



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

May Monthly Board Meeting

Date and Time

Tuesday May 15, 2018 at 6:30 PM EDT

Location

ANCS Elementary Campus - 688 Grant Street Atlanta, GA 30315

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

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 April Monthly Board Meeting on April 17, 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. 2018-19 New Board Member Slate

B. Head Lice Policy update - first read

III. Old Business

A. FY19 Budget - final

IV. Executive Director's Report

A. Overview of Pre-K Program Options

B. Diversity & Equity Strategic Initiative Update

C. Employee Hiring Report

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 April Monthly Board Meeting on April 17, 2018

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

April Monthly Board Meeting

Date and Time

Tuesday April 17, 2018 at 6:30 PM

Location

ANCS Middle Campus - 820 Essie Avenue 30316

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

Directors Present

Eric Teusink, Laura Melton, Lia Santos, Meeghan Fortson, Mitch White, Nakia Echols, Nicholas Chiles, Philippe Pellerin, Ryan Camp, Tiffany Mitchell

Directors Absent

Howard Franklin, Joyce Gist Lewis, Tara Stoinski

Guests Present

Cathey Goodgame, Jessica Gowen, Kari Lovell, Lara Zelski

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 Apr 17, 2018 at 6:34 PM.

C. Public Comment

No comments

D. Approve Minutes from Prior Board Meeting

Philippe Pellerin made a motion to approve minutes from the March Monthly Board Meeting on 03-20-18 March Monthly Board Meeting on 03-20-18.

Tiffany Mitchell seconded the motion.

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

E. PTCA Report

Report was submitted by Hannah Beth Millman but is not yet in the board packet.

F. Principals' Open Forum

Dr. Goodgame: Milestones is coming up next week. Baseball team is in second round of playoffs tonight. Championship will be at 5:30 on Thursday if we win tonight. Xanadu junior (play) is happening this weekend and next weekend at 7pm at the Elementary Campus. Runtime is about an hour. Exhibitions are coming up and they need judges for a few more slots, especially 5/10. Let Dr. Goodgame or Santana know if you want to come or judge. AM session is 8:00-10:30.

Mrs. Zelski: Milestones is 14 hours of testing in a week for children under the age of 11. Kids with extended time are doing it even longer. Exhausting for kids. Finishing up evaluations with teachers and interviewing for open positions. Gearing up for portfolio share.

II. New Business

A. FY19 Budget - Initial Draft

Ryan Camp reviewed the draft of the 2018-2019 budget, which is included in the board packet. Anticipating an overall allocation increase (conservatively) of 3%. Revenue numbers include full funding of QBE. It is possible that local tax increase will be higher, pending outcome of property tax assessments. Budget reflects tenure bonuses and pay increases already discussed in previous meetings. Also reflects increased contribution to TRS. All budget increases are investments in teachers and classrooms. Have devoted the last 2 years to funding reserve accounts and have hit targets. Will not need to contribute any more to the reserve fund balance. Kari Lovell discussed some changes to capitalization of software expenses. Mitch White asked if the change to the utilities budget are a reflection of savings realized by the green initiatives. Kari Lovell said yes. Savings outcomes are tracking closely to what Southface projected. There will be ongoing purchases of chromebooks because of wear and tear. We will have one more year of class size reductions to get to goal. Overall enrollment will decline by 6 students next.

There will be a public meeting on 5/3 after morning meeting. Second public meeting will be May board meeting. The vote will be at the May board meeting.

III. Old Business

A. Strategic Planning Update

Matt Underwood and Laura Melton presented an update on the strategic planning process, which is included in the board packet.

Natasha Harrison and Sharone Glover from Community Build Ventures presented their work plan. They bring a racial and social equity lens to their work. Laura Melton will lead the strategic planning effort for the board. Matt and Laura will identify a committee. The committee that created the last strategic plan had seven members and undertook several larger public input meetings.

IV. Executive Director's Report

A. 2018-19 SY Enrollment Update

Enrollment Update:

All four sixth grade slots have enrolled. All K students admitted through lottery will be enrolling as well. Waitlists are established. If there are additional openings, they will work through the wait list for those slots.

V. Governance

A. Monthly Governance Report

Meeghan and Lia presented for the Governance Committee. Joyce is traveling.

Nominations Committee Update (Meeghan)

Close to completing slate, will be reaching out to all candidates by next week. Vote will be prior to May meeting to ensure that handoff can start ASAP. An additional meeting will be called.

Matt's midyear review is complete. Feedback from stakeholders was very helpful. (Lia)

VI. Business & Operations

A. Monthly financial statements & reports

Ryan Camp and Kari Lovell presented a budget update, which is included in the board packet. Will end the year with adequate cash flow for summer. Budget is on track. APS has indicated that they have allocated up to \$766k of projected SPLOST funds for the elementary campus building maintenance from SPLOST funds through 2022. 1/3 for exterior improvements. 2/3 (\$482k) for roof and interior systems, including HVAC. Roof should be completed this summer; no cash needed upfront. ANCS estimate on roof replacement cost is \$150k-\$200k range. HVAC will be the next replacement cost. There are ten 15-year old HVAC units that will need to be replaced eventually. ANCS will be able to pick contractors from the APS list of approved contractors.

VII. Educational Excellence

A. Monthly Educational Excellence Report

Tiffany Mitchell presented the Educational Excellence Committee report, which is included in the board packet. At the next committee meeting, they will be looking at achievement gap in MAP testing and discussing how it affects charter and strategic plan.

B. Public Affairs Subcommittee Report

Eric Teusink reported that they did not get the \$100,000 funding expected from legislature this year.

VIII. Fund Development

A. Monthly fund development report

Meeghan Fortson presented the Fund Development Committee report, which is included in the board packet. YTD is \$86k, vs \$96k this time last year. Last year's figure included a significant contribution from a film that used the campus. Expect to bring in more funds between now and end of June. Will be working with Stephanie Galer on giving.

Auction grossed \$90k this year, which is very close to gross last year.

Assembling an auction manual for future events. Two chairs are signed on for 2019 auction. Rachel Smith and Christine Dyer will chair and have started planning.

Bloomerang is going well.

IX. Closing Items

A. Brief Meeting Reflection

B. Adjourn Meeting

Philippe Pellerin made a motion to adjourn the meeting.
Tiffany Mitchell 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,
Nicholas Chiles

Coversheet

PTCA Report

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

ANCS PTCA Board Report May 2018

Overview

The 2017-2018 PTCA Board exceeded every single goal - financial or otherwise - that was set at the beginning of the year.

May PTCA Meeting

We had a great turnout for our May meeting on 5/8 (held at the EC), which included the end of the year picnic. 200 dinners were purchased! The slate for the 2018-2019 PTCA Executive Board was voted on and approved, as was the 2018-2019 budget.

Mini Grants

We awarded close to \$10,000 in Mini Grants for the 3rd round!

EC Yearbook

Has gone to print, and we are doing everything that we can to have them arrive on 5/23. This was definitely a huge source of stress this year, and the plan is to start working on things in the Fall of next year to alleviate any issues.

5th/8th Grade Graduations

We are coordinating plans for both graduations, and will provide cakes/drinks for both events. We are waiting to hear back from Kroger to see if they will provide the cakes at no cost.

Committees

We are 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:

Final PTCA Board Meeting:
Monday, May 21st

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

2018-19 New Board Member Slate

Section: II. New Business
Item: A. 2018-19 New Board Member Slate
Purpose: Vote
Submitted by: Meeghan Fortson
Related Material: 2018-2019 Slate of New Members for Vote_May2018.pdf

BACKGROUND:

The Nominating Subcommittee proposes the following slate of four new board members for a Board vote at the May meeting. As a reminder, the 2017-2018 Nominating Subcommittee includes: Meeghan Fortson (Chair), Nick Chiles, Nakia Echols, Lia Santos, and Matt Underwood.

Proposed Slate of New ANCS Governing Board Members Term beginning in July 2018

Submitted on 5/13/18, by Meeghan Fortson, Nominating Subcommittee Chair

- 1. Jordache Avery**
 - 2. Kristen Frenzel**
 - 3. Hanah Goldberg**
 - 4. Sabrina Sexton**
-

2018 Nominations Process:

- On January 24, a letter from the nominating subcommittee chair was posted on Facebook and published in the Courier, indicating the start of the nominations period.
- 21 applications were submitted during the nominations period, which ended on March 5. All applications were submitted online through an electronic nominations form on ANCS's website.
- An information session for prospective board members took place on February 27, prior to the February board meeting.
- The nominating subcommittee reviewed all 21 applications and selected 12 candidates to be interviewed. On March 13, all applicants were notified by email of whether they had been selected for an interview or not.
- The nominating subcommittee conducted 12 interviews, lasting approximately 1 hour each, over the course of three days (March 16, March 17, and March 30).
- The nominating subcommittee met on April 13 and April 19 to review all applicants who interviewed and determine the four candidates for the proposed slate of new members.
- The board was notified on April 19 of the proposed slate with time to provide feedback or questions.
- The nominating subcommittee met for a final time on April 23 to finalize the slate and review the process for notifying the candidates. All candidates who interviewed received a phone call from a member of the nominating subcommittee informing them of the subcommittee's decision.
- The proposed slate is presented for a board vote at the May 15th board meeting.

Coversheet

Head Lice Policy update - first read

Section: II. New Business
Item: B. Head Lice Policy update - first read
Purpose: Discuss
Submitted by: Matt Underwood
Related Material: Head lice policy_revised (1)_draft_redlined.docx

BACKGROUND:

Proposed updates to ANCS head lice policy to move from a "no nit" policy to a policy that aligns with guidelines for head lice management in schools recommended by Centers for Disease Control and Prevention, American Academy of Pediatrics, and the National Association of School Nurses.

RECOMMENDATION:

First read

Head Lice

Purpose

This policy addresses the reporting or discovery of head lice on a student. Pediculosis (head lice) represents one of the most common communicable childhood diseases. It is therefore not unusual within a school for children to get head lice, but it is one that should be eliminated as quickly as possible. The policy aligns with recommendations on dealing with head lice in schools from the Centers for Disease Control and Prevention, American Academy of Pediatrics, and the National Association of School Nurses.

Duration

This policy is permanent.

Policy

SECTION 1. Scope of This Policy

- a. Students who are discovered to have lice will have their parents/guardians notified and provided with information on the treatment of head lice called to pick them up from school.
- b. ~~ANCS has a "No Nit Policy." All children must be nit (lice eggs) free in order to return to school.~~

SECTION 2. Discovery of Lice

- a. If a parent/guardian discovers lice, they should contact the school immediately so that the school nurse other parents may be notified.
- b. If school personnel discover lice, they will contact the student's/students' parents/guardians to notify them and provide them with information on the treatment of head lice. pick them up from school and treat them as soon as possible.
 - a. The National Pediculosis Association's (NPA) Ten Tips for Head Lice and Nit Removal will be sent home with each family.
 - a. Families may also be referred to www.headlice.org for additional information.

- c. Students returning to school after being treated for lice may be rechecked by school officials upon return.
 - a. ~~Students will be admitted back to school as soon as they are free of lice and nits.~~
 - a. ~~If lice or nits are still found, parents/guardians will be called to pick their child up.~~

~~After the initial lice treatment is done, parents/guardians need to recheck their child daily (for any remaining nits/eggs) for a two-week period. The child will also need to be re-treated 7 days after the initial treatment to ensure there is not a re-infestation.~~

SECTION 3. Treating a Classroom

- a. ~~All students within the class will be screened by school personnel.~~
- b. ~~As a courtesy, a~~ letter informing families in the class of the discovery of lice will be emailed sent home for grades K-5. Classroom-wide notification does not occur in grades 6-8.
- c. All families will be encouraged asked to screen children at home for a period of two weeks following the discovery of lice.
- d. All siblings of children diagnosed with lice will be screened by school officials. ~~If necessary, the classrooms of these students will also be screened.~~
- e. Classroom rugs, furniture, pillows, etc. in classroom of student found with lice will be vacuumed.

~~Vacuuming is the safest and best way to remove lice or fallen hairs with attached nits from upholstered furniture, rugs, stuffed animals, and car seats.~~

~~NPA recommends the avoidance of lice sprays.~~

Resources


~~The Centers for Disease Control and Prevention: Head Lice Treatment Guidelines The National Pediculosis Association's (NPA) Ten Tips for Head Lice and Nit Removal~~

~~www.headlice.org~~

Coversheet

FY19 Budget - final

Section: III. Old Business
Item: A. FY19 Budget - final
Purpose: Vote
Submitted by:
Related Material: FY19 ANCS-Proposed-Budget.xlsx - Summary FY18-2 (1).pdf

Status	Draft						
Year	FY 2019						
Date	5/15/2018						
Atlanta Neighborhood Charter School		# of Students	643	643			
						ANCS	
			FY 18 Approved Budget	Proposed Adjustments	FY19	Revised Total	Notes
Income	Tab #						
		APS Allocation	\$ 8,914,968	\$ 268,199	\$ 9,183,167		3% is \$264,899.04 - added to H11
		APS Nursing & Transportation Allocation	\$ 52,373		\$ 52,373		4% is \$353,198.72
		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)	\$ -		
	1.0	Total Local/State Funding	\$ 9,073,341	\$ 253,199	\$ 9,326,540		
		Contributions					
		Fund Raising (Annual Campaign)	\$ 140,000		\$ 140,000		
		Auction	\$ 100,000	\$ (10,000)	\$ 90,000		
		Major Donor Program	\$ -		\$ -		
		Other Fundraising	\$ 3,000		\$ 3,000		
	1.1	Total Contributions & Fundraising	\$ 243,000	\$ (10,000)	\$ 233,000		
		Program					
		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)	\$ -		
	1.2	Total Program Income	\$ 798,300	\$ 4,200	\$ 802,500		
		Other Income					
		Interest Income	\$ 4,000		\$ 4,000		
		Community Building	\$ 1,200		\$ 1,200		
		Facilities Use	\$ -		\$ -		
		Other	\$ 3,500		\$ 3,500		
	1.3	Total Other Income	\$ 8,700	\$ -	\$ 8,700		
		Total Income	\$ 10,123,341	\$ 247,399	\$ 10,370,740		
Expense	2.0	Salaries and Benefits	\$ 8,150,860		\$8,667,029		
		Wellness Program Expense	\$ 20,000		\$ 20,000		
		Health insurance premium increase contingency	\$ 80,000		\$ 80,000		
		Total Salaries & Benefits	\$ 8,250,860		\$ 8,767,029		
		Staff Development					
		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		
	2.1	Total Staff Development	\$ 77,500	\$ 20,000	\$ 97,500		
		Program Exp					
		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		
		Total Program Expenses	\$ 405,000	\$ (45,000)	\$ 360,000		
		Curric.Mat & Exp					
		Classroom Supplies	\$ 126,152	\$ (6,152)	\$ 120,000		
		Instruct. / Curriculum Materials	\$ 70,000		\$ 70,000		
		Total Curriculum Materials & Expenses	\$ 196,152	\$ (6,152)	\$ 190,000		
	2.2	Total Curriculum & Program Expenses	\$ 601,152	\$ (51,152)	\$ 550,000		
		Building Expenses					
		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		
		Total Building Services	\$ 130,437	\$ 1,500	\$ 131,937		
		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	\$ 40,000	\$ 110,000		
		Total Building Repairs/ Maintenance	\$ 202,596	\$ 40,000	\$ 242,596		
		Grounds					
		Farm	\$ 5,600		\$ 5,600		
		Repairs / Maintenance	\$ 12,500		\$ 12,500		
		Total Grounds	\$ 18,100	\$ -	\$ 18,100		
		Utilities					
		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		
		Total Telephone and Utilities	\$ 130,500	\$ (17,000)	\$ 113,500		
	2.3	Total Building Expenses	\$ 481,633	\$ 24,500	\$ 506,133		
		Prof. Services					
		Legal	\$ 12,000	\$ (2,000)	\$ 10,000		
		Accounting	\$ 5,000		\$ 5,000		
		Auditing	\$ 33,000	\$ (13,000)	\$ 20,000		
		Total Professional Services	\$ 50,000	\$ (15,000)	\$ 35,000		
		Other					
		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		Total Other Gen/Admin Expense	\$ 192,500	\$ 7,500	\$ 200,000	
		Fund Development Software	\$ 5,000	\$ (1,800)	\$ 3,200	
		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		Total Fundraising Expenses	\$ 43,200	\$ 3,200	\$ 46,400	
		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		Total Books/Equipment/Furniture	\$ 235,834	\$ (68,834)	\$ 167,000	
		Emergency Reserve Fund			\$ -	
		Facilities Reserve Fund	\$ 210,000	\$ (210,000)	\$ -	
		Local/State Revenue Stabilization Fund			\$ -	
		Technology Reserve Fund			\$ -	
		Adjustment	\$ (27,000)		\$ -	
		Total Reserve Funds	\$ 183,000	\$ (210,000)	\$ -	
		Total Expenses	\$ 10,115,679	\$ (289,786)	\$ 10,369,062	
		Operating Income/Loss	\$ 7,662	\$ 537,185	# \$ 1,678	
			\$ 10,142,680		\$ 1,678	

Cell: L84

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

Coversheet

Overview of Pre-K Program Options

Section: IV. Executive Director's Report
Item: A. Overview of Pre-K Program Options
Purpose: Discuss
Submitted by:
Related Material: PreK program options_overview_May2018.pdf



Options for Pre-Kindergarten Program Development or Partnership

Over the past several months, we have researched different options for preK program development or partnership. This overview provides a general summary of the different possibilities and considerations for each of them and is intended to serve as a starting point for further discussion about whether and how ANCS may want to proceed--if at all--in the area of preK.

OPTION 1: Partner with an existing preK provider with matriculating students receiving preference in admission to ANCS

[Georgia charter school law](#) allows charter schools to identify in their charters a “local school” from which students who are matriculating can receive enrollment preference at the charter school. Therefore, a charter school could enter into a partnership with a local preschool or preK program to give students from that program enrollment preference in order to partner with a program with a similar educational model, to promote efforts at attracting a more economically diverse student body, or for other reasons.

Example of this model in practice: Drew Charter School has a memorandum of understanding in place with the East Lake location of [Sheltering Arms](#). Under the terms of the MOU, this location of Sheltering Arms has agreed to follow Drew’s enrollment priorities and zones and to have a liaison with Drew, but otherwise, the preK program is run and overseen by Sheltering Arms.

OPTION 2: Become a site for state-funded preK program within the Atlanta Public Schools

Atlanta Public Schools (APS) offers state-funded preK classrooms at different elementary schools around the city. A charter school could become a site for one or more of these preK classrooms included in the offerings in the district. [The APS Office of Early Learning](#) would provide management and oversight of the classroom, though the school principal can be involved, to some degree, in overseeing and hiring for the classroom. Certain space requirements must be met to host a state-funded preK classroom at your site.

The classrooms are open to all families zoned for APS schools, so no geographic enrollment preferences can be given. It is unclear whether a preK program could use a weighted lottery to increase the odds of admission for economically disadvantaged students and it is also unclear as to whether students enrolled in a state-funded preK classroom could be given enrollment preference for admission to a charter school.

Example of this model in practice: Beginning next school year, [Kindezi Schools will work with APS’s Office of Early Learning to offer a preK classroom at Gideons Elementary School](#), a school for which recently took over operations.



OPTION 3: Develop and manage our own state-funded preK program

A charter school can work with Georgia’s Department of Early Care and Learning (DECAL) to become a state-funded preK program provider. Under this option, the school would have direct control over the management and operations of the program, and the program can fall under its charter, meaning that enrollment priorities and preferences could apply.

Funding for preK programs is set by the state, and based solely on enrollment, so if you are not enrolled to the 22 student per class amount, you will receive less funding. Additionally, funding is provided for a teacher and assistant for each preK classroom based on the state salary schedule (not inclusive of benefits), so if your school wants to compensate at a higher amount, the school must make up the funding difference (see below for current state preK classroom funding allocations).

Example of this model in practice: [The Cox PreK Program at Drew Charter School](#)

2017-2018 Georgia's Pre-K Annual Rates - 1 Class of 22 Students						
Credential	Private Metro Area		Private Non-Metro Area		Public School	
Insufficient	Salary Lead	\$ 15,872.89	Salary Lead	\$ 15,872.89	Salary Lead	\$ 15,872.89
	Salary Asst.	\$ 15,872.89	Salary Asst.	\$ 15,872.89	Salary Asst.	\$ 15,872.89
	Operating	\$ 31,723.92	Operating	\$ 25,131.62	Operating	\$ 22,012.68
	Total	\$ 63,469.70	Total	\$ 56,877.40	Total	\$ 53,758.46
	Per Child Per Year	\$ 2,884.99	Per Child Per Year	\$ 2,585.34	Per Child Per Year	\$ 2,443.57
	Per Child Per Month	\$ 288.50	Per Child Per Month	\$ 258.53	Per Child Per Month	\$ 244.36
Credential	Private Metro Area		Private Non-Metro Area		Public School	
Two Year Degree	Salary Lead	\$ 21,449.88	Salary Lead	\$ 21,449.88	Salary Lead	\$ 21,449.88
	Salary Asst.	\$ 15,872.89	Salary Asst.	\$ 15,872.89	Salary Asst.	\$ 15,872.89
	Operating	\$ 33,049.01	Operating	\$ 28,458.71	Operating	\$ 23,337.77
	Total	\$ 70,371.76	Total	\$ 63,779.46	Total	\$ 60,660.52
	Per Child Per Year	\$ 3,198.72	Per Child Per Year	\$ 2,899.07	Per Child Per Year	\$ 2,757.30
	Per Child Per Month	\$ 319.87	Per Child Per Month	\$ 289.91	Per Child Per Month	\$ 275.73
Credential	Private Metro Area		Private Non-Metro Area		Public School	
Four Year Degree	Salary Lead	\$ 27,315.60	Salary Lead	\$ 27,315.60	Salary Lead	\$ 27,315.60
	Salary Asst.	\$ 15,872.89	Salary Asst.	\$ 15,872.89	Salary Asst.	\$ 15,872.89
	Operating	\$ 34,442.71	Operating	\$ 27,850.41	Operating	\$ 24,731.47
	Total	\$ 77,631.20	Total	\$ 71,038.90	Total	\$ 67,919.96
	Per Child Per Year	\$ 3,528.69	Per Child Per Year	\$ 3,229.04	Per Child Per Year	\$ 3,087.27
	Per Child Per Month	\$ 352.87	Per Child Per Month	\$ 322.90	Per Child Per Month	\$ 308.73
Credential	Private Metro Area		Private Non-Metro Area		Public School	
Certified (T4)	Salary Lead	\$ 35,820.73	Salary Lead	\$ 35,820.73	Salary Lead	\$ 35,820.73
	Salary Asst.	\$ 15,872.89	Salary Asst.	\$ 15,872.89	Salary Asst.	\$ 15,872.89
	Operating	\$ 36,483.52	Operating	\$ 29,871.22	Operating	\$ 31,421.16
	Total	\$ 88,157.14	Total	\$ 81,564.84	Total	\$ 83,114.78
	Per Child Per Year	\$ 4,007.14	Per Child Per Year	\$ 3,707.49	Per Child Per Year	\$ 3,777.94
	Per Child Per Month	\$ 400.71	Per Child Per Month	\$ 370.75	Per Child Per Month	\$ 377.79

Coversheet

Diversity & Equity Strategic Initiative Update

Section: IV. Executive Director's Report
Item: B. Diversity & Equity Strategic Initiative Update
Purpose: Discuss
Submitted by:
Related Material: Diversity & equity initiative update_May2018 (1).pdf



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

DIVERSITY & EQUITY STRATEGIC INITIATIVE UPDATE

PREPARED BY MATT UNDERWOOD, EXECUTIVE DIRECTOR | May 2018

Context

- Diversity goal in strategic plan: — *Build on current diversity to improve and realize benefits of student diversity that reflect racial and economic diversity of surrounding neighborhoods*
- Rationale for this goal:
 - Academic, social, civic, and other positive outcomes for *all* students
 - Opportunity as a charter school to help solve the historic challenges of school integration
 - Want to more closely reflect demographics of neighborhoods we serve
 - In line with CES common principle: “...*honor diversity, build on strength of [school’s] communities, deliberately and explicitly challenging all forms of inequity*”

Context

Goal in 2016-2021 charter agreement:

- “Economically disadvantaged” students get an additional weight in lottery of between 1.5 and 4.0
- The goal is for 40% of each incoming cohort (excluding students admitted through statutory preferences, such as siblings) to qualify for free or reduced price lunch
- We have committed to using the weighted lottery **at least** until the school wide percentage of students qualifying for FRL is 30%

Focus for 2017-18 school year

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

Building capacity for equity work

- Since June 2017, 12 ANCS faculty members have participated in [iGroup training](#) to support coaching for equity
- Two more iGroup trainings in summer 2018 with 7 more ANCS educators signed up to participate
- Have held 8 campus-specific or full faculty diversity and equity sessions focused on issues of race and class at ANCS
- Matt Underwood, Mark Sanders attended and presented at convening of [Diverse Charter Schools Coalition](#) member schools in Denver in January

Building capacity for equity work - cont'd

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

Building capacity for equity work - cont'd

Leadership team moving forward with creation of **full-time interim equity coordinator role for 2018-19 school year**, offering opportunity to apply to teachers who have both received iGroup training and led equity work with colleagues at both campuses this year with these responsibilities

- Work with small team of equity support coaches to plan and lead professional development for teachers and staff related to our school's diversity and equity goals
- Develop and oversee an equity needs assessment for the school and present assessment results to K-8 leadership team by end of November 2018
- Serve on ANCS strategic planning committee with a particular focus on keeping diversity and equity goals at the forefront of plan development
- Serve as a co-chair (with parent/caregiver co-chair) of diversity and equity action team
- Work with Executive Director to determine long-term structure for ANCS equity support role and present to K-8 leadership team by end of January 2019
- Serve on K-8 leadership team
- Coach a faculty iGroup

Building capacity for equity work - cont'd

- Depending upon decision to structure equity support role differently beyond 2018-19 school year, individual in this role could apply for permanent role, return to previous position, or Matt may decide to keep individual in similar role for 2019-20 school year
- Position is included in most recent draft of FY19 budget

Establish diversity/equity team

- Nov 2 held informational meeting for any parents/caregivers and faculty/staff to learn more about new “diversity and equity action team” forming to help provide leadership on issues of diversity and equity at ANCS
- 43 people expressed interest in learning more
- 17 people (teachers/staff and parents) committed to serving on team for current school year

Establish diversity/equity team - cont'd

- Two initial meetings of team in Dec & Jan:
 - Establishing norms and scope of team's work for this school year
 - Review of range of school data disaggregated by race and economic status
- Team is in process of completing “equity walks” at each campus and at parent events to examine the experience of students and parents of color at ANCS in different settings
- Final meeting of year scheduled for May 17

Relationship building in community

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

Relationship building in community - cont'd

- Free Run with the Wolves registrations provided to interested families at Martin Street Plaza and Trestletree Village
- Resident services coordinators at both sites working with ANCS to schedule activities for late summer and early fall

Coversheet

Employee Hiring Report

Section: IV. Executive Director's Report
Item: C. Employee Hiring Report
Purpose: FYI
Submitted by:
Related Material: Employee Departures & New Hires 2018.pdf

Departing from ANCS**Admin/Support Staff**

Admin/Support Staff	Position	Notes
Maya Jenkins	EC Assistant Principal	Moving to role with CREATE
Kim Kurtz	Fund Development/CREATE Assistant	

EC

Cara Reese	Teacher	
Damon Sumner	Teacher	
Danielle Corley	Associate Teacher	Retiring
Ann Marie Wallace	Teacher	
Maya Moore	Teacher	
Grace Cruz	Teacher	
Tierra Howard	Teacher/CREATE Resident	
Essra Araim	Teacher/CREATE Resident	

MC

Andrew Ross	Teacher
Jessica Wang	Teacher/CREATE Resident
Mandi Pina	Teacher

New Hires to ANCS**Name****Position****EC**

Caroline Berney	EC associate (K)
Kim Moran	EC teacher (2nd)
Kelly McKenzie	EC co-teacher (CREATE) 2nd
Sarah Roberts	EC co-teacher (CREATE) 2nd
David Walbert	EC teacher (K)
Pamela Lawrence	EC associate (2nd)
Joanie Johnson	EC teacher
Allyson Hage	EC teacher
Dakota Lobban	EC associate teacher

MC

Roberto Rios	MC special ed associate
Meghan Marzullo	MC special ed associate
Lesley Wood	MC special ed teacher
Derek Hooley	MC Physical and Health Ed teacher
Nicole King	Moving from 1st Grade Teacher to EC Assistant Principal (interim)

Coversheet

Monthly financial statements & reports

Section: V. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: Discuss
Submitted by:
Related Material: Cash Balances .pdf
Cash Flow.pdf
Monthly Summary April 2018.pdf

Total investments held by ANCS
4/30/2018

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	2,179,521
		2,179,521
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	45,161 Money Market account
		815,125
Total invested funds (not at ACB)		815,125
Total restricted funds - reserves		-751,820
Total unrestricted investments		63,305
Grand total ANCS funds		\$2,994,646

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2018 - Pro Forma Monthly Cash Flow Statement
April 30, 2018

	Allocation based on FTE Count = 665											FY19	
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18
Revenue													
Local/State Funding	\$0	\$874,542	\$871,465	\$875,823	\$435,716	\$435,716	\$1,795,752	\$872,107	\$872,107	\$872,107	\$872,107	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Title 2 Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0
Contributions & Fundraising	\$6,128	\$3,022	\$4,637	\$20,409	\$29,011	\$13,665	\$15,964	\$12,924	\$84,041	\$3,972	\$20,000	\$3,000	\$0
Program Income	\$720	\$95,492	\$62,229	\$33,669	\$55,036	\$34,609	\$50,007	\$39,062	\$35,810	\$25,491	\$50,500	\$15,780	\$0
Nutrition Program Income	\$144	\$26,836	\$31,385	\$33,663	\$29,726	\$27,844	\$18,807	\$25,382	\$33,009	\$26,694	\$20,000	\$9,850	\$0
Other Income	\$149	\$353	\$208	\$151	\$353	\$211	\$376	\$350	\$4,177	\$433	\$500	\$500	\$500
Total Revenue	\$7,141	\$1,000,245	\$969,924	\$963,715	\$549,842	\$577,044	\$1,880,906	\$949,824	\$1,029,144	\$928,697	\$964,107	\$29,130	\$500
Expenditures													
Salaries and Benefits	\$609,264	\$647,806	\$683,503	\$666,504	\$678,224	\$674,894	\$668,490	\$678,165	\$666,243	\$676,590	\$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	\$6,091	\$3,500	\$9,500	\$0
Curriculum & Classroom Expense	\$23,756	\$40,490	\$6,251	\$7,846	\$3,068	\$16,274	\$4,154	\$3,129	\$9,391	\$8,892	\$6,000	\$9,900	\$0
Program Expenses	\$5,887	\$8,288	\$12,839	\$23,604	\$6,740	\$8,443	\$17,739	\$36,016	\$23,282	\$8,177	\$40,000	\$4,110	\$0
Building & Grounds	\$38,451	\$66,945	\$47,396	\$33,760	\$31,448	\$39,672	\$38,312	\$20,777	\$39,190	\$30,806	\$35,000	\$33,182	\$32,000
Fixed Assets Expenditures	\$100,629	\$1,985	\$59,175	\$4,877	\$46,901	\$4,796	\$5,080	\$3,533	\$9,218	\$4,472	\$2,000	\$500	\$0
Professional Services	\$7,320	\$0	\$12,565	\$6,745	\$10	\$1,000	\$705	\$0	\$0	\$930	\$700	\$50	\$0
Gen&Admin/Insurance/Interest	\$19,265	\$20,680	\$20,165	\$10,248	\$8,005	\$20,762	\$13,737	\$24,444	\$17,164	\$10,568	\$15,000	\$6,235	\$4,000
Nutrition Program Expenses	\$500	\$22,381	\$20,492	\$20,614	\$12,592	\$20,054	\$13,621	\$16,692	\$22,040	\$14,842	\$16,000	\$2,500	\$0
Equipment Rental (Copiers)	\$240	\$379	\$2,014	\$4,698	\$153	\$1,353	\$1,800	\$1,388	\$3,591	\$6,074	\$5,000	\$3,500	\$0
Fundraising Expenses	\$0	\$4,564	\$0	\$1,216	\$305	\$1,295	\$1,143	\$6,498	\$14,631	\$1,463	\$500	\$0	\$0
Total Expenditures	\$816,459	\$818,359	\$864,480	\$797,270	\$796,457	\$791,338	\$766,370	\$798,704	\$811,925	\$768,905	\$823,700	\$769,477	\$646,000
Total Revenues - Total Expenditures	(\$809,318)	\$181,886	\$105,444	\$166,445	\$ (246,615)	(\$214,294)	\$1,114,536	\$ 151,120	\$217,219	\$ 159,793	\$140,407	\$ (740,347)	(\$645,500)
EOM Cash Balance	\$670,881	\$807,501	\$874,847	\$867,485	\$872,990	\$725,563	\$1,709,806	\$1,914,413	\$2,345,050	\$2,179,521	\$2,319,928	\$1,579,581	\$934,081
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$815k of investments

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
Budget to Actual FY2017
YTD April 30, 2018

Period Ended 4/30/18

	YTD FY2017 Actual	YTD FY2018 Actual	YTD Budget	YTD \$Variance	FY2018 Budget
Income					
Local/State Funding	\$7,903,448	\$7,905,336	\$8,075,846	(170,510)	8,967,341
Grants	\$143,660	\$65,000	\$15,000	50,000	15,000
Title 2 Funding	\$11,591	\$0	\$0	0	1,000
Contributions & Fundraising	\$211,050	\$195,943	\$218,128	(22,184)	243,000
Program Income	\$498,949	\$430,713	\$483,220	(52,507)	548,300
Nutrition Income	\$247,471	\$255,088	\$220,144	34,945	250,000
Other Income	\$6,148	\$8,344	\$6,299	2,045	8,700
Total Income	\$ 9,022,317	\$8,860,425	\$9,018,637	\$ (158,211)	\$ 10,033,341

0

Expenditures

Salaries and Benefits	\$6,251,163	\$6,683,007	\$6,760,860	77,853	8,160,860
Professional Development	\$45,634	\$71,383	\$64,500	(6,883)	77,500
Curriculum & Classroom Expenses	\$163,154	\$130,895	\$180,252	49,357	196,152
Program Expenses	\$193,613	\$152,268	\$180,890	28,622	225,000
Building & Grounds	\$338,208	\$390,643	\$413,451	22,808	481,633
Fixed Asset Expenditures	\$354,450	\$240,668	\$183,335	(57,333)	185,835
Professional Services	\$34,230	\$29,275	\$49,250	19,975	50,000
Gen&Admin/Insurance/Interest Expense	\$171,434	\$165,642	\$144,265	(21,377)	165,500
Nutrition Program Purchases	\$160,752	\$161,130	\$161,500	370	180,000
Equipment Rental (Copiers)	\$41,328	\$35,378	\$41,500	6,122	50,000
Fundraising Expenses	\$42,132	\$34,714	\$42,700	7,986	43,200
Reserves Fund	\$175,000	\$189,000	\$189,000	0	210,000
Total Expenditures	\$7,971,098	\$8,284,003	\$ 8,411,503	\$ 127,500	\$ 10,025,680
Operating Income/Loss	\$ 1,051,219	\$ 576,423	\$ 607,134	\$ (30,711)	\$ 7,661

\$7,854,334

Coversheet

Monthly fund development report

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



Fund Development Report // May 2018
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // May 15, 2018

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

April 2018 donations received: **\$4,633**

Year to date: **\$94,764**

of donations: **566**

Goal: **\$125,000**

Comparison to 2017:

April 2017 donations received: **\$4,845**

Year to date: **\$101,056**

of donations: n/a

During the month of April, **\$4,633** came in for the 2017-2018 Gather & Grow Fund, bringing our total amount raised to **\$94,764*** as of April 30. **A corporate matching gift of \$4,000 was also identified in April and applied to the Gather & Grow Fund, but it is not included in the monthly total.*

At the beginning of May, we had \$30,237 left to raise by June 30 to meet our \$125,000 goal. We kicked off our final push for the year with “Gather & Grow Fund Week,” which ran from May 7 -11. Stephanie Galer (*Fund Development Coordinator*) planned a very successful week of activities and communications promoting the Gather & Grow Fund. We set a goal of \$20,000 during the month of May and encouraged all parents to participate by making a gift to the Fund if they had not already given this fiscal year. By the end of the week, we had raised **\$21,145**, surpassing our goal for May!

The week included morning meeting announcements, informational tables at drop off and pick up, muffins and coffee after morning meeting, a solicitation letter to parents sent home in folders, new Gather & Grow Fund signage showing our progress towards the \$20,000 goal, and a coordinated series of social media posts. The week culminated with a challenge match on the final day- if we raised \$3,000 by 8pm, a group of donors would match every dollar raised. We did raise the \$3,000 and were able to claim the match! Many thanks to Stephanie and her team of parent volunteers who carried out these tasks and made the Gather & Grow Fund week such a tremendous success.

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/**



Auction Update:

- On **April 26**, Matt Underwood and Meeghan Fortson thanked the 2018 Auction leadership team with a special dinner at Endive restaurant and floral bouquets from Tulip. Endive and Tulip were two of our largest in-kind sponsors for the 2018 Auction.
- On **May 11**, Stephanie Galer led Auction volunteers and staff in a productive meeting to plan the 2019 Auction and put together a manual of key Auction documents, processes, and job descriptions for volunteers. Current and former Auction chairs were present as well as professional event planner Rachel Eisaman who will be helping again this year.
- **SAVE THE DATE!** The 2019 Auction will take place on **Saturday, March 9th** at **Ambient Studios**. This is a new venue after being held at the Georgia Freight Depot for several years. The 2019 Auction Chairs are **Rachael Smith** and **Christine Dyer**.

Grant Funding Update

- ANCS was invited to apply for \$150,000 grant from the Zeist Foundation to support CREATE. Will hear back in May.
- ANCS received a \$1,750 grant from the APS Office of Early Learning to support transition activities for our incoming kindergartners.
- ANCS received a \$1,000 grant from the APS "whole child fund" to provide scholarships for two 8th grade students to attend the trip to Washington, D.C.

(Continued on next page)



Recent Fund Development Activities:

- **Wednesday, April 18** – The Fund Development Committee met at the Elementary Campus from 8:15 AM – 9:45 AM. The group discussed plans for Gather & Grow Fund Week, 2018 Auction results and plans for 2019 Auction, sponsorship levels, and possible changes to the PTCA fundraising structure. Draft minutes from this meeting have been posted online.
- **Thursday, May 3** – Meeghan Fortson, Matt Underwood, and Stephanie Galer met to review plans for the Gather & Grow Fund Week.
- **Thursday, May 10** – Matt Underwood and Meeghan Fortson met to review the various roles and responsibilities of Auction volunteers, staff, and the Fund Development Committee.

Upcoming Fund Development Activities:

- **Tuesday, May 22** - Matt Underwood, Meeghan Fortson, and Stephanie Galer will meet with Rachel Ezzo (PTCA Fundraising/Social Media Coordinator) and Hannah Beth Millman (PTCA President) to discuss changes to PTCA fundraising initiatives for next year and coordination with Fund Development activities.
- **Giving Opportunities Letter to parents** - Matt Underwood will be sending a letter to all parents at the beginning of the 2018-2019 school year. This letter will provide an overview of all fundraising initiatives and opportunities at ANCS to give families a clearer picture of the many ways to support the school and why this support is needed. The PTCA has been asked to collaborate on this project as well.
- The **Fund Development Committee** will meet once more in June to review and propose edits to the Fund Development Policy. The date for this meeting has not been determined.



Attachments:

- Fund Development Calendar of Solicitations & Activities

End of Report.



ANCS
2017-2018 Fund Development
Calendar of Solicitations & Activities
Updated on 5/13/18 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)
 7-11 Annual Campaign Week *(Including solicitation email & letter to parents from Executive Director)*
 16 Fund Development Newsletter #4 & Social Media Posts *(Celebrating Annual Campaign Week Success)*

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*