1	3	7	10	30%	70%
Zone 2	0	3	3	0%	100%
Zone 3	14	6	20	70%	30%
<b>Subtotal</b>	<b>20</b>	<b>17</b>	<b>37</b>	<b>54%</b>	<b>46%</b>
<i>5th Grade by Admissions Tier:</i>					
Sibling/Board/Employee	0	1	1	0%	100%
Zone 1	4	7	11	36%	64%
Zone 2	0	6	6	0%	100%
Zone 3	6	12	18	33%	67%
<b>Subtotal</b>	<b>10</b>	<b>26</b>	<b>36</b>	<b>28%</b>	<b>72%</b>

**SUMMARY OF ANCS LOTTERY APPLICANTS BY GRADE, TIER, AND ECONOMICALLY DISADVANTAGED STATUS**

Description	Number of Applicants			Percentage of Applicants	
	Economically Disadvantaged	Not Economically Disadvantaged	Total	Economically Disadvantaged	Not Economically Disadvantaged
<i><u>6th Grade by Admissions Tier:</u></i>					
Sibling/Board/Employee	1	2	3	33%	67%
Zone 1	7	11	18	39%	61%
Zone 2	1	13	14	7%	93%
Zone 3	18	11	29	62%	38%
<b>Subtotal</b>	<b>27</b>	<b>37</b>	<b>64</b>	<b>42%</b>	<b>58%</b>
<i><u>7th Grade by Admissions Tier:</u></i>					
Sibling/Board/Employee	0	0	0	N/A	N/A
Zone 1	3	1	4	75%	25%
Zone 2	0	4	4	0%	100%
Zone 3	6	7	13	46%	54%
<b>Subtotal</b>	<b>9</b>	<b>12</b>	<b>21</b>	<b>43%</b>	<b>57%</b>
<i><u>8th Grade by Admissions Tier:</u></i>					
Sibling/Board/Employee	0	1	1	0%	100%
Zone 1	1	1	2	50%	50%
Zone 2	0	1	1	0%	100%
Zone 3	5	3	8	63%	38%
<b>Subtotal</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>50%</b>	<b>50%</b>
<i><u>All Grades by Admissions Tier:</u></i>					
Sibling/Board/Employee	6	33	39	15%	85%
Zone 1	29	141	170	17%	83%
Zone 2	1	50	51	2%	98%
Zone 3	110	131	241	46%	54%
<b>Grand Total</b>	<b>146</b>	<b>355</b>	<b>501</b>	<b>29%</b>	<b>71%</b>

Jarod Apperson  
 732 Brookline St SW  
 Atlanta, GA 30310  
 jarodapperson@gmail.com  
 (917) 287-9420

March 18, 2018

Atlanta Neighborhood Charter School  
 Attention: Matt Underwood  
 688 Grant St SE  
 Atlanta, GA 30316

**Re: Recommendation of Lottery Weight**

Dear Mr. Underwood:

I hope this letter finds you well. Thank you for the 2018 lottery applicant data that you and your team recently provided. I've reviewed this data and am writing to recommend a lottery weight that will move ANCS toward its goal of serving more economically disadvantaged students.

My recommendation is that you **use a weight of 4**, the maximum allowed under your charter. I summarize below the basis for that recommendation.

From our discussions and my review of the ANCS charter, I understand that the organization has established a goal that at least 40% of newly admitted students (excluding students admitted through sibling, employee, or board member preference) be economically disadvantaged. In addition, a goal has been established for overall enrollment of between 30% and 50% economically disadvantaged students.

Because most seats above kindergarten are taken by returning students, I understand that kindergarten is the only grade where a substantial number of slots will be available to new students (58 slots). A small number of slots (4) will be offered to new sixth grade students while the other grades will not have any slots. For those grades, all applicants will be placed on the waitlist, and will be admitted as spots free up. Since kindergarten is the only grade with significant available seats, I've relied on an analysis of kindergarten applicants as the basis for my recommendation. Below you will find a table summarizing those applicants.

Description	Number of Applicants			Percentage of Applicants	
	Economically Disadvantaged	Not Economically Disadvantaged	Total	Economically Disadvantaged	Not Economically Disadvantaged

Admissions Tier:

Sibling/Board/Employee	2	24	26	8%	92%
Zone 1	4	68	72	6%	94%
Zone 2	0	11	11	0%	100%
Zone 3	32	48	80	40%	60%
<b>Total</b>	<b>38</b>	<b>151</b>	<b>189</b>	<b>20%</b>	<b>80%</b>



Mr. Matt Underwood

Re: **Recommendation of Lottery Weight**

March 18, 2018

As you can see, a total of 189 students applied for kindergarten admission and 20% of those students self-reported being economically disadvantaged. Importantly, most of the economically disadvantaged students are from Zone 3 and would only be eligible for admission once all students from the previous tiers have been admitted.

The priority admissions tiers mean that ANCS will admit 26 students as siblings or children of board members/employees. An additional 32 students will be admitted from Zone 1. The remaining 40 Zone 1 students as well as all students in Zone 2 or Zone 3 will go on the waitlist.

Only 2 of the sibling/board/employee applicants are economically disadvantaged while only 4 of the Zone 1 applicants are economically disadvantaged. Even if the school could admit all the economically disadvantaged Zone 1 applicants, its incoming class would have only 6 economically disadvantaged students, or 10%. This remains substantially below the goal that 30% to 50% of enrolled students be economically disadvantaged; therefore, I recommend that you use a weight of 4, the highest weight allowed under your charter. With this weight, the percentage of economically disadvantaged kindergarten students admitted is likely to fall in the range of **7% to 10%**. The percentage of newly admitted students (excluding those admitted through sibling or board member preference) is likely to fall in the **9% to 13%** range.

I hope that this summary has been clear. However, should you have any questions or need additional information, please don't hesitate to call or email.

Best regards,

Jarod Apperson

# Coversheet

## 2018-19 School Year Calendar

**Section:** III. Old Business  
**Item:** B. 2018-19 School Year Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ANCS\_Calendar\_2018-19\_v4.pdf



# ANCS Calendar 2018-2019

**Color Key:** ■ First/Last Day ■ Teacher Professional Learning Day (Students do not report)  
■ Holiday ■ Possible Inclement Weather Makeup Day

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						
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** First Day of School for Students

September 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
23/30	24	25	26	27	28	29

**3** Labor Day

October 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** Midpoint, Semester 1  
**8** Teacher Professional Learning Day  
**8-12** Fall Break

November 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	

**19-23** Thanksgiving Break

December 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
23/30	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
					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		

**18-22** Winter Break  
**22** Teacher Professional Learning Day  
**21 & 22** Possible Inclement Weather Makeup Day

March 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
24/31	25	26	27	28	29	30

**15** Midpoint Second Semester  
**18** Teacher Professional Learning Day  
**18** Possible Inclement Weather Makeup Day

April 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				

**1-5** Metro Area Spring Break

May 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	

**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
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

# Coversheet

## FY19 Budget Priorities

**Section:** IV. Executive Director's Report  
**Item:** A. FY19 Budget Priorities  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY19 Budget projections and priorities\_initial.pdf



**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL**

helping students learn to use their minds well

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## **FY19 ANCS BUDGET – Initial Projections & Priorities** *March 2018*

- 
- FY19 Budgeting Timeline
  - FY19 Funding Projections (as of March 2018)
  - FY19 Potential Budget Priorities (as of March 2018)

# FY19 Budgeting Timeline

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## **February**

- Establish budget priorities
- Refine revenue projections as needed



## **March**

- Working sessions to draft initial FY19 budget
- Refine revenue projections as needed
- Renew employee contracts



## **April**

- Present initial FY19 budget for feedback from board and community
- Refine revenue projections as needed



## **May**

- Present revised FY19 budget for feedback from board and community
- Vote on FY19 budget at May/June board meeting

# FY19 Initial Funding Projections

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## STATE

- ◆ Projecting **minimal increase** in state QBE funding for FY19 (per Governor's budget proposal)
- ◆ TRS employer rate **increasing from 16.81% to 20.09%**
- ◆ Possibility of **limited HB430 facilities funding**

## LOCAL

- ◆ Projecting roughly **3% increase** in local tax revenue funding for FY19
- ◆ APS likely to **maintain charter school admin fee at 1.75%**
- ◆ Possibility of **SPLOST funds for EC roof replacement**
- ◆ APS continues to expect steady growth of tax digest over next three years at a rate of about **3-5%/year**



# FY19 Budget Priorities

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- Always aim to establish budget priorities in alignment with the **mission of our school** and **goals of current strategic plan**
- Budget priorities serve as the basis for **making adjustments to ANCS budget** from one fiscal year to the next
- The establishment of budget priorities also allows us to **consider multi-year budget needs**

# Potential Budget Priorities for FY19

Priority	Projected Cost Range (approx)
Continued reduction of student-teacher ratios	\$85,000 (in funding reduction)
Tenure bonus - FY19 planned payouts	\$83,000
Tenure bonus - one-time payouts for 10+ year staff	\$78,000
+10% salary scale adjustment for associate teacher/nutrition staff	\$55,000
Cost of living salary increase for all other teachers and staff	\$130,000 (at 2%)
Additional diversity and equity initiative resources	\$20,000

# Other FY19 Budget Considerations

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- Whether and at what level **to continue to contribute to reserve funds?**
  - Have budgeted \$200,000 or more to reserve funds each year for past three fiscal years
- How much to **adjust long-term budget commitments until new strategic planning process is completed?**

# Coversheet

## Monthly financial statements & reports

**Section:** V. Business & Operations  
**Item:** A. Monthly financial statements & reports  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Revised Template 02\_28\_18 Finance Committe Report FY18 (1).pdf  
March 2018 Board Memo.docx

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**FY 2018 - Pro Forma Monthly Cash Flow Statement**  
**February 28, 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
<b>Revenue</b>														
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	\$12,924	\$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	\$39,062	\$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	\$25,382	\$25,000	\$21,000	\$20,000	\$9,850	\$0	\$0
Other Income	\$149	\$353	\$208	\$151	\$353	\$211	\$376	\$350	\$1,000	\$1,000	\$1,200	\$1,200	\$500	\$500
<b>Total Revenue</b>	<b>\$7,141</b>	<b>\$1,000,245</b>	<b>\$969,924</b>	<b>\$963,715</b>	<b>\$549,842</b>	<b>\$577,044</b>	<b>\$1,880,906</b>	<b>\$949,824</b>	<b>\$1,058,107</b>	<b>\$948,107</b>	<b>\$964,307</b>	<b>\$31,002</b>	<b>\$500</b>	<b>\$500</b>
<b>Expenditures</b>														
Salaries and Benefits	\$609,264	\$647,806	\$683,503	\$666,504	\$678,224	\$674,894	\$668,490	\$678,165	\$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	\$8,062	\$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	\$3,129	\$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	\$36,016	\$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	\$20,777	\$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	\$3,533	\$2,000	\$2,000	\$2,000	\$500	\$0	\$0
Professional Services	\$7,320	\$0	\$12,565	\$6,745	\$10	\$1,000	\$705	\$0	\$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	\$24,444	\$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	\$16,692	\$21,000	\$16,000	\$16,000	\$2,500	\$0	\$0
Equipment Rental (Copiers)	\$240	\$379	\$2,014	\$4,698	\$153	\$1,353	\$1,800	\$1,388	\$5,000	\$5,000	\$5,000	\$3,500	\$0	\$0
Fundraising Expenses	\$0	\$4,564	\$0	\$1,216	\$305	\$1,295	\$1,143	\$6,498	\$30,000	\$500	\$500	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$816,459</b>	<b>\$818,359</b>	<b>\$864,480</b>	<b>\$797,270</b>	<b>\$796,457</b>	<b>\$791,338</b>	<b>\$766,370</b>	<b>\$798,704</b>	<b>\$851,000</b>	<b>\$819,100</b>	<b>\$823,700</b>	<b>\$769,477</b>	<b>\$646,000</b>	<b>\$646,000</b>
<b>Total Revenues - Total Expenditures</b>	<b>(\$809,318)</b>	<b>\$181,886</b>	<b>\$105,444</b>	<b>\$166,445</b>	<b>\$ (246,615)</b>	<b>(\$214,294)</b>	<b>\$1,114,536</b>	<b>\$ 151,120</b>	<b>\$207,107</b>	<b>\$ 129,007</b>	<b>\$140,607</b>	<b>\$ (738,475)</b>	<b>(\$645,500)</b>	<b>(\$645,500)</b>
<b>EOM Cash Balance</b>	<b>\$670,881</b>	<b>\$807,501</b>	<b>\$874,847</b>	<b>\$867,485</b>	<b>\$872,990</b>	<b>\$725,563</b>	<b>\$1,709,806</b>	<b>\$1,914,413</b>	<b>\$2,121,520</b>	<b>\$2,250,527</b>	<b>\$2,391,134</b>	<b>\$1,652,659</b>	<b>\$1,007,159</b>	<b>\$1,007,159</b>
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$804k of investments

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**Budget to Actual FY2017**  
**YTD February 28, 2018**

Period Ended 2/28/18

	YTD FY2017 Actual	YTD FY2018 Actual	YTD Budget	YTD \$Variance	FY2018 Budget
<b>Income</b>					
Local/State Funding	\$6,231,947	\$6,161,122	\$6,292,852	(131,730)	8,967,341
Grants	\$86,099	\$65,000	\$15,000	50,000	15,000
Title 2 Funding	\$11,591	\$0	\$0	0	1,000
Contributions & Fundraising	\$118,844	\$108,645	\$104,128	4,518	243,000
Program Income	\$401,541	\$368,476	\$383,220	(14,745)	548,300
Nutrition Income	\$193,458	\$193,785	\$174,144	19,642	250,000
Other Income	\$5,154	\$3,734	\$4,299	(565)	8,700
<b>Total Income</b>	<b>\$ 7,048,634</b>	<b>\$6,900,762</b>	<b>\$6,973,643</b>	<b>\$ (72,880)</b>	<b>\$ 10,033,341</b>

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**Expenditures**

Salaries and Benefits	\$4,944,924	\$5,340,174	\$5,360,860	20,686	8,160,860
Professional Development	\$38,980	\$58,118	\$51,500	(6,618)	77,500
Curriculum & Classroom Expenses	\$153,609	\$114,562	\$170,252	55,690	196,152
Program Expenses	\$151,738	\$120,588	\$130,890	10,302	225,000
Building & Grounds	\$281,825	\$320,661	\$328,451	7,790	481,633
Fixed Asset Expenditures	\$204,213	\$226,978	\$179,335	(47,643)	185,835
Professional Services	\$28,355	\$28,345	\$43,650	15,305	50,000
Gen&Admin/Insurance/Interest Expense	\$126,333	\$152,513	\$119,265	(33,248)	165,500
Nutrition Program Purchases	\$123,874	\$124,248	\$124,500	252	180,000
Equipment Rental (Copiers)	\$37,968	\$12,025	\$31,500	19,475	50,000
Fundraising Expenses	\$11,753	\$15,020	\$12,200	(2,820)	43,200
Reserves Fund	\$140,000	\$147,000	\$147,000	0	210,000
<b>Total Expenditures</b>	<b>\$6,243,572</b>	<b>\$6,660,232</b>	<b>\$ 6,699,403</b>	<b>\$ 39,171</b>	<b>\$ 10,025,680</b>
Operating Income/Loss	\$ 805,062	\$ 240,531	\$ 274,240	\$ (33,709)	\$ 7,661

\$6,286,254

**Total investments held by ANCS****2/28/2018**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	1,914,413
		<u>1,914,413</u>
Edward Jones - Money Market	a CD Matured on Dec 1	224,260 reinvested in a CD February 2018
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>43,229</u> Money Market account
Total invested funds (not at ACB)		<b>804,037</b>
Total restricted funds - reserves		<u>-709,820</u>
Total unrestricted investments		<b>94,217</b>
Grand total ANCS funds		<b>\$2,718,450</b>



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: March 2018 Business and Operations Report Summary

Date: March 20, 2018

**Cash Position** – Cash and investment balance is \$2,718,450 with \$1,914,413 in operating cash and \$804,037 in CD and Money market accounts. \$709,820 of invested funds are allocated as reserve funds.

**Roof Repair** – There seems to be some progress being made toward getting the roof repaired. Through Matt's persistence in pushing APS, they sent their maintenance team out to inspect the roof. They indicated that they may use the APS roofing contractor to replace it this summer. We will continue to follow up with APS to ensure that they follow through.



# Coversheet

## Monthly fund development report

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



**Fund Development Report // March 2018**  
**Prepared by Meeghan Fortson**  
**ANCS Governing Board Meeting // March 20, 2018**

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

February 2018 donations received: **\$4,269**

Year to date: **\$84,236**

# of donations: **490**

Goal: **\$125,000**

**Comparison to 2017:**

February 2017 donations received: **\$4,395**

Year to date: **\$91,404**

# of donations: n/a

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Since our report last month, approximately **\$4,200** has come in for the 2017-2018 Gather & Grow Fund, bringing our total amount raised to **\$84,236** (as of Feb 28). With most of our focus on the auction, February is typically a slower month for donations to the Gather & Grow Fund.

With three months to go in the fiscal year, we must raise an additional \$40,000 by June 30 to meet our goal of \$125,000. This spring, the Fund Development Committee will encourage participation from all families as well as solicit new and continued major gifts of \$1,000 or more. In particular, we will focus on reaching out to donors who gave last year but haven't made a gift this year.

The Gather & Grow Fund provides crucial operating support to the school each year. To make a gift by June 30, please visit [www.atlncs.org/gather-grow-fund/](http://www.atlncs.org/gather-grow-fund/)

**2018 Auction:**

The 15<sup>th</sup> annual Wonder Ball auction was held on **Saturday, March 3** from **6-11pm** at the Georgia Freight Depot. This year's theme was "Wonder Ball: Out of this World". This event provides significant unrestricted funds to the school each year.

Many thanks to Auction Chairs **Gracie Gummere, Howard Jenkins, and Sarah Wilcox, Rachel Eisaman** (Joli Residential), the **Auction Committee, Kari Lovell** and her staff, and all of the parents, teachers, and volunteers who worked tirelessly to pull off an amazing and fun evening!



We are also deeply grateful for the support of our generous sponsors and in-kind sponsors as well as for the countless donations for the raffle baskets and silent auction from parents, friends, and community members.

This year's auction experienced some technical problems on the night of the event when the auction software (Greater Giving) did not function properly, preventing guests from being able to bid on silent auction items. The issue was corrected by Sunday evening, and bidding was extended until 10pm on Monday. The numbers are still being finalized, but preliminary numbers suggest that despite the technical difficulties, we raised close to the same amount as last year through the silent auction, raffle baskets, live auction, and ticket sales.

Key volunteers and staff will meet on **Friday, March 23** to debrief the auction, including what worked well, what we would like to change for next year's auction, and whether we will look for a new auction software next year.

### **Recent Fund Development Activities:**

On **Friday, March 2** – The third **Fund Development E-Newsletter** went out to the ANCS community. The focus of the newsletter was to promote the auction, recognize and thank auction sponsors, and remind constituents that there is still time to make a gift to the 2017-2018 Gather & Grow Fund. The giving link was included.

### **Fundraising Software Update:**

Our new donor management software went “live” on February 25. [Bloomerang](#) will be used to track and report on donations, donors, volunteers, and other relevant fund development information.

### **Update on Part-time Fund Development Coordinator Position:**

In an effort to strengthen ANCS's Fund Development program, the school has hired **Stephanie Galer** to fill the new Fund Development Coordinator position.



This 20-hour/ week position will focus solely on ANCS Fund Development activities, reporting to the Executive Director and working closely with the Fund Development Committee. Stephanie started in mid-March and is off to a great start. She brings nearly 20 years of experience in non-profit management, fundraising, and event planning. Most recently she served as the executive director of [The Giving Kitchen](#). Stephanie is the parent of a 3<sup>rd</sup> grader at ANCS.

### **Upcoming Fund Development Activities:**

**Thursday, March 22** – Meeghan Fortson, Matt Underwood, and Stephanie Galer will meet to review current and new Fund Development processes, map out the remainder of the year, and discuss goals for next year.

**Friday, March 23** – Auction Debrief Meeting with key auction volunteers and staff.

### **Attachments:**

Fund Development Calendar of Solicitations & Activities

End of Report.



**ANCS**  
**2017-2018 Fund Development**  
**Calendar of Solicitations & Activities**  
*Updated on 3/30/18 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*).

**March**

2 Fund Development Newsletter #3 (*Promote Auction, Gather & Grow Reminder*)  
3 Wonder Ball Auction "Out of this World" - 6-11pm at the Georgia Freight Depot

**May**

5 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*