



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Board Meeting

Date and Time

Tuesday January 22, 2019 at 6:30 PM EST

Location

ANCS Elementary Campus - 688 Grant Street 30315

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

Agenda

I. Opening Items

Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Public Comment

D. Approve Minutes from Prior Board Meeting

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. Executive Director's Report

- A. Monthly Report

III. Fund Development

Fund Development

- A. Monthly fund development report
- B. Auction Sub-Committee - General Update

IV. Business & Operations

Business & Operations

- A. Monthly financial statements & reports

V. Governance

- A. Monthly Governance Report
- B. Board Nominations Sub-Committee - Nominations Policy
Vote on proposed revisions to Board Nominations Policy
- C. BOARD NOMINATIONS SUB-COMMITTEE - Skills/Experience Needed
Discuss and agree on skills and experiences we are looking for in New Board Members.

VI. Educational Excellence

Educational Excellence

- A. Monthly Educational Excellence Report
- B. Public Affairs Subcommittee Report

VII. 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.

VIII. Closing Items

A. 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: 2018_12_18_board_meeting_minutes.pdf

DRAFT



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

Atlanta Neighborhood Charter School

Minutes

Board Meeting

Date and Time

Tuesday December 18, 2018 at 6:30 PM

Location

ANCS Middle Campus - 820 Essie Avenue 30316

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

Directors Present

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

Directors Absent

Howard Franklin

Ex-Officio Members Present

Matt Underwood

Non Voting Members Present

Matt Underwood

Guests Present

Cathy Goodgame, Jessica Gowen, Kari Lovell

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 Dec 18, 2018 @ 6:35 PM at ANCS Middle Campus - 820 Essie Avenue 30316.

C. Public Comment

D. Approve Minutes from Prior Board Meeting

Nicholas Chiles made a motion to approve minutes from the Board Meeting on 10-16-18.

Meeghan Fortson seconded the motion.

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

E. Approve Minutes from Special Called Board Meeting

Nicholas Chiles made a motion to approve minutes from the Special Called Board Meeting on 10-29-18.

Meeghan Fortson seconded the motion.

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

F. PTCA Report

PTCA seeing better communication in classrooms this year.

November meeting has some new faces for the strategic planning meeting.

PTCA has named the Run with the Wolves Winner's Circle after Matt Underwood in honor of his service to ANCS.

Next round of PTCA mini grants will be in January.

GPNA is granting \$500 to ANCS PTCA tonight.

Next meeting is 1/8/19 - focus will be on security.

Amazon gift cards being purchased for faculty and staff and will be distributed at end of week.

Board report is attached in packet.

G. Principals' Open Forum

Lara Zelski out sick.

Cathy Goodgame - Middle campus report. Teacher/staff spelling bee tomorrow morning to help kids get excited for spelling bee in January. Will have free time pre-holiday event tomorrow afternoon. Basketball team is off to a great start.

Friday afternoons at 5 or 6:15 at Crim.

Nicole King - EC 4th grade will be doing NAEP assessment in February. Teachers are working on progress reports, which will go home on Jan 7. EC raised \$820 for CCYA, a shelter for homeless youth and young adults in Marietta.

II. New Business

A. FY18 Financial Audit Overview

Kari Lovell provided an overview of the most recent audit. Happy with new audit firm. Audit highlights are included in the board packet. Alicia Howe from auditing firm presented highlights. Two deliverables - (1) financial statement audit and audit opinion which is clean and (2) a uniform guidance audit for federal funding which is also clean.

B. Board Nominations Subcommittee

Meeghan Fortson presented the proposed slate for the nominations subcommittee, which is included in the board packet. Subcommittee will work from Jan to April to select new board members for 2019-2020 year.

Joyce Gist Lewis made a motion to Approve the slate as recommended with Mark Sanders added as the faculty representative,.

Nakia Echols seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Old Business

A. 2019-2020 School Year Calendar

Matt Underwood and Cathy Goodgame presented the leaderships team's recommended calendar, which is included in the board packet.

Matt Underwood:

Context: ANCS has historically followed APS calendar. For past three years, ANCS has had a more balanced calendar for students with breaks spread throughout the school year. This year APS went back to a delayed August start and fewer breaks in the school year. Recognizing that we have historically followed APS and that we have liked the calendar of the last three years, surveyed teachers/staff/families.

Survey trends: (1) families and teachers and staff generally want to follow APS; (2) teachers and staff have appreciated the breaks for students (and themselves) between Labor Day and Thanksgiving and Christmas and Spring Break; (3) the extended breaks pose a challenge with child care; and (4) it is hard to run camps during the extended breaks because the staff is small and those breaks are a good time to do building maintenance.

Cathy Goodgame:

There are fatigue points during the school year in October and February, which is why breaks were inserted into the "balanced calendar" where they were.

Leadership teams (3 different groups - EC, MC and overall leadership) decided to make APS's long weekends a little bit longer. Added 1 day to October and February long weekends. Decided to start 2 days earlier than APS to avoid a Monday start for the first week. Assumption was that some kids will miss days no matter what the calendar looks like.

Summary: Start 8/8/19 (2 days earlier than APS), add 1 extra day for Columbus Day and President's Day weekend.

Nicholas Chiles made a motion to approve the 2019-2020 school year calendar.

Laura Melton seconded the motion.

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

B. Strategic Planning Update

Laura Melton presented an update on the strategic plan. Posters up at both campuses with goals and objectives and survey is circulating. A summary is included in the board packet. Committee might take a quick breather in January as the search for a new ED gets underway. Had planned to bring plan to the January meeting but PTCA wants to see the updated version with more detailed indicators and metrics. Getting that feedback will push the timeline out a bit. Goal is to have a finalized plan to present at the March board meeting so any budget implications can be considered prior to the approval of the next budget. It will be important for the Acting ED to be represented on the committee. Matt Underwood will continue to serve in an advisory capacity.

Joyce Gist-Lewis talked about whether a new ED would need to have input on the plan prior to the plan being approved. Laura Melton said that her preference is to move ahead and allow the new ED to consult with the board as needed.

Hanah Goldberg noted that some of the search partners for the new ED that it would be helpful to allow the new hire to participate in the strategic planning process.

Melton expressed again that she is concerned about losing momentum if they hit pause.

Meeghan Fortson asked when and how the feedback on the plan would be shared with the board.

C. Task Force Updates

1. Review policies
2. Look back on what happened and how; learn from mistakes; document what happened
3. Communications

Joyce Gist Lewis - Reflection task force hired consultants who are interviewing key faculty, staff and leadership to understand how the situation occurred and to have an objective documented understanding of what happened. Fact gathering stage has wrapped up. They will do a preliminary call to report to the task force committee this week and a written report in early 2019.

Kristin Frenzel - Policy review - about 80% of the work has been done. Largest subgroup is student and family academic policies. As a board will need to look at some policies and where we need to go. Frenzel proposed taking some time at board retreat to determine whether policy changes are needed on the suggestions. Consider how to keep the community looking at policies and keeping them fresh.

Sabrina - Communications. First phase was to conduct a current state analysis and a review of the communications around the pledge analysis. Consultant has provided a report which has not yet been approved. Next phase of work is the development of a communications plan for the school. Consultant is working on an updated scope of work to ensure that the deliverable has the information the committee wants. Second phase will kick off in January.

IV. Executive Director's Report

A. CREATE Quarterly Update

Elizabeth Hearn presented on CREATE program. Her presentation is included in the board packet.

Fall 2018 - working on strategic plan with consultants from National Center for Teacher Residencies. Have a new logo, new vision, new mission. See inequities of all kinds and especially race-based inequities in Atlanta. Facing these inequities is central to the mission and vision. Presented video focused on work on training on cultural competency and XXXX

2 week long institutes in summer 2018 and will do 2 additional weeks in 2019. Encourage board members to come. Building capacity to lead the institutes ourselves.

B. 2018 CCRPI Highlights

Matt Underwood presented a summary for the CCRPI which is included in the board packet.

CCRPI score at EC was higher than district and within expected performance range. Data is based predominantly on GA Milestones testing. Matt went through data to provide some context. Eric Teusink pointed out that ANCS is not "teaching to the test" due to the constructivist curriculum whereas some of our peer schools are doing teaching/testing more directly aligned to the Milestones test.

Schools with smaller testing groups (e.g., ANCS) can easily swing results because it only takes a few students to change a trend. Issue area is closing achievement gaps. While ANCS doesn't want to overly focus on teaching to the test, but the closing gaps issue is an area of concern. Dr. Goodgame and Mrs. Zelski have been digging into it.

At MC: Social studies and science - have made a lot of progress on content mastery. Kids are reading well; reading is a strength. Attendance is fine. Progress number was exceptionally low. No correlation to any data in the school. Pulled the high growth kids and asked teachers to characterize them to figure out how to improve performance. Not exactly sure what the number reflects but they are working on it. Each kid is placed in a band of "like students" and then get compared year to year for high growth, moderate growth or low growth. The growth measure doesn't seem to be correlated to any subtype or group of students. Biggest issue is the closing the gaps measure. This issue is reflected in classroom data too. Faculty is attacking it. Goodgame was surprised by the closing the gaps data. She expected to meet the target. The data swing a lot because 1/3 of school changes out each year.

C. Fall 2018 Feedback Survey Highlights

Feedback survey report from Matt Underwood, summary is provided in the board packet. Board discussion around how the data in the survey are influencing leadership decisions.

D. Quarterly Performance Dashboard

Dashboard is included in the board packet.
Working with Jared Apperson on a data visualization tool.

V. Business & Operations

A. Monthly financial statements & committee report

Laura Melton provided an update on the Business and Operations Committee which is included in the board packet. The school is in a good place financially.

Jordache provided an update on the new roof. APS has committed to funding and will hire a contractor. Looking at options for mechanical systems on the roof: replace entirely, new HVAC system, or phased replacement. Will have updated bids at January meeting. Discussion around options and costs and timing.

VI. Governance

A. Monthly governance committee report

Subcommittees have already reported.

VII. Educational Excellence

A. Monthly educational excellence committee report

Eric Teusink - 2 meetings since last board meeting. Committee has done more in depth dive on CCRPI and MAP data. Looking for other ways to measure success at ANCS aside from test scores.

VIII. Fund Development

A. Monthly fund development committee report

Meeghan Fortson provided a summary of her report in the board packet. Gather and Grow fund raised \$70k and \$140k for school year. Sponsorships have brought in \$28k to be divided between annual fund and PTCA.

IX. Executive Session

A. Executive Session

Meeghan Fortson made a motion to move into executive session.
Nicholas Chiles seconded the motion.

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

Coversheet

PTCA Report

Section: I. Opening Items
Item: E. PTCA Report
Purpose: FYI
Submitted by:
Related Material: 01_22_19 PTCA Report January 2019.pdf

ANCS PTCA Board Report January 2019

Overview

The PTCA has been a positive, visible force in the ANCS community this year, and we look forward to continuing that. We are sorry that we don't have a representative at this Executive Board meeting. We are meeting at the same time due to MLK JR Day. Hannah Beth Millman, PTCA President, will be meeting with Lara Zelski on Tuesday, January 22nd after morning meeting to discuss how the PTCA can continue to best serve the school.

Bingo Night

Bingo Night will be held on Friday, January 25th, with our very own Hannah Beth Millman officiating. HB is meeting with the Chairs Monday night to ensure that everything runs smoothly.

Grants

Grant applications close on 1/18, and will be reviewed at our meeting on 1/22.

Coffees

The EC Coffee is on Friday, January 18th, and the MC Coffee is on Friday, January 25th. The MC Coffee will have the topic, "Suicide Prevention, hosted by Kristen Lee and Leslie Jo Tottenham. Coffees are typically well-received by parents, and serve to strengthen our ANCS community.

Goals

Increase PTCA membership
Increase ANCS/PTCA volunteerism
Increase PTCA awareness

Upcoming PTCA Events:

Next PTCA Board Meeting:
Tuesday, January 22nd

Next PTCA General Meeting:
March 12th at the MC

Submitted by Hannah Beth Millman

Coversheet

Monthly Report

Section: II. Executive Director's Report
Item: A. Monthly Report
Purpose: FYI
Submitted by:
Related Material: 01_22_19 Acting ED Board Report.pdf



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January Board Meeting

Prepared by Lara Zelski, Acting Executive Director - January 2019

Recruitment - *What are we doing?*

ANCS has registered for the following school fair:

2019 Atlanta Charter School Fair

- We will send four representatives on January 26th.

ANCS has registered for the following job fairs:

[Teacher of Color Recruitment Fair](#)

- We will send two representatives on February 9th.

[2019 Georgia Charter School Job Fair](#)

- We will send five representatives on February 23rd.

Recruitment - *Why do it?*

Increase visibility.

Draw in a diverse candidate pool and have more control over who we ask to come in for a comprehensive interview.

Change the narrative about who and what ANCS is and isn't.

Provide more opportunities for families to learn about ANCS beyond our in-school information sessions.

CREATE - *Continuing Partnership*

We will continue to work with CREATE to recruit critically-conscious, compassionate, and skill novice educators. We are working with Elizabeth Hearn to plan for tours and information sessions for each campus. We also work with prospective educators in their junior and senior year at GSU at each campus to support and develop teachers who understand the ANCS philosophy and culture.

Saturday School - *What and Why*

Saturday School was started at the EC 10 years ago and at the MC 8 years ago. It was originally started solely as a way to support students who were in danger of not passing the CRCT. Over the years it remains a support for Milestones prep, but also includes enrichment (not remediation) for students who are struggling with grade level standards and skills.

Saturday School - *When?*

EC dates and focus:

- **March 2nd, 9th, 16th, & 23rd from 8:30-11:00** - focus on grade level academic skills and standards
- **April 13th, 20th, 27th from 8:00-10:00** - focus on Milestones test taking skills

MC dates and focus:

- Still exploring some options to best serve the students.
- Currently looking through data to determine who is best served and based on that, what the focus and length of time will be.

Other Ways We Support Learners

At the EC

- Morning Intervention Classes in literacy and math
- Academic Assistance in reading and math
- Kid Talk Support Staff Meetings

At the MC

- Intervention classes during Academic Growth Period (AGP)
- Study Hall
- Teacher availability in the mornings between 8:00 and 8:25 and during lunch times
- Support Team Meetings

Sandy Hook Promise Say Something - *How is it going so far?*

As part of continuing to make our schools safe, APS is participating in the Sandy Hook Promise Say Something Anonymous Reporting System as a way of teaching middle and high school students, educators, and school administrators how to:

- Recognize the signs and signals of at-risk behaviors - especially within social media - of individuals who may be at risk of hurting themselves or others;
- Take every sign and signal seriously;
- Act quickly to get help by talking to a trusted adult; and
- Report a concern anonymously through the Say Something Anonymous Reporting System's 24/7 crisis call center, mobile app or website.

Sandy Hook Promise Say Something- *How's it going so far?*

The Sandy Hook Promise crisis center will triage any tips they receive and communicate that information back to the MC administrators and, as needed, to law enforcement. This anonymous reporting system provides an opportunity for students who may be afraid to speak out about something of concern to share a tip that could prevent harm from happening to any of our students. Caring for each other is a value we want our students to adopt in both face-to-face interactions and online.

Update on Officer Young

We have had our resource officer, Mario Young, on our campuses each day since beginning school in January. He has been a very positive addition to our school family. The students, faculty & staff and parents/guardians have welcomed him fully. His schedule is as follows:

Elementary Campus

7:30-8:20 - for arrival and through morning meeting

2:45-3:30 - for dismissal and the beginning of after school

Middle Campus

8:30-2:30 - presence in the hallways during transitions, in the lunchroom and recess field

NAEP - *What is it and why ANCS?*

NAEP stands for National Assessment of Educational Progress and is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from Milestones because it is a common measure of achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

NAEP - *What is it and why ANCS?*

The information collected is used for statistical purposes only.

Only students in 4th and 8th grade take NAEP. It will be given to 4th grade on February 1st and to 8th grade on March 7th.

Student's grades will not be affected and we do not receive individual reports.

Students may be excused for any reason, are not required to complete the assessment, and may skip any question.

While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education, so we encourage our students to participate.

Coversheet

Monthly fund development report

Section: III. Fund Development
Item: A. Monthly fund development report
Purpose: FYI
Submitted by:
Related Material: January 2019 Fund Development Board Report.pdf



Fund Development Report // January 2019
Prepared by Meeghan Fortson, Fund Development Chair
ANCS Governing Board Meeting // January 22, 2019

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

December donations received: **\$18,670**

Year to date: **\$91,139**

Goal: \$140,000

Comparison to 2018:

December donations received: **\$20,779**

Year to date: **\$83,414**

We had a strong year-end, bringing in an additional **\$18,670** for the Gather & Grow Fund in December. We are tracking about **\$8,000 ahead** of where we were last year at this time and have raised **65 percent** of our \$140,000 annual goal (by June 30).

Key end-of-calendar-year activities included: mailing a solicitation letter to all Board members who have not made a gift to the 2018-2019 Gather & Grow Fund; mailing a holiday card from the Fund Development Committee to all donors; social media posts and emails, reminding donors to give by December 31 for tax purposes.

ANCS Sponsorship Update:

Our new corporate sponsorship model (not part of the Gather & Grow Fund) launched this fall and has seen positive results so far. The goal of this new model is to coordinate and streamline PTCA and Auction solicitation efforts for increased efficiency and overall support for ANCS. Funds raised through sponsorships are divided between the school's operating budget and the PTCA. These sponsorships replace the sponsorships that were available for individual events in the past (Fall Fest, Auction, and Run With The Wolves).

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) have secured a total of **\$34,750** in corporate sponsorships to date. Many of these sponsors are repeat donors who have sponsored the Auction, Fall Fest, or Run With the

Wolves in the past, and several new sponsors have been identified as well.

The sponsorship team has wrapped up the majority of its work for the 2018-2019 year; however, sponsorship opportunities are still available with recognition at the Auction and Run with The Wolves. Contact Stephanie Galer at sgaler@atlncs.org for more information.

Auction Update:

The **2019 Wonder Ball Auction** will be held at **Ambient Studios** on **Saturday, March 9, 2019**. This year's theme is **Jazz Age Speakeasy**.

The Wonder Ball Committee Co-Chairs (Rachael Smith and Christine Dyer) are leading a robust committee of volunteers and plans are well underway. They are currently soliciting donated items from the community to be auctioned at the event. Please consider whether you or your business can make a donation.

To donate an item to the auction, email auction@atlncs.org.

Auction sponsorships are now part of our new corporate sponsorship model. So far, \$34,750 has been raised in corporate sponsorships, of which \$25,425 is credited to the Auction and will be directed to the school's operating budget. This is more than twice the amount raised in sponsorships for the Auction in the past, which suggests that the new corporate sponsorship model is working.

For more information about the Auction, go to www.atlncs.org/auction.

Recent Meetings/Activities:

- In **mid-December**, a solicitation letter was mailed to Governing Board members who had not yet made a gift to the 2018-2019 Gather & Grow Fund. Our goal is 100 percent participation from the Board. To make a gift online, visit **www.atlncs.org/donate**.
- The Fund Development Committee sent a personally signed holiday card with a Gather & Grow magnet to all donors to thank them for their support and wish them well this holiday season. Cards went in the mail on **December 21**.

- **Meeghan Fortson** met with **Stephanie Galer** on **Friday, January 4** to review and discuss upcoming Fund Development activities. Monthly Fund Development Chair and Coordinator meetings are scheduled for the year.
- End-of-tax-year reminders were posted on social media and emails were sent the last two weeks of December to remind donors to make a gift by **December 31** for 2018 tax purposes.

Upcoming Meetings/Activities:

- The next Fund Development Newsletter will be sent in **late January**.
- The Fund Development Committee meets quarterly. The next Fund Development Committee meeting is scheduled for **Wednesday, February 6**.
- **Meeghan Fortson** and **Stephanie Galer** will meet in early February to review the monthly financials report and discuss upcoming Fund Development activities. Monthly Fund Development Chair and Coordinator meetings are scheduled for the year.

End of Report.

Coversheet

Monthly financial statements & reports

Section: IV. Business & Operations
Item: A. Monthly financial statements & reports
Purpose: FYI
Submitted by:
Related Material: Board Report_BusOpsComm_January 2019.pdf

JANUARY 2019

Business & Operations Committee Update



Financial

- ❑ Cash balance (period end 12/31/19) = \$2.52M
 - ❖ \$1.68M in Operating Account
 - ❖ \$835k in Investments (\$773k designated as restricted funds; \$62k in unrestricted funds)
 - ❖ YTD APS allocations have been received without issue; no future allocation issues currently anticipated
- ❑ Strong current cash position due to:
 - ✓ New APS allocation in effect
 - ✓ Nursing & Transportation allocation recently received
 - ✓ Reimbursement from facilities grant for lock & key project
 - ✓ Reduced expenses in December due to holidays
- ❑ Expenses of interest:
 - ✓ Fundraising expense appears high, but is simply related to timing (expenses precede the associated income)
 - ✓ Facilities team is planning for large potential expense related to the replacement of some or all of the HVAC system
- ❑ Other Items of Interest:
 - ✓ Committee will pursue a mid-year treasury review, as well as a business insurance review
 - ✓ Budget restatement (to include new APS Allocation) will be complete by Feb 2019 Board meeting



Facilities & Grounds

- ❑ New roof project:
 - ✓ will begin as soon as school ends and will finish before school begins in the fall
 - ✓ Should not impact the start of school; however, the Facilities Committee is evaluating contingency scenarios
- ❑ HVAC Project:
 - ✓ Will be approached in phases
 - ✓ Currently considering a multi-year staged plan to replace all units; may begin as early as this summer
 - ✓ Awaiting final quotes from vendor to determine timeline & next steps
- ❑ Middle Campus Fire Door Replacement Project:
 - ✓ Funded by a facilities grant
 - ✓ Work must be performed prior to the end of the school year (stipulation of the grant)
 - ✓ Facilities team still working through the details around cost, building code & timing

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	\$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
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	\$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 Expens	\$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	\$760,948	\$716,668	\$890,485	\$1,071,236	\$1,293,196	\$1,455,213	\$1,643,129	\$1,871,946	\$2,034,263	\$2,216,221	\$1,442,571	\$704,071
	Actual	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 December 31, 2018****Period Ended 12/31/18**

	YTD FY2018 Actual	YTD FY2019 Actual	YTD Budget	YTD \$Variance	FY2019 Budget
Income					
Local/State Funding	\$3,493,263	\$4,980,203	\$4,643,957	336,246	9,235,540
Grants	\$65,000	\$32,599	\$0	32,599	0
Title 2 Funding	\$0	\$1,000	\$1,000	0	1,000
Contributions & Fundraising	\$79,757	\$69,025	\$77,414	(8,389)	233,000
Program Income	\$281,754	\$301,382	\$261,318	40,064	514,398
Nutrition Income	\$149,597	\$161,050	\$150,510	10,541	288,102
Other Income	\$1,425	\$6,505	\$3,061	3,444	8,700
Total Income	\$ 4,070,796	\$5,551,765	\$5,137,259	\$ 414,506	\$ 10,280,740

Expenditures

Salaries and Benefits	\$3,993,736	\$4,505,422	\$4,446,579	(58,843)	8,766,579
Professional Development	\$47,540	\$48,677	\$65,500	16,822	97,500
Curriculum & Classroom Expenses	\$102,805	\$131,812	\$145,287	13,475	190,000
Program Expenses	\$64,547	\$42,256	\$79,000	36,744	180,000
Building & Grounds	\$259,821	\$233,496	\$256,133	22,637	506,133
Fixed Asset Expenditures	\$213,567	\$117,715	\$96,500	(21,215)	107,000
Professional Services	\$27,640	\$42,499	\$29,405	(13,094)	35,000
Gen&Admin/Insurance/Interest Expense	\$110,171	\$105,740	\$121,502	15,762	200,000
Nutrition Program Purchases	\$96,630	\$103,072	\$91,185	(11,887)	180,000
Equipment Rental (Copiers)	\$8,862	\$38,272	\$32,194	(6,078)	60,194
Fundraising Expenses	\$7,355	\$13,976	\$11,416	(2,560)	46,400
Total Expenditures	\$4,932,674	\$5,382,936	\$5,374,700	\$ (8,237)	\$ 10,368,806
Operating Income/Loss	\$ (861,878)	\$ 168,829	(\$237,440)	\$ 406,269	\$ (88,066)

Total investments held by ANCS**12/31/2018**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	1,682,067
		<u>1,682,067</u>
Edward Jones - State Bank of India	CD	228,000 matures 2/2020
Edward Jones - Bank of China	CD	200,000 matures 4/2019
Edward Jones Bank - Ally Bank	CD	47,000 matures 9/2019
Edward Jones - Whitney Bank	CD	60,000 matures 10.2019
Edward Jones - Money Market	Money Market	9,869
Self-Help Credit Union	CD	235,874 matures 10/2019
Self-Help Credit Union	Money Market	<u>53,873</u>
Total invested funds (not at ACB)		834,616
Total restricted funds - reserves		<u>-772,820</u>
Total unrestricted investments		61,796
Grand total ANCS funds		\$2,516,683

Coversheet

Board Nominations Sub-Committee - Nominations Policy

Section: V. Governance
Item: B. Board Nominations Sub-Committee - Nominations Policy
Purpose: Vote
Submitted by:
Related Material: part 2_Proposed Edits to Nominations Policy_Jan2019.pdf
Proposed Edits to Nominations Policy_Jan2019.pdf

They will be asked to confirm their intention by completing the online application, including personal profile information and references.

At least one reference will be consulted for each candidate being considered.

Interviews of selected candidates will be conducted in person by the **Nominating** Committee.

Candidates who are selected for an interview will be encouraged to attend a Board meeting. They may then be asked, at the discretion of the **Nominating** Committee, to submit a written assessment of the meeting. This assessment will be used to ascertain their specific fit for the Board given their observations and ideas.

Board Nominations Proposed edits 1/17/19

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Purpose

This policy outlines the steps involved in the nomination of Board members.

Duration

This policy is permanent, but it is subject to yearly revision by the Board Chair and **Nominating Subcommittee**.

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Policy

The ANCS **Nominating Subcommittee** is elected by and accountable to the Board of Directors to recruit Board members who shall carry out the mission, vision, and strategic plans of ANCS.

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In accordance with the values of ANCS, the **Nominating Subcommittee** shall seek to ensure that the Board of Directors is inclusive and at least parallels the diversity of our community. If there is a high degree of diversity at the Board leadership level, we hope that our policies, priorities, and plans will include those diverse perspectives.

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SECTION 1. The **Nominating Subcommittee**

1. No later than the October Board meeting, the current Board Chair will appoint a current Board Member to Chair the **Nominating Subcommittee**. This Chair will solicit interested Board Members to form the **Nominating Subcommittee** team members for the upcoming board recruitment cycle.
2. No later than the December Board meeting, the **Nominating Subcommittee** Chair will present the complete list of Board Members to serve on the **Nominating Subcommittee** for the upcoming board recruitment cycle. The Board votes to approve the recommended **Nominating Subcommittee** no later than the December Board meeting.
3. The **Nominating Subcommittee** will solicit and review nominations, and bring a recommended slate of Board members to the Board for approval no later than the June Board meeting.

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4. The **Nominating Subcommittee** will include at least the Board Chair or Chair-Elect/Vice Chair and a non-voting member of the faculty and staff (i.e. Executive Director).
5. The Chair of the **Nominating Subcommittee** is a current Board Member and is to be appointed by the Board Chair. The Candidate should be a fully engaged, active member of the board with the time required to successfully execute the annual recruitment process.
6. Three to four additional Board Members will serve on the **Nominating Subcommittee**. Limited additional members of the school community may also be appointed (for example, a member of the PTCA Executive Committee, a community member with board leadership development experience, etc).
7. Sessions of the **Nominating Subcommittee** regarding individual candidates shall be considered confidential.
8. At the first **Nominating Subcommittee** meeting each year, the Subcommittee shall review the **nominating** policy and procedures and recommend changes to or continuation of the existing policy and procedures to the Board of Directors.

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SECTION 2. Call for Nominations

1. After determining the Board positions to be filled, a call for nominations for Board members will be made to the community no later than February, allowing at least two weeks for a response.
2. This call for nominations will be distributed to all current families and faculty and staff. It will be posted on the ANCS website, social media, and other areas to enhance recruitment efforts of non-parents.
3. The notice will describe the skills and experience the **Nominating Subcommittee** is seeking and ask suitable interested candidates to complete a application, including personal profile information and references, by the close of the nominations period.

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SECTION 3. Vetting of Candidates

1. Upon the close of the nominations period, the Nominating Subcommittee will review all applications and select a number of candidates to be interviewed.
2. Interviews of selected candidates will be conducted in person by the **Nominating Subcommittee**.

3. Candidates who are selected for an interview will be encouraged to attend a Board meeting.
4. At least one reference will be consulted for each finalist prior to being added to the slate of Board nominees.

Persons submitting their names will receive a package of information about ANCS. The package will contain the following:

- o The election process, as determined by ANCS Bylaws and this policy
- o Expected commitment and applicable Board job descriptions
- o An overview of the ANCS mission and vision

2. SECTION 4. Filling the Slate, Presentation, and Approval

1. To prepare a slate of Board nominees, the **Nominating Subcommittee** will first consider those Board members who wish to renew their membership for another term, providing those members have demonstrated by meeting attendance and active participation an interest and commitment to ANCS.
2. In filling the slate, the **Nominating Subcommittee** will consider continuity, access to new or a variety of networks in the community, skills, and diversity.
3. The **Nominating Subcommittee** will then choose from the submitted applications those persons who are considered to best meet the needs of the Board.
4. The full Board shall consider and vote on the slate of Board nominees as recommended no later than the June Board meeting.

Resources

For the Nomination form, see [Policy Forms](#).

Approval

Policy approval date:

11/19/13

Policy effective date:

11/19/13

Policy review date:

08/17

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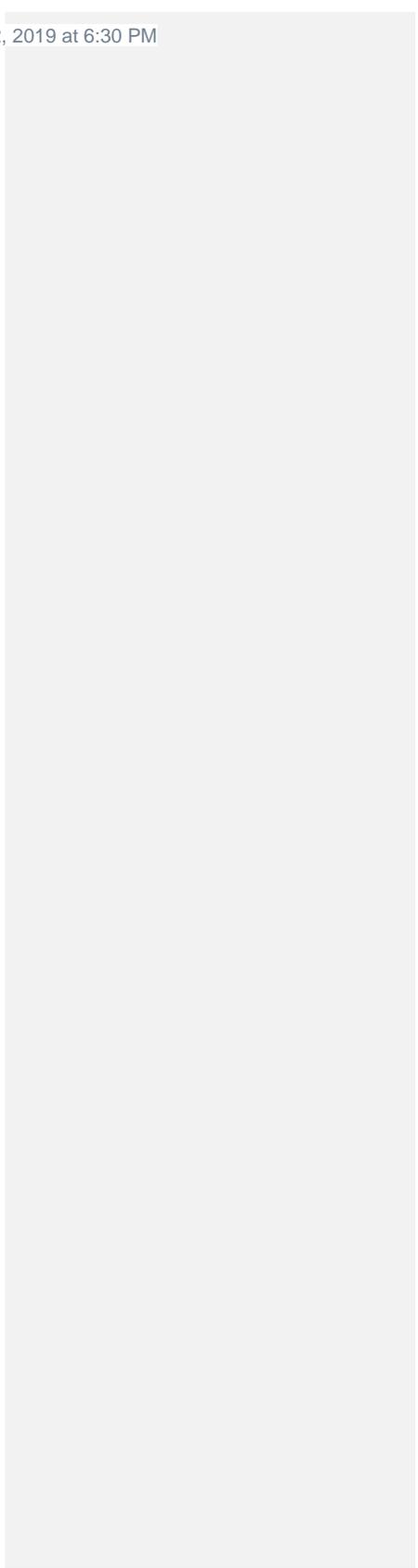
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Coversheet

BOARD NOMINATIONS SUB-COMMITTEE - Skills/Experience Needed

Section: V. Governance
Item: C. BOARD NOMINATIONS SUB-COMMITTEE - Skills/Experience
Needed
Purpose: Discuss
Submitted by:
Related Material: Nominating Subcommittee Report_Jan2019.pdf

Nominating Subcommittee Report Prepared by Meeghan Fortson Submitted for ANCS Governing Board Meeting on January 22, 2019

2018-2019 Nominating Subcommittee:

Jordache Avery

Nakia Echols

Sabrina Sexton

Meeghan Fortson (Chair of Nominating Subcommittee)

Mark Sanders (Non-voting, Fac/Staff Representative)

The Nominating Subcommittee met twice in January (Jan. 10 & Jan. 17) to:

- **Review Nominations Policy** – The Subcommittee has proposed changes to the policy to keep it in line with our current process. We will vote on these proposed changes at the 1/22 Board meeting.
- **Determine the number of slots to fill for next year's Board** – The Subcommittee plans to recruit up to 5 new members for the Board next year. Our bylaws allow up to 13 members on the Board. The following Board members will be rolling off at the end of the 2018-2019 year:
 - Nick Chiles
 - Joyce Gist Lewis
 - Meeghan Fortson
 - Eric Teusink
- **Determine which skills and experience are needed on the Board** – The Subcommittee came up with the following list of skills and experience to look for when recruiting Board members for 2019-2020:
 - Education (K-12)
 - Law
 - Human Resources
 - Equity & Diversity
 - Finance
 - Communications
- **Finalize Nominations Letter & Application** – A letter from Meeghan Fortson with a link to the online application will run in the 1/23 Courier in place of the Principals' letter. It will also be posted on the website and ANCS Facebook/Instagram pages. The nominations period will run from **Wednesday, January 23 – Monday, March 4**. The Subcommittee will publicize the nominations period by posting on neighborhood Facebook groups, posting with the Atlanta Women's Foundation and the United Way, and through our own personal networks. All members of the Board are

encouraged to share the letter/application with their networks, neighbors, colleagues, and friends.

- **Review Next Steps** – Once the nominations period has closed, the subcommittee will review all applications and select a number of candidates to be interviewed by the Subcommittee. The Subcommittee will present a slate to the full Board for a vote no later than the June Board meeting.