



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Board Meeting

Date and Time

Tuesday August 21, 2018 at 6:30 PM EDT

Location

ANCS Elementary Campus - 688 Grant Street 30315

Notice of this meeting was posted 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. Statement from ANCS Board Chair
- D. 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.

- E. Approve Minutes from Prior Board Meeting

Approve minutes for May Monthly Board Meeting on May 15, 2018

- F. Approve Minutes from Prior Board Meeting

Approve minutes for Special Called Meeting on August 19, 2018

G. PTCA Report

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

H. Principals' Open Forum

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

II. New Business

A. Pledge of Allegiance at ANCS

Update regarding next steps for board and school leadership following listening sessions related to the Pledge of Allegiance at ANCS

III. Executive Director's Report

A. 2017-18 School Year Performance Dashboard - Final

Performance dashboard with key metrics for 2017-18 school year

IV. Business & Operations

Business & Operations

A. Monthly financial statements & reports

V. Fund Development

Fund Development

A. Monthly fund development report

VI. 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.

VII. 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: E. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for May Monthly Board Meeting on May 15, 2018

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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Atlanta Neighborhood Charter School

Minutes

May Monthly Board Meeting

Date and Time

Tuesday May 15, 2018 at 6:30 PM

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.

Directors Present

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

Directors Absent

Howard Franklin, Joyce Gist Lewis

Guests Present

Jessica Gowen

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 May 15, 2018 at 6:30 PM.

C. Public Comment

No public comment.

D. Approve Minutes from Prior Board Meeting

Philippe Pellerin made a motion to approve minutes from the April Monthly Board Meeting on 04-17-18 April Monthly Board Meeting on 04-17-18.

Lia Santos seconded the motion.

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

E. PTCA Report

Hannah Beth Millman

-PTCA has been a big success this year. They have exceeded every goal. All committees have chairs for 2018.

F. Principals' Open Forum

Lara Zelski

Preparing for EOY. Portfolio Shares starting, prepping for next year. Graduation will happen at MJHS. Field day will likely be rained out.

Cathy Goodgame

8th graders are in DC. Everyone who wanted to go was able to go. All financial needs were met. 6th and 7th grade exhibitions happening this week. Field day will likely be rained out. 8th grade celebration will be right after 5th grade at MJHS.

II. New Business

A. 2018-19 New Board Member Slate

Slate for new board members - Meeghan Fortson

See report for details. 21 applicants during nominations period. 12 candidates were interviewed by the subcommittee. Slate brought to the board for a vote.

Motion from Tara, Seconded by Phillippe

Vote - passed unanimously.

Tara Stoinski made a motion to Approve the slate.

Phillippe Pellerin seconded the motion.

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

B. Head Lice Policy update - first read

Head lice policy - Matt Underwood

Presented draft updates to headlice policy. Nurse Hicks in attendance to cover it.

Proposing to change policy to bring it into organizations that have head lice policies, such as CDC, AAP, NASN. Our current policy is to send children home if nits are found, not

allowed to come back until they have been rechecked by nurse. Problematic because it is not found to be effective and it keeps kids out of school. Notification will remain in place for individual child and for other families in the classroom and classroom will be treated.

Nurse Hicks - end of her 8th year, so she has been able to do research and observe what is working and what is not working at ANCS. Evidence-based research/recommendations state that the no nit policies are not effective. Lice do not spread disease and are not a health issue. Screening entire classrooms or grade levels takes a lot of time and reduces ability to manage children who do have significant health issues. Key is education among parents. Nurse Hicks is willing to educate parents.

Matt Underwood suggested having a community meeting. Eric Teusink suggested communicating proactively. Parental notice would happen quickly but the child would not be required to leave school.

Laura Melton has a child in a school with the same policy as the proposed policy and had a lice case in her child's classroom. No other children affected.

Policy change saves the teachers time and keeps kids on track.

Howard asked if communication about lice would lead to bullying or teasing. Nurse Hicks did not think so. Maybe would be better since kids won't be sent home and stigmatized.

Matt Underwood will send communication before end of year. Board will vote on it in the new year.

Lia Santos noted that if the policy is to notify the classroom, the policy must be followed consistently. Nurse Hicks said it might work better if she handles all communication, but that can be complicated because she rotates between campuses.

III. Old Business

A. FY19 Budget - final

Budget Vote - Ryan Camp and Kari Lovell

Updates to last meeting: new guidance from APS stating that the revenue will be a little higher than originally anticipated. Revised APS allocation from a 3% increase to a 4% increase. Will likely be hiring a new FT diversity and equity coordinator. Putting money in the budget for that resource. Allocated a little more into facilities and maintenance budget due to HVAC issues at MC. Expect to have major HVAC repair expenses there soon.

Budget is still balanced.

Phillippe Pellerin motioned to approved. Howard seconded the motion. Vote. Approved unanimously.

Phillippe Pellerin made a motion to Approve the budget.

Eric Teusink seconded the motion.

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

IV. Executive Director's Report

A. Overview of Pre-K Program Options

Matt Underwood presented Pre-K Options as a way to guide strategic planning process. Possibilities are described in the board report. Driving reason to consider pre-k: GA law changed; previously was not allowed. Also part of efforts to increase diversity of student body. 3 main approaches:

(1) partner with existing provider and provide preferential enrollment (e.g., Drew's pre-k program in partnership with Sheltering Arms in East Lake; MOU with SA provides an enrollment preference; relies on provider having identical enrollment zone and the provider manages their program; provider could potentially have a mission to serve economically disadvantaged children)

(2) become a site for a state funded pre-k site within the APS program; this option is not currently available but will be possible next year (e.g., Kendezi running pre-k program at Gideon's elementary; not clear what the possibilities are with geographic preference);

(3) develop and manage our own state funded pre-k program with state oversight; this option provides direct control of the site and requires space for the classrooms

For options 2 and 3, funding for pre-K flows very differently than it does for K-8. Funding is set according to a ratio for 22 students and a teacher plus materials. Totally dependent on enrollment. If fewer than 22 students, funding drops proportionally. Most other providers are funding pre-k with other sources such as charitable donations. If teachers are paid on same schedule as K-8, the current formula is about 60-70% less per pupil than other grades in the school.

Would need to consider carefully how to structure an offering in such a way that it doesn't exacerbate existing issues with economic diversity and FRL targets.

How long will it take to implement? A while.

Howard asked if the partnership process requires the partner to expand their capacity. Matt was not sure.

Tuesink asked if the program could be 100% FRL. Underwood was not sure.

Pellerin noted that there is not current space for options 2 & 3

B. Diversity & Equity Strategic Initiative Update

Diversity and Equity Strategic Initiative Update - Matt Underwood

This year - build capacity, establish team, ongoing relationship building in underrepresented portions of our enrollment/attendance zone

7-8 community members will be participating in i-group training around self awareness around race-related issues.

Considering hiring a dedicated staff member on an interim basis (1 year only) focused on diversity and equity issues. Would focus initially on developing teachers and staff and incorporating diversity considerations into the strategic plan. Maybe eventually focusing on parents and community. Would consider at the end of the year whether to continue or rework or end the position. Would have someone who has already been through i group training in the role.

Nicholas Chiles asked if Matt is aware of other schools that do the same thing. Matt said he has observed that more in independent schools.

Howard asked about an equity audit as a part of the SOW for the new position.

Action team has been focused on getting up and running. Doing equity walks on both campuses. Last meeting on Thursday this week.

C. Employee Hiring Report

Employee Hiring Report - Matt Underwood

Report covers comings and goings.

One position at MC will be filled by 2 special ed associates

V. Business & Operations

A. Monthly financial statements & reports

Ryan Camp presented Business & Operations Report

On track with budget. Sufficient funds for summer.

Have commitment from APS to have roof replaced. Pushing them to get it done over the summer. Site walk through happened today. Bids due 5/28. Kari and Jim are thinking about how to handle the HVAC units that are on the roof. Might rearrange the system at EC to get the system off the roof and more efficient system.

VI. Educational Excellence

A. Monthly Educational Excellence Report

Educational Excellence

Committee has been looking at last 2 rounds of MAP data. Looked at the following questions: how are we approaching closing the racial achievement gap? how do we disaggregate by race and class? what is ancs doing to address these issues? what might be strategic plan implications? what alternative language might the committee and board use?

Strategies in use: meetings and retreats with board and staff; grade level chairs

Looking at FRLs is possible in data

This is an ongoing effort for educations to learn how to talk about, identify and interrupt - could be incorporated into strategic plan

Consider changing language - "underserved" "historically marginalized" or "opportunity gap" versus "underperforming" - shift the responsibility from children to adults (suggestion from Elizabeth Hearn)

B. Public Affairs Subcommittee Report

Public Affairs Subcommittee

Eric and Matt went to a meeting for a different charter school association.

Lake Oconee Academy will be featured on NBC as a white flight academy. GA Charter School Association will be defending them. Be aware that there will be news and there are informed answers to the questions it will. GCSA has talking points, but send any inquiries to Matt Underwood and his AJC op ed. Mitch suggested that Eric put together talking points for current and new board members.

VII. Fund Development

A. Monthly fund development report

und Development

Gather and Grow fund raised \$4600 in April. \$94,764 for year. Gather and Grow fund week at start of May. Goal = \$20k in May to get to \$125k by June 30. Hit \$21k during that week. Goal is 100% board participation.

Auction - 2019 auction planning is underway, including a manual of best practices, procedures. Auction, Ambient Studios on 3/9/19.

Several grants coming in, including one for \$150k for CREATE today.

Upcoming meetings with PTCA to stay coordinated.

Matt will send a letter to all parents at start of school year outlining all ways to support the school financially.

One more meeting for committee in June to review policies.

VIII. Governance

A. Monthly Governance Report

Governance

Committee has been meeting to work on new board. Need to set dates for retreat for new members (1/2 day) and chair, matt and joyce or nick (governance committee) and full board retreat as soon as school starts. Nick will send doodle poll.

IX. Closing Items

A. Brief Meeting Reflection

B. Adjourn Meeting

Meeghan Fortson made a motion to adjourn the meeting at 8:15 pm.

Tara Stoinski 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

Approve Minutes from Prior Board Meeting

Section: I. Opening Items
Item: F. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Called Meeting on August 19, 2018

APPROVED



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Atlanta Neighborhood Charter School

Minutes

Special Called Meeting

Date and Time

Sunday August 19, 2018 at 8:00 PM

Location

ANCS Elementary Campus - 688 Grant Street 30315

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

Directors Present

Eric Teusink, Hanah Goldberg, Howard Franklin, Jordache Avery, Joyce Gist Lewis, Kristen Frenzel, Laura Melton (remote), Lia Santos, Meeghan Fortson, Nakia Echols, Nicholas Chiles, Sabrina Sexton

Directors Absent

None

Ex Officio Members Present

Matt Underwood

Non Voting Members Present

Matt Underwood

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

Lia Santos called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Sunday Aug 19, 2018 at 8:08 PM.

C. Approve Minutes

Meeghan Fortson made a motion to approve minutes from the Emergency Board Meeting on 08-10-18 Emergency Board Meeting on 08-10-18.

Nakia Echols seconded the motion.

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

Minutes amended to change language about posting of meeting notice.

II. Discussion Items

A. Board Member Open Comment

Board members discussed the events of the past week at ANCS.

B. Board Meeting Ground Rules - Robert's Rules of Order Overview

C. Next Steps

Issues to be addressed related to pledge:

—Look back investigation

—Engaging entire community on issues of communication, forums on morale, etc.

—What happens with pledge in future—Policy/procedure/document/training

—Faculty/Staff standards of professional conduct

—Gather all feedback in one place

Need to hire PR firm to audit all of our communication vehicles and devise a communications plan

III. Closing Items

A. Adjourn Meeting

Eric Teusink made a motion to adjourn the meeting.

Kristen Frenzel 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 9:26 PM.

Respectfully Submitted,
Lia Santos

Coversheet

PTCA Report

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

ANCS PTCA Board Report August 2018

Overview

We are off to a strong start for the 2018-2019 school year! We have 168 members as of August 13th, and we will be rolling out class incentives before the end of the month. Our goal is to exceed the 300 memberships that we had last year.

August PTCA Meeting

We had a great turnout for our August meeting held on 8/14 (held at the EC). We discussed the spirit of volunteerism upon which ANCS was founded, and showed the video, "From Acorn to Oak."

Grants

Our first round of grants goes live on 8/29. We have created a list of rules, regulations and guidelines to help streamline the process even more.

EC Yearbook

We made a concerted effort to hand out the EC yearbooks at the Open House, Coffee and PTCA meeting. Just about all families should have theirs at this point.

Committees

We held our initial committee chair meeting on Tuesday, 8/7. All committee chairs are aware of who their PTCA contact is, and what expectations are.

Goals

Increase PTCA membership
Increase ANCS/PTCA volunteerism
Increase PTCA awareness

Upcoming PTCA Events:

Next PTCA Board Meeting:
Monday, September 17th

Next PTCA General Meeting:
Tuesday, October 2nd

ANCS Yard Sale: September 15th and 16th. This year, the yard sale will be two days, with no preview on Friday evening. All ANCS teachers will be given a \$20 voucher to use for SCHOOL RELATED ITEMS at any point during the sale.

Coversheet

2017-18 School Year Performance Dashboard - Final

Section: III. Executive Director's Report
Item: A. 2017-18 School Year Performance Dashboard - Final
Purpose: Discuss
Submitted by:
Related Material: ANCS Performance Dashboard - 17-18 SY (1).pdf

ANCS Performance Dashboard

ANCS Performance Dashboard (last updated August 2018)	K-8			Notes
	2017-18 SY	Jul-Oct	Nov-Feb	
Educational Program Outcomes				
Avg % of students Proficient/Distinguished ELA EOG Milestones				58%
Avg % of students Proficient/Distinguished Math EOG Milestones				56%
Percentage of students passing ELA EOG Milestones in top 10% of district				Yes
Percentage of students passing Math EOG Milestones in top 10% of district				Yes
National norm referenced test - MAP Reading (% of students meeting growth targets compared to national avg - conditional growth percentile rank)	55			59
National norm referenced test - MAP Math (% of students meeting growth targets compared to national avg - conditional growth percentile rank)	58			52
National norm referenced test - MAP Reading (average NPR)	92			90
National norm referenced test - MAP Math (average NPR)	84			83
Projected proficient & above on ELA Milestones (based on MAP)	60%	59%		
Projected proficient & above on Math Milestones (based on MAP)	57%	57%		
Torrance Test of Creative Thinking composite average				charter goal; critical/creative thinking assessment will be given in 2nd and 7th grades to compare growth in standard scale score
Students appropriately academically challenged (based on survey responses)	93%			91%
CCRPI higher than district/state		Yes		required charter goal
"Beating the Odds" as determined by GaDOE				required charter goal
School Climate & Culture				
% students receiving a level 3/4 behavioral referral	4%	5%		4%
% students who feel there is safe learning environment (based on survey responses)	93%			92%
Student well-being measures higher than national avg (as measured by Gallup)		Yes		new charter goal; Gallup Student Poll given in grades 5-8 to measure "hope" and "engagement"
% students absent less than 10% of enrolled days	97%	97%		96%
3-star rating or higher on Georgia Climate Star rating		Yes		required charter goal; both campuses received 4 stars
% students qualifying for FRL	13%			charter goal aim to be between 30-50% by 2021; K FRL rate 3% higher than last year
Stakeholder Satisfaction				
Student satisfaction (based on survey responses)	88%			93%
Parent satisfaction (based on survey responses)	98%			95%
Teacher/staff satisfaction (based on survey responses)	98%			94%
Student re-enrollment for following school year	97%			
High School Readiness				
% of 9th grade alumni who respond that ANCS prepared them well for HS (based on alumni survey responses)		90%		target is to be at/above 90%

ANCS Performance Dashboard

% ANCS alumni passing 9th Grade Lit/Comp EOC Milestones (as compared to district/state)			96% (68%/82%)	test typically taken in 9th grade
% ANCS alumni passing Algebra I EOC Milestones (as compared to district/state)			85% (49%/72%)	test typically taken in 9th grade
% ANCS alumni passing Biology EOC Milestones (as compared to district/state)			76% (52%/70%)	test typically taken in 9th grade
% ANCS alumni passing U.S. History EOC Milestones (as compared to district/state)			100% (62%/76%)	test typically taken in 11th grade
Leadership & Organizational Performance				
% of responses rated "Strongly Agree or Agree" for "This teacher has helped my learning this year" (based on student survey responses)		96%		Previously used state-mandated personnel survey for this measure
Employee recruitment (% open positions filled by May 31)			98%	
Employee retention (% offered contracts who return)			87%	
Average daily employee attendance	95%	95%	96%	target is to be at/above 95%
Met all charter organizational goals	Yes			includes updating strategic plan, clean audit, & annual review of ED
Financial Management & Resource Development				
Annual campaign on track to financial goal		Yes	Yes	
Annual campaign family participation %				
Grant funds received	\$75,000	\$150,000	\$80,000	
Positive projected net operating income	Yes	Yes	Yes	
On track to meet/exceed goal				
Slightly off track to meet goal				
Not on track to meet goal				

Coversheet

Monthly financial statements & reports

Section: IV. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: Discuss
Submitted by: Laura Melton

Related Material:

Revised Template 07_31_18 Finance Committe Report FY19 Cash Balances.pdf
Revised Template 07_31_18 Finance Committe Report FY19 Monthly financial Stmt.pdf
Revised Template 07_31_18 Finance Committe Report FY19 Cash Flow.pdf
BusOps Comm BOD Update_082118.pptx

Total investments held by ANCS**7/31/18**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	548,790
		<u>548,790</u>
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	229,550 matures 10/2019
Self-Help Credit Union	Money Market	48,059 Money Market account
		<u>812,609</u>
Total invested funds (not at ACB)		812,609
Total restricted funds - reserves		<u>-772,820</u>
Total unrestricted investments		39,789
Grand total ANCS funds		\$1,361,398

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
Budget to Actual FY2017
YTD July 31, 2018

Period Ended 7/31/18

	YTD FY2018	YTD FY2019	YTD		FY2019
	Actual	Actual	Budget	\$Variance	Budget
Income					
Local/State Funding	\$0	\$0	\$0	0	9,235,540
Grants	\$0	\$0	\$0	0	0
Title 2 Funding	\$0	\$1,000	\$1,000	0	1,000
Contributions & Fundraising	\$6,128	\$4,414	\$4,414	0	233,000
Program Income	\$720	\$1,818	\$1,818	0	514,398
Nutrition Income	\$144	\$510	\$510	0	288,102
Other Income	\$149	\$361	\$361	0	8,700
Total Income	\$ 7,141	\$8,103	\$8,103	\$ -	\$ 10,280,740

0

Expenditures

Salaries and Benefits	\$609,263	\$662,482	\$662,482	0	8,766,579
Professional Development	\$11,147	\$7,872	\$7,872	0	97,500
Curriculum & Classroom Expenses	\$23,756	\$45,287	\$45,287	-0	190,000
Program Expenses	\$5,887	\$8,433	\$8,433	0	180,000
Building & Grounds	\$38,451	\$48,583	\$48,583	0	506,133
Fixed Asset Expenditures	\$100,629	\$59,430	\$59,430	0	107,000
Professional Services	\$7,320	\$4,275	\$4,275	0	35,000
Gen&Admin/Insurance/Interest Expense	\$19,265	\$21,502	\$21,502	0	200,000
Nutrition Program Purchases	\$498	\$1,185	\$1,185	0	180,000
Equipment Rental (Copiers)	\$240	\$7,194	\$7,194	0	60,194
Fundraising Expenses	\$0	\$1,616	\$1,616	0	46,400
	\$0	\$0	\$0	0	0
Total Expenditures	\$816,456	\$867,857	\$ 867,858	\$ 0	\$ 10,368,806
Operating Income/Loss	\$ (809,315)	\$ (859,755)	\$ (859,755)	\$ 0	\$ (88,066)

\$808,427

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2019 - Pro Forma Monthly Cash Flow Statement
July 31, 2018

		Allocation based on FTE Count = 645											FY20	
		Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19
Revenue														
Local/State Funding	\$0	\$918,317	\$918,317	\$918,317	\$918,317	\$918,317	\$970,690	\$918,317	\$918,317	\$918,317	\$918,317	\$918,317	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Title 2 Reimbursement	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Contributions & Fundraising	\$4,414	\$14,000	\$15,000	\$16,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$90,000	\$14,000	\$19,586	\$4,000	\$0
Program Income	\$1,818	\$60,000	\$60,000	\$60,000	\$50,000	\$29,500	\$38,000	\$50,000	\$60,000	\$40,000	\$50,000	\$50,000	\$15,080	\$0
Nutrition Program Income	\$510	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$25,000	\$21,000	\$20,000	\$20,000	\$11,592	\$0
Other Income	\$361	\$500	\$500	\$500	\$500	\$700	\$700	\$800	\$1,000	\$1,000	\$1,200	\$939	\$500	
Total Revenue	\$8,103	\$1,022,817	\$1,023,817	\$1,024,817	\$1,012,817	\$1,044,890	\$1,001,017	\$1,013,117	\$1,094,317	\$994,317	\$1,009,103	\$31,611	\$1,500	
Expenditures														
Salaries and Benefits	\$662,482	\$720,000	\$904,097	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$700,000
Professional Development	\$7,872	\$16,000	\$15,000	\$10,000	\$8,628	\$8,000	\$3,000	\$3,000	\$3,000	\$10,000	\$3,500	\$9,500	\$0	
Curriculum & Classroom Expenses	\$45,287	\$64,000	\$16,000	\$5,000	\$8,000	\$7,000	\$10,000	\$10,000	\$2,000	\$7,000	\$6,000	\$9,713	\$0	
Program Expenses	\$8,433	\$9,000	\$20,000	\$15,000	\$11,567	\$15,000	\$15,000	\$15,000	\$31,000	\$10,000	\$20,000	\$10,000	\$0	
Building & Grounds	\$48,583	\$52,550	\$40,000	\$40,000	\$40,000	\$35,000	\$50,000	\$35,000	\$35,000	\$45,000	\$40,000	\$45,000	\$36,000	
Fixed Assets Expenditures	\$59,430	\$15,000	\$15,000	\$3,000	\$2,070	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$500	\$0	
Professional Services	\$4,275	\$200	\$10,000	\$10,000	\$4,000	\$930	\$0	\$1,200	\$2,000	\$2,000	\$345	\$50	\$0	
Gen&Admin/Insurance/Interest	\$21,502	\$30,000	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$3,498	\$4,000	
Nutrition Program Expenses	\$1,185	\$21,000	\$20,000	\$20,000	\$15,000	\$14,000	\$17,000	\$17,000	\$21,000	\$16,000	\$15,315	\$2,500	\$0	
Equipment Rental (Copiers)	\$7,194	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$4,500	\$4,500	\$4,500	\$4,500	\$0	
Fundraising Expenses	\$1,616	\$0	\$3,000	\$3,000	\$2,800	\$1,000	\$2,000	\$2,000	\$30,000	\$500	\$484	\$0	\$0	
Total Expenditures	\$867,858	\$932,750	\$1,068,097	\$851,000	\$832,065	\$822,930	\$839,000	\$825,200	\$865,500	\$832,000	\$827,144	\$805,261	\$740,000	
Total Revenues - Total Expenditures	(\$859,755)	\$90,067	(\$44,280)	\$173,817	\$180,752	\$221,960	\$162,017	\$187,917	\$228,817	\$162,317	\$181,959	\$(773,650)	\$(738,500)	
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	\$2,310,991	\$548,790	\$(189,710)	
	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	

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

Business & Operations Committee Update

August 2018



Financial

- Cash balance (period end 7/31/18) = \$1.36M
 - \$549k in Operating Account
 - \$813k in Investments (\$773k designated as restricted funds)
- August APS Allocation was received without issue (No allocations during June & July)
- New APS Allocation increase will result in approximately \$756K in additional funding this fiscal year
- Budget amendment process will occur in early 2019 to reflect the new allocation
- Upcoming expenses of interest:
 - Healthcare Renewal
 - Staff Tenure Bonuses



Facilities & Grounds

- New roof project did not occur over the summer
- New lock project was completed over the summer and is operational
- Trailer Acquisition will occur in the fall
 - Office & meeting space for CREATE
 - Funded through CREATE funds & reflected on their financial statements
 - Not currently anticipating any shared/ancillary expenses for ANCS related to this purchase

Coversheet

Monthly fund development report

Section: V. Fund Development
Item: A. Monthly fund development report
Purpose: Discuss
Submitted by:
Related Material: August 2018 Fund Development Board Report.pdf



Fund Development Report // August 2018
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // August 21, 2018

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

Year-End Total: **\$133,544**
(July 1, 2017 – June 30, 2018)
Goal: \$125,000

Comparison to last two fiscal years (as reported to Board):

2016-2017 Total: **\$119,915**
2015-2016 Total: **\$122,507***

**This total reflects donations through May 2016*

2018-2019 Gather & Grow Fund (Annual Campaign):

July 2018 donations received: **\$3,023**
Year to date: **\$3,023**
Goal: \$140,000

Comparison to 2017:

July 2017 donations received: **\$3,689**
Year to date: **\$3,689**

Wrapping up 2017-2018:

In addition to our Gather & Grow Fund week in May (reported at the May Board meeting), other Fund Development efforts, including personal outreach to last year's donors who hadn't given yet in the 2017-2018 year, continued throughout May and June to wrap up the fiscal year. E-blasts and social media posts were sent throughout June to remind donors to give to the Gather & Grow Fund by the end of the Fiscal Year (June 30).

These year-end efforts resulted in an additional **\$29,674** in May and **\$5,739** in June for the Gather and Grow Fund, bringing our final total to **\$133,544** as of June 30. We surpassed our goal of \$125,000 by close to \$9,000! Many thanks to Stephanie Galer, Fund Development Coordinator, for all of her great work!

New Sponsorship Structure:

Over the spring and summer, Fund Development Coordinator Stephanie Galer worked with PTCA leadership and the Fund Development Committee to create a new model for corporate sponsorships at ANCS. With guidance and support from Stephanie, the PTCA and Auction Committee will implement the new sponsorship model this fall and will review the progress and gauge success mid-way through the year. The goal of this new model is to coordinate and streamline PTCA and Auction solicitation efforts, for increased efficiency and overall support for ANCS through the Auction and PTCA events.

Recent Meetings/Activities:

- **May 22** - Matt Underwood, Meeghan Fortson, and Stephanie Galer met 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.
- **June 5** - The **Fund Development Committee** met on June 5 to review Gather & Grow Fund totals to date and plan for the end of the fiscal year; review previous years of Wonder Ball Auction budgets; and review and propose edits to the Fund Development Policy. *Minutes have been posted on Board on Track.*
- **July 23 - Matt's Letter to 2018-2019 Parents** - Matt Underwood emailed & posted on Facebook a letter to all parents at the beginning of the 2018-2019 school year. This letter provided an overview of ways to support the school through fundraising and volunteer support of the PTCA, Gather & Grow Fund, and the Auction. It also helped to clarify the difference between the various groups (PTCA and Governing Board) and activities at ANCS.
- **July 29** – The school and the PTCA co-hosted an **event for families of new students** at the Elementary Campus on Sunday, July 29 from 4-6 pm. This was the first year that the school partnered with the PTCA to host this event rather than hold two separate events. The purpose of the event was for families to socialize and learn more about the PTCA and Governing Board. The event was deemed a success with good attendance. Stephanie reported that several parents signed up to volunteer for Fund Development activities.

- **August 7** - The **Fund Development Committee** met on August 7 to review the final numbers for the 2017-2018 fiscal year, finalize changes to the Fund Development Policy (to be voted on at a future board meeting); review the new PTCA Membership levels and proposed combined sponsorship opportunities model; and to discuss Fund Development plan for the 2018-2019 school year, including Gather & Grow Fund and the Auction. The committee also set meeting dates for the remainder of the year (Nov 7, Feb 6, May 8). *Minutes from this meeting will be posted on Board on Track.*

Upcoming Activities:

- The **Donor Appreciation Party** to thank last year's annual campaign donors of \$1,000 or more and our Auction sponsors of \$1,000 or more is scheduled for the evening of **Tuesday, September 25** at **Mediterranea** Restaurant in Grant Park.

2019 Auction Update:

- **Stephanie Galer, Meeghan Fortson**, and Auction Chairs **Rachael Smith** and **Christine Dyer** met on **August 10** to discuss plans for the Auction and review sponsorships structure and various roles and responsibilities of Auction volunteers, staff, and the Fund Development Committee. Plans are underway for the **2019 Wonder Ball Auction** at **Ambient Studios** on **Saturday, March 9**.
- **Stephanie Galer, Rachael Smith** and **Christine Dyer** will meet on **Thursday, August 23** to work on the Auction timeline, detailed budget, and volunteer committee descriptions and expectations.
- **Stephanie, Meeghan, the Auction Team, and Rachel Ezzo (PTCA)** will meet on **Friday, August 24** to discuss the plan for sponsorship asks this fall and review the new, combined sponsorship model for PTCA and Fund Development sponsorships.

Attachments:

- Matt's Letter to Parents (Emailed on July 23)

End of Report.

Matt Underwood's Letter to ANCS Families – Emailed and posted on July 23, 2018

Dear ANCS Families,

Since even before the doors of our school first opened to students in August 2002, we have been fortunate at ANCS to have families that give of their time, talents, and resources to help support our students and the mission of our school. As we prepare to open ANCS's 17th year, I wanted to let you know about ways you can be involved in supporting our school family and your students' educational experiences and to help you better understand the differences between various groups and activities at ANCS.

Join the ANCS Parent-Teacher-Community Association (PTCA) and attend its meetings and events: The PTCA **coordinates and promotes parent, teacher and community involvement and communication within the school.** All parents/guardians, teachers, staff and community members are encouraged to join the PTCA, to get involved with its committees and activities, and to attend bi-monthly meetings starting in September. Membership dues and funds raised from PTCA events help provide funding through “mini-grants” for programs and materials that strengthen students' experiences at ANCS, like technology, scholarships for extracurricular activities, and library enhancements. For more details, visit the [website](#) or contact [Hannah Beth Millman](#), PTCA President.

Volunteer to help out with a PTCA committee or event: The PTCA runs various committees, such as Health and Wellness and Related Arts, to support ongoing activities for students at the school while also organizing several events, such as Grandparents and Special Friends Day and the Run with the Wolves 5K, that bring our school family together. **These committees and events only happen because of the work of volunteers**, so visit the [PTCA website](#) to learn more about them and see how you can help.

Support ANCS's “Gather & Grow Fund”: The [ANCS Governing Board](#) sets the strategic direction and policies for our school to ensure we fulfill the terms of our charter. One aspect of this work is an annual campaign, facilitated by the board's Fund Development Committee, that serves as the school's most important fundraising initiative with every dollar raised directly supporting ANCS's operating budget. While the school receives the majority of its funding from state and local sources, it is not enough to provide support for the project-based learning curriculum and the low student-to-teacher ratios that are vital to our students. **The Gather & Grow Fund brings our community together in a spirit of**

giving on behalf of our students, with a goal of 100% participation from our families.

This fall you will receive more information about how to make a gift to this fund, but in the meantime, for more details, visit atlncs.org/gather-grow-fund or contact [Stephanie Galer](#), Fund Development Coordinator. And to learn more about the ANCS Governing Board, visit atlncs.org/board.

Attend and volunteer for the ANCS Wonderball: Also facilitated by the ANCS Governing Board's Fund Development Committee, **our annual signature fundraiser is a fun and festive community event** that also raises money to support our school's operating budget. The date for this school year's auction is **Saturday, March 9, 2019**, and we hope you will not only attend but also consider volunteering on the planning committees or at the event. Look out for more details once the school year is underway, but if you have questions in the meantime, contact [Stephanie Galer](#).

Finally, here is **a calendar of important PTCA and school activities and events for the coming year**. I look forward to working together to make this a wonderful school year for our students at ANCS!

Sincerely,

Matt Underwood Executive Director



ANCS Calendar 2018-2019

Color Key: ■ First/Last Day ■ PTCA Activity or Event ■ ANCS Activity or Event
■ Holiday ■ Teacher Professional Learning Day (Students do not report) ■ Possible Inclement Weather Makeup Day

July 2018	August 2018	September 2018
<ul style="list-style-type: none"> 4 Independence Day 16 PTCA Executive Committee Meeting 18-20 New Employee Orientation 24 Faculty/Staff Retreat 25 K-5th New Family Orientation 25-31 Teacher Preplanning Day 29 New Student Social 30 K-5th Open House 31 6th-8th Orientation/Meet & Greet 	<ul style="list-style-type: none"> 1 First Day of School for Students 3 Ice Cream Social at EC 7 PTCA Chairs Kick-Off Meeting 14 PTCA General Meeting 17 PTCA 3rd Friday EC Coffee 20 PTCA Executive Committee Meeting 21 ANCS Governing Board Meeting 22 Elementary Campus Curriculum Night 24 PTCA MC Coffee 30 Middle Campus "Meet the School Family" 31 PTCA Mini Grant Applications Go Live 	<ul style="list-style-type: none"> 3 Labor Day 14 PTCA Mini Grant Applications Due 15-16 PTCA Yard Sale 17 PTCA Executive Committee Meeting 18 ANCS Governing Board Meeting 21 PTCA 3rd Friday EC Coffee 29 PTCA Cardboard Challenge
October 2018	November 2018	December 2018
<ul style="list-style-type: none"> 2 PTCA General Meeting 4 Midpoint, Semester 1 8 Teacher Professional Learning Day 8-12 Fall Break 15 PTCA Executive Committee Meeting 16 ANCS Governing Board Meeting 19 Grandparents & Special Friends Day 26 PTCA MC Coffee 	<ul style="list-style-type: none"> 3 PTCA Fall Festival 16 PTCA 3rd Friday EC Coffee 19-23 Thanksgiving Break 26 PTCA Executive Committee Meeting 	<ul style="list-style-type: none"> 4 PTCA General Meeting 11 K-1st Grade Winterfest 12 2nd-3rd Grade Winterfest 13 4th-5th Grade Winterfest 17 PTCA Executive Committee Meeting 18 ANCS Governing Board Meeting 21 PTCA 3rd Friday EC Coffee 21 End of First Semester Early Dismissal 24-31 Semester Break
January 2019	February 2019	March 2019
<ul style="list-style-type: none"> 1-3 Semester Break 4 Teacher Planning Day 4 PTCA Mini Grant Applications Go Live 7 Begin Second Semester 8 PTCA General Meeting 18 PTCA 3rd Friday EC Coffee PTCA Mini Grant Applications Due 21 M.L. King, Jr. Birthday 21 PTCA Executive Committee Meeting 22 ANCS Governing Board Meeting 25 MC Coffee PTCA Bingo Night 	<ul style="list-style-type: none"> 15 PTCA 3rd Friday EC Coffee 18-22 Winter Break 22 Teacher Professional Learning Day 21/22 Possible Inclement Weather Makeup Day 25 PTCA Executive Committee Meeting 26 ANCS Governing Board Meeting 	<ul style="list-style-type: none"> 9 Wonderball Silent Auction 12 PTCA General Meeting 15 PTCA 3rd Friday EC Coffee 15 Midpoint Second Semester 18 Teacher Professional Learning Day 18 Possible Inclement Weather Makeup Day 18 PTCA Executive Committee Meeting 19 ANCS Governing Board Meeting 22 PTCA Mini Grant Applications Go Live 25-29 Teacher Appreciation Week
April 2019	May 2019	June 2019
<ul style="list-style-type: none"> 1-5 Metro Area Spring Break 12 PTCA Mini Grant Applications Due 15 PTCA Executive Committee Meeting 16 ANCS Governing Board Meeting 19 PTCA 3rd Friday EC Coffee 	<ul style="list-style-type: none"> 4 Run with the Wolves 14 PTCA General Meeting 20 PTCA Executive Committee Meeting 21 ANCS Governing Board Meeting 24 Last Day of School for Students Early Dismissal 27 Memorial Day 28-29 Teacher Postplanning Days 	<ul style="list-style-type: none">

Updated 7/13/18