



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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## Atlanta Neighborhood Charter School

### Board Meeting

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#### **Date and Time**

Tuesday October 16, 2018 at 6:30 PM EDT

#### **Location**

ANCS Elementary Campus - 688 Grant Street 30315

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

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#### **Agenda**

##### **I. Opening Items**

Opening Items

**A.** Record Attendance and Guests

**B.** Call the Meeting to Order

**C.** Public Comment

Public comment can be used to share comments that are of general interest to the school community and/or related to an item on the meeting agenda.

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

Approve minutes for Board Meeting on September 18, 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.** Atlanta Public Schools - Unified Enrollment Project

**B.** 2019-20 School Year Calendar

**III. Old Business**

**A.** Task Force Updates

**B.** Strategic Planning Presentation

Review draft strategic plan goals and objectives and approve taking draft goals and objectives out for community engagement and feedback

**IV. Executive Director's Report**

**A.** Diversity & Equity Action Team Update

**B.** International Baccalaureate (IB) Authorization Update

**V. Business & Operations**

Business & Operations

**A.** Monthly financial statements & committee report

**VI. Fund Development**

Fund Development

**A.** Monthly fund development committee report

**VII. Governance**

**A.** Monthly governance committee report

**VIII. Educational Excellence**

**A.** Monthly educational excellence 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 September 18, 2018

APPROVED



## ATLANTA NEIGHBORHOOD CHARTER SCHOOL

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# Atlanta Neighborhood Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday September 18, 2018 at 6:30 PM

#### Location

ANCS Middle Campus - 820 Essie Avenue 30316

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

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#### Directors Present

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

#### Directors Absent

Jordache Avery

#### Ex Officio Members Present

Matt Underwood

#### Non Voting Members Present

Matt Underwood

#### Guests Present

Cathey Goodgame, Chris Harbaugh, Elizabeth Hearn, Jessica Gowen, John Mcauley, Kari Lovell, Lara Zelski, Leslie Jo Tottenham, Natasha Harrison, Nicole King, Sheronda Glover, 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 Sep 18, 2018 at 6:32 PM.

### C. Public Comment

### D. Approve Minutes from Prior Board Meeting

Meeghan Fortson sent corrections to Nick.

Nicholas Chiles made a motion to approve minutes from the Board Meeting on 08-21-18 Board Meeting on 08-21-18.

Eric Teusink seconded the motion.

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

Joyce Gist Lewis made a motion to approve minutes from the Board Retreat on 09-09-18 Board Meeting on 08-21-18.

Sabrina Sexton seconded the motion.

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

### E. Approve Minutes from Board Retreat

Eric Teusink made a motion to approve minutes from the Board Retreat on 09-09-18 Board Retreat on 09-09-18.

Joyce Gist Lewis seconded the motion.

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

### F. PTCA Report

Hannah Beth Millman reported to the board. 368 PTCA members, a record. Driven by communication and competition among classrooms for popsicle parties. MC earned their biscuits.

Lice Ladies will speak at PTCA meeting for October.

Reviewed grant submissions. Awarding \$4k with emails going out this week.

Yard sale was this past weekend. Goal was \$5500, but earned \$4400. Might not do it next year. There's a lot of junk left at the end of yard sale. Limited volunteers, so the volunteers are getting burnt out. Will re-evaluate.

Cardboard challenge on Sat. 9/29.

Grandparents and special friends day is coming up in October.

PTCA is looking for new at-large members and need more people and more diversity. At large members would come to meetings, shadowing and possibly preparing for serving in an officer role in the future.

Fall Festival will be free this year on Nov. 3, 2018.

### **G. Principals' Open Forum**

Cathy Goodgame updated about the Middle Campus. Kids have been writing self assessments for the beginning of the term; teachers gave written feedback to students on their self assessments. Feedback has been scanned and provided to parents. 6th graders are going to the Alliance Theatre, 7th graders are going to Cobb Energy Center to see Phantom Tollbooth, and 8th graders are going to Center for Civil and Human Rights. All part of City of Atlanta's Office of Cultural Affairs programs for APS students. Group of kids working on Hispanic Heritage Month with presentations and celebrations over the next 4 weeks.

Lara Zelski - EC has had first round of MAP assessments. Teachers are meeting with Nancy Lamb to analyze results. Parent-Teacher Conferences are in full swing. This round is focused on social/emotional development and community membership. Teachers had their first committee meetings for this year. Hispanic Heritage month events underway on Thursdays for the next four weeks.

## **II. Strategic Planning Work Session**

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

Work Session for ANCS Strategic Plan with Community Build Ventures

Sheronde Glover, Consultant

Natasha Harrison, Consultant

Each provided some background on her professional background.

Two basic objectives for tonight: (1) go over/agree on shared language; (2) review strategic goals and priority areas.

See presentation, attached to board packet.

## **III. New Business**

### **A. 2018-19 Board Officers and Committee Assignments**

Voting on committee assignments - officers and committee chairs. Details of slate are in board packet.

Eric Teusink made a motion to accept the slate.  
Meeghan Fortson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **B. FY19 Financial Resolution**

Financial resolution is included in the board packet.  
Sabrina Sexton made a motion to accept the FY 2019 financial resolution.  
Joyce Gist Lewis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **IV. Old Business**

#### **A. Pledge of Allegiance at ANCS**

Update on actions taken since the pledge incident is included in the board packet.  
Discussion of how to determine whether and how many community members are needed for each task force.

Meeghan Fortson made a motion to Approve the 2018 task forces and task for chairs.  
Nakia Echols seconded the motion.  
The board **VOTED** unanimously to approve the motion.

#### **B. Proposed Updates to Head Lice Policy**

Matt Underwood and Nurse Leigh Hicks reviewed proposed changes to the head lice policy and process of gathering feedback.  
Eric Teusink made a motion to approve the new headlice policy.  
Joyce Gist Lewis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **V. Business & Operations**

#### **A. Monthly financial statements & committee report**

Committee report is included in the board meeting packet.

### **VI. Governance**

#### **A. Monthly governance committee report**

No report for this month. Committee was focused on retreat.

### **VII. Educational Excellence**

#### **A. Monthly educational excellence committee report**



No committee report.

## **VIII. Fund Development**

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

Fund development report is included in the board packet.

## **IX. Closing Items**

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

### **B. Adjourn Meeting**

Joyce Gist Lewis made a motion to adjourn the meeting.

Eric Teusink 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

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. PTCA Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	
<b>Related Material:</b>	PTCA Report October 2018.pdf

## ANCS PTCA Board Report October 2018

### Overview

We are currently close to 400 PTCA memberships! Many EC classes are winning popsicle parties for reaching 75% participation. We were asked not to provide biscuits for the MC, but the campus did achieve 50% participation!

### October PTCA Meeting

We had the Lice Lady speak about best practices for prevention and treatment at the meeting. Unfortunately, the meeting was not well attended.

### Grants

The next round of grants will be held in January 2019.

### Yard Sale

Unfortunately, we did not meet our goal of \$5500, bringing in closer to \$4100. We will be exploring the idea of replacing the Yard Sale with another event, or possibly doing the Yard Sale every other year.

### Goals

Increase PTCA membership  
Increase ANCS/PTCA volunteerism  
Increase PTCA awareness

### Upcoming PTCA Events:

**Next PTCA Board Meeting:**  
Monday, October 15th

**Next PTCA General Meeting:**  
Tuesday, December 4th

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

**Fall Festival:**  
November 3rd

# Coversheet

## Task Force Updates

**Section:** III. Old Business  
**Item:** A. Task Force Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2018.10.15.Board Chair Report.Pledge Incident Update.pdf



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

# Background and Context

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- 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.

# Task Force - Overview

- The board approved the task forces and board member(s) to lead each at the September 18, 2018 board meeting.
- There will be an update from each task force at the board meetings until they are no longer needed.

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.

# Monthly Update: Reflection Task Force

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- Reviewed proposals from three different external experts.
- Expect to hire one of these three to complete the reflection.
- To be hired and a reflection completed by the end of the calendar year.



# Monthly Update: Policy Review Task Force

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- The first meeting was held this month. In attendance: Board Chair, Lia Santos; Task Force Lead, Kristen Frenzel (“KF”); Leadership Team Member: Matt Underwood
- We developed a plan for the Policy Review.
- Highlights from the plan:
  - Scope of work: identify outdated policies, confusing or imprecise language, and identifying policies that aren’t as robust as they need to be
  - Workflow: KF organizes working groups on their subsets of the policies and sets timeline for work
  - Output: a Google edited document with input from members of the ANCS Community (faculty/staff, families, board members). Any proposed updates will go through the normal process. Going forward, the Board and Leadership Team will ensure a review annually.

# Monthly Update: Policy Review Task Force

*(Continued)*

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- Highlights from the plan *(continued)*:

- Suggested working groups:

Section
ANCS Governing By-Laws and Board Policies
Business and Operations Policies
Student & Academic Program Policies
Personnel Policies

- Next Steps

- Manual Makers is getting all policies into an editable document for ease of review
- KF to organize work groups from identified board/faculty/parents to review policies, as requested
- Each work group determine the process and timeline for their review
- Report update and progress place – at or before the next Board Meeting.

# Monthly Update: Communications Task Force

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## ■ Communications Task Force

- Hired communications expert with relevant experience and great qualifications.
- Phase I of engagement is to assess the current state.
- The first meeting was held with them this month. In attendance: Board Chair, Lia Santos; Task Force Lead, Sabrina Sexton; Leadership Team Members: Dr. Cathey Goodgame, Matt Underwood, and Lara Zelski
- Activities in process: communication expert is reviewing all e-mails, notes from listening sessions, letters, etc. related to The Pledge Incident. They will develop a “heat map” of communications to see an at-a-glance overview of the messages and messaging received.
- Next steps: Lia, Matt, and Sabrina meet with them again in the next two weeks to review the overview. Following this meeting we will determine other activities in order to develop an ongoing communications plan. We will provide another update once that meeting takes place – at or before the next Board Meeting.

# Coversheet

## Strategic Planning Presentation

**Section:** III. Old Business  
**Item:** B. Strategic Planning Presentation  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Strategic Goals and Objectives - Board Meeting 10.16.pdf



## **Our Draft Strategic Goals & Objectives**

# PROCESS

**Comprehensive Documents and Data Review**  
(Strategic Plan, Financials, Parent Surveys, etc.)

**Stakeholder Feedback that included an Interview with the Executive Director, Board Chair Survey, and Leadership Team Strategy Session**

**Feedback from the Board Retreat as well as Strategic Planning Committee Strategy Sessions and PEST Analysis**

**Strategic Goals and Objectives**



# Strategic Goal Areas

01	<b>EDUCATIONAL ACHIEVEMENT &amp; OPPORTUNITY</b>	<i>All students will be challenged and supported toward academic growth, and social-emotional and physical well-being. Our approach will be driven by culturally responsive teaching and equity-focused practices.</i>
02	<b>CULTURE AND COMMUNITY</b>	<i>We will be a school family whose faculty, parents, students, community and board work actively to be collaborative, mutually respectful and trusting of one another.</i>
03	<b>EQUITY AND INCLUSIVITY</b>	<i>We will be a safe and welcoming school that honors the diversity of our school community and strives to provide equitable opportunities, experiences and outcomes for our students.</i>
04	<b>INNOVATION</b>	<i>We will create a culture and be a model that supports and advocates for student-centered learning and culturally responsive pedagogy that creates an environment that is transformative and holistic for students.</i>

We strive to excel in each of these areas with equity and inclusivity as our arch and innovation as our driver.

# Education Achievement & Opportunity Objectives

01

## EDUCATIONAL ACHIEVEMENT & OPPORTUNITY

*All students will be challenged and supported toward academic growth, and social-emotional and physical well-being. Our approach will be driven by culturally responsive teaching and equity-focused practices.*

### OBJECTIVE 1

Equip all teachers and staff with necessary mindsets and skills to equitably educate all students.

### OBJECTIVE 2

Identify and narrow existing gaps between demographic subgroups (race/ethnicity, SES, gender, disability) in academic and well-being outcomes for students.

### OBJECTIVE 3

Increase input from students and staff and incorporate best practices in well-being as a significant consideration in facilities and operations decisions.



# Culture and Community Objectives

02

## CULTURE AND COMMUNITY

*We will be a school family whose faculty, parents, students, community and board work actively to be collaborative, mutually respectful and trusting of one another.*

### OBJECTIVE 1

Increase % of families volunteering at the school and giving to the Annual Campaign.

### OBJECTIVE 2

Improve (enhance) communications and marketing of the school values and community engagement norms.

# Equity and Inclusivity Objectives

03

## EQUITY AND INCLUSIVITY

*We will be a safe and welcoming school that honors the diversity of our school community and strives to provide equitable opportunities, experiences and outcomes for our students.*

### OBJECTIVE 1

Increase the opportunities for families to engage in discussion and experiential learning about diversity, equity, and inclusion.

### OBJECTIVE 2

Increase the opportunities for the school community (students, faculty, staff and parents) to connect, raise concerns, build power and act in their own interests.

### OBJECTIVE 3

Increase culturally responsive spaces for families to give feedback and generate ideas.

# Innovation Objectives

04

## INNOVATION

*We will create a culture and be a model that supports and advocates for student-centered learning and culturally responsive pedagogy that creates an environment that is transformative and holistic for students.*

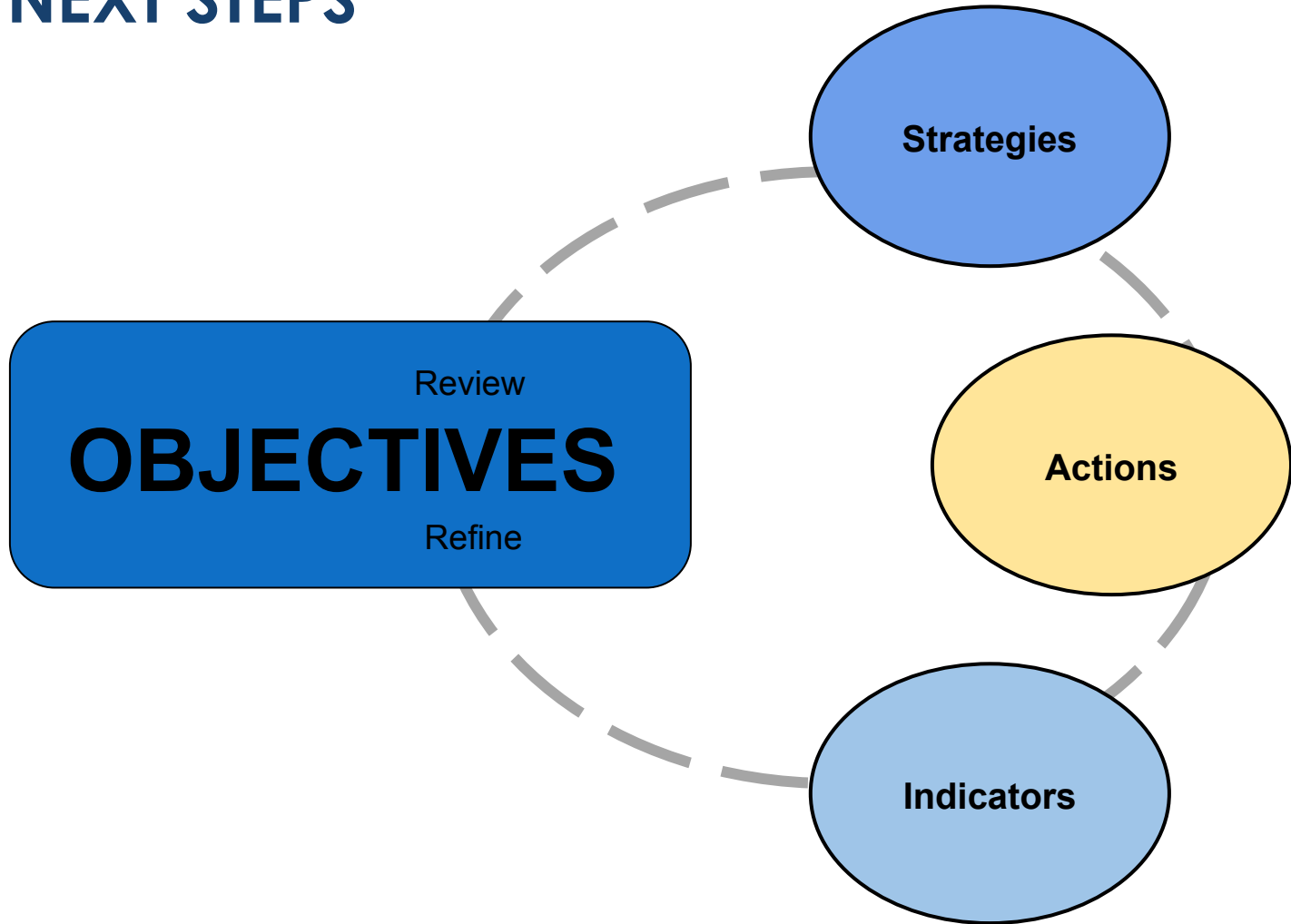
### OBJECTIVE 1

Increase # of new teachers staying in profession for 3 years or more(CREATE).

### OBJECTIVE 2

Increase the number of experienced educators engaging in CREATE and the schools participating by 25%.

# NEXT STEPS



# **COMMENTS, FEEDBACK & REACTIONS**

# Coversheet

## Diversity & Equity Action Team Update

**Section:** IV. Executive Director's Report  
**Item:** A. Diversity & Equity Action Team Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** DEAT update\_Sept 2018.pdf



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## **DIVERSITY & EQUITY ACTION TEAM OVERVIEW**

*September 2018*

# Context

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- 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

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- Working towards goal on three levels:
  - **Board:** Policies (attendance zone, weighted lottery, etc.); schoolwide goals
  - **Faculty/staff:** Looking at our own biases; classroom practices; student outcomes
  - **Diversity & equity action team (representative group):** Creating a welcoming and inclusive school environment

## ***Diversity & Equity Action Team - Purpose***

- Ensure that ANCS is welcoming to families from all walks of life and that all students thrive and succeed academically, socially and emotionally within a context of equity.
- Create a sustainably diverse, welcoming, and inclusive environment at ANCS.
- Help the school meet diversity and equity goals in the ANCS strategic plan and charter

## ***Diversity & Equity Action Team - Structure***

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- Made up of a core group of stakeholders with the necessary skills, expertise, time and commitment to engage staff, faculty, students, board and community through direct work and through overseeing additional teams in creating a more welcoming and equitable environment at ANCS
- Vested with decision-making ability and is also responsive to input and suggestions from other teams/groups
- Oversees smaller task forces to explore key questions and work on yearlong action priorities
- May bring in outside support as needed with budgetary approval

## ***Diversity & Equity Action Team - Timeline***

- ANCS leadership team/board rep collaborated on establishing draft purpose and structure in Sept 2017
- Interest meetings for school community held in Oct/Nov 2017
- Team meetings in Dec 2017 and Jan, March, May 2018
- “Re-entry” meetings of core team in Aug and Sept 2018
- Will put out call for adding new members--especially for task force groups--in Oct 2018

## ***Priorities for 2018-19***

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- Further equity and inclusion training & capacity-building for team members
- Develop equity and inclusion messaging to increase awareness about ANCS equity goals
- Conduct equity analysis of parent engagement at ANCS
- Develop a plan for broader school community engagement in diversity and equity work at ANCS
- Community outreach to build relationships in parts of ANCS attendance zone currently underrepresented in enrollment at the school

## ***Diversity & Equity Action Team - Co-Chairs***

- **Tilifayea Griffin** - Interim Equity Support Coordinator -  
tgriffin@atlncs.org
- **Lisa Flick Wilson** - Middle campus parent -  
flick.lisa@gmail.com
- *Finalizing Elementary campus parent co-chair*

# Coversheet

## International Baccalaureate (IB) Authorization Update

**Section:** IV. Executive Director's Report  
**Item:** B. International Baccalaureate (IB) Authorization Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** IB MYP Update for the Board - Oct 2018.pdf



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# International Baccalaureate Middle Years Programme Update

*October 2018*



## ***Our MYP Journey (2014 to 2017)***

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- ❑ August 2014 - IB MYP Task Force formed (3 school based members, 2 parents and one parent/board member) for self-study
  
- ❑ August 2015 - Task Force Recommendation, Board Approval to move forward with Candidacy
  
- ❑ June 2016 - Approved as an MYP Candidate School
  
- ❑ 2016-17 school year changes: Use of MYP rubrics and grades, unit planners, and ManageBac, monthly information sessions begin

# ***Our MYP Journey (2017 to Present)***

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- ❑ 2017-18 school year changes: A/B Day schedule, year-long Spanish for all students, Community Project for 8th grade, Introduction of Learner Profile, Approaches to Learning
- ❑ January 2018 - Visit from Consultant (released Application for Authorization)
- ❑ April 2018 - Application for Authorization submitted
- ❑ June 2018 - Application for Authorization approved

# *Verification Visit - October 22 and 23*

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**Purpose of the visit:** To verify the school's claim that it has taken all the necessary actions and is prepared to become an IB World School. For this purpose, the visiting team will:

- gather evidence showing that the school has met all the requirements for authorization
- identify practices that are beyond the requirements and those whose further development will contribute to the effective implementation of the programme.

During the visit the team will:

- Meet with students, teachers, parents/guardians, administration, board members
- Observe classrooms
- Tour facilities
- Conduct an exit interview

<https://www.ibo.org/globalassets/publications/become-an-ib-school/myp-guide-to-authorization-en.pdf>

# *What happens next?*

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Authorization feedback is expected within 90 days of the visit. Feedback should be used for continued improvement.

Opportunities as an IB World School:

- Continued Professional Development
- Membership in a strong community and network of fellow schools and educators who collaborate internationally
- Participation as members of curriculum development teams, workshop leaders, and school visitors
- Local association involvement
- Evaluation (4 years)

<https://www.ibo.org/become-an-ib-school/timeline-and-stages/moving-forward-as-an-ib-world-school/>

# 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\_101618.pdf

October 2018

# Business & Operations Committee Update



## Financial

- ❑ Cash balance (period end 9/30/18) = \$1.55M
  - ❖ \$737k in Operating Account
  - ❖ \$815k in Investments (\$773k designated as restricted funds)
  - ❖ YTD APS allocations have been received without issue; no future allocation issues currently 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
- ❑ Expenses of interest – this reporting period:
  - ✓ Budgeted Staff Tenure Bonuses of \$155k (\$6k less than projected) are reflected in this month’s financial reporting (through September)
- ❑ Upcoming expenses of interest:
  - ✓ Healthcare Renewal (anticipated 6% increase from Cigna; approx. \$40k under budget)
- ❑ 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 results



## Facilities & Grounds

- ❑ New roof project did not occur over the summer; currently working on a staged plan to address relocation of HVAC units on roof
- ❑ Trailer Acquisition will occur this 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**  
**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
<b>Revenue</b>													
Local/State Funding	\$0	\$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
Title 2 Reimbursement	\$1,000	\$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	\$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	\$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	\$11,592	\$0
Other Income	\$361	\$500	\$500	\$500	\$500	\$700	\$700	\$800	\$1,000	\$1,000	\$1,200	\$939	\$500
<b>Total Revenue</b>	<b>\$8,103</b>	<b>\$1,022,817</b>	<b>\$1,023,817</b>	<b>\$1,024,817</b>	<b>\$1,012,817</b>	<b>\$1,044,890</b>	<b>\$1,001,017</b>	<b>\$1,013,117</b>	<b>\$1,094,317</b>	<b>\$994,317</b>	<b>\$1,009,103</b>	<b>\$31,611</b>	<b>\$1,500</b>
<b>Expenditures</b>													
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	\$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
<b>Total Expenditures</b>	<b>\$867,858</b>	<b>\$932,750</b>	<b>\$1,068,097</b>	<b>\$851,000</b>	<b>\$832,065</b>	<b>\$822,930</b>	<b>\$839,000</b>	<b>\$825,200</b>	<b>\$865,500</b>	<b>\$832,000</b>	<b>\$827,144</b>	<b>\$805,261</b>	<b>\$740,000</b>
<b>Total Revenues - Total Expenditures</b>	<b>(\$859,755)</b>	<b>\$90,067</b>	<b>(\$44,280)</b>	<b>\$173,817</b>	<b>\$180,752</b>	<b>\$221,960</b>	<b>\$162,017</b>	<b>\$187,917</b>	<b>\$228,817</b>	<b>\$162,317</b>	<b>\$181,959</b>	<b>\$(773,650)</b>	<b>(\$738,500)</b>
<b>EOM Cash Balance</b>	<b>\$670,881</b>	<b>\$760,948</b>	<b>\$716,668</b>	<b>\$890,485</b>	<b>\$1,071,236</b>	<b>\$1,293,196</b>	<b>\$1,455,213</b>	<b>\$1,643,129</b>	<b>\$1,871,946</b>	<b>\$2,034,263</b>	<b>\$2,216,221</b>	<b>\$1,442,571</b>	<b>\$704,071</b>
	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 \$798k of investments

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL****Budget to Actual FY2017****YTD September 31, 2018****Period Ended 9/31/18**

	<b>YTD FY2018 Actual</b>	<b>YTD FY2019 Actual</b>	<b>YTD Budget</b>	<b>YTD \$Variance</b>	<b>FY2019 Budget</b>
<b>Income</b>					
Local/State Funding	\$1,746,007	\$1,987,871	\$1,836,633	151,238	9,235,540
Grants	\$0	\$0	\$0	0	0
Title 2 Funding	\$0	\$1,000	\$1,000	0	1,000
Contributions & Fundraising	\$16,672	\$10,204	\$33,414	(23,210)	233,000
Program Income	\$158,441	\$174,074	\$121,818	52,256	514,398
Nutrition Income	\$58,364	\$70,084	\$60,510	9,575	288,102
Other Income	\$710	\$1,170	\$1,361	(191)	8,700
<b>Total Income</b>	<b>\$ 1,980,194</b>	<b>\$2,244,403</b>	<b>\$2,054,736</b>	<b>\$ 189,667</b>	<b>\$ 10,280,740</b>

**Expenditures**

Salaries and Benefits	\$1,940,572	\$2,259,263	\$2,286,579	27,316	8,766,579
Professional Development	\$18,574	\$29,237	\$38,872	9,635	97,500
Curriculum & Classroom Expenses	\$75,618	\$111,317	\$125,287	13,970	190,000
Program Expenses	\$27,014	\$33,189	\$37,433	4,244	180,000
Building & Grounds	\$161,008	\$123,046	\$141,133	18,087	506,133
Fixed Asset Expenditures	\$161,789	\$62,926	\$89,430	26,504	107,000
Professional Services	\$19,885	\$30,247	\$14,475	(15,772)	35,000
Gen&Admin/Insurance/Interest Expense	\$68,811	\$77,144	\$71,502	(5,642)	200,000
Nutrition Program Purchases	\$43,370	\$51,750	\$42,185	(9,565)	180,000
Equipment Rental (Copiers)	\$2,634	\$16,724	\$17,194	470	60,194
Fundraising Expenses	\$4,564	\$6,826	\$4,616	(2,210)	46,400
<b>Total Expenditures</b>	<b>\$2,523,839</b>	<b>\$2,801,668</b>	<b>\$2,868,705</b>	<b>\$ 67,037</b>	<b>\$ 10,368,806</b>
Operating Income/Loss	\$ (543,645)	\$ (557,265)	(\$813,968)	\$ 256,704	\$ (88,066)



**Total investments held by ANCS**  
**9/31/2018**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	736,759
		<b>736,759</b>
Edward Jones - State Bank of India	CD	228,000 matures 2/2020
Edward Jones - Ally Bank	CD	200,000 matures 4/2018
Edward Jones Bank - Ally Bank	CD	47,000 2 year - matures Sept 2019
Edward Jones - Whitney Bank	CD	60,000 2 year - matures Oct 2019
Self-Help Credit Union	CD	229,550 matures 10/2019
Self-Help Credit Union	Money Market	49,991 Money Market account
		<b>814,541</b>
Total invested funds (not at ACB)		<b>814,541</b>
Total restricted funds - reserves		<b>-772,820</b>
Total unrestricted investments		<b>41,721</b>
Grand total ANCS funds		<b>\$1,551,299</b>

# Coversheet

## Monthly fund development committee report

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



**Fund Development Report // October 2018**  
**Prepared by Meeghan Fortson, Fund Development Chair**  
**ANCS Governing Board Meeting // October 16, 2018**

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

September 2018 donations received: **\$2,191**

Year to date: **\$7,808**

Goal: \$140,000

**Comparison to 2017:**

September 2017 donations received: **\$2,851**

Year to date: **\$10,176**

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As of September 30, the Gather & Grow Fund has raised \$7,800 towards our annual goal of \$140,000 (to be reached by June 30). We have not sent any solicitations yet this year, so the money raised so far is a result of recurring, monthly donations. Compared to last year at this time, we continue to track about \$2,000 behind. (As a reminder, this is largely 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 will be mailed to current parents and grandparents this week. It includes a personalized letter from Matt Underwood and a newly designed brochure highlighting the unique aspects of an ANCS education that are made possible with the help of the Gather & Grow Fund.

This mailing 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:**

With guidance and support from Stephanie Galer, the PTCA and Auction Committee are implementing our new corporate sponsorship model this fall and will review progress and gauge success mid-way through the year. The goal of this new

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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, September 21** to finalize materials and have been soliciting corporate sponsors for the past few weeks with positive results so far. The first sponsorship deadline is **October 19** (to be included in Fall Fest materials.)

### **Donor Appreciation Party:**

Our annual Donor Appreciation Party took place on **Tuesday, September 25** from **7-9pm** at **Mediterranea Restaurant** in Grant Park. This event was 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 were served.

There was a brief program during which Lia Santos (Board Chair), Matt Underwood (Executive Director), Stephanie Galer (Fund Development Coordinator), and Meeghan Fortson (Fund Development Committee Chair) spoke about fundraising efforts at ANCS. Approximately **70 people** attended.

### **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) have recruited leadership volunteers to chair the Auction sub-committees. The Co-Chairs and Sub-Committee Chairs had their first meeting on **October 4** to review the Auction committee structure and job descriptions.

There will be an informational “volunteer speed dating” meeting open to anyone interested in volunteering for the Auction on **October 25** at the **Elementary Campus**. Childcare will be provided. We are hoping to have all auction volunteers secured before Thanksgiving break.

## **Other Fund Development News:**

At the state board of education meeting in September, ANCS was awarded a \$75,000 facilities safety grant, which we had applied for this summer. We will use the funds to cover the cost of a new classroom and office door lock project at the elementary campus and interior and exterior door improvements at the middle campus to improve safety and security.

## **Recent Meetings/Activities:**

- The corporate sponsorship team met on **Friday, September 21** to finalize materials and begin soliciting for the PTCA and Fund Development sponsorships. The group met again on **Wednesday, October 3** to review their progress.
- The Donor Appreciation Party took place on **Tuesday, September 25** to thank last year's most generous donors. (*See details above*).
- The Auction Sub-Committee Chairs met on **Thursday, October 4**.
- **Meeghan Fortson** met with **Stephanie Galer** on **Friday, October 5** to review and discuss upcoming Fund Development activities. Monthly Fund Development Chair and Coordinator meetings are scheduled for the year.
- **Matt Underwood** and **Meeghan Fortson** met on **Monday, October 7** to review Fund Development activities.

## **Upcoming Meetings/Activities:**

- **Stephanie Galer, Meeghan Fortson, and Fund Development volunteers** will staff a table at Grandparents Day on **Friday, October 19** to promote the Gather & Grow Fund and accept donations from Grandparents.
- The Wonder Ball Auction Volunteer Informational Meeting will take place from **6-8 pm** on **Thursday, October 25** at the **Elementary Campus**. Childcare will be provided.
- The monthly Fund Development Chair and Coordinator meeting will take place on **Friday, November 2**.

- 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.