



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Board Meeting

Date and Time

Tuesday September 18, 2018 at 6:30 PM EDT

Location

ANCS Middle Campus - 820 Essie Avenue 30316

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. 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 Board Meeting on August 21, 2018

E. Approve Minutes from Board Retreat

Approve minutes for Board Retreat on September 9, 2018

F. PTCA Report

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

G. Principals' Open Forum

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

II. Strategic Planning Work Session

A. Continuation of work session on drafting update to ANCS strategic plan

III. New Business

A. 2018-19 Board Officers and Committee Assignments

Vote on slate of board officers for SY18-19; review committee assignments

B. FY19 Financial Resolution

Vote on required annual financial resolution

IV. Old Business

A. Pledge of Allegiance at ANCS

Update regarding next steps for board and school leadership and creation of task force groups following listening sessions related to the Pledge of Allegiance at ANCS. Vote on task force leads from board.

B. Proposed Updates to Head Lice Policy

Vote on proposed changes to head lice policy originally presented at May 2018 board meeting and revised based on feedback received.

V. Business & Operations

Business & Operations

A. Monthly financial statements & committee report

VI. Governance

A. Monthly governance committee report

VII. Educational Excellence

- A. Monthly educational excellence committee report

VIII. Fund Development

Fund Development

- A. Monthly fund development committee 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 Board Meeting on August 21, 2018

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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Atlanta Neighborhood Charter School

Minutes

Board Meeting

Date and Time

Tuesday August 21, 2018 at 6:30 PM

Location

ANCS Elementary Campus - 688 Grant Street 30315

Notice of this meeting was posted in accordance with O.C.G.A. § 50-14-1.

Directors Present

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

Directors Absent

None

Guests Present

Angela Easter, Brad Battista, Brent Cray, Cat Jaffin, Christy Sloat, Erin Ashley, Jessica Battista, Jessica Gowen, John Macauley, Kerrie Hall, Kristen German, Lesley Michaels, Leslie Grant, Lisa Flick Wilson, Nicole King, Rachel Alsher, Rachel Higgins, Rachel Higgins, Shannon McCaffery, Sinead Quinn, Stephanie Langer, Suzanne Mitchell, Veleta Greer

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

Lia Santos called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Aug 21, 2018 at 6:35 PM.

C. Statement from ANCS Board Chair

Welcomed all guests to the board meeting, and reviewed the procedures of the board meeting. Provided rules of the board meeting.

D. Public Comment

The following individuals made public comments to the board:

- **Suzanne Mitchell**
- **Cat Jaffin**
- **Angela Easter**
- **John MacCauley**
- **Christy Sloat**
- **Shannon McCaffery**
- **Leslie Grant**

E. Approve Minutes from Prior Board Meeting

Nicholas Chiles made a motion to approve minutes from the May Monthly Board Meeting on 05-15-18 amend minutes that Nick attended by phone May Monthly Board Meeting on 05-15-18.

Eric Teusink seconded the motion.

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

F. Approve Minutes from Prior Board Meeting

Nicholas Chiles made a motion to approve minutes from the Special Called Meeting on 08-19-18 Special Called Meeting on 08-19-18.

Joyce Gist Lewis seconded the motion.

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

G. PTCA Report

As of August 13th 168 members. Hosted faculty and staff appreciation breakfast. Hosted a new family event. Hosted ice cream social Took over school store. First PTCA meeting last Tuesday and was very well attended. Had first executive committee meeting last night. Yard Sale is September 15th and 16th. Eliminated the preview of the yard sale. Giving teachers a voucher for \$20. 1st grant applications open next week. Typically two grant cycles depending upon the budget. Parent, students, or teachers can submit for a grant that will benefit the school. Updated grant requirements. The max grant is \$1,000.

II. New Business

A. Pledge of Allegiance at ANCS

Update regarding follow up from issues related to the pledge of allegiance. Collected a lot of feedback, and trying to bucket things that will need to be done to determine how to handle this incident. There will be smaller teams in charge of each bucket after recapping what was heard at listening session.

III. Executive Director's Report

A. 2017-18 School Year Performance Dashboard - Final

Highlighted the work through the committees. Some of it is tied to the strategic plan, and this is according to the end of the year last year. On track to meeting the goals are in green, off track are in yellow or red. See attached report that was discussed.

IV. Business & Operations

A. Monthly financial statements & reports

Great position financially no concerns regarding any further allocations. Reviews all of the funds in various accounts and projected surplus higher than anticipated for this school year. See attached report for further details.

V. Fund Development

A. Monthly fund development report

End of year last fiscal year raised \$133,554 - surpassed goal.
Over the summer worked with PTCA membership to create a new sponsorship model and will hopefully generate more funds for the school. Chairs and volunteers have already been recruited for the auction. Gather and Grow fund goal for this year has increased. See attached report for more details of what was discussed.

VI. Executive Session

A. Executive Session

Eric Teusink made a motion to Close the meeting.
Nakia Echols seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Brief Meeting Reflection

B. Adjourn Meeting

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

Respectfully Submitted,
Nicholas Chiles

Coversheet

Approve Minutes from Board Retreat

Section: I. Opening Items
Item: E. Approve Minutes from Board Retreat
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Retreat on September 9, 2018

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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Atlanta Neighborhood Charter School

Minutes

Board Retreat

Date and Time

Sunday September 9, 2018 at 8:30 AM

Location

ANCS Elementary Campus - 688 Grant Street 30315

Notice of this meeting has been posted in accordance with Georgia's open meetings requirements.

Directors Present

Eric Teusink, Hanah Goldberg, Howard Franklin, Jordache Avery, Joyce Gist Lewis, Kristen Frenzel, Lia Santos, Meeghan Fortson, Nicholas Chiles, Sabrina Sexton

Directors Absent

Laura Melton, Nakia Echols

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 to order on Sunday Sep 9, 2018 at 8:46 AM.

C. Board Culture & Norms

Discussion of board culture led by Lia Santos

II. Annual ANCS Board Retreat

A. Overview of Board on Track and Board Assessment Results

B. Strategic Planning Work Session

C. Working Lunch and Campus Updates with ANCS Leadership Team

D. Committee Assignments and Officerships for 2018-19 School Year

Discussion of committee assignments

E. Legal Essentials and Board Training Requirements for Charter School Board Members

F. Questions and Discussion of Further Board Training Needs

III. Closing Items

A. Adjourn Meeting

Nicholas Chiles made a motion to adjourn the meeting.

Eric Teusink seconded the motion.

The team **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 4:00 PM.

Respectfully Submitted,
Nicholas Chiles

Coversheet

PTCA Report

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

ANCS PTCA Board Report September 2018

Overview

We are currently at 368 PTCA memberships! Many EC classes are winning popsicle parties for reaching 75% participation, and the MC is getting biscuits from Bojangles for reaching 50%.

October PTCA Meeting

We will have the Lice Lady speak about best practices for prevention and treatment at the meeting.

Grants

We received almost 40 grant submissions this round! We will be going over these on 9/17, and notifying the selected recipients on 9/18.

Yard Sale

Angela Christie did another phenomenal job this year! Our goal was to bring in \$5500, and while we are still awaiting final numbers, it should be close. A few of the teachers expressed disappointment with not being able to peruse the sale on Friday evening, but most seemed to be on board with the change.

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

**Grandparents and Special
Friends Day:**
Friday, October 19th

Coversheet

Continuation of work session on drafting update to ANCS strategic plan

Section: II. Strategic Planning Work Session
Item: A. Continuation of work session on drafting update to ANCS strategic plan
Purpose: Discuss
Submitted by:
Related Material: Draft Strategic Goals.pdf



Strategic Goals & Objectives

Objectives

- Agree on Shared Language for the Strategic Plan
- Review Strategic Goals and Consider Potential Objectives

Strategic Plan Components & Definitions

Vision - A shared picture of the Future You Seek to Create

Mission - Statement of overall purpose of an organization. Why do we exist? What do we do and who do we serve?

Goals - Broad, long-term aims that define accomplishment of mission.

Objectives - Specific, realistic targets that measure accomplishment of goal.

Strategies - Broad activities required to achieve objective.

Actions - Specific steps to be taken, by whom, and when, to implement strategy.

Indicators - value(s) that illustrate the advancement towards or accomplishment of the goal

Beliefs & Values - General guidelines that set the foundation for how the organization will operate. What governs our daily activities?

How Does the Current State Impact the Future?





What Are Our Strategic Goals?

What Type of Impact Do We Want to Have?

<p>Educational Achievement and Opportunity</p> <p>All students will be challenged to excel and have equitable access to quality resources (teachers, programming, services, etc.)</p>	<p>Culture & Community</p> <p>We will be a cohesive school family that engages parents, faculty and staff, students, and the wider community to take collective responsibility for students' and the school's success.</p>
<p>Innovation</p> <p>We will be a leader in and advocate for student-centered learning and culturally responsive pedagogy that creates a transformative educational environment for students.</p>	<p>Equity & Inclusivity</p> <p>We will be a safe and welcoming school that honors diversity and deliberately and explicitly challenges all forms of inequity.</p>

In what priority area and in what ways do we want to see progress over the next 3 years? What will our focus be for each goal?



Wrap Up

STRATEGIC PLAN TIMELINE

Week of September 9th	<ul style="list-style-type: none"> • <i>Distribute Future State Session agenda + materials for review.</i> • <i>Conduct Future State Session with board + committee.</i>
Week of September 16th	<ul style="list-style-type: none"> • <i>Continue Future State Session with board + committee.</i> • <i>Begin draft strategic goals and objectives.</i>
Week of September 23th	<ul style="list-style-type: none"> • <i>Continue draft strategic goals and objectives.</i> • <i>2-hour session with committee on objectives</i> • <i>Begin community engagement planning</i> •
Week of September 30th	<ul style="list-style-type: none"> • <i>ED + committee review of draft strategic goals and objectives</i> • <i>Virtual feedback session to gather initial reactions to the draft goals and objectives (end of week).</i> • <i>Submit final draft strategic goals and objectives based on feedback from ED + committee.</i> • <i>Continue community engagement planning</i> •
Week of October 7th	<ul style="list-style-type: none"> • <i>Prep committee lead to present strategic goals and objectives</i> • <i>Develop marketing materials for community engagement</i>
Week of October 14th	<ul style="list-style-type: none"> • <i>Board Meeting Presentation Final strategic goals and objectives</i> • <i>Review marketing materials</i>
Week of October 21st	<ul style="list-style-type: none"> • <i>Outreach with marketing materials</i> • <i>Training with community engagement volunteers (virtual)</i>

STRATEGIC PLAN TIMELINE

Week of October 28th	<ul style="list-style-type: none"> • Continue outreach with marketing materials • Half-day session with ED + committee to define strategies, actions, and indicator(s) of success
Week of November 4th	<ul style="list-style-type: none"> • Community engagement sessions • Begin draft strategic plan with implementation
Week of November 11th	<ul style="list-style-type: none"> • Continue community engagement sessions • Continue draft strategic plan with implementation
Week of November 18th	Thanksgiving Week-No activities
Week of November 25th	<ul style="list-style-type: none"> • Re-engage community (Holiday Party!) to share results from the community engagement sessions
Week of December 2nd	<ul style="list-style-type: none"> • Submit draft strategic plan to ED + committee • Virtual session with ED + committee on draft strategic plan with implementation
Week of December 9th	<ul style="list-style-type: none"> • Submit draft strategic plan based on ED + committee feedback • Prep committee lead to present draft strategic plan with implementation
Week of December 16th	<ul style="list-style-type: none"> • Board Meeting Presentation Final draft strategic plan with implementation • Project closeout

Role of Committee & Board

BOARD - High-level, visionary thinking, strategic goals that align with the vision and mission, plan review and approval.

COMMITTEE - Focus on opportunities, strategies, objectives, implementation and the work of crafting the strategic plan.

Coversheet

2018-19 Board Officers and Committee Assignments

Section: III. New Business
Item: A. 2018-19 Board Officers and Committee Assignments
Purpose: Vote
Submitted by:
Related Material: 2018.09.11.Committee Chairs and Members for Board Meeting Vote.pdf

Proposed Slate of Board Officers and Committee Assignments
for Board Vote 9/18/2018

ANCS Officers	2018 - 2019 Candidate	Comments
Chair	Lia Santos	
Vice Chair	Nakia Echols	We have one of these at a time but not both.
Chair Elect	N/A	
Treasurer	Laura Melton	
Executive Director Support & Evaluation	Joyce Gist Lewis	
Secretary	Nick Chiles	
ANCS Board Committees	2018 - 2019 Chair Candidate	2018 - 2019 Board Representatives (Non Board Members not listed below)
<u>Board Governance</u>	Joyce Gist Lewis	Matt Underwood (Ex Officio)
- Board Assessment, Training, and Tracking		Lia Santos (Ex Officio)
- Policy Development and Review		Nick Chiles
- CEO Evaluation and Support		Nakia Echols
- Board Recruitment and Nominations		Meeghan Fortson (Nominations Sub-Committee Chair) Kristin Frenzel
<u>Business & Operations</u>	Laura Melton	Matt Underwood (Ex Officio)
- Finance		Lia Santos (Ex Officio)
- Technology		Jordache Avery (Buildings & Real Estate)
- Buildings & Real Estate		Nakia Echols (Technology)
<u>Educational Excellence & Accountability</u>	Eric Teusink	Matt Underwood (Ex Officio)
- Education Goal Setting, Performance, and Measurement		Lia Santos (Ex Officio)
- Diversity & Equity Action Team Liaison		Howard Franklin
- Charter Compliance and Renewal		Kristin Frenzel
- Public Affairs / Advocacy / Legislation		Hanah Goldberg
<u>Fund Development</u>	Meeghan Fortson	Matt Underwood (Ex Officio)
- Annual Campaign		Lia Santos (Ex Officio)
- Major Donor / Corporate Sponsor Program(s)		Sabrina Sexton
- Auction		Eric Teusink
- Branding/Media/Outreach		

Coversheet

FY19 Financial Resolution

Section: III. New Business
Item: B. FY19 Financial Resolution
Purpose: Vote
Submitted by:
Related Material: Financial_Resolution_FY19.pdf



RESOLUTION – FY19

FINANCIAL INFORMATION

As required by the ANCS Governing Board of Directors Financial Policy, the following information is presented for the annual Financial Resolution.

- 1. Banks where ANCS has accounts.**
 - Atlantic Capital Bank - Primary
 - Edward Jones Bank - C.D. & Money Market accounts
 - Self-Help Credit Union - C.D. & Money Market accounts
 - Elan (through ACB) – Credit Card account

- 2. Designated check signatories.**
 - Executive Director - Matt Underwood
 - Principals - Lara Zelski & Cathey Goodgame
 - School Nutrition Director (nutrition program checks only) – David Bradley

- 3. Limits of checks and payments expressed in dollar amounts.**
 - Payments over \$25,000 must be approved by Governing Board.

- 4. Designee/signatory for all employee contracts.**
 - Executive Director, Matt Underwood signs all employee contracts.

- 5. Confirmation and approval of any ongoing vendor contracts that may have changed since the approval of the budget. This includes any contracts for outside services such as field trip operators/providers. This also includes contract limits.**
 - GBOD must approve vendor contracts over \$25,000 or any vendor providing services directly to students/families on behalf of the school that total more than \$25,000.
 - Executive Director approves all others.



Resolutions

6. Confirmation of any lines of credit or loans that need to be re-signed/re-authorized.

- Mortgage Loan at Self-Help Credit Union

7. Confirmation of reserve fund policy.

- As a part of its annual budget adoption process, the ANCS board reviews and approves contribution levels to established reserve funds recommended by the board's finance and operations committee.

8. Confirmation of where financial records and documents are kept and how they are accessed.

- Financial records are kept in the office of the Director of Finance & Operations. They can be accessed upon request.
- Accounting software: Quickbooks Pro Non-Profit

Coversheet

Pledge of Allegiance at ANCS

Section: IV. Old Business
Item: A. Pledge of Allegiance at ANCS
Purpose: Vote
Submitted by:
Related Material: 2018.09.18.Board Chair Report.Pledge Incident Update.pdf
2018.09.18.Taskforces and Leads for Board Vote.pdf



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

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IV. OLD BUSINESS – A. PLEDGE OF ALLEGIANCE AT ANCS UPDATE FROM BOARD CHAIR, LIA SANTOS

Background and Context

- At the August 21st Board Meeting, the Board Chair presented ideas on how we can grow from this incident and move forward in a collaborative and productive way.
- The ideas presented were:
 - Conduct a detailed “look back” to ensure we all work from a fact-based understanding of the decision making, communication, process, etc. related to the Pledge incident.
 - Review relevant policies to confirm they are clear and updated, as needed. Ensure these are communicated to all faculty/staff/parents/caregivers.
 - Identify future opportunities for the ANCS family to communicate and collaborate on topics of interest and discussion.
 - Partner with an external expert to develop a comprehensive communication plan for all internal and external communications.
 - Determine where and when the Pledge will be said in the future. Document policy, procedure, and identify if training is required.

What We've Done This Month

- Discussed task forces to be established and assigned a Board lead/liaison for each.
- Hired an external communications firm to partner with ANCS on the development of a detailed, ongoing, communications plan.
- Gathered all feedback from e-mails/letters to the Board, listening sessions, anonymous comment cards from listening sessions, public comment from August board meeting, etc. in one place.
- Board Chair conducted a variety of one-on-one conversations to address individual questions/concerns from faculty/staff/parents/caregivers.

Task Force Overview and Next Steps

- The board is proposing, for a vote at the September 18, 2018 board meeting, task forces and board member(s) to lead each.
 - Bylaws of ANCS, Inc. – Article V. Committees - Section 2. Board-Appointed Committees

Task forces are created by The Board to address specific projects or issues. Taskforces are temporary committees which are dissolved once the specific issue they were created for has been addressed.
 - *Task force overview provided as a separate document for voting purposes*
- Once approved, task forces will meet and provide an update at the October board meeting.

2018 Proposed Task Forces and Chairs - for Board Vote on September 18, 2018

Task Force	Task Force Chair	Specific project / issue to be addressed
<i>Task Forces formed as a follow-up to the August 2018 Pledge incident at the elementary campus:</i>		
Reflection Task Force	Joyce Gist Lewis	- Conduct a detailed “look back” to ensure we all work from a fact-based understanding of the decision making, communication, process, etc. related to the Pledge incident.
Communications Task Force	Sabrina Sexton	- Partner with an external expert to develop a comprehensive communication plan for all internal and external communications. - Identify future opportunities for the ANCS family to communicate and collaborate on topics of interest and discussion.
Policy Review Task Force	Kristin Frenzel	- Review relevant policies to confirm they are clear and updated, as needed. Ensure these are communicated to all faculty/staff/parents/caregivers.

Coversheet

Proposed Updates to Head Lice Policy

Section: IV. Old Business
Item: B. Proposed Updates to Head Lice Policy
Purpose: Vote
Submitted by:
Related Material: Head lice policy_revised (2)_Sept2018.pdf

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

- Students who are discovered to have lice will have their parents/guardians [notified and provided with information on the treatment of head lice.](#)
-

SECTION 2. Discovery of Lice

- If a parent/guardian discovers lice [on their child](#), they should contact the school immediately so that [the school nurse](#) may be notified.
- If school personnel discover lice, [the school nurse \(or designee\) will contact the student's/students' parents/guardians by phone and/or email as soon as is feasible \(but within one school day\) to notify them and provide them with information on the treatment of head lice.](#)
 -
- [A student](#) returning to school after being treated for lice [will](#) be rechecked by school officials upon return. [The parent/guardian of the student may be required to provide evidence of treatment prior to the student returning to the classroom.](#)
 -

SECTION 3. Treating a Classroom

Matt Underwood 4/26/18 1:43 PM

Deleted: called to pick them up from school

Matt Underwood 4/26/18 1:44 PM

Deleted: ANCS has a "No Nit Policy." All children must be nit (lice eggs) free in order to return to school.

Matt Underwood 5/8/18 7:21 PM

Deleted: other parents

ANCS Teacher 9/12/18 9:41 AM

Deleted: they

Matt Underwood 4/26/18 1:46 PM

Deleted: pick them up from school and treat them as soon as possible.

Matt Underwood 4/26/18 1:47 PM

Deleted: <#>The National Pediculosis Association's (NPA) [Ten Tips for Head Lice and Nit Removal](#) will be sent home with each fan ... [1]

ANCS Teacher 9/12/18 9:43 AM

Deleted: Students

ANCS Teacher 9/12/18 9:42 AM

Deleted: may

Matt Underwood 4/26/18 1:47 PM

Deleted: <#>Students will be admitted back to school as soon as they are free of lice and nits. . <#>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. .

Matt Underwood 4/26/18 1:47 PM

Deleted: <#>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. .

- a.
- b. As a courtesy, a letter informing families in the class of the discovery of lice will be emailed home for grades K-5 as soon as is feasible (but within one school day). Classroom-wide notification does not occur in grades 6-8.
- c. All families will be encouraged, 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.
- e. Infested classroom rugs, furniture, pillows, etc. will be vacuumed.

Resources

[The Centers for Disease Control and Prevention: Head Lice Treatment Guidelines](#)

Matt Underwood 4/26/18 4:04 PM
Deleted: All students within the class will be screened by school personnel.

Matt Underwood 5/8/18 7:23 PM
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Matt Underwood 4/26/18 4:04 PM
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Matt Underwood 5/8/18 7:23 PM
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Matt Underwood 5/8/18 7:22 PM
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Matt Underwood 4/26/18 4:06 PM
Deleted: If necessary, the classrooms of these students will also be screened.

Matt Underwood 4/26/18 4:06 PM
Deleted: <#>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. - ... [2]

Matt Underwood 5/8/18 7:26 PM
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Matt Underwood 5/8/18 7:26 PM
Deleted: [The National Pediculosis Association's \(NPA\) Ten Tips for Head Lice and Nit Removal](#) - ... [3]

Matt Underwood 5/8/18 7:26 PM
Deleted: www.headlice.org

Coversheet

Monthly financial statements & committee report

Section: V. Business & Operations
Item: A. Monthly financial statements & committee report
Purpose: FYI
Submitted by:
Related Material: BusOps Comm BOD Update_091818.pdf

September 2018

Business & Operations Committee Update



Financial

- ❑ Cash balance (period end 8/31/18) = \$1.62M
 - ❖ \$805k in Operating Account
 - ❖ \$813k in Investments (\$773k designated as restricted funds)
 - ❖ YTD APS allocations have been received without issue; no future allocation issues anticipated
- ❑ New APS allocation increase will result in approximately \$756K in additional funding this fiscal year (FY)
- ❑ Budget amendment process will occur in early 2019 to reflect the new allocation
- ❑ Upcoming expenses of interest:
 - ✓ Healthcare Renewal (anticipated 6% increase from Cigna; approx. \$40k under budget)
 - ✓ Budgeted Staff Tenure Bonuses of \$155k (\$6k less than projected) were paid the week of 9/10/2018 & will be reflected in September financial reporting
- ❑ Other Items of Interest:
 - ✓ Committee discussed pursuing a mid-year treasury review with banking & investment advisors to stay in-step with current interest rate environment
 - ✓ Committee is drafting a dashboard to reflect “at-a-glance” key metrics
 - ✓ Committee is drafting a guide to understanding ANCS financials in response to Board survey



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

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2019 - Pro Forma Monthly Cash Flow Statement
August 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	\$993,935	\$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
Title 2 Reimbursement	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Contributions & Fundraising	\$4,414	\$4,105	\$15,000	\$16,000	\$14,000	\$14,000	\$14,000	\$14,000	\$90,000	\$14,000	\$19,586	\$4,000	\$0
Program Income	\$1,818	\$110,711	\$60,000	\$60,000	\$50,000	\$29,500	\$38,000	\$50,000	\$60,000	\$40,000	\$50,000	\$15,080	\$0
Nutrition Program Income	\$510	\$36,218	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$25,000	\$21,000	\$20,000	\$11,592	\$0
Other Income	\$361	\$455	\$500	\$500	\$500	\$700	\$700	\$800	\$1,000	\$1,000	\$1,200	\$939	\$500
Total Revenue	\$8,103	\$1,145,423	\$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	\$690,153	\$904,097	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$700,000
Professional Development	\$7,872	\$10,217	\$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	\$35,475	\$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	\$13,578	\$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	\$35,982	\$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	\$2,246	\$15,000	\$3,000	\$2,070	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$500	\$0
Professional Services	\$4,275	\$17,680	\$10,000	\$10,000	\$4,000	\$930	\$0	\$1,200	\$2,000	\$2,000	\$345	\$50	\$0
Gen&Admin/Insurance/Interest	\$21,502	\$25,591	\$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	\$22,209	\$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	\$2,413	\$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	\$855,544	\$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)	\$289,880	(\$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	\$548,790	\$804,545	\$874,847	\$867,485	\$872,990	\$725,563	\$1,709,806	\$1,914,413	\$2,345,050	\$2,179,521	\$2,310,991	\$804,545	\$66,045
	Actual	Actual	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

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

Period Ended 8/31/18

	YTD FY2018 Actual	YTD FY2019 Actual	YTD Budget	YTD \$Variance	FY2019 Budget
Income					
Local/State Funding	\$874,542	\$993,935	\$918,317	75,619	9,235,540
Grants	\$0	\$0	\$0	0	0
Title 2 Funding	\$0	\$1,000	\$1,000	0	1,000
Contributions & Fundraising	\$12,035	\$8,519	\$18,414	(9,895)	233,000
Program Income	\$96,212	\$112,529	\$61,818	50,711	514,398
Nutrition Income	\$26,979	\$36,728	\$30,510	6,218	288,102
Other Income	\$502	\$815	\$861	(45)	8,700
Total Income	\$ 1,010,270	\$1,153,526	\$1,030,919	\$ 122,607	\$ 10,280,740

0

Expenditures

Salaries and Benefits	\$1,257,070	\$1,352,635	\$1,382,482	29,847	8,766,579
Professional Development	\$18,494	\$17,668	\$23,872	6,204	97,500
Curriculum & Classroom Expenses	\$72,784	\$80,762	\$109,287	28,525	190,000
Program Expenses	\$14,175	\$22,010	\$17,433	(4,578)	180,000
Building & Grounds	\$113,612	\$84,565	\$101,133	16,568	506,133
Fixed Asset Expenditures	\$102,614	\$61,676	\$74,430	12,755	107,000
Professional Services	\$7,320	\$21,955	\$4,475	(17,480)	35,000
Gen&Admin/Insurance/Interest Expense	\$43,904	\$47,093	\$51,502	4,409	200,000
Nutrition Program Purchases	\$22,879	\$23,394	\$22,185	(1,209)	180,000
Equipment Rental (Copiers)	\$620	\$9,607	\$12,194	2,587	60,194
Fundraising Expenses	\$4,564	\$1,616	\$1,616	0	46,400
Total Expenditures	\$1,658,036	\$1,722,980	\$ 1,800,608	\$ 77,627	\$ 10,368,806
Operating Income/Loss	\$ (647,766)	\$ (569,454)	\$ (769,688)	\$ 200,234	\$ (88,066)

\$1,661,305

Total investments held by ANCS**8/31/2018**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	804,545
		804,545
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	49,025 Money Market account
		813,575
Total invested funds (not at ACB)		813,575
Total restricted funds - reserves		-772,820
Total unrestricted investments		40,755
Grand total ANCS funds		\$1,618,120

Coversheet

Monthly fund development committee report

Section: VIII. Fund Development
Item: A. Monthly fund development committee report
Purpose: FYI
Submitted by:
Related Material: September 2018 Fund Development Board Report.pdf



Fund Development Report // September 2018
Prepared by Meeghan Fortson, Fund Development Chair
ANCS Governing Board Meeting // September 18, 2018

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

August 2018 donations received: **\$2,678**

Year to date: **\$5,617**

Goal: \$140,000

Comparison to 2017:

August 2017 donations received: **\$3,636**

Year to date: **\$7,325**

As of August 31, the Gather & Grow Fund has raised \$5,600 towards our annual goal of \$140,000 (to be reached by June 30). Compared to last year at this time, we're tracking about \$2,000 behind due to a \$1,000 corporate matching gift that was received last July and a \$1,000 foundation grant that came in last August. While we expect to receive these two gifts again this year, the timing of these types of gifts can be inconsistent.

Fall Gather & Grow Fund Mailing:

The fall solicitation mailing for the Gather & Grow Fund is in the planning stages. Fund Development Coordinator Stephanie Galer will work with the Fund Development Committee to finalize this and mail to all families (Parents and Grandparents) in early October. This serves as our primary solicitation for the Gather & Grow Fund; however, we will have another big push this fall during our November Annual Campaign Week, which incorporates Giving Tuesday/Georgia Gives Day.

New Sponsorship Structure:

As a reminder, Stephanie Galer has 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 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.

This year's sponsorship team –Rachel Ezzo (PTCA representative), Rachael Smith (Auction Chair), Rachel Higgins (sponsorship volunteer), Meeghan Fortson (Fund Development Chair) and Stephanie Galer (Fund Development Coordinator) – met on **Friday, August 31** to review materials for the new sponsorship structure. The sponsorship team will meet again on **Friday, September 21** to finalize materials, which include talking points that will be approved by the Fund Development Committee. The sponsorship team will start to solicit corporate sponsors later this month.

Donor Appreciation Party:

Our annual Donor Appreciation Party will take place on **Tuesday, September 25** from **7-9pm** at **Mediterranea Restaurant** in Grant Park. This event is co-hosted by Matt Underwood and the Governing Board. All those who supported the 2017-2018 Gather & Grow Fund at the Nurture Level (\$1,000 or more) or who sponsored the 2018 Auction at the \$1,000 level or higher (including in-kind donations) were invited. Complimentary food, wine, and beer will be served.

Email invitations went out the week of September 3, and so far over 40 people are planning to attend. All Governing Board members are invited. **Please RSVP to Stephanie Galer at sgaler@atlncs.org if you have not already.**

Fund Development Software:

Bloomerang (our database platform) allows us to send automated surveys to new, ongoing, and lapsed donors in an effort to gauge donor satisfaction. Stephanie Galer is working with the Fund Development Committee to finalize these surveys, which will be sent to donors throughout the school year.

Auction Update:

The **2019 Wonder Ball Auction** will be held at **Ambient Studios** on **Saturday, March 9, 2019.**

The Wonder Ball Committee Co-Chairs (Rachael Smith and Christine Dyer) are hard at work developing job descriptions for each auction sub-committee chair along with calendar/timeline and task lists. There will be a meeting with all of the sub-committee chairs on **September 27**, followed by a Wonder Ball volunteer

informational meeting on **October 25** at the **Elementary Campus**. We are hoping to have all auction volunteers secured before Thanksgiving break.

We have secured all returning in-kind sponsors for the 2019 Wonder Ball, including catering by Endive, floral/décor by Tulip, AV materials from Active Productions, and sets/décor from Sparseland Studios. Many, many thanks to these generous and loyal supporters!

See above for an update on corporate sponsorships.

Recent Meetings/Activities:

- **Stephanie Galer** met with Auction Chairs **Rachael Smith** and **Christine Dyer** on **Thursday, August 23** to work on the Auction timeline, detailed budget, and volunteer committee descriptions and expectations.
- The corporate sponsorship team - **Stephanie Galer, Meeghan Fortson, Rachael Smith** (Auction Chair), **Rachel Higgins** (sponsorship volunteer), and **Rachel Ezzo** (PTCA) - met on **Friday, August 31** to discuss the plan for sponsorship asks this fall and review the new, combined sponsorship model for PTCA and Fund Development sponsorships.
- **Meeghan Fortson** met with **Stephanie Galer** on **Friday, September 7** to review and discuss upcoming Fund Development activities. Monthly Fund Development Chair and Coordinator meetings are scheduled for the year.

Upcoming Meetings/Activities:

- The corporate sponsorship team will meet on **Friday, September 21** to finalize sponsorship materials.
 - The Donor Appreciation Party will take place on **Tuesday, September 25** from **7-9 pm** at **Mediterranea** in Grant Park to thank last year's most generous donors. (*See details above*).
 - The Wonder Ball Auction Sub-Committee Chairs will meet on **Thursday, September 27**.
 - The monthly Fund Development Chair and Coordinator meeting will take place on **Friday, October 5**.
-

- The Wonder Ball Auction Volunteer Informational Meeting will take place on **Thursday, October 25** at the **Elementary Campus**.
- The Fund Development Committee meets quarterly. The next Fund Development Committee meeting is scheduled for **Wednesday, November 7** at **8:15 AM** at the **Elementary Campus**.

End of Report.