



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

## Atlanta Neighborhood Charter School

### Board Meeting

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#### **Date and Time**

Tuesday May 21, 2019 at 6:30 PM EDT

#### **Location**

ANCS Elementary Campus - 688 Grant Street 30315

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*Notice of this meeting was posted at each campus and on the ANCS website 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

This is an open forum for non-board members to make a public comment prior to the Board Meeting business agenda. If a response is requested, please indicate that with your e-mail on the sign-in-sheet.

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

Approve minutes for Board Meeting on April 16, 2019

**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**

Standing monthly report from the ANCS Executive Director

**B. Chuck Meadows' First 30-days at ANCS**

**III. Old Business**

**A. Taskforce - Updates**

Each Task Force Lead will provide an update based on task force details provided during October board meeting. These were formed in response to the Pledge Incident earlier this year: Reflection Task Force (Joyce Gist Lewis), Communications Task Force (Sabrina Sexton), Policy Review (Kristen Frenzel)

**B. APS Unified Enrollment Pilot - Update**

The scope of the pilot was amended by APS so we will provide an overview and more details.

**C. Strategic Plan - Update**

**IV. Business & Operations**

Business & Operations

**A. Monthly financial statements & reports**

**B. Buildings & Real Estate Sub-Committee**

EC Roof Replacement - Delayed

There are other repairs that need to be made prior to advancing with this project. Due to the length of time required for the roof replacement, it can only be completed during the summer. Details on the repairs, timeline, and funding will be provided/discussed.

**C. ANCS Financial Resolution**

This update to the resolution will add Executive Director, Chuck Meadows, as an authorized check signer on ANCS accounts.

**V. Educational Excellence**

Educational Excellence

- A. Monthly Educational Excellence Report
- B. Public Affairs Subcommittee Report
- C. Diversity and Equity Action Team - Update on Initiatives

**VI. Fund Development**

Fund Development

- A. Monthly fund development report
- B. Fund Development Policy

The committee updated the policy earlier this year to reflect having a part-time fund development staff member.

**VII. Governance**

- A. Monthly Governance Report

**VIII. 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.

**IX. 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:** Minutes for Board Meeting on April 16, 2019

APPROVED



## ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

# Atlanta Neighborhood Charter School

## Minutes

### Board Meeting

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#### Date and Time

Tuesday April 16, 2019 at 6:30 PM

#### Location

ANCS Middle Campus - 820 Essie Avenue 30316

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

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#### 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

Anne Green, Cathey Goodgame, Catia Daniels, Courtney Wade, Elizabeth Hearn, Emily Ormsby, Folami Prescott-Adams, Jason Rhodes, Jessica Gowen, Kari Lovell, Keri Lovell, Kristi Mallory, Lee Kynes, Megan McKnight, Nicole King

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### 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 Apr 16, 2019 at 6:35 PM.

Joyce Gist Lewis motioned to open the meeting; Sabrina Sexton seconded. Approved unanimously.

### **C. Public Comment**

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

Joyce Gist Lewis made a motion to approve minutes from the Board Meeting on 03-19-19 with edits Board Meeting on 03-19-19.

Kristen Frenzel seconded the motion.

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

#### **E. PTCA Report**

Hannah Beth Millman summarized her board report. New board has been slated and had first meeting Sunday. PTCA will be awarding \$4300 in minigrants. Some funds will go toward landscaping for the start of school in fall. Final meeting of year will be 5/14. This year, had 393 PTCA memberships, an all-time high. Figure includes donated memberships.

#### **F. Principals' Open Forum**

Cathy Goodgame: 5th graders visited middle campus today. Into the Woods Jr (middle school production of play) happening this weekend and next weekend, 7pm Fri/Sat. Please buy tickets in advance. Next weekend 8th graders do their exhibitions (presentations on learning and growth for the year).

Lara Zelski: Bookfair coming up on Tuesday 4/23. Family reading night will be connected to it. Will include family reading room, scheduled read alouds with teachers, and a digital reading lab to highlight programs used in library. King of Pops will be there to raise funds for cancer research. Summer reading books will be available. 5th grade will have 3 books to read this year. May brings Milestones and portfolio shares to demonstrate growth through school year.

## **II. New section**

#### **A. CREATE Program Quarterly Report**

Dr. Adams, lead facilitator for Create Residency program presented on her work for the equity-related professional learning of the program. Offering 2 weeks of I-group training in June. It is an intensive 5-day program to explore who participants are and how it shows up in the classroom. 6-7 local educators will be interning with the SF Coalition. Will end the

summer with an entry program for the i-group. Stay tuned for ways they will be inviting community into these experiences.

Katia Daniels, Exec Assist for Center for Collaborative Learning, which includes CREATE residency, tours/workshops, facilitation for hire, and perspectives program. [double check name spelling and title]

Elizabeth Hearn presented on the Center for Collaborative Learning. It is an entity at ANCS because Matt Underwood was influenced by the work of the Coalition of Essential Schools (CES). The Center is meant to create shared learning around CES principles. Perspectives program is a homeless immersion experience during spring break for middle schoolers. Collaborated with 13 organizations and did 200+ hours of service in 5 days. See presentation in board report for details on mission for the Center and Create.

Megan McKnight, Assistant Director of CREATE. She is the director of the summer resident academy. She presented on how they prepare teachers for the first few weeks of school. Residents are GSU graduates who have 4 years undergrad and 2 years of intensive graduate study. They graduate in May and residents have a paid five-week summer resident academy to help prep for start of the first year. Goal is for novice teachers to start the year Day 1 ready. Develop 5 core practices for the first six weeks of school, details on mission and core practices included in the board report. Purpose Built School program in ATL - resident teach 90 minutes each day to practice these core practices. Summer Resident Academy (SRA) is like a soft opening for teachers. This is the third year of the academy. The first year did not have the SRA; feedback from principals and residents was that the cohort with the SRA experience were significantly better prepared for the start of the year. 95% retention rate for all residents still in teaching. Research shows that for brand new teachers in urban schools, 10-30% quit in first year and 50% by third year. Haven't lost any African American teachers; more teachers of color in CREATE cohort than even in GSU College of Ed and way more than GA or National average.

### **III. Executive Director's Report**

#### **A. Monthly Report**

Lara Zelski presented her ED report including:

1. Lottery results - only 17 seats available for K enrollment. 4 socioeconomically disadvantaged students and all got in with the current weighting. Weighting issue: the weight itself seem to be working. The issue is getting people to apply. One family was not actually socioeconomically disadvantaged so they were moved to the end of the waitlist. All 3 of the remaining socioeconomically disadvantaged students will enroll. We don't yet know how many current 5th graders won't return.

Typically have roughly 10 seats that open up. 73 applications; not clear yet how many of those are economically disadvantaged. Recruitment needs to be a major effort.

2. Dashboard - review of charter goals, included in board packet. Discussion around "beating the odds" measure, MAP scores, FRL data. Stakeholder survey will go out by end of April - no changes to instrument. Response rate is between 35-42% for families and teachers. Discussion around setting a target participation rate for future. Questioning about how the board can help promote it.

#### **IV. Old Business**

##### **A. Taskforce Updates**

Task Force updates based on task forces formed after the pledge incident:

1. Reflection - Joyce reported that consultants have completed their work and she is working on an executive summary. She anticipates having that for public review before the end of the school year.
2. Policy Review - Kristen reported that they have reviewed different sections of the policies by different members of the community. Board will have to think carefully about how to continually maintain up-to-date policies. Kristen recommends forming a subcommittee of the educational excellent committee. Lia spoke with an attorney on how much it would cost to have a charter school attorney to review it.
3. Communications - Sabrina have reviewed and developed ad hoc communications and worked with consultant to develop some parts of comprehensive plan. Upcoming call with key stakeholders. Also working with consultant on media training. Will provide a written update by the end of the school year.

##### **B. Present FY2019-2020 Budget**

Laura Melton gave a status update on the budgeting process and presented the budget for approval. The only change from the budget proposed last month is a \$5k increase in fundraising expenses.

Joyce Gist Lewis made a motion to adopt the budget.

Sabrina Sexton seconded the motion.

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

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

##### **A. Monthly financial statements & reports**

School is in an excellent cash position. See report in board packet for details. Scheduling check ins with investment and insurance advisors. Subcommittee on insurance recommends getting quotes for a technology risk assessment. Nakia Echols discussed the need for the risk assessment. Insurance renewal is on July 1. Will seek 3 quotes from



vendors. Would like companies that don't also sell the solution for the problems they find. Recommendation to check in with other charter schools.

Facilities & Grounds - no update.

## **B. Buildings & Real Estate Sub-Committee**

Discussion about need for upgrade for intercom system for both campuses.

## **VI. Educational Excellence**

### **A. Monthly Educational Excellence Report**

Eric Teusink presented. Most recent meeting was looking at systems for next year based on what the charter, bylaws and policies say it should be doing and what the committee can be doing on a regular basis, e.g., reporting on MAP data, recruitment for lottery. Data analysis from GEEARS/Reinvestment Fund shows that even if we got every child in the attendance zone who doesn't have a sibling in the zone, we wouldn't hit the 40% goal. Likely will need to look at attendance zone to be able to hit goals. Need an unemotional data-driven discussion and focus on map to figure out how to proceed. Variables discussed are: transportation, attendance zone, enrollment policies.

### **B. Public Affairs Subcommittee Report**

Howard presented on public affairs developments. Governor has until May 12 to veto bills. A seat on school board is opening for a special election. Budget includes funds for facilities, should bring additional funds (\$70k?) to ANCS.

Dinner Thursday night sponsored by the Office of Innovation at ANCS. Info session for board members on unified enrollment project. Lara presented on it. Board will need to vote by May meeting about whether ANCS should enroll in the process as part of the 2019-2020 pilot program. It eliminates some of the discussion about charter schools "cherry picking/lemon dropping" applicants. Lara recommends that ANCS participate in the system but also recommends that the board attend the session to make an informed decision.

## **VII. Fund Development**

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

Meeghan Fortson presented her report. Board participation is at 67% - goal is at 100%. Sabrina and Meeghan will be reaching out. Gather and Grow fund development week is 4/22. Ahead of where we need to be to hit goal of \$140k. Spring Gather & Grow week of 4/22. Will be direct mail and email solicitations to those who haven't given yet. Fund

development committee will be reaching out to board members to ask them to call people who haven't given yet this year. Review report for debrief on auction and other topics from fund development committee meeting.

## **VIII. Governance**

### **A. Monthly Governance Report**

No report

### **B. Board Nominations Sub-Committee**

Meeghan thanked the subcommittee for their efforts to select new board members. Entire process is noted in report document. Very competitive process again. Slate is included for 3-year terms.

Joyce Gist Lewis made a motion to accept the slate as defined by nominations subcommittee.

Nakia Echols seconded the motion.

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

## **IX. Executive Session**

### **A. Executive Session**

Board discussed how to proceed with reflection task force report.

Board discussed a personnel matter.

## **X. Closing Items**

### **A. Adjourn Meeting**

Nicholas Chiles made a motion to adjourn the meeting.

Howard Franklin 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 8:47 PM.

Respectfully Submitted,  
Nicholas Chiles

# Coversheet

## PTCA Report

**Section:** I. Opening Items  
**Item:** E. PTCA Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PTCA Report May 2019.pdf

## ANCS PTCA Board Report May 2019

### Overview

The 2018-2019 school year has been an incredibly positive one for the PTCA in all areas.

### Run with the Wolves

While we don't have final numbers yet, RWTW was a success again this year. We have also identified some opportunities to save money in future years, which will lead to higher profits from the event.

### May Meeting

Our May PTCA meeting was held at the EC on May 14th. After fun performances from the Chorus and Pup Squad, the 2019-2020 slate and budget were voted on and approved. The annual picnic followed. Over 125 people were in attendance

### 2019-2020 Slate

We have a full slate for 2019-2020, which was voted on and approved at the May Meeting. The Board is as follows: President: Brittany Gove, VP/EC: Angelique Edwards, VP/MC: Nikki Zimmerman, Fundraising/Treasurer: Rachel Ezzo, Secretary: Jim Paisley, Communications: Paige Teusink, Member-at-Large: Darrell Perry, Member-at-Large: Krista Koch.

### Yearbooks

Both the EC and MC Yearbooks are finished and will be ready to go by the end of the school year. HUGE thank you to Maria McFeeley for leading the charge at the MC, and to Paige Teusink for leading the charge at the EC.

### Goals

Increase PTCA membership  
Increase ANCS/PTCA volunteerism  
Increase PTCA awareness

### Upcoming PTCA Events:

**Final PTCA Board Meeting:  
Monday, May 20th**

Submitted by Hannah Beth Millman

# Coversheet

## Taskforce - Updates

**Section:** III. Old Business  
**Item:** A. Taskforce - Updates  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** ANCS Reflection Task Force Executive Summary.pdf  
2019.5.21.Communications Task Force Update.pdf

## ANCS Reflection Task Force Executive Summary – Fall 2018 Pledge Incident

The Governing Board of the Atlanta Neighborhood Charter School appointed a Reflection Task Force to review the events and communications leading up to the decision by Faculty and Staff to make a change to the Agenda for the Elementary Campus' daily Morning Meeting at the beginning of the 2018-19 school year. The announcement of the change in the Courier on Wednesday, August 8, 2018, attracted media attention, which in turn drew hostile public commentary. The Reflection Task Force was charged with developing a clear understanding of how and why the change was made; who participated in the decision to make the change; and the applicability of the School's existing policies to the change. The Board retained the Atlanta law firm of McFadden Davis LLC to assist the Reflection Task Force with the Review.

McFadden Davis commenced review of relevant documents in November 2018, and conducted interviews of individuals with knowledge in November and December 2018. Individuals interviewed included multiple ANCS faculty and staff members, as well as the school's counsel, and representatives of the Georgia Department of Education (DOE) and Atlanta Public Schools (APS).

The results of the McFadden Davis review, completed in March 2019, are summarized in pertinent part, as follows:

- ANCS Guiding Policy requires input from appropriate constituents, including, but not limited to, the Governing Board and external stakeholders such as DOE and APS, when implementing changes that will have a school-wide impact.
- On July 31, 2018, the elementary campus faculty voted during a regularly-scheduled pre-planning meeting to move the Pledge of Allegiance from the daily all-campus Morning Meeting agenda to the individual classroom setting.
- An email communication from the elementary Principal to the faculty and staff on Sunday, August 5<sup>th</sup>, acknowledged that a final plan had not been developed, but also instructed that students must be given an opportunity to say the Pledge each school day, and requested that each teacher find a way to incorporate the Pledge into the classroom schedule in the interim.
- The ANCS Executive Director had advised the Elementary Principal that the Board would be consulted regarding the change to the Morning Meeting Agenda; however, this did not occur.
- The Executive Director did consult representatives of APS and DOE in advance of the announcement of the change. The APS representative understood that the Pledge would be said in another part of the school day, and expressed no concerns. The DOE representative also expressed no concerns, but stated that he wanted to check with others at DOE. He reported that he had not checked with his colleagues by the time the change was announced at ANCS.
- There was no malicious or inappropriate intention in moving the Pledge from Morning Meeting; rather, it appears that it was the intention of school leadership prior to

announcement of the change that students would be given the opportunity to say the Pledge in their classrooms each day.

- Implementing the change prior to development of a specific alternative plan resulted in confusion as to the intent behind the decision.
- Misinformation and negative media attention can be minimized in the future by adhering to existing policies requiring the School to seek input from affected constituencies when considering changes with school-wide or campus-wide impact, and by consulting the Board and/or the school's legal counsel when addressing issues which require interpretation of Georgia law.

Joyce Gist Lewis  
Chair, Reflection Task Force

# Monthly Update: Communications Task Force

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- Phase I report prepared by external communications consultant included the following elements:
  - Timeline of communication-related events surrounding the pledge incident, including a high-level overview of media reports
  - Sentiment analysis of emails received surrounding the incident, including breakdown of local vs. out of state authors
  - Overview of ANCS communication channels and who has access to edit/publish
- Same consultant has been engaged for Phase II to develop a communications plan and complete discovery for a broader engagement plan in partnership with incoming ED and Leadership Team. Plan will include policy recommendations and address social media use. Phase II has kicked off; consultant is meeting with various stakeholders. Phase I report will also be used to inform plan developed in Phase II.
- Activities in process: Consultant continuing deep-dive research and analysis with stakeholders who currently manage various communication streams at the school (e.g., PTCA, Fund Development, etc.).
- Next steps: Task Force Lead, Sabrina Sexton (SS), to have initial meeting with incoming ED and bring him up to speed on the engagement to incorporate his input into the remainder of the activities. Determine what existing information can be leveraged or new input should be solicited to ensure perspectives of school families and other stakeholders are included. Partner with consultant to ensure detailed timeline is clear and being adhered to.



# Coversheet

## Monthly financial statements & reports

**Section:** IV. Business & Operations  
**Item:** A. Monthly financial statements & reports  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** BusOps Comm BOD Update\_May2019.pdf

MAY 2019

# Business & Operations Committee Update



## Financial

- ❑ Cash balance (period end 04/30/19) = \$2.86M
  - ❖ \$2.0M in Operating Account
  - ❖ \$845k in Investments (\$773k designated as restricted funds; \$73k in unrestricted funds)
  - ❖ YTD APS allocations have been received without issue; no future allocation issues currently anticipated
- ❑ Revenue items of interest:
  - ✓ Strong cash position due to New APS allocation in effect
  - ✓ On target to finish the school year with cash an appropriate level of operating cash (goal = \$2M+) to cover summer expenses
  - ✓ No allocation from APS in June & July; next allocation in August 2019
- ❑ Expenses of interest:
  - ✓ All upcoming expenses of interest have been addressed with BOD: Fire Doors, ancillary HVAC and roof related expenses
- ❑ Revenue Items of interest:
  - ✓ Recent APS Allocation audit took place in May; resulted in additional \$100k in allocation funding for ANCS
- ❑ Other Items of Interest:
  - ✓ In response to recommendations from external auditors and ANCS Technology sub-committee, we are currently pursuing service provider quotes for a technology risk assessment; In the meantime, committee will pursue binding coverage on a cyber policy (policy details forthcoming)
  - ✓ Annual investment portfolio review currently scheduled for the August committee meeting
  - ✓ Committee has updated the FY18-19 Financial Resolution to incorporate signing authority for Chuck Meadows; vote required



## Facilities & Grounds

- ❑ New roof project:
  - ✓ Per communication from Facilities & Grounds Chair, roof project will be postponed until May 2020 due to necessary structural repairs that must occur to support new roof
- ❑ HVAC Project:
  - ✓ HVAC project is complete
  - ✓ Approach is a multi-year staged plan to replace all units
- ❑ Middle Campus Fire Door Replacement Project:
  - ✓ Mostly funded by a facilities grant
  - ✓ Fire Doors are currently being manufactured
  - ✓ Installation to occur over the summer
- ❑ Additional Items of Interest:
  - ✓ Current intercom system requires upgrading; age of system makes it difficult and costly to obtain parts and services; team will begin looking into quotes for the work; stay tuned for more information

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**FY 2019 - Pro Forma Monthly Cash Flow Statement**  
**April 30, 2019**

		Allocation based on FTE Count = 623											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	\$993,935	\$993,935	\$997,012	\$993,935	\$1,001,384	\$952,637	\$952,637	\$952,637	\$952,637	\$952,637	\$952,637	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$32,599	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Title 2 Reimbursement	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000
Contributions & Fundraising	\$4,414	\$4,105	\$1,685	\$13,434	\$25,773	\$19,614	\$32,135	\$18,120	\$89,912	\$10,169	\$19,586	\$4,000	\$0	\$0
Program Income	\$1,818	\$110,711	\$61,545	\$46,568	\$32,452	\$50,365	\$27,889	\$34,822	\$61,658	\$34,797	\$50,000	\$15,080	\$0	\$0
Nutrition Program Income	\$510	\$36,218	\$33,356	\$22,955	\$40,254	\$29,125	\$25,004	\$26,388	\$31,564	\$29,209	\$20,000	\$11,592	\$0	\$0
Other Income	\$361	\$455	\$355	\$668	\$421	\$4,245	\$617	\$3,338	\$752	\$19,481	\$1,200	\$939	\$500	\$500
<b>Total Revenue</b>	<b>\$8,103</b>	<b>\$1,145,423</b>	<b>\$1,090,877</b>	<b>\$1,080,636</b>	<b>\$1,092,836</b>	<b>\$1,137,332</b>	<b>\$1,038,283</b>	<b>\$1,035,305</b>	<b>\$1,136,523</b>	<b>\$1,046,294</b>	<b>\$1,043,423</b>	<b>\$31,611</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>Expenditures</b>														
Salaries and Benefits	\$662,482	\$690,153	\$911,098	\$749,305	\$732,757	\$742,918	\$749,697	\$735,314	\$742,919	\$744,113	\$720,000	\$720,000	\$700,000	\$700,000
Professional Development	\$7,872	\$10,217	\$10,487	\$13,122	\$5,210	\$1,000	\$10,198	\$7,066	(\$331)	\$7,077	\$3,500	\$9,500	\$0	\$0
Curriculum & Classroom Expense	\$45,287	\$35,475	\$16,162	(\$349)	\$6,192	\$14,795	\$1,835	\$7,462	\$10,885	\$15,468	\$6,000	\$9,713	\$0	\$0
Program Expenses	\$8,433	\$13,578	\$10,001	\$1,250	\$5,570	\$2,247	\$19,885	\$16,652	\$14,104	\$13,749	\$20,000	\$10,000	\$0	\$0
Building & Grounds	\$48,583	\$35,982	\$34,636	\$32,638	\$47,152	\$29,554	\$88,960	\$44,237	\$68,974	\$43,186	\$40,000	\$45,000	\$36,000	\$36,000
Fixed Assets Expenditures	\$59,430	\$2,246	\$1,250	\$2,213	\$34,523	\$8,833	\$2,266	\$937	\$64,537	\$4,773	\$2,000	\$500	\$0	\$0
Professional Services	\$4,275	\$17,680	\$8,292	\$0	\$7,212	\$5,040	\$3,143	\$5,750	\$13,285	\$0	\$345	\$50	\$0	\$0
Gen&Admin/Insurance/Interest	\$21,502	\$25,591	\$19,765	\$18,757	\$12,742	\$11,737	\$18,635	\$24,973	\$17,204	\$15,844	\$15,000	\$3,498	\$4,000	\$4,000
Nutrition Program Expenses	\$1,185	\$22,209	\$28,356	\$15,858	\$19,075	\$17,520	\$17,004	\$13,393	\$21,533	\$16,728	\$15,315	\$2,500	\$0	\$0
Equipment Rental (Copiers)	\$7,194	\$2,413	\$7,117	\$6,568	\$9,181	\$5,799	\$9,709	\$4,622	\$6,962	\$4,911	\$4,500	\$4,500	\$0	\$0
Fundraising Expenses	\$1,616	\$0	\$5,210	\$73	\$229	\$6,849	\$894	\$170	\$26,581	\$7,304	\$484	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$867,858</b>	<b>\$855,544</b>	<b>\$1,052,374</b>	<b>\$839,434</b>	<b>\$879,844</b>	<b>\$846,290</b>	<b>\$922,227</b>	<b>\$860,575</b>	<b>\$986,653</b>	<b>\$873,153</b>	<b>\$827,144</b>	<b>\$805,261</b>	<b>\$740,000</b>	<b>\$740,000</b>
<b>Total Revenues - Total Expenditures</b>	<b>(\$859,755)</b>	<b>\$289,880</b>	<b>\$38,503</b>	<b>\$241,202</b>	<b>\$212,992</b>	<b>\$291,043</b>	<b>\$116,056</b>	<b>\$174,730</b>	<b>\$149,870</b>	<b>\$173,141</b>	<b>\$216,279</b>	<b>\$(773,650)</b>	<b>\$(738,500)</b>	<b>\$(738,500)</b>
<b>EOM Cash Balance</b>	<b>\$548,790</b>	<b>\$804,545</b>	<b>\$736,759</b>	<b>\$942,963</b>	<b>\$1,322,605</b>	<b>\$1,682,067</b>	<b>\$1,806,396</b>	<b>\$1,920,857</b>	<b>\$1,954,287</b>	<b>\$2,011,387</b>	<b>\$2,227,666</b>	<b>\$1,454,016</b>	<b>\$715,516</b>	<b>\$715,516</b>
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$845k of investments

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL****Budget to Actual FY2019**

YTD April 30, 2019

Period Ended 4/30/19

	YTD FY2018 Actual	YTD FY2019 Actual	YTD Budget	YTD \$Variance	FY2019 Budget
<b>Income</b>					
Local/State Funding	\$7,905,336	\$8,791,751	\$8,317,223	474,527	9,235,540
Grants	\$65,000	\$31,599	\$0	31,599	0
Title 2 Funding	\$0	\$1,000	\$1,000	0	1,000
Contributions & Fundraising	\$195,943	\$219,846	\$209,414	10,432	233,000
Program Income	\$430,713	\$460,933	\$449,318	11,614	514,398
Nutrition Income	\$255,088	\$272,916	\$256,510	16,407	288,102
Other Income	\$8,344	\$30,694	\$6,561	24,133	8,700
<b>Total Income</b>	<b>\$ 8,860,424</b>	<b>\$9,808,739</b>	<b>\$9,240,026</b>	<b>\$ 568,713</b>	<b>\$ 10,280,740</b>

**Expenditures**

Salaries and Benefits	\$6,683,007	\$7,476,691	\$7,326,579	(150,113)	8,766,579
Professional Development	\$71,383	\$72,688	\$84,500	11,812	97,500
Curriculum & Classroom Expenses	\$130,895	\$164,827	\$174,287	9,460	190,000
Program Expenses	\$152,268	\$104,724	\$150,000	45,276	180,000
Building & Grounds	\$390,643	\$478,548	\$421,133	(57,415)	506,133
Fixed Asset Expenditures	\$240,668	\$190,228	\$104,500	(85,728)	107,000
Professional Services	\$29,275	\$60,402	\$34,605	(25,797)	35,000
Gen&Admin/Insurance/Interest Expense	\$165,642	\$182,590	\$181,502	(1,088)	200,000
Nutrition Program Purchases	\$161,130	\$171,644	\$162,185	(9,459)	180,000
Equipment Rental (Copiers)	\$35,378	\$60,238	\$51,194	(9,044)	60,194
Fundraising Expenses	\$34,714	\$47,460	\$45,916	(1,544)	46,400
<b>Total Expenditures</b>	<b>\$8,095,003</b>	<b>\$9,010,039</b>	<b>\$8,736,400</b>	<b>\$ (273,640)</b>	<b>\$ 10,368,806</b>
Operating Income/Loss	\$ 765,421	\$ 798,700	\$503,626	\$ 295,073	\$ (88,066)

**Total investments held by ANCS****4/30/2019**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	2,011,387
		<u>2,011,387</u>
Edward Jones - State Bank of India	CD	227,726 matures 2/2020
Edward Jones - BMO Harris Bank	CD	200,000 matures 5/2020
Edward Jones Bank - Ally Bank	CD	46,906 matures 9/2019
Edward Jones - Whitney Bank	CD	59,794 matures 10/2019
Edward Jones - Money Market	Money Market	14,564
Self-Help Credit Union	CD	238,634 matures 10/2019
Self-Help Credit Union	Money Market	<u>58,086</u>
Total invested funds (not at ACB)		<b>845,710</b>
Total restricted funds - reserves		<u><b>-772,820</b></u>
Total unrestricted investments		<b>72,890</b>
Grand total ANCS funds		<b>\$2,857,097</b>

# Coversheet

## Buildings & Real Estate Sub-Committee

**Section:** IV. Business & Operations  
**Item:** B. Buildings & Real Estate Sub-Committee  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Roof Project Update.docx

## **Elementary Campus Roof Update**

All,

Unfortunately, the roof replacement project at the Elementary Campus has been rescheduled until the summer of 2020. The selected contractor (Ben Hill Roofing) visited the Elementary School campus on 4/29/2019 to perform an internal pre-job visit. During that site visit, they determined that there are some safety concerns stemming from building structural issues that must be addressed before the re-roofing can begin. An email was sent to Marvin Brown with APS on May 8<sup>th</sup> detailing their findings and concerns from the site visit. Many items were described as not within the scope of the project including, the structural stability of the parapet wall, the ductwork base flashing and the slope of the existing roof. See the excerpt below pulled from an email from Marvin Brown with APS to Jim Kessenich (maintenance supervisor at ANCS) on May 16<sup>th</sup> 2019.

*Jim,*

*I have discussed all of the issues with Brown & Root and NOVA Engineering this morning. Based on this, I am postponing the project and moving forward with additional services from NOVA engineering.*

*I had a brief meeting with Curtis Jackson, the Program Manager for Brown & Root. I have requested that they provide the meeting points in writing and pictures.*

*· Roof Replacement: It is obvious that the Parapet Wall has unstable areas. The attachment of roofing and flashing to the parapet wall is not viable without repair.*

*· Roof Replacement: The focus will change from the roof to the Exterior issues and the Parapet Wall.*

*· Roof Replacement: The Mechanical System Replacement delay has included the ductwork/insulation deterioration and the curb attachments into the roof replacement plan.*

Jim Kessenich specifically addressed the items mentioned above with Marvin Brown and the project manager Mark McKay back in April/May 2018 when they were up on the roof evaluating the project. Jim also pointed these items out to the individual roofing contractors as they visited the site to bid the job on May 15<sup>th</sup> of 2018.

This is unfortunate and we are still getting clarification from APS of the specifics moving forward. This is a project that is funded by APS and therefore the bids were solicited by APS and the contractor was selected by APS. It is our current understanding that APS will fund the patching of the existing roof leaks and that would happen over the summer.

Please feel free to call or email me directly if you need any additional clarification. We will provide an overview at our Tuesday board meeting and we'll have a limited time for a few questions.

Thanks!

**Jordache K. Avery**

Board Member

**Atlanta Neighborhood Charter School**

Grant Park | Atlanta

# Coversheet

## ANCS Financial Resolution

**Section:** IV. Business & Operations  
**Item:** C. ANCS Financial Resolution  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Financial\_Resolution\_FY18\_FINAL (Revised to add CMeadows).pdf





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## RESOLUTION

### 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.**

- Add: Executive Director – Chuck Meadows
- Elementary Campus Principal - Lara Zelski
- Middle Campus Principal - 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, Chuck Meadows, signs all employee contracts; ANCS Governing Board Chair, Lia Santos, signs the Executive Director's contract.

**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

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### **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 Governing 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.
- Form 990 is prepared by an external audit firm in conjunction with the close of the ANCS financial audit and is presented to the Governing Board prior to filing.
- Accounting software: Quickbooks Pro Non-Profit

# Coversheet

## Diversity and Equity Action Team - Update on Initiatives

**Section:** V. Educational Excellence  
**Item:** C. Diversity and Equity Action Team - Update on Initiatives  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Equity Support May Board Presentation.pptx

# Equity Support at ANCS

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Tilifayea L. Griffin, Interim K-8 Equity Support  
Coordinator

# **In the 2018-2019 school year, the following includes the role and responsibilities for the Interim K-8 Equity Support Coordinator**



# How Has the Role Evolved?

In an effort to be responsive to the needs of the students, faculty, staff, parents/caregivers, and other stakeholders, the role has developed in the following areas:



# School Leadership

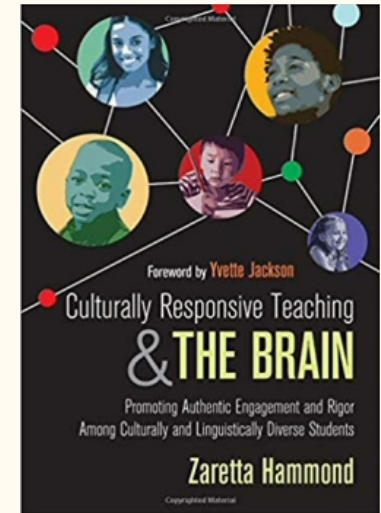
## Fostering Relationships and School Culture

- Staff Film Viewing & Debrief
- Organized committee to plan events for underrepresented populations in school community



## Instructional Leadership

- Instructional practices & classroom management
- Culturally responsive teaching resources



# Organizational Leadership

- Prospective Families Presentations at Local Preschools
- State-wide Conference Presentations
- Professional Learning for Educators





# Organizational Leadership

## Planning and Executing Strategically

### Diversity and Equity Work at ANCS 2018-2019



*The goal of diversity and equity work at ANCS is for all members of our community to be served well. To do this we must commit to identify, interrupt, and transform inequity at all levels, personal and structural.*

#### Elementary Campus

- ✓ History of Public Education in Georgia
- ✓ Zones of Proximal Development (Comfort, Risk, and Danger)
- ✓ Triggers (SODA strategy, Mindful Reflection Protocol)
- ✓ Culturally Responsive Teaching in Action
- ✓ D&E End-of-Year Reflective Chalk Talk

#### K-8

- ✓ Why is race a factor?
  1. Unequal Opportunity Video Discussion
  2. Our Personal Stance
  3. Micro-Labs
- ✓ Diversity Rounds (Culture Tree from CRT & The Brain)
- ✓ Break Out Sessions
  1. Privilege Walk
  2. Learning to ask equity-centered probing questions
  3. White Identity Orientations
  4. Protocol for finding roadblocks

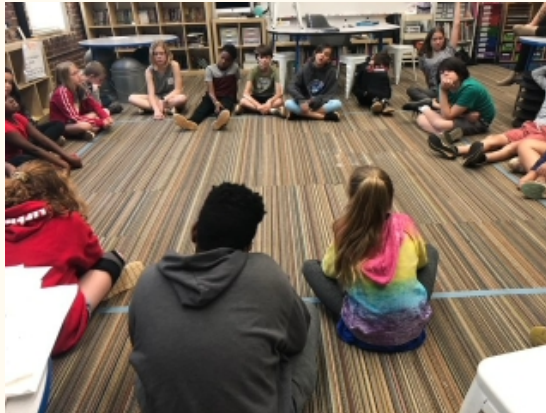
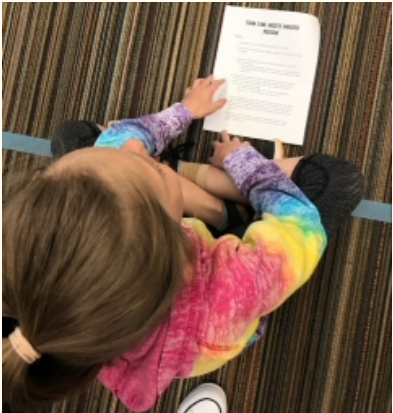
#### Middle Campus

- ✓ Pledge listening session –(Shared learning)
- ✓ Find Your People
- ✓ Self Identity (How does the world/students view you? and Affinity Micro-labs)
- ✓ Break Out Sessions
  1. Challenging ourselves to identify inequity
  2. Learning to ask equity-focused probing questions
  3. Protocol for transforming our practice
- ✓ Speak Up: Echo, Educate, Question and Interrupt. (Teaching Tolerance)

# Human Assets Leadership

## Developing and Supporting Others

- iGroup Coaching and Support
- Student Affinity Group in 5th Grade
- Grade Level Team Support



## Collaborating with Key Stakeholders

- Strategic Planning Support
- Executive Director Search Committee



# Professionalism and Communication

## Communication and Community Relations

- Diversity & Equity Action Team Parent and Community Events
- Hispanic Heritage Month & Black History Month Celebration
- Equity Support at ANCS [webpage](#)



# MOVING FORWARD

**INTERIM**

**PERMANENT**



**EXPANDED ROLE AND RESPONSIBILITIES**

# Coversheet

## Monthly fund development report

**Section:** VI. Fund Development  
**Item:** A. Monthly fund development report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** May 2019 Fund Development Report.pdf



**Fund Development Report // May 2019**  
**Prepared by Meeghan Fortson, Fund Development Chair**  
**ANCS Governing Board Meeting // May 21, 2019**

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

April donations received: **\$19,878**

Year to date: **\$127,929**

Goal: \$140,000

Board Participation: **100 %**

**Comparison to 2018:**

April donations received: **\$5,513**

Year to date: **\$98,132**

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The 2018-2019 Gather & Grow Fund is on track to meet its goal of \$140,000 by June 30. To date, we've raised **91 percent** of our goal. We have a little over 5 weeks to raise the remaining \$12,071 to meet our goal.

April was a big month for fundraising at ANCS due to our spring **Gather & Grow Week**, which was held **April 22-26**. In the past, we have held Gather & Grow Week in May, but it was earlier this year due to testing.

This served as a final push for parents, faculty/staff, and community to make their annual fund gift before the end of the school year. During this week, the Gather & Grow Fund was promoted through social media posts, Morning Meeting announcements, carpool handouts, direct email and mail solicitations, yard signs, and King of Pops. In addition, the Board issued a challenge that if 20 new recurring donations were made, the Board would give an additional \$2,000 to the Gather & Grow Fund. We met the goal by securing **21** new recurring donations and raising close to \$20,000 (including the Board's \$2,000 donation). Many thanks to those who contributed to the Board Challenge!

For the remainder of the fiscal year, we will reach out to top donors who gave last year but haven't given yet this year. We will also thank donors who gave \$1,000 or more this year with a personal email or phone call.

During the month of June, several direct emails and social media posts are scheduled to remind donors of the June 30 deadline and encourage support of the

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2018-2019 Gather & Grow Fund.

**Auction Update:**

The 2019 Auction team hosted a debrief meeting on **Friday, April 19** with key volunteers and staff to review what went well and what can be improved for next year.

Plans are already coming together for the 2020 Auction, which will be held on **Saturday, March 7, 2020 at Ambient Studios**. The Fund Development Committee is working with the Fund Development Coordinator and last year's chairs to recruit chairs for next year's auction before the end of the school year.

**Recent Fund Development Meetings/Activities:**

- Auction debrief meeting with key volunteers and staff was held **April 19**.
- The spring "Gather & Grow Week" took place the week of **April 22 – 26**, to make a final push for participation in the Gather & Grow Fund before the end of the fiscal year (June 30).
- On **May 1**, Stephanie Galer and Meeghan Fortson met with PTCA leadership (Brittney Gove, Paige Teusink, and Rachel Ezzo) to discuss fundraising initiatives for next year, including the school's sponsorship program.
- Meeghan Fortson, Sabrina Sexton, and Stephanie Galer met on **May 14** to review the monthly financials report and discuss upcoming Fund Development activities, including year-end solicitations. These monthly Fund Development Chair and Coordinator meetings are scheduled for the year.

**Upcoming Fund Development Meetings/Activities:**

- The next Fund Development Committee meeting will take place on **Wednesday, June 19**.
- June 30 – End of fiscal year

End of Report.

# Coversheet

## Fund Development Policy

**Section:** VI. Fund Development  
**Item:** B. Fund Development Policy  
**Purpose:** Vote  
**Submitted by:** Meeghan Fortson  
**Related Material:** Revised FD Policy for Board Vote\_May2019.pdf  
Current Fund Development Policy\_May2019.pdf

### BACKGROUND:

The Fund Development Committee, along with Matt Underwood and Stephanie Galer (Fund Development Coordinator), worked over the past year to simplify the Fund Development policy and update it to reflect that we now have a Fund Development staff member at the school. The current policy as well as the proposed, revised policy for Board vote is included in this packet.

### RECOMMENDATION:

The Fund Development Committee recommends that we vote to approve the revised policy included in this packet.



*Revised Fund Development Policy for Board Vote on 5/22/19. Submitted by Meeghan Fortson on behalf of the Fund Development Committee.*

# Fund Development, Fundraising, and the Annual Campaign

## Purpose

The purpose of ANCS's primary fundraising initiatives is to supplement funding received from the state and Atlanta Public Schools.

The revenue from these initiatives enables ANCS to maintain the operations and educational programs of the school. These initiatives also provide an opportunity for ANCS to connect with the larger community. ANCS families will be encouraged to focus their support on the primary fundraising initiatives of the school.

## Duration

This policy is permanent.

## Policy

All ANCS fundraising efforts should be coordinated between the Executive Director, Fund Development Staff, and the Fund Development Chair.

### **SECTION 1. Fund Development Committee**

The Fund Development Committee reports to the Governing Board and works closely with the Executive Director and the Fund Development Staff.

### **SECTION 2. Annual Fund Development Goals and Strategies**

- a. ANCS's annual financial goals for fund development initiatives will be set by the Governing Board as a part of the approved budget each year. This includes, but is not limited to, the annual campaign and the auction.
- b. Each year a comprehensive fundraising strategy will be developed by the Executive Director, Fund Development Staff, and Fund Development Committee.

### **SECTION 3. Acknowledgement of Gifts**

- a. Tax acknowledgement letters, also serving as a thank you letter, will be sent from the Executive Director to all individuals who make a financial contribution to the school's primary fundraising initiatives. All IRS guidelines regarding tax acknowledgement will be followed.
- b. Management of thank you letters is a function of the Fund Development Staff.

### **SECTION 4. Directed Donations**

With the exception of grants, ANCS generally does not accept directed donations (donations that must be spent on specified items or expenses). Exceptions may be made as deemed appropriate by the Executive Director and the Governing Board.

### **SECTION 5. Request for Items by Teachers/Advisors**

- a. At their discretion, school staff may request small items or goods from the ANCS community. (e.g., supplies for a class project, tissues, hand sanitizer, etc.).
- b. Larger items should be requested through the PTCA mini-grant program or regular school budget process as appropriate.

### **SECTION 6. Fundraising and Collection of Goods to Benefit the Larger Community**

In-school collections of goods for charities (e.g., canned food drive) sponsored by groups of students (by clubs, advisory, etc.) are appropriate and acceptable on a limited basis with prior arrangement and permission with the Campus Principal. ANCS believes that students learn most by contributing to the larger community through direct involvement rather than by soliciting funds from others, therefore advisory, class, and club benefits will focus on acts of service, not on raising monies and the presentation of a check. No advisory, class, or member of a club or group should carry out any fundraising in the context of their service/benefit unless express permission has been granted by the Executive Director.

### **SECTION 7. All Other Charitable Fundraising or Solicitation of Goods**

In order to minimize fundraising demands on the ANCS community and avoid having to choose between publicizing one charitable cause over another, the school will limit all other solicitation of funds or goods for the broader community.

### **SECTION 8. Inclusiveness**

- a. In all fundraising, the school should honor the economic diversity of its families.
  - i. All should feel welcome, regardless of the size of their contributions. Entrance charges for events and dues/fees for participation in clubs or other activities should be modest.

- ii. Every effort will be made to coordinate fundraisers so that they are spread out over the school year in order to avoid placing a burden on families and/or subjecting them to “giving fatigue.”

### **SECTION 9. Fundraising Communication**

- a. It is important to know and understand something about the organizations and initiatives being undertaken by students and school groups and for fundraising to be centrally coordinated. At the same time, publicity for solicitations of donations or goods should not dominate communication from the school, and should be kept to the minimum necessary.
- b. All fundraising requests must receive approval from the Executive Director or the Fund Development Staff.
- c. The school calendar will include a listing of all upcoming fundraisers.
- d. The use of the Courier, morning announcements, emails, social media, and mailings home for fundraising or solicitation of goods will be limited and must be approved by the Fund Development Staff with support from the Executive Director and Fund Development Committee.
- e. Any representative of the school (staff, student, or parent/guardian) seeking financial and/or in-kind donations from businesses should first receive approval from the Executive Director .

### **SECTION 10. Fundraising Situations Outside of This Policy**

- a. Novel situations involving fundraising will arise, with new ideas and proposals for activities that do not easily fit in an established category.
- b. The ANCS Fund Development Committee will make recommendations to the Executive Director and the Fund Development Staff regarding any fundraising proposal that is not already covered by this policy. The expectation would be that any new fundraising ideas would replace existing events, rather than be added on to the existing slate of events.

# Fund Development, Fundraising, and the Annual Campaign

## Purpose

The purpose of ANCS' primary fundraisers is to raise funds to supplement funding received from the state and Atlanta Public Schools.

The revenue from these events enables ANCS to maintain the operations and educational programs of the school. These events also provide an opportunity for ANCS to connect with the larger community through direct mail pieces and other updates that communicate the school's mission and accomplishments.

## Duration

This policy is permanent.

## Policy

All ANCS fundraising efforts should be coordinated between the Executive Director, the Campus Principals, and the Fund Development Chair.

### SECTION 1. Fund Development Committee

- a. The Fund Development Committee reports to the Governing Board and the Executive Director and is a standing committee of the Board.
- b. The committee may include:
  - i. Fund Development Chair
  - ii. Executive Director
  - iii. Governing Board Chair
  - iv. Finance Chair
  - v. Director of Finance and Operations
  - vi. Representative from the Auction Committee
  - vii. Representative from the Annual Campaign Committee
  - viii. Volunteers

### SECTION 2. Fund Development Yearly Goal

- a. The financial goal for the primary fundraisers will be set by the Governing Board as a part of the approved budget each year.
- b. The strategies consist of the following:
  - i. Individual contributions made by school families and staff, and families and individuals within the greater community, secured primarily through direct mail solicitation
  - ii. The yearly auction event
  - iii. Business support through the solicitation of local businesses for sponsorship or other types of partnerships with the school, including corporate sponsorship

- c. If the target goal for the annual campaign or auction is exceeded in a given year, the Fund Development Chair will work with the Finance Committee to make a recommendation to the Governing Board as to how any additional funds raised through fund development be allocated.

### **SECTION 3. Donor Recognition**

- a. Thank-you letters from the Executive Director and the Campus Principals will be sent to all individuals who make a financial contribution to the annual campaign.
- b. Management of thank-you letters is a function of the Business Office.

### **SECTION 4. Directed Donations**

With the exception of grants, ANCS generally does not accept directed donations (donations that must be spent on specified items or expenses). Exceptions may be made as deemed appropriate by the Executive Director and the Governing Board.

### **SECTION 5. Annual Campaign**

- a. The annual campaign consists primarily of a direct appeal for individual financial contributions to the school.
- b. The annual campaign supplements the funding received from the state and Atlanta Public Schools.
- c. As a charter school, funds raised by the annual campaign are used to sustain and enhance the operations and educational programs of the school.
- d. As the main fundraisers for the school, families will be encouraged to focus their monetary and volunteer support to the direct appeal.

### **SECTION 6. Yearly Auction Event**

- a. The yearly auction event consists of a live auction and raffle event.
- b. The yearly auction event supplements the funding received from the state and Atlanta Public Schools.
- c. Families are encouraged to support the auction through the sales of tickets, donations of goods, or monetary support for the grade-level baskets, and the live and silent portions of the auction at the event.

### **SECTION 7. Grade-Level Trips**

- a. Each year, each grade level may go on a major (i.e., overnight and/or out-of-town) trip that plays an essential role in building community and enhancing students' school experience.
- b. Though families are asked to pay for most of the expenses for these trips, some fundraising efforts are needed to offset the costs of these trips for the school and families in need.
- c. Organizers of the major grade-level trips may sponsor two to three fundraisers per year, one of which can be a school dance. These events will be approved by the Principal and coordinated by teachers and the PTCA.

### **SECTION 8. Request for Items by Teachers/Advisors**

- a. School staff members need to have the freedom to directly request from the ANCS community items or goods they need for their work.
- b. At their discretion, school staff may request small items or goods from the ANCS community. (e.g., supplies for a class project, tissues, hand sanitizer, etc.).
- c. Larger items should be requested through the PTCA mini-grant program or regular school budget process as appropriate.

- a. Limited fundraising to support school-sponsored/school-based events (school clubs, organizations, teams, and committees) is appropriate, even desirable, as it builds awareness and community.
- b. Clubs, organizations, teams, committees, and other student/school groups may request up to two (2) “Fundraising Fridays” on each campus per year in order to sell goods, services, or privileges (such as “Hat Day”) to raise funds for their group. All Fundraising Friday requests must be approved by the Campus Principal. No single group will be permitted to have more than two Fundraising Fridays in a school year. Except by specific permission of the Campus Principal in response to extraordinary circumstances, student fundraising will be limited to these Fundraising Fridays. (Note: If a Fundraising Friday has not been claimed by a group by Monday of that week, a group that has already used two Fundraising Fridays may be allowed to claim that Friday.)
- c. In an effort to promote healthy habits and encourage more variety among fundraisers, groups using Fundraising Fridays will be limited to one “food-based” fundraiser (bake sale, candygrams) per year.
- d. Fundraising for clubs, organizations, teams, committees, and other student/school groups is limited to the use of Fundraising Fridays. No other solicitation—whether within or outside the school community, including online (website, PayPal)—is allowed. Any additional funding needs should be requested through the PTCA mini-grant program or regular school budget process as appropriate.
- e. In addition to “Fundraising Fridays”, the yearbook staff may sponsor a campaign to solicit advertising in the yearbook. Solicitation of ads can come from within the ANCS community and from outside organizations, companies, and groups. The faculty yearbook advisor(s) will be responsible for overseeing this campaign and monitoring the ads that are submitted.

## **SECTION 10. Fundraising and Collection of Goods to Benefit the Larger Community**

Solicitation of goods or funds to benefit the larger community will be limited as follows:

- a. **Student Community Service.** Students learn most by contributing to the larger community through direct involvement rather than by soliciting funds from others.
- b. Advisory, class, and club benefits will focus on acts of service, not on raising monies and the presentation of a check. No advisory, class, or member of a club or group should carry out any fundraising in the context of their service/benefit.
- c. In-school collections of goods for charities (e.g., canned food drive) sponsored by groups of students (by clubs, advisory, etc.) are appropriate and acceptable on a limited basis.
- d. Drives will not exceed two per month per campus, and they will be by prior arrangement/permission with the Campus Principal.

## **SECTION 11. All Other Charitable Fundraising or Solicitation of Goods**

- a. In order to minimize fundraising demands on the ANCS community and avoid having to choose between publicizing one charitable cause over another, the school will limit all other solicitation of funds or goods for the broader community to posting on the school’s community bulletin board.
- b. **Inclusiveness.** In all fundraising, the school should honor the economic diversity of its families.
  - i. All should feel welcome, regardless of the size of their contributions. Entrance charges for events and dues/fees for participation in clubs or other activities should be modest.
  - ii. Every effort will be made to coordinate fundraisers so that they are spread out over the school year in order to avoid placing a burden on families and/or subjecting them to “giving fatigue.”

## **SECTION 12. Fundraising Communication**

- a. It is important to know and understand something about the organizations and initiatives being undertaken by students and school groups and for fundraiserially coordinated. At the same time, public

for solicitations of donations or goods should not dominate communication from the school, and should be kept to the minimum necessary.

- b. All fundraising requests must receive approval from either the appropriate Campus Principal or, in the case of PTCA fundraisers, the Executive Director.
- c. Any group using a “Fundraising Friday” or sponsoring a charity drive must make an informative announcement or presentation at a morning meeting and in the Courier to acquaint the members of the school with the project and its goals.
- d. The monthly school calendar will include a listing of all upcoming fundraisers and field trips.
- e. The community bulletin board near the entrance of the campuses can be used to make available information about current and upcoming service initiatives, publicize fundraising events and happenings, and sign up for Fundraising Fridays. The school’s Fundraising Policy and practices will also be posted there.
- f. The use of the Courier, morning announcements, emails, and mailings home for fundraising or solicitation of goods will be limited and must be approved by the Campus Principal.
- g. Any representative of the school (staff, student, or parent/guardian) seeking financial and/or in-kind donations from businesses should first receive approval from the Campus Principal and the Fund Development Chair.

**SECTION 13. Fundraising Situations Outside of This Policy**

- a. Novel situations involving fundraising will arise, with new ideas and proposals for activities that do not easily fit in an established category.
- b. The Strategy Team of the ANCS Fund Development Committee will make recommendations to the Executive Director regarding any fundraising proposal that is not already covered by this policy. The expectation would be that any new fundraising ideas would replace existing events, rather than be added on to the existing slate of events.

**Approval**

**Policy approval date:**

**Policy effective date:**

**Policy review date:**

06/16/15

07/01/15

08/17