



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

## Atlanta Neighborhood Charter School

### April Monthly Board Meeting

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#### **Date and Time**

Tuesday April 17, 2018 at 6:30 PM EDT

#### **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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#### **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 March Monthly Board Meeting on March 20, 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. FY19 Budget - Initial Draft**

**III. Old Business**

**A. Strategic Planning Update**

**IV. Executive Director's Report**

**A. 2018-19 SY Enrollment Update**

**V. Governance**

**A. Monthly Governance Report**

**VI. Business & Operations**

Business & Operations

**A. Monthly financial statements & reports**

**VII. Educational Excellence**

Educational Excellence

**A. Monthly Educational Excellence Report**

**B. Public Affairs Subcommittee Report**

**VIII. Fund Development**

Fund Development

**A. Monthly fund development 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 March Monthly Board Meeting on March 20, 2018

APPROVED



**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL**  
helping students learn to use their minds well

## Atlanta Neighborhood Charter School

### Minutes

#### March Monthly Board Meeting

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**Date and Time**

Tuesday March 20, 2018 at 6:30 PM

**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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**Directors Present**

Eric Teusink, 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**

Howard Franklin

**Ex Officio Members Present**

Matt Underwood

**Non Voting Members Present**

Matt Underwood

**Guests Present**

Cathy Goodgame, Jessica Gowen, Kari Lovell, Lara Zelski

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**I. Opening Items**

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

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

Mitch White called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Mar 20, 2018 at 6:32 PM.

## **C. Public Comment**

None.

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

Nicholas Chiles made a motion to approve minutes from the Board Meeting on 02-27-18 February Monthly Board Meeting on 02-27-18.

Laura Melton seconded the motion.

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

## **E. PTCA Report**

Hannah Beth Millman presented PTCA updated, included in board packet.

Biggest issue is securing volunteers for next year.

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

Lara Zelski: March Madness at the EC. Interviewing candidates for next year. Book Parade is 3/30. Gearing up for Milestones, faculty training for it next week. Final MAP will be right after spring break.

Cathy Goodgame: Amazing black history month celebration on 2/28. If you only come to one MM a year, come to this one. Student walk out was last week. Exciting to see a group of students lead that effort. Student led conferences are happening this week. Time to review learning goals set for this year and being accountable for it. Girls group is leading the MM tomorrow in honor of women's history month. 5th graders visited today.

## **II. New Business**

### **A. Update on 2018 New Student Enrollment and Weighted Lottery Vote**

Jared Apperson presented with Matt about process for weighted lottery. Lottery will be on 3/22. Apperson recommended that FRL.

58 slots in Kindergarten\*

Handful of students will come in 6th grade.\*

All other grades will go straight to weight lists.

\*a handful of slots get held during lottery for children who do not advance from K to 1st or 6th to 7th.

Apperson recommended that the weight be set at the highest possible point (4) due to limited number of economically disadvantaged applicants.

Overall applications are down slightly, and % economically disadvantaged is also lower.

Philippe Pellerin made a motion to Set the 2018 lottery weight at 4.

Lia Santos seconded the motion.

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

Post vote discussion:

Question for Apperson from Stoinski: will weight apply on waitlist? yes. All students who are economically disadvantaged will get that weight within their zone.

Underwood: more applicants from Martin Street Plaza and Trestletree. Initially thought numbers would be better but some of the economically disadvantaged applicants were coming from Zone 3. Need to continue outreach to neighborhood. Might also need to look at geographic boundaries for attendance zones. Also investigating whether all zone one applicants and all economically disadvantaged applicants from all zones in a single lottery. When the lottery was implemented, lawyer thought that it was not allowable, but now he thinks it might be ok.

Tuensink: if we don't take action now, there is no chance of meeting our goals in our charter before it is up for renewal in three years.

Lewis: interesting to look at grade by grade - why is there such a big differential between entry point grades (K and 6th) vs other grades that have a higher percentage of zone 1 applicants who are economically disadvantaged? has outreach been targeted to entry points?

Underwood: outreach has been targeted both geographically and by age (e.g., preschools in zone 1)

Tuensink: do people not realize that they can't get in outside of K and 6th, which might be why the demographics are different.

Pellerin: can we target ESOL students in our zone?

White: it is allowable under state law but is not in the charter

Stoinski: we are getting economically disadvantaged applicants (roughly 30%) but they aren't in the zone

Underwood: There are zone 3 applicants who can walk to the school, even though it is an APS-wide zone.

White: Out of time; while the state is asking us to do things under the charter, the school's mission and goals are consistent with expanding economic diversity. What we are doing now is not going to get us where we need to be in three years.

Tuensink: which committee does this fall to? This issue needs to be on the agenda on an ongoing basis.

White: Educational Excellence

Lewis: DOE is talking about racial and cultural diversity. Do we have data about what our racial diversity numbers are?

Underwood: Yes, about 40% non white.

White: We have that data and report on it regularly. Distribution varies across campuses with the middle campus being more diverse.

Chiles: Where did diversity increase?

Underwood: about 5% across grades, not concentrated in one grade.

## **B. 2018 Employee Contract Renewal**

March is the time that contract renewals start. Matt requested board approval for that process.

Ryan Camp made a motion to authorize Matt Underwood to renew all contracts.

Philippe Pellerin seconded the motion.

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

## **III. Old Business**

### **A. Strategic Planning Update**

Laura Melton: She and Matt Underwood have met with two candidates for strategic planning and have a preferred candidate.

Underwood suggested that it might be best to wait until the beginning of the school year for the process to start.

Lewis: Why did the RFP not get many responses?

Melton: Possibly because it was a smaller project.

Chiles: Did we give them a time frame?

Underwood: Yes, approximately 6 months. Should have something in place by end of calendar year, which is after the end of the strategic plan we are currently under, but we have direction on where to work until the new one is in place.

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

Matt Underwood: APS recently moved their 2019 spring break to the first week of April to be at the same time as other metro ATL school systems. Also added in possible inclement weather makeup days, marked in orange.

Philippe Pellerin made a motion to approve the modifications to the calendar.

Laura Melton seconded the motion.

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

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

### **A. FY19 Budget Priorities**

Budget report from Matt Underwood, Kari Lovell and Ryan Camp:

- looking at budget projections now
- March/April - message budget and priorities
- May - community meetings and vote

Required contribution to teacher retirement system (TRS) has jumped substantially to 20%. This will put pressure on the budget. TRS covers everyone from Bright from the Start to University System.



We do not anticipate significant increases in funding. Budget priorities have not changed much and are outlined in the slides in the board packet.

Ryan Camp: budget priorities are firm, especially in light of the tenure bonuses and COLA for teachers. If there are other ideas of things the board would like to see, please send feedback prior to next budget committee meeting, next Wednesday at 8am. The one area where there might be wiggle room is in the reserve funds, which have not been used. Reserve is pretty fully funded at this point, which is really good. We will need to adjust what we contribute there to meet other budget priorities.

## **V. Business & Operations**

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

Ryan Camp presented the Business & Operations Committee report, attached in the board packet. Tracking to original budget very closely; only \$33k variance.

## **VI. Educational Excellence**

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

Committee did not meet last month. Will have weighted lottery on April agenda.

### **B. Public Affairs Subcommittee Report**

There is no chance of any funds in budget. No chance of an Atlanta-based alternative to GCSA. Bill was passed last year authorizing budget appropriation for HB430 but no funds included in budget.

## **VII. Fund Development**

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

Meegan Fortson presented Fund Development report, attached to board packet. Greater Giving has waived all fees for this year and future years. Logistics of taking auction items back had hard costs; Greater Giving is refunding those costs. Greater Giving reported that their servers were crashed by a larger number of events and larger than usual events.

## **VIII. Governance**

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

Joyce Gist Lewis presented her report, attached to the board packet. She will be sharing results of survey about Matt's performance.

Meegan Fortsen reported on board recruitment process. Interviews are underway. Will bring a slate of up to 4 board members by the May meeting, if not earlier.

## **IX. Closing Items**

### **A. Brief Meeting Reflection**

### **B. Adjourn Meeting**

Philippe Pellerin made a motion to adjourn the meeting.

Meeghan Fortson seconded the motion.

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


There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,  
Jessica Gowen

# Coversheet

## FY19 Budget - Initial Draft

**Section:** II. New Business  
**Item:** A. FY19 Budget - Initial Draft  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** FY19 ANCS-Proposed-Budget-04\_13\_18.pdf

| Status                              | Draft        |   |                       |                      |                      |               |  |
|-------------------------------------|--------------|---|-----------------------|----------------------|----------------------|---------------|--|
| Year                                | FY 2019      |   |                       |                      |                      |               |  |
| Date                                | 4/13/2018    |   |                       |                      |                      |               |  |
| Atlanta Neighborhood Charter School |              | # of Students   | 643                   | 643                  |                      |               |  |
|                                     |              |  |                       |                      |                      |               |  |
|                                     |              |   | FY 18 Approved Budget | Proposed Adjustments | ANCS                 |               |  |
|                                     |              |   |                       | FY19                 | FY19                 | Revised Total | Notes  |
| <b>Income</b>                       | <b>Tab #</b> |   |                       |                      |                      |               | 3% is \$264,899.04 - added to H11              |
|                                     |              | APS Allocation  | \$ 8,914,968          | \$ 179,899           | \$ 9,094,867         |               | 4% is \$353,198.72                             |
|                                     |              | APS Nursing & Transportation Allocation   | \$ 52,373             |                      | \$ 52,373            |               |  |
|                                     |              | Beltline and APS reserve funds (proportional share)                               | \$ -                  |                      | \$ -                 |               |  |
|                                     |              | Title 2 Funding   | \$ 1,000              | \$ -                 | \$ 1,000             |               | APS indicated all Schools get \$1000 in FY18 - |
|                                     |              | Facilities Grant  | \$ -                  |                      | \$ -                 |               |  |
|                                     |              | CREATE Grant  | \$ 90,000             |                      | \$ 90,000            |               |  |
|                                     |              | Sartain Lanier Grant  | \$ 15,000             | \$ (15,000)          | \$ -                 |               |  |
|                                     | <u>1.0</u>   | <b>Total Local/State Funding</b>  | <b>\$ 9,073,341</b>   | <b>\$ 164,899</b>    | <b>\$ 9,238,240</b>  |               |  |
|                                     |              | <b>Contributions</b>  |                       |                      |                      |               |  |
|                                     |              | Fund Raising (Annual Campaign)  | \$ 140,000            |                      | \$ 140,000           |               |  |
|                                     |              | Auction   | \$ 100,000            | \$ (10,000)          | \$ 90,000            |               |  |
|                                     |              | Major Donor Program   | \$ -                  |                      | \$ -                 |               |  |
|                                     |              | Other Fundraising   | \$ 3,000              |                      | \$ 3,000             |               |  |
|                                     | <u>1.1</u>   | <b>Total Contributions &amp; Fundraising</b>                                      | <b>\$ 243,000</b>     | <b>\$ (10,000)</b>   | <b>\$ 233,000</b>    |               |  |
|                                     |              | <b>Program</b>  |                       |                      |                      |               |  |
|                                     |              | Supply Fee  | \$ 15,800             | \$ 4,200             | \$ 20,000            |               |  |
|                                     |              | Meal Program  | \$ 250,000            | \$ 35,000            | \$ 285,000           |               |  |
|                                     |              | PTCA income   | \$ 67,000             |                      | \$ 67,000            |               |  |
|                                     |              | Field Trips   | \$ 25,000             |                      | \$ 25,000            |               |  |
|                                     |              | Grade Level Trips   | \$ 85,500             | \$ 5,000             | \$ 90,500            |               |  |
|                                     |              | Athletics   | \$ 15,000             |                      | \$ 15,000            |               |  |
|                                     |              | After School  | \$ 300,000            |                      | \$ 300,000           |               |  |
|                                     |              | Enrichment  | \$ 40,000             | \$ (40,000)          | \$ -                 |               |  |
|                                     | <u>1.2</u>   | <b>Total Program Income</b>   | <b>\$ 798,300</b>     | <b>\$ 4,200</b>      | <b>\$ 802,500</b>    |               |  |
|                                     |              | <b>Other Income</b>   |                       |                      |                      |               |  |
|                                     |              | Interest Income   | \$ 4,000              |                      | \$ 4,000             |               |  |
|                                     |              | Community Building  | \$ 1,200              |                      | \$ 1,200             |               |  |
|                                     |              | Facilities Use  | \$ -                  |                      | \$ -                 |               |  |
|                                     |              | Other   | \$ 3,500              |                      | \$ 3,500             |               |  |
|                                     | <u>1.3</u>   | <b>Total Other Income</b>   | <b>\$ 8,700</b>       | <b>\$ -</b>          | <b>\$ 8,700</b>      |               |  |
|                                     |              | <b>Total Income</b>   | <b>\$ 10,123,341</b>  | <b>\$ 159,099</b>    | <b>\$ 10,282,440</b> |               |  |

|  |                   |   |                     |  |                     |                    |                   |
|--|-------------------|---|---------------------|--|---------------------|--------------------|-------------------|
| Expense  | 2.0               | Salaries and Benefits                         | \$ 8,150,860        | \$ 436,755                                       | \$ 8,587,615        |                    |                   |
|  |                   | Wellness Program Expense                      | \$ 20,000           |  | \$ 20,000           |                    |                   |
|  |                   | Health insurance premium increase contingency | \$ 80,000           |  | \$ 80,000           |                    |                   |
|  |                   | <b>Total Salaries &amp; Benefits</b>          | <b>\$ 8,250,860</b> | <b>\$ 436,755</b>                                | <b>\$ 8,687,615</b> |                    |                   |
|  |                   | Teachers Institute / Retreat                  | \$ 10,000           |  | \$ 10,000           |                    |                   |
|  |                   | Conferences and workshops                     | \$ 40,000           |  | \$ 40,000           |                    |                   |
|  |                   | Staff Development - Travel                    | \$ 11,000           |  | \$ 11,000           |                    |                   |
|  |                   | Staff Development - Consultant                | \$ 15,000           | \$ 20,000  | \$ 35,000           |                    |                   |
|  |                   | Staff Devel Materials                         | \$ 1,500            |  | \$ 1,500            |                    |                   |
|  |                   | <b>Total Staff Development</b>                | <b>\$ 77,500</b>    | <b>\$ 20,000</b>                                 | <b>\$ 97,500</b>    |                    |                   |
|  |                   | Program Exp                                   | 2.1                 | Lunch Program Purchases (not including salary)   | \$ 180,000          |                    | \$ 180,000        |
|  |                   |   |                     | Athletics  | \$ 35,000           | \$ (10,000)        | \$ 25,000         |
|  |                   |   |                     | Enrichment                                       | \$ 40,000           | \$ (40,000)        | \$ -              |
|  |                   |   |                     | After School Expenses                            | \$ 12,000           |                    | \$ 12,000         |
|  |                   |   |                     | Field Trips                                      | \$ 33,500           |                    | \$ 33,500         |
|  |                   |   |                     | Grade Level Trips                                | \$ 85,500           | \$ 5,000           | \$ 90,500         |
|  |                   |   |                     | PTCA Expenses                                    | \$ -                |                    | \$ -              |
|  |                   |   |                     | Saturday / Summer School                         | \$ 16,000           |                    | \$ 16,000         |
|  |                   |   |                     | Yearbook   | \$ 3,000            |                    | \$ 3,000          |
|  |                   |   |                     | <b>Total Program Expenses</b>                    | <b>\$ 405,000</b>   | <b>\$ (45,000)</b> | <b>\$ 360,000</b> |
|  |                   | Curric.Mat & Exp                              | 2.2                 | Classroom Supplies                               | \$ 126,152          | \$ (6,152)         | \$ 120,000        |
|  |                   |   |                     | Instruct. / Curriculum Materials                 | \$ 70,000           |                    | \$ 70,000         |
|  |                   |   |                     | <b>Total Curriculum Materials &amp; Expenses</b> | <b>\$ 196,152</b>   | <b>\$ (6,152)</b>  | <b>\$ 190,000</b> |
| <b>Total Curriculum &amp; Program Expenses</b> | <b>\$ 601,152</b> | <b>\$ (51,152)</b>                            | <b>\$ 550,000</b>   |  |                     |                    |                   |
| Building Expenses                              | 2.3               | Pest Control                                  | \$ 3,500            | \$ 1,500   | \$ 5,000            |                    |                   |
|  |                   | Janitorial Services                           | \$ 100,000          |  | \$ 100,000          |                    |                   |
|  |                   | Janitorial Supplies                           | \$ 13,500           |  | \$ 13,500           |                    |                   |
|  |                   | Sanitation                                    | \$ 10,937           |  | \$ 10,937           |                    |                   |
|  |                   | Supplies                                      | \$ 2,500            |  | \$ 2,500            |                    |                   |
|  |                   | <b>Total Building Services</b>                | <b>\$ 130,437</b>   | <b>\$ 1,500</b>                                  | <b>\$ 131,937</b>   |                    |                   |
|  |                   | Building rent (Mortgage)                      | \$ 105,264          |  | \$ 105,264          |                    |                   |
|  |                   | Mobile Unit Lease (Net)                       | \$ 7,332            |  | \$ 7,332            |                    |                   |
|  |                   | Replacements - painting                       | \$ 10,000           |  | \$ 10,000           |                    |                   |
|  |                   | Replacements - carpet/flooring                | \$ 10,000           |  | \$ 10,000           |                    |                   |
|  |                   | Repairs / Maintenance                         | \$ 70,000           |  | \$ 70,000           |                    |                   |
|  |                   | <b>Total Building Repairs/ Maintenance</b>    | <b>\$ 202,596</b>   | <b>\$ -</b>                                      | <b>\$ 202,596</b>   |                    |                   |
|  |                   | Farm  | \$ 5,600            |  | \$ 5,600            |                    |                   |
| Repairs / Maintenance                          | \$ 12,500         |   | \$ 12,500           |  |                     |                    |                   |
| <b>Total Grounds</b>                           | <b>\$ 18,100</b>  | <b>\$ -</b>                                   | <b>\$ 18,100</b>    |  |                     |                    |                   |
| Utilities                                      | \$ 110,000        | \$ (15,000)                                   | \$ 95,000           |  |                     |                    |                   |
| Internet Service                               | \$ 10,000         | \$ (2,000)                                    | \$ 8,000            |  |                     |                    |                   |
| Alarm Monitoring & Servicing                   | \$ 5,000          |   | \$ 5,000            |  |                     |                    |                   |
| Telephone                                      | \$ 5,500          |   | \$ 5,500            |  |                     |                    |                   |
| <b>Total Telephone and Utilities</b>           | <b>\$ 130,500</b> | <b>\$ (17,000)</b>                            | <b>\$ 113,500</b>   |  |                     |                    |                   |
| <b>Total Building Expenses</b>                 | <b>\$ 481,633</b> | <b>\$ (15,500)</b>                            | <b>\$ 466,133</b>   |  |                     |                    |                   |

|     |  |                      |  |                      |                     |                      |  |
|-----|--|----------------------|--|----------------------|---------------------|----------------------|--|
|     |  | Prof. Services       | Legal                                    | \$ 12,000            | \$ (2,000)          | \$ 10,000            |  |
|     |  |                      | Accounting                               | \$ 5,000             |                     | \$ 5,000             |  |
|     |  |                      | Auditing                                 | \$ 33,000            | \$ (13,000)         | \$ 20,000            |  |
| 2.4 |  |                      | <b>Total Professional Services</b>       | <b>\$ 50,000</b>     | <b>\$ (15,000)</b>  | <b>\$ 35,000</b>     |  |
|     |  |                      | Advertising/Web Costs                    | \$ 12,500            | \$ (2,500)          | \$ 10,000            |  |
|     |  |                      | Bank Service Charges                     | \$ 2,000             | \$ (2,000)          | \$ -                 |  |
|     |  |                      | Dues and Subscriptions                   | \$ 11,500            | \$ 9,000            | \$ 20,500            |  |
|     |  |                      | Insurance                                | \$ 40,000            |                     | \$ 40,000            |  |
|     |  |                      | Hospitality                              | \$ 14,000            |                     | \$ 14,000            |  |
|     |  |                      | Licenses and Permits                     | \$ 30,000            |                     | \$ 30,000            |  |
|     |  |                      | Miscellaneous                            | \$ 3,000             | \$ 10,000           | \$ 13,000            |  |
|     |  |                      | Gov Board/Committee Costs                | \$ 12,000            | \$ (2,000)          | \$ 10,000            |  |
|     |  |                      | Office supplies/Small Equipment          | \$ 35,000            | \$ (5,000)          | \$ 30,000            |  |
|     |  |                      | Payroll Service Fees                     | \$ 26,000            |                     | \$ 26,000            |  |
|     |  |                      | Postage and Delivery                     | \$ 6,000             |                     | \$ 6,000             |  |
|     |  |                      | Printing and Reproduction                | \$ 500               |                     | \$ 500               |  |
| 2.5 |  |                      | <b>Total Other Gen/Admin Expense</b>     | <b>\$ 192,500</b>    | <b>\$ 7,500</b>     | <b>\$ 200,000</b>    |  |
|     |  |                      | Fund Deveolpment Software                | \$ 5,000             | \$ (1,800)          | \$ 3,200             |  |
|     |  | Fundraising Expenses | Direct Mail                              | \$ 10,000            |                     | \$ 10,000            |  |
|     |  |                      | Auction                                  | \$ 20,000            | \$ 5,000            | \$ 25,000            |  |
|     |  |                      | Community Building                       | \$ 1,200             |                     | \$ 1,200             |  |
|     |  |                      | Other Events                             | \$ 7,000             |                     | \$ 7,000             |  |
| 2.6 |  |                      | <b>Total Fundraising Expenses</b>        | <b>\$ 43,200</b>     | <b>\$ 3,200</b>     | <b>\$ 46,400</b>     |  |
|     |  |                      | Library                                  | \$ 12,000            |                     | \$ 12,000            |  |
|     |  |                      | Furniture                                | \$ 20,000            | \$ (10,000)         | \$ 10,000            |  |
|     |  |                      | Technology: Service, training & supplies | \$ 17,000            | \$ (7,000)          | \$ 10,000            | Per Mike Boardman                              |
|     |  |                      | Special Education Equipment              | \$ 5,000             |                     | \$ 5,000             |  |
|     |  |                      | Building & Grounds Improvement           |                      |                     | \$ -                 |  |
|     |  |                      | Equipment: Purchase/Lease                | \$ 10,000            |                     | \$ 10,000            |  |
|     |  |                      | Copiers Expenses                         | \$ 50,000            |                     | \$ 50,000            |  |
|     |  |                      | Computers: Software/Other                | \$ 37,334            | \$ (37,334)         | \$ -                 | No longer treated as a capitalized asset - see |
|     |  |                      | Computers: Hardware                      | \$ 84,500            | \$ (14,500)         | \$ 70,000            | Per Mike Boardman                              |
| 2.7 |  |                      | <b>Total Books/Equipment/Furniture</b>   | <b>\$ 235,834</b>    | <b>\$ (68,834)</b>  | <b>\$ 167,000</b>    |  |
|     |  |                      | Emergency Reserve Fund                   |                      |                     | \$ -                 |  |
|     |  |                      | Facilities Reserve Fund                  | \$ 210,000           | \$ (210,000)        | \$ -                 |  |
|     |  |                      | Local/State Revenue Stabilization Fund   |                      |                     | \$ -                 |  |
|     |  |                      | Technology Reserve Fund                  |                      |                     | \$ -                 |  |
|     |  |                      | Adjustment                               | \$ (27,000)          |                     | \$ -                 |  |
|     |  |                      | <b>Total Reserve Funds</b>               | <b>\$ 183,000</b>    | <b>\$ (210,000)</b> | <b>\$ -</b>          |  |
|     |  |                      | <b>Total Expenses</b>                    | <b>\$ 10,115,679</b> | <b>\$ 106,969</b>   | <b>\$ 10,249,649</b> |  |
|     |  |                      | <b>Operating Income/Loss</b>             | <b>\$ 7,662</b>      | <b>\$ 52,130</b>    | <b>\$ 32,791</b>     |  |
|     |  |                      |  | \$ 10,142,680        |                     | \$ 32,791            |  |

Cell: L84

Comment: Bathroom Partitions othere projects, also will bring back in line closer to last years budget.

# Coversheet

## Strategic Planning Update

**Section:** III. Old Business  
**Item:** A. Strategic Planning Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** ANCS Strategic Planning Work Plan.pdf





## ANCS Strategic Planning Work Plan

### Items to review:

- Operational Budget
- Full strategic plan
- Interviews of ANCS leadership and governing board members
- Faculty/staff, parent surveys
- Feedback from focus groups
- Interviews and surveys from external stakeholders
- Review website + marketing materials
- Documentation of strategic progress (7 priority goals)
- POCs external stakeholders

### Items to revise/develop:

- APS Survey
- Funder Survey
- Board + Staff Current State Survey

### Work Plan

|                                      |  |
|--------------------------------------|--|
| <b>Week of April 15<sup>th</sup></b> | <ul style="list-style-type: none"> <li>● Project Kickoff (identify external stakeholders, review work plan + timeline)</li> <li>● Finalize work plan + timeline.</li> <li>● Request ANCS documents (reference list above).</li> <li>● Identify strategic planning committee + lead (committee member to lead the presentation of the final strategic plan and serve as strategic planning POC).</li> </ul> |
| <b>Week of April 22<sup>nd</sup></b> | <ul style="list-style-type: none"> <li>● Revise/develop/submit for review draft APS, funder survey, and board chair current state survey.</li> <li>● Begin review of ANCS documents.</li> </ul>  |
| <b>Week of April 29<sup>th</sup></b> | <ul style="list-style-type: none"> <li>● Continue review of ANCS documents.</li> <li>● Finalize APS, funder, and board chair current state surveys.</li> </ul>   |
| <b>Week of May 6<sup>th</sup></b>    | <ul style="list-style-type: none"> <li>● Distribute APS, funder, and board chair current state surveys.</li> <li>● Begin preliminary environmental scan report.</li> </ul>   |
| <b>Week of May 13<sup>th</sup></b>   | <ul style="list-style-type: none"> <li>● Collect APS, funder, and board chair current state surveys.</li> <li>● Continue preliminary environmental scan report.</li> </ul>   |



|  |  |
|--|--|
| <b>Week of May 20<sup>th</sup></b>       | <ul style="list-style-type: none"> <li>• Continue preliminary environmental scan report.</li> <li>• Analyze APS, funder, and board chair current state surveys and incorporate into preliminary report.</li> </ul>   |
| <b>Week of May 27<sup>th</sup></b>       | <ul style="list-style-type: none"> <li>• Continue preliminary environmental scan report.</li> </ul>  |
| <b>Week of June 3<sup>rd</sup></b>       | <ul style="list-style-type: none"> <li>• Submit preliminary environmental scan report to ED + committee lead.</li> </ul>   |
| <b>Week of July 29<sup>th</sup></b>      | <ul style="list-style-type: none"> <li>• Begin draft agenda of <i>Authenticity   What Is Our Current State?</i></li> </ul>   |
| <b>Week of August 5<sup>th</sup></b>     | <ul style="list-style-type: none"> <li>• Send draft agenda of <i>Authenticity</i> to ED + committee lead.</li> </ul>   |
| <b>Week of August 12<sup>th</sup></b>    | <ul style="list-style-type: none"> <li>• Distribute <i>Authenticity   What Is Our Current State?</i> agenda + materials to strategic planning committee (board + staff).</li> <li>• Conduct <i>Authenticity   What Is Our Current State?</i> with strategic planning committee (board + staff).</li> </ul> |
| <b>Week of August 19<sup>th</sup></b>    | <ul style="list-style-type: none"> <li>• Begin environmental scan report based on preliminary findings + <i>Authenticity</i> session.</li> </ul>   |
| <b>Week of August 26<sup>th</sup></b>    | <ul style="list-style-type: none"> <li>• Continue environmental scan report based on preliminary findings + <i>Authenticity</i> session.</li> <li>• Develop <i>Future State Session</i> Agenda.</li> </ul>   |
| <b>Week of September 2<sup>nd</sup></b>  | <ul style="list-style-type: none"> <li>• Submit final environmental scan report based on preliminary findings + <i>Authenticity</i> session to ED + committee.</li> <li>• Submit final <i>Future State Session</i> agenda to ED + committee lead.</li> </ul>   |
| <b>Week of September 9<sup>th</sup></b>  | <ul style="list-style-type: none"> <li>• Distribute <i>Future State Session</i> agenda + materials for review.</li> <li>• Conduct <i>Future State Session</i> with strategic planning committee (board + staff).</li> </ul>  |
| <b>Week of September 16<sup>th</sup></b> | <ul style="list-style-type: none"> <li>• Begin draft strategic plan with implementation.</li> </ul>  |
| <b>Week of September 23<sup>th</sup></b> | <ul style="list-style-type: none"> <li>• Continue draft strategic plan with implementation.</li> <li>• Submit draft strategic plan to ED + committee.</li> </ul>   |



|   |   |
|---|---|
| <p><b>Week of September 30<sup>th</sup></b></p> | <ul style="list-style-type: none"> <li>• ED + committee review of draft strategic plan with implementation.</li> <li>• Virtual feedback session to gather initial reactions to the draft strategic plan with implementation (end of week).</li> </ul> |
| <p><b>Week of October 7<sup>th</sup></b></p>    | <ul style="list-style-type: none"> <li>• Prep committee lead to present strategic plan with implementation.</li> <li>• Submit final draft strategic plan with implementation based on feedback from ED + committee.</li> </ul>                        |
| <p><b>Week of October 14<sup>th</sup></b></p>   | <ul style="list-style-type: none"> <li>• Board Meeting Presentation   <b>Final strategic plan</b> with implementation + presentation deck (preferably during regularly scheduled board meeting).</li> </ul>   |
| <p><b>Week of October 21<sup>st</sup></b></p>   | <ul style="list-style-type: none"> <li>• Project Closeout.</li> </ul>   |

# Coversheet

## Monthly financial statements & reports

**Section:** VI. Business & Operations  
**Item:** A. Monthly financial statements & reports  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 03\_31\_18 Cash Balances.pdf  
03\_31\_18 Finance Committe Report FY18.pdf  
03\_31\_18 Cash Flow.pdf  
April\_2018\_Board\_Memo.pdf

**Total investments held by ANCS****3/31/2018**

| <u>Institution</u>                 | <u>Investment</u>  | <u>Amount</u>                     |
|------------------------------------|--------------------|-----------------------------------|
| Atlantic Capital Bank              | Operating accounts | 2,345,050                         |
|                                    |                    | <b>2,345,050</b>                  |
| Edward Jones - State Bank of India | CD                 | 228,000 matures 2/2020            |
| Edward Jones - Ally Bank           | CD                 | 200,000 matures 4/2018            |
| 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             | CD                 | 234,964 matures 10/2019           |
| Self-Help Credit Union             | Money Market       | 44,585 Money Market account       |
|                                    |                    | <b>814,550</b>                    |
| Total invested funds (not at ACB)  |                    | <b>814,550</b>                    |
| Total restricted funds - reserves  |                    | <b>-730,820</b>                   |
| Total unrestricted investments     |                    | <b>83,730</b>                     |
| Grand total ANCS funds             |                    | <b>\$3,159,600</b>                |

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL****Budget to Actual FY2017**

YTD March 31, 2018

|                             | Period Ended 3/31/18 |                      |                    |                     |                      |
|-----------------------------|----------------------|----------------------|--------------------|---------------------|----------------------|
|                             | YTD FY2017<br>Actual | YTD FY2018<br>Actual | YTD<br>Budget      | YTD<br>\$Variance   | FY2018<br>Budget     |
| <b>Income</b>               |                      |                      |                    |                     |                      |
| Local/State Funding         | \$7,096,578          | \$7,033,229          | \$7,184,349        | (151,120)           | 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 | \$207,487            | \$191,947            | \$204,128          | (12,181)            | 243,000              |
| Program Income              | \$460,521            | \$405,025            | \$443,220          | (38,195)            | 548,300              |
| Nutrition Income            | \$222,246            | \$228,394            | \$199,144          | 29,251              | 250,000              |
| Other Income                | \$5,423              | \$6,633              | \$5,299            | 1,334               | 8,700                |
| <b>Total Income</b>         | <b>\$ 8,089,945</b>  | <b>\$7,930,228</b>   | <b>\$8,051,140</b> | <b>\$ (120,912)</b> | <b>\$ 10,033,341</b> |

**Expenditures**

|                                      |                    |                    |                     |                  |                      |
|--------------------------------------|--------------------|--------------------|---------------------|------------------|----------------------|
| Salaries and Benefits                | \$5,596,358        | \$6,006,417        | \$6,060,860         | 54,443           | 8,160,860            |
| Professional Development             | \$34,551           | \$65,292           | \$54,500            | (10,792)         | 77,500               |
| Curriculum & Classroom Expenses      | \$155,231          | \$122,002          | \$172,252           | 50,250           | 196,152              |
| Program Expenses                     | \$182,190          | \$143,869          | \$170,890           | 27,021           | 225,000              |
| Building & Grounds                   | \$310,245          | \$359,837          | \$363,451           | 3,614            | 481,633              |
| Fixed Asset Expenditures             | \$271,038          | \$236,196          | \$181,335           | (54,861)         | 185,835              |
| Professional Services                | \$31,620           | \$28,345           | \$46,650            | 18,305           | 50,000               |
| Gen&Admin/Insurance/Interest Expense | \$154,233          | \$155,074          | \$129,265           | (25,809)         | 165,500              |
| Nutrition Program Purchases          | \$144,939          | \$146,288          | \$145,500           | (788)            | 180,000              |
| Equipment Rental (Copiers)           | \$41,428           | \$27,768           | \$36,500            | 8,732            | 50,000               |
| Fundraising Expenses                 | \$42,371           | \$33,251           | \$42,200            | 8,949            | 43,200               |
| Reserves Fund                        | \$157,000          | \$168,000          | \$168,000           | 0                | 210,000              |
| <b>Total Expenditures</b>            | <b>\$7,121,204</b> | <b>\$7,492,341</b> | <b>\$ 7,571,403</b> | <b>\$ 79,062</b> | <b>\$ 10,025,680</b> |
| Operating Income/Loss                | \$ 968,741         | \$ 437,888         | \$ 479,737          | \$ (41,849)      | \$ 7,661             |

Revenue under budget by \$120,912

Expenses under budget by \$79,062

Net operating income is \$41,849 under budget projection at 3/31/18 - that's not too bad.

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**FY 2018 - Pro Forma Monthly Cash Flow Statement**  
**March 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    |
| <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           | \$84,041           | \$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           | \$35,810           | \$40,500           | \$50,500           | \$15,780            | \$0                | \$0       |
| Nutriton Program Income                    | \$144              | \$26,836                            | \$31,385         | \$33,663         | \$29,726            | \$27,844           | \$18,807           | \$25,382           | \$33,009           | \$21,000           | \$20,000           | \$9,850             | \$0                | \$0       |
| Other Income                               | \$149              | \$353                               | \$208            | \$151            | \$353               | \$211              | \$376              | \$350              | \$4,177            | \$500              | \$500              | \$500               | \$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>\$1,029,144</b> | <b>\$948,107</b>   | <b>\$964,107</b>   | <b>\$31,002</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          | \$666,243          | \$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            | \$7,174            | \$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            | \$9,391            | \$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           | \$23,282           | \$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           | \$39,190           | \$50,000           | \$35,000           | \$33,182            | \$32,000           | \$0       |
| Fixed Assets Expenditures                  | \$100,629          | \$1,985                             | \$59,175         | \$4,877          | \$46,901            | \$4,796            | \$5,080            | \$3,533            | \$9,218            | \$2,000            | \$2,000            | \$500               | \$0                | \$0       |
| Professional Services                      | \$7,320            | \$0                                 | \$12,565         | \$6,745          | \$10                | \$1,000            | \$705              | \$0                | \$0                | \$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           | \$17,164           | \$15,000           | \$15,000           | \$6,235             | \$4,000            | \$0       |
| Nutrition Program Expenses                 | \$500              | \$22,381                            | \$20,492         | \$20,614         | \$12,592            | \$20,054           | \$13,621           | \$16,692           | \$22,040           | \$16,000           | \$16,000           | \$2,500             | \$0                | \$0       |
| Equipment Rental (Copiers)                 | \$240              | \$379                               | \$2,014          | \$4,698          | \$153               | \$1,353            | \$1,800            | \$1,388            | \$3,591            | \$5,000            | \$5,000            | \$3,500             | \$0                | \$0       |
| Fundraising Expenses                       | \$0                | \$4,564                             | \$0              | \$1,216          | \$305               | \$1,295            | \$1,143            | \$6,498            | \$14,631           | \$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>\$811,925</b>   | <b>\$819,100</b>   | <b>\$823,700</b>   | <b>\$769,477</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>\$217,219</b>   | <b>\$ 129,007</b>  | <b>\$140,407</b>   | <b>\$ (738,475)</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>\$2,345,050</b> | <b>\$2,474,057</b> | <b>\$2,614,464</b> | <b>\$1,875,989</b>  | <b>\$1,230,489</b> |           |
|  | Actual             | Actual                              | Actual           | Actual           | Actual              | Actual             | Actual             | Actual             | Actual             | Projected          | Projected          | Projected           | Projected          |           |



From: Ryan Camp

To: Governing Board of Directors

Cc: Kari Lovell, Matt Underwood

Re: April 2018 Business and Operations Report Summary

Date: April 17, 2018

**Cash Position** – Cash and investment balance is \$3,159,600 with \$2,345,050 in operating cash and \$814,550 in CD and Money market accounts. \$730,820 of invested funds are allocated as reserve funds.

**Roof Repair / SPLOST Funding** – Matt and Jim met with APS representatives to review facilities and discuss SPLOST funding that ANCS will be eligible for through 2022.

- APS has ANCS EC slotted for *up to \$766,000* in priority improvements during this SPLOST cycle through 2022,
- Of that \$766,000, it's broken out roughly to about a third dedicated to the roof, a third to interior system replacements (like HVAC), and a third to exterior "capsule" improvements.
- APS doesn't want to dip into the exterior improvements pot so that they can be sure that's reserved to protect the brick exterior of the building, retaining walls, etc., but they said we could dip into the interior systems replacement pot if needed for the roof replacement
- So there's a budget of up to \$482,000 for the roof to get replaced.
- APS will use one of their contractors to handle the replacement, which means we won't have to front any money (unless the replacement costs more than \$482K)
- A gentleman from the APS facilities team who was at the meeting will work with Jim to get different bids from APS's roofing contractors and then we can make the call as to which one we want to go with
- They are going to work to get this on the schedule for this summer but given the demand for roofing around the city it might creep into the early part of the school year. Likely to take up to 8 weeks from start to finish for the replacement, and if we get a tar roof they strongly suggest it be at a time when no or minimal students are in the building because of the smell.



**Budget** – The committee spent this month working on the FY2019 Budget.

1. Allocation – Based on indications from APS we should see an allocation increase of 1% from State funding and 4+% increase in local funding. For budgeting purposes we anticipated a 3% total allocation increase. This will be reduced some due to class size / enrollment reductions. Resulting in an expected allocation increase of \$179,899.
2. Other line items in the Budget have been adjusted based on current year actuals and feedback from the budget holders.
3. **Salaries and Benefits** – The vast majority of changes to this budget comes from Salaries and Benefits. In 2019 we are proposing to fund:
  - a. 2% Cost of Living adjustment for all employees.
  - b. Tenure Bonuses – (for 2019 = \$83,000 for regular scheduled bonuses, and \$78,000 for 10 yr + employees who otherwise would not have received a bonus this year)
  - c. 10% increase for associate teachers and nutrition staff.
  - d. State mandated increase in TRS ER Contribution from 16.81% to 20.9%. (\$232,284 increase)
4. **Reserve funds** – Reserve funds have been fully funded to original plan specifications and therefore will not be funded further in 2019.

# Coversheet

## Monthly fund development report

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



**Fund Development Report // April 2018**  
**Prepared by Meeghan Fortson**  
**ANCS Governing Board Meeting // April 17, 2018**

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

March 2018 donations received: **\$2,149**  
Year to date: **\$86,384**  
# of donations: **520**  
Goal: **\$125,000**

**Comparison to 2017:**

March 2017 donations received: **\$3,083**  
Year to date: **\$96,201**  
# of donations: n/a

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Since our report last month, **\$2,149** has come in for the 2017-2018 Gather & Grow Fund, bringing our total amount raised to **\$86,384** as of March 31.

We need to raise an additional **\$38,615** by June 30 to meet our goal of \$125,000. This spring, the Fund Development Committee, along with new Fund Development Coordinator **Stephanie Galer**, 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. With Annual Campaign Week coming up in May, we expect to see another surge of donations before the end of the school year. Last year, giving from April to June totaled approximately \$24,000.

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

**Auction Update:**

- **Friday, March 23** – Matt Underwood and Meeghan Fortson met with key auction volunteers and staff 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. In particular, the group is looking into possible new venues for next year's auction and will also be putting together an auction "how to" manual to use in future years.



- Two parents have signed on to chair the 2019 Auction: **Rachael Smith** and **Christine Dyer**. Rachael and Christine attended the Auction debrief meeting on the 23<sup>rd</sup> and have hit the ground running in planning next year's auction. They are working closely with Stephanie Galer.
- **Friday, March 30** – On the last day before Spring Break, Auction Chairs Sarah Wilcox and Howard Jenkins, along with some help from students, made a special presentation at the Elementary Campus morning meeting to thank auction sponsors, donors, and volunteers and to announce the total amount raised by the 15<sup>th</sup> annual Wonder Ball. This year, the event raised a net total of **\$90,000**, similar to what was raised last year. The auction provides much-needed unrestricted funds for the school each year.
- Through March and April, the Auction team continues to work on wrapping up the 2018 auction, including sending thank you notes and tax acknowledgement letters. Matt Underwood and Meeghan Fortson will be formally thanking the Auction leadership team with a special dinner at Endive restaurant (one of our largest in-kind donors) at the end of April.

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

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

**Tuesday, March 27** - Matt Underwood, Meeghan Fortson, and Stephanie Galer met with Rachel Ezzo (PTCA Fundraising/Social Media Coordinator) and Hannah Beth Millman (PTCA President) to discuss PTCA fundraising initiatives for next year and coordinate with Fund Development activities.

**Monday, April 9** – Matt Underwood, Meeghan Fortson, and Stephanie Galer met via phone to discuss the April Fund Development report, Annual Campaign Week, and other Fund Development activities.



**Wednesday, April 11** – Matt Underwood and Meeghan Fortson met to plan the upcoming Fund Development Committee meeting and discuss other fund development related matters.

**Fundraising Software Update:**

Our new donor management software (Bloomerang) went “live” on February 25. Stephanie Galer (Fund Development Coordinator) is working on importing data, cleaning up records, and training on the software, which will be used to track and report on donations, donors, volunteers, and other relevant fund development information.

**Upcoming Fund Development Activities:**

**Wednesday, April 18** – The next Fund Development Committee Meeting will take place at the Elementary Campus from 8:15 AM – 9:45 AM.

**Thursday, April 26** - Thank you dinner for Auction Chairs at Endive Restaurant.

**Monday, May 7 – Friday, May 11** - Annual Campaign Week. We will encourage parent participation in the 2017-2018 Gather & Grow Fund each day that week with morning meeting announcements, tables set up at drop-off, social media posts, email blasts, and “Why I Give” narratives.

**Attachments:**

Fund Development Calendar of Solicitations & Activities

End of Report.



**ANCS**  
**2017-2018 Fund Development**  
**Calendar of Solicitations & Activities**  
*Updated on 4/13/18 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
- 21 Courier Post from Fund Development Chair, thanking Auction Chairs & Sponsors

**May**

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

**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*