



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Board Meeting

Date and Time

Tuesday August 20, 2019 at 6:30 PM EDT

Location

ANCS Middle Campus, 820 Essie Avenue, Atlanta, GA 30316

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. Approve Minutes from Prior Board Meeting

Approve minutes for Board Meeting on June 19, 2019

D. PTCA Report

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

E. Principals' Open Forum

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

II. New Business

- A. 2019-2020 Board Meeting Calendar & Committee Schedule
- B. Board Retreat Agendas
- C. 2019-2020 Slate of Officers & Committee Chairs

III. Executive Director's Report

- A. 2019 GA Milestones Results
- B. 2018-2019 Parent & Faculty Survey Results

IV. Old Business

- A. Communications Task Force Update
- B. Strategic Plan Update

V. Business & Operations

Business & Operations

- A. Monthly Business & Operations Report
- B. Annual Financial Resolution

VI. Fund Development

Fund Development

- A. Monthly fund development report

VII. Educational Excellence

Educational Excellence

- A. Public Affairs Subcommittee 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: C. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on June 19, 2019

APPROVED



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

Atlanta Neighborhood Charter School

Minutes

Board Meeting

Date and Time

Wednesday June 19, 2019 at 6:30 PM

Location

Atlanta Neighborhood Charter School - Elementary Campus; 688 Grant Street SE, Atlanta, GA 30315

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

Directors Present

Eric Teusink, Hanah Goldberg, Howard Franklin, Jordache Avery, Lia Santos, Meeghan Fortson, Nakia Echols, Nicholas Chiles, Sabrina Sexton

Directors Absent

Joyce Gist Lewis, Kristen Frenzel, Laura Melton

Ex Officio Members Present

Chuck Meadows

Non Voting Members Present

Chuck Meadows

Guests Present

Britney Gove

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 Wednesday Jun 19, 2019 at 6:38 PM.

C. Public Comment

D. Approve Minutes from Prior Board Meeting

Nicholas Chiles made a motion to approve minutes from the Board Meeting on 05-21-19 Board Meeting on 05-21-19.

Meeghan Fortson seconded the motion.

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

E. PTCA Monthly Report

Incoming PTCA president Britney Gove gives report.

Biggest PTCA board ever on incoming slate. Two men on board for first time. Priority: figure out how events be better utilized, better leveraged to bring together other community members besides parents.

Also there's a desire to streamline the budget. Assess which activities bring in revenue.

There will no longer be a yard sale. Discussing sports tournament—perhaps kickball (teams of 9 including students, teachers, parents), considering what will be fee to join, inviting businesses to sponsor

Cutting grants to 2 cycles instead of 3 (spring grants don't get spent)

F. Principals' Open Forum

II. Executive Director's Report

A. Monthly Report

B. Chuck Meadows' First 60-days at ANCS

Chuck's priorities

Safety/security plans to be updated before school year (i.e., looking into visitor registration system)

Addressing school community culture: looking into rifts that have emerged due to communication issues/challenges, particularly between parents and teachers; things to help engender kinder, gentler school culture, especially related to social media behavior; perhaps need a campaign with appropriate messaging

Equity: closing achievement gap is priority (particularly black-white)

Charter renewal
Succession planning

III. New section

A. Governing Board Chair for 2019/2020 Academic Year

Eric Teusink nominated to be board chair
Meeghan Fortson made a motion to nominate Eric Teusink to be board chair.
Sabrina Sexton seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

| | |
|------------------|---------|
| Laura Melton | Absent |
| Nicholas Chiles | Aye |
| Nakia Echols | Aye |
| Eric Teusink | Aye |
| Kristen Frenzel | Absent |
| Lia Santos | Abstain |
| Joyce Gist Lewis | Absent |
| Howard Franklin | Aye |
| Meeghan Fortson | Aye |
| Sabrina Sexton | Aye |
| Hanah Goldberg | Aye |

IV. Old Business

A. Taskforce - Updates

Communications task force (Sabrina)
Casey has refined initial recommendations and needs to have more informational discussions; has updated social media policy and media policy

Reflection task force (Lia)
Need to figure out how to communicate findings of report to the public

Policy review task force (Lia)
Krevolin Horst firm will be hired to do review (\$5K fee)

B. APS Unified Enrollment Pilot - Update

Nakia
APS has selected vendor to do school finder/application mgmt. system
Matt Underwood will send out draft agreement

C. Strategic Plan - Update

Chuck

Plan still in draft form; awaiting changes from consultant; needs to be written in unified language, accessible to public

V. Business & Operations

A. Monthly financial statements & reports

B. Buildings & Real Estate Sub-Committee

Jordache

Roof update: vendor has identified source of leaks, will prepare work plan (electrical boxes)

full roof replacement next summer

VI. Educational Excellence

A. Monthly Educational Excellence Report

Just 1 of 4 economically challenged students from lottery has enrolled (K-5) (None of the others were eligible)

Committee discussed diversity and equity issues

Milestones retesting: Decision made to opt out of retesting for all students over summer; committee received an explanation for why decision was made

B. Public Affairs Subcommittee Report

VII. Fund Development

A. Monthly fund development report

Less than \$9K from meeting fundraising goal of \$140K before end of fiscal year June 30

Pledges must be paid by June 30

Will focus on seeking out matching gifts next year

Will improve gift club and recognition strategy for donors

VIII. Closing Items

A.

Adjourn Meeting

Nicholas Chiles made a motion to adjourn the meeting at 8:44 pm.

Hanah Goldberg 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 8:44 PM.

Respectfully Submitted,

Nicholas Chiles

Coversheet

PTCA Report

Section: I. Opening Items
Item: D. PTCA Report
Purpose: FYI
Submitted by:
Related Material: ANCS PTCA Board Report - 08.20.19.docx
PTCA Financial Infographic.pdf



PTCA Board Report - August 20, 2019

1. Quick Updates

- a. Membership Status:

| | |
|-----------------------------------------------|------------|
| Family Membership | 88 |
| Family Membership Gold | 24 |
| Family Membership Plus | 22 |
| Individual Membership | 16 |
| | 150 |
| Donated Memberships | 46 |
| Overall Total including Sponsored Memberships | 196 |
- b. Piedmont confirmed as \$4K Sponsor
- c. Kickball Tournament: Secured Chair and Location for Kickball Tournament: Cindy Ryan and Maynard Jackson High School. Committee has been formed.
- d. Upcoming Membership Drive: Classes that reach 75% will receive a popsicle party. Will announce in the courier on Wednesday August 21 and at Morning Meeting on August 23.

2. Treasurers Update

- a. Total overall budget is \$60,200.
- b. Primary sources of revenue includes memberships, sponsorships and event revenue.
- c. Largest expenses include \$12,000 for Grants, Yearbooks, and Teacher Appreciation.
- d. As of July 31, 2019, we have \$29,193.10 in our bank account.

3. Recent & Upcoming Events

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> a. 8/4 New Student Social b. 8/9 Ice Cream Social (at MC) c. 8/13 PTCA General Meeting; Fall Event and Committee Chair Meeting d. 8/16 Third Friday Coffee e. 8/30 Grant Application Live | <ul style="list-style-type: none"> f. 9/6 First Friday Fitness g. 9/13 Grant Applications Due h. 9/15 Tentative Date for Kickball Tourney i. 9/16 Exec Committee Meeting j. 9/20 Third Friday Coffee |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. Committee Chairs and Vacancies

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> a. Bingo Night, Marta Leo & Cathy McWhorter b. Cardboard Challenge, Marta Leo & Cathy McWhorter c. Car Wash, Chris Harbaugh d. Dine Outs/Parents Night Out, Lauren Sumrall & Alyssa Kopp e. Fall Fest, Amanda Evans & Dara Dearborn f. Friday Coffee, Bel Messaye & Sharda Mehta (EC), Stacey Armstrong (MC) g. Grandparents & Special Friends Day, Melissa Dreyer & Brett Albino (EC), Hannah Beth Millman (MC) | <ul style="list-style-type: none"> h. Health & Wellness, Elise VanderMeer i. Kickball Tournament, Cindy Ryan j. Loyalty Programs, Katie Varner k. Paw Prints Art Book, VACANT l. Related Arts, VACANT m. Room/Advisory Parents, Jenny Shulz n. Run with the Wolves 5K, Amy Howard & NEEDS CO-CHAIR o. School Store, VACANT p. Special Needs, VACANT q. Sustainability, Jessica Harlan r. Teacher & Faculty Appreciation, Shelby Gutenberger s. Yearbook, Ginny Walton |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ATLANTA NEIGHBORHOOD CHARTER SCHOOL

Parent Teacher Community Association



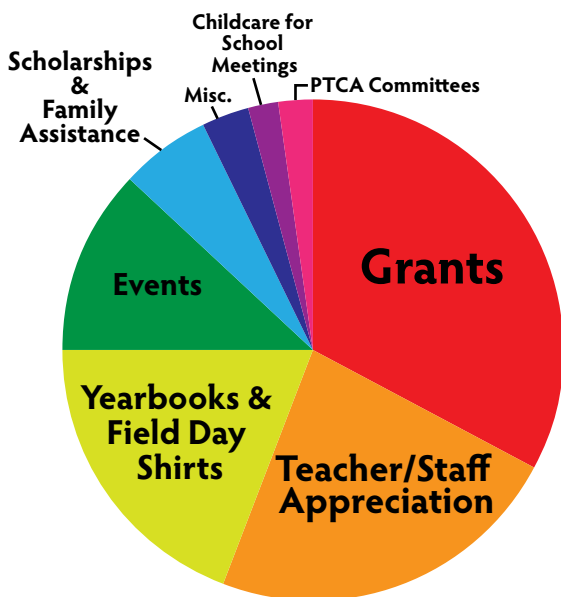
PTCA Support

Thanks to financial support from our members and sponsors, PTCA is able to fund grants, programs, activities, resources, and materials that enhance the student and school family experience at ANCS. Additionally, financial support helps make PTCA events low-cost and accessible to all families.

Where the Money Comes From



Where the Money Goes



GRANTS Through the PTCA Grant Program, we are able to fund activities, programming, and materials that enhance students' experiences at the school and help supplement teacher and classroom resources

TEACHER/STAFF APPRECIATION Back-to-School Teacher Breakfast, Teacher Appreciation Week, and holiday gift cards

YEARBOOK & FIELD DAY SHIRTS Field day t-shirts and yearbooks are produced by the PTCA

EVENTS Various community building events throughout the year

SCHOLARSHIPS & FAMILY ASSISTANCE Scholarships for field trips and assistance to families as needed

MISC. Marketing collateral, school picture framing, and support of school-wide initiatives

CHILDCARE FOR SCHOOL MEETINGS Includes PTCA Meetings and Curriculum Night, as well as other events

PTCA COMMITTEES Funds provided to the Health & Wellness, Related Arts, and Sustainability Committees

Coversheet

2019-2020 Slate of Officers & Committee Chairs

Section: II. New Business
Item: C. 2019-2020 Slate of Officers & Committee Chairs
Purpose: Vote
Submitted by:
Related Material:
2019-2020 Slate of Officers & Committee Chairs - 2019-2020 Officers & Committee Chairs.pdf

| ANCS Officers | | 2019-2020 | Comments |
|-----------------------------------------|-----------------|--------------------|----------------------------------------------|
| Chair | Eric Teusink | | Voted on at June 2019 Board Meeting |
| Vice Chair | Sabrina Sexton | | We have one of these at a time but not both. |
| Chair Elect | N/A | | |
| Treasurer | Laura Melton | | Incumbant |
| Executive Director Support & Evaluation | Kristen Frenzel | | |
| Secretary | Meeghan Fortson | | |
| ANCS Board Committees | | 2019-2020 Chair | |
| Board Governance | Kristen Frenzel | | |
| Business & Operations | Laura Melton | | |
| Educational Excellence & Accountability | Hanah Goldberg | | |
| Fund Development | Meeghan Fortson | | |

Coversheet

2018-2019 Parent & Faculty Survey Results

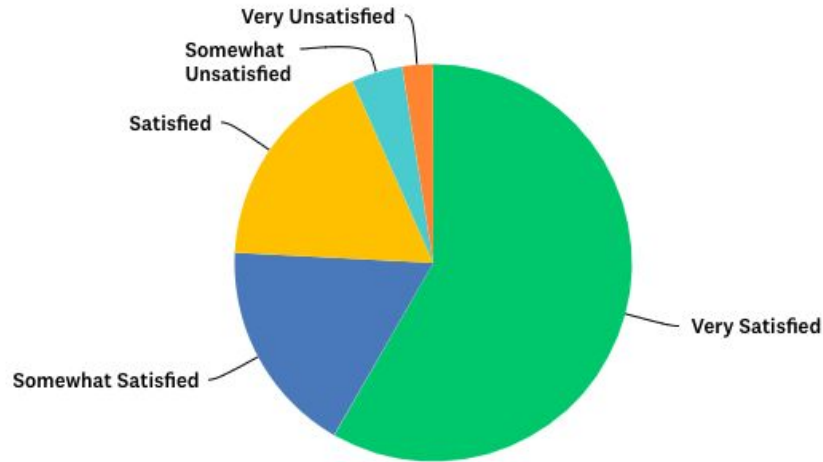
Section: III. Executive Director's Report
Item: B. 2018-2019 Parent & Faculty Survey Results
Purpose: Discuss
Submitted by:
Related Material: 2018-2019 Survey Synopsis.pdf

ANCS Parent/Guardian Feedback Survey

139 responses

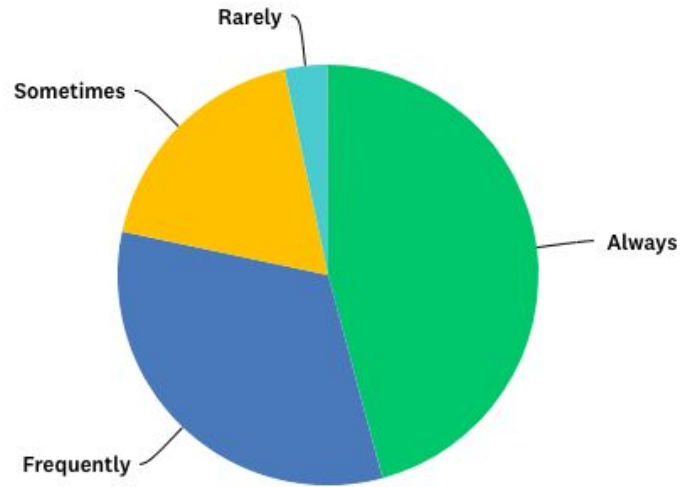
Overall, I am satisfied with the quality of my student's education at ANCS.

Answered: 120 Skipped: 19



| ANSWER CHOICES | RESPONSES | |
|------------------------|-----------|------------|
| ▼ Very Satisfied | 58.33% | 70 |
| ▼ Somewhat Satisfied | 17.50% | 21 |
| ▼ Satisfied | 17.50% | 21 |
| ▼ Somewhat Unsatisfied | 4.17% | 5 |
| ▼ Very Unsatisfied | 2.50% | 3 |
| TOTAL | | 120 |

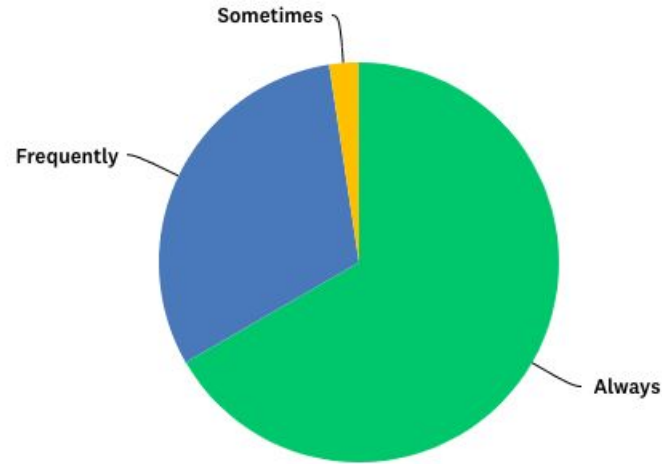
Answered: 120 Skipped: 19



| ANSWER CHOICES | RESPONSES | |
|----------------|-------------------------|------------|
| Always | 45.83% | 55 |
| Frequently | 32.50% | 39 |
| Sometimes | 18.33% | 22 |
| Rarely | 3.33% | 4 |
| Never | 0.00% | 0 |
| TOTAL | Powered by BoardOnTrack | 120 |

My student is known well by and has developed a positive relationship with one or more teachers or staff members at ANCS.

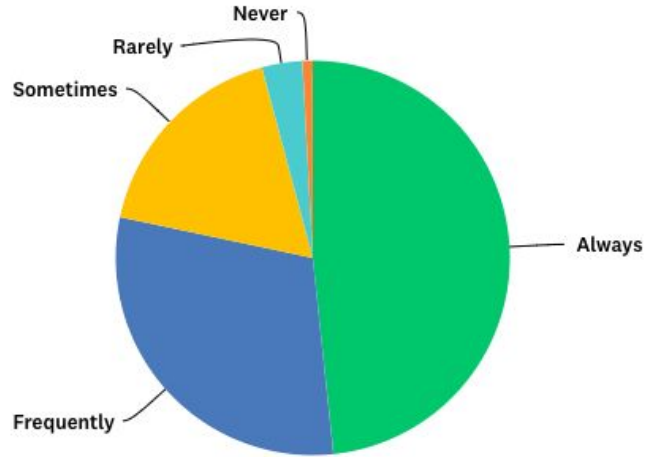
Answered: 42 Skipped: 97



| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Always | 66.67% 28 |
| Frequently | 30.95% 13 |
| Sometimes | 2.38% 1 |
| Rarely | 0.00% 0 |
| Never | 0.00% 0 |

My student is provided appropriate opportunities for academic challenge.

Answered: 120 Skipped: 19



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|------------|
| Always | 48.33% | 58 |
| Frequently | 30.00% | 36 |
| Sometimes | 17.50% | 21 |
| Rarely | 3.33% | 4 |
| Never | 0.83% | 1 |
| TOTAL | | 120 |

Common theme

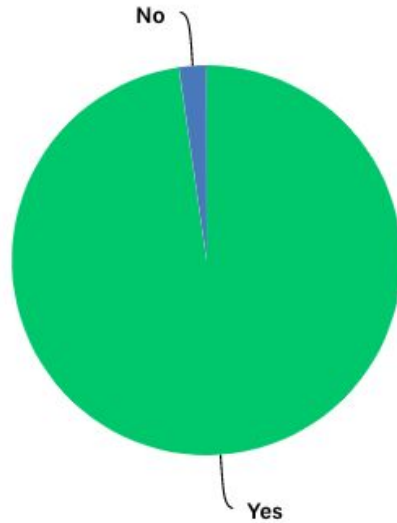
Parents are in search of more opportunities to challenge their students

ANCS Faculty/Staff Feedback Survey

46 responses

Overall, I am satisfied with my experience at ANCS.

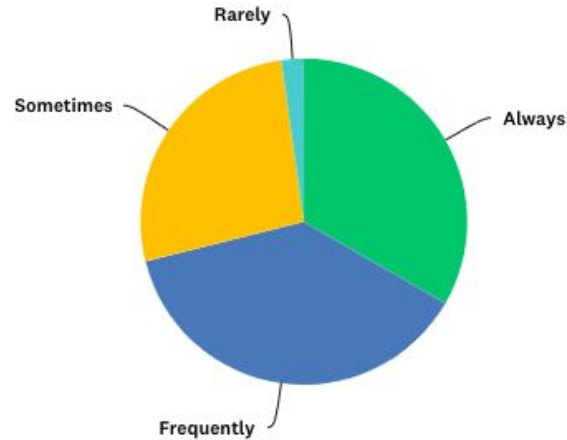
Answered: 44 Skipped: 2



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----------|
| Yes | 97.73% | 43 |
| No | 2.27% | 1 |
| TOTAL | | 44 |

Students at ANCS are provided appropriate opportunities for academic challenge.

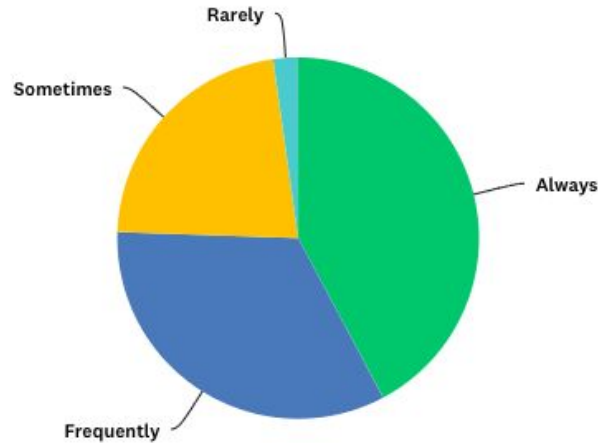
Answered: 45 Skipped: 1



| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Always | 33.33% 15 |
| Frequently | 37.78% 17 |
| Sometimes | 26.67% 12 |
| Rarely | 2.22% 1 |
| Never | 0.00% 0 |
| TOTAL | 45 |

Overall, ANCS is an inclusive, supportive school community for its students and families regardless of their background.

Answered: 45 Skipped: 1



| ANSWER CHOICES | RESPONSES |
|----------------|-----------|
| Always | 42.22% 19 |
| Frequently | 33.33% 15 |
| Sometimes | 22.22% 10 |
| Rarely | 2.22% 1 |
| Never | 0.00% 0 |
| TOTAL | 45 |

Common theme

Faculty and staff seek more unity & collaboration among the school community.

Coversheet

Communications Task Force Update

Section: IV. Old Business
Item: A. Communications Task Force Update
Purpose: Discuss
Submitted by:
Related Material: Communications Update.pdf



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

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COMMUNICATIONS TASK FORCE UPDATE

AUGUST 20, 2019

Background

COMMUNICATIONS TASK FORCE

The Communications Task Force was formed in the fall of 2018 to address the school's needs for a comprehensive communications plan, including strategies for the ANCS community to discuss and collaborate on topics of mutual interest (also referred to as two-way engagement).



Summer Activity

COMMUNICATIONS TASK FORCE

DRAFTED



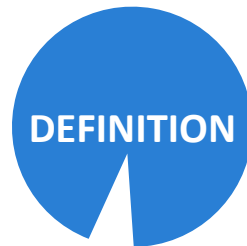
Task force has reviewed drafts of new/revised policies for social media and media (press) engagement.

DRAFTED



Draft protocols for programmed/structured vs. ad-hoc communications have been developed.

IN PROGRESS



Additional work in progress to develop comprehensive strategy and plan, including optimizing communications channels in use and creating strategies for increasing and improving two-way engagement.

Coversheet

Monthly Business & Operations Report

Section: V. Business & Operations
Item: A. Monthly Business & Operations Report
Purpose: Discuss
Submitted by:
Related Material: Board Slides_August 2019.pdf

August 2019

Business & Operations Committee Update



Financial

- ❑ Cash balance (period end 07/31/19) = \$1.61M
 - ❖ \$759k in Operating Account
 - ❖ \$849k in Investments (\$773k internally designated as restricted funds; \$76k in unrestricted funds)
- ❑ Revenue items of interest:
 - ✓ No allocation from APS in June & July; August allocation is first of FY20
 - ✓ APS has communicated an amendment to FY20 general fund budget based on increased tax revenue collections, resulting in an increased allocation to ANCS – stay tuned for more information
 - ✓ Received grant funding from facilities improvements during July
- ❑ Expenses of interest:
 - ✓ Very little expense activity during summer months
 - ✓ Summer expenses mostly related to team retreats, facilities & grounds improvements, & professional services related to FY19 legal expenses
 - ✓ Tenure bonuses are forecasted to be paid during September
- ❑ Other Items of Interest:
 - ✓ Business Operations Committee standing meetings will occur on Thursdays immediately prior to board meeting; Next meeting: Thursday, September 12 @ 8:30AM (Elementary Campus)



Facilities & Grounds

- ❑ Elementary Campus (EC)
 - New roof project:
 - ✓ Roof project will be postponed until May 2020 due to necessary structural repairs that must occur to support new roof
 - ✓ APS engineer scheduled to scan roof for leaks and suggest repair timeline
- ❑ Middle Campus (MC)
 - Fire Door Replacement Project:
 - ✓ Installation completed during the summer
 - Grounds Enhancements:
 - ✓ MC students, led by 6th/7th grade Design Teacher Tova Baruch, worked with Park Pride to reimagine MC playfield and are finalizing a master plan
 - ✓ Project required remediation of drainage issues and retaining wall work; Also removed old picnic tables and added large boulders
 - Intercom System:
 - ✓ Current intercom system requires upgrading; age of system makes it difficult and costly to obtain parts and services
 - ✓ Proposals to upgrade the intercom system have been received
 - ✓ Grant applications to offset cost of new system are in the works

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2020 - Monthly Cash Flow Statement
July 31, 2019

| | Allocation based on FTE Count = 620 | | | | | | | | | | | FY21 | |
|--------------------------------------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|--------------------|
| | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 |
| Revenue | | | | | | | | | | | | | |
| Local/State Funding | \$0 | \$999,030 | \$999,030 | \$999,030 | \$999,030 | \$999,030 | \$999,030 | \$999,030 | \$999,030 | \$999,030 | \$999,030 | \$0 | \$0 |
| Grants | \$42,222 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Title 2 Reimbursement | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Contributions & Fundraising | \$8,677 | \$3,000 | \$5,000 | \$13,000 | \$25,000 | \$20,000 | \$30,000 | \$20,000 | \$90,000 | \$10,000 | \$10,000 | \$5,000 | \$0 |
| Program Income | \$984 | \$110,000 | \$60,000 | \$45,000 | \$30,000 | \$50,000 | \$25,000 | \$35,000 | \$60,000 | \$30,000 | \$70,000 | \$1,500 | \$0 |
| Nutriton Program Income | \$692 | \$35,000 | \$30,000 | \$20,000 | \$40,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$10,000 | \$0 |
| Other Income | \$543 | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$500 |
| Total Revenue | \$53,117 | \$1,147,530 | \$1,094,530 | \$1,077,530 | \$1,094,530 | \$1,094,530 | \$1,079,530 | \$1,080,030 | \$1,175,030 | \$1,065,030 | \$1,105,030 | \$17,500 | \$500 |
| Expenditures | | | | | | | | | | | | | |
| Salaries and Benefits | \$694,360 | \$730,000 | \$900,000 | \$770,000 | \$770,000 | \$770,000 | \$770,000 | \$770,000 | \$770,000 | \$770,000 | \$770,000 | \$770,000 | \$770,000 |
| Professional Development | \$10,656 | \$10,000 | \$10,000 | \$13,000 | \$5,500 | \$1,000 | \$10,000 | \$7,000 | \$10,000 | \$10,000 | \$10,000 | \$3,200 | \$0 |
| Curriculum & Classroom Expen | \$3,455 | \$35,000 | \$20,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$0 |
| Program Expenses | \$4,517 | \$15,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$50,000 | \$5,000 | \$0 |
| Building & Grounds | \$105,726 | \$35,000 | \$35,000 | \$30,000 | \$30,000 | \$30,000 | \$90,000 | \$40,000 | \$50,000 | \$40,000 | \$50,000 | \$30,000 | \$36,000 |
| Fixed Assets Expenditures | \$0 | \$2,500 | \$5,000 | \$2,000 | \$5,000 | \$5,000 | \$2,000 | \$1,000 | \$60,000 | \$5,000 | \$7,000 | \$0 | \$0 |
| Professional Services | \$8,475 | \$5,000 | \$5,000 | \$0 | \$5,000 | \$5,000 | \$0 | \$5,000 | \$5,000 | \$0 | \$0 | \$0 | \$0 |
| Gen&Admin/Insurance/Interes | \$46,431 | \$20,000 | \$20,000 | \$20,000 | \$15,000 | \$10,000 | \$20,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$5,000 |
| Nutrition Program Expenses | \$888 | \$22,000 | \$28,000 | \$15,000 | \$19,000 | \$15,000 | \$15,000 | \$10,000 | \$20,000 | \$15,000 | \$10,000 | \$10,000 | \$0 |
| Equipment Rental (Copiers) | \$2,115 | \$2,500 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$0 |
| Fundraising Expenses | \$2,125 | \$400 | \$5,000 | \$250 | \$250 | \$5,000 | \$250 | \$250 | \$25,000 | \$5,000 | \$4,000 | \$0 | \$0 |
| Total Expenditures | \$878,749 | \$877,400 | \$1,043,000 | \$875,250 | \$874,750 | \$866,000 | \$937,250 | \$878,250 | \$985,000 | \$890,000 | \$931,000 | \$848,200 | \$811,000 |
| Total Revenues - Total Expenditures | (\$825,632) | \$270,130 | \$51,530 | \$202,280 | \$ 219,780 | \$228,530 | \$142,280 | \$ 201,780 | \$190,030 | \$ 175,030 | \$174,030 | \$ (830,700) | (\$810,500) |
| EOM Cash Balance | \$759,211 | \$804,545 | \$736,759 | \$942,963 | \$1,322,605 | \$1,682,067 | \$1,806,396 | \$1,920,857 | \$1,954,287 | \$2,011,387 | \$2,387,938 | \$759,211 | (\$51,289) |
| | Actual | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected | Projected |

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$848k of investments

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
Budget to Actual FY2019
YTD July 31, 2019

Period Ended 7/31/19

| | YTD FY2019 Actual | YTD FY2020 Actual | YTD Budget | YTD \$Variance | FY2020 Budget |
|-----------------------------|----------------------|----------------------|-----------------|----------------------|----------------------|
| Income | | | | | |
| Local/State Funding | \$0 | \$9,890,470 | \$0 | 9,890,470 | 9,990,302 |
| Grants | \$0 | \$31,599 | \$42,222 | (10,622) | 0 |
| Title 2 Funding | \$1,000 | \$1,000 | \$0 | 0 | 1,000 |
| Contributions & Fundraising | \$4,414 | \$234,362 | \$8,677 | 225,685 | 233,000 |
| Program Income | \$1,818 | \$537,344 | \$984 | 536,360 | 517,500 |
| Nutrition Income | \$510 | \$313,057 | \$692 | 312,365 | 285,000 |
| Other Income | \$361 | \$32,120 | \$543 | 31,577 | 8,700 |
| Total Income | \$ 8,103 | \$11,039,951 | \$53,117 | \$ 10,986,834 | \$ 11,035,502 |

Expenditures

| | | | | | |
|--------------------------------------|------------------|---------------------|------------------|-----------------------|----------------------|
| Salaries and Benefits | \$662,482 | \$9,031,846 | \$694,360 | (8,337,486) | 9,260,039 |
| Professional Development | \$7,872 | \$86,230 | \$10,656 | (75,575) | 97,500 |
| Curriculum & Classroom Expenses | \$45,287 | \$209,367 | \$3,455 | (205,911) | 190,000 |
| Program Expenses | \$8,433 | \$151,020 | \$4,517 | (146,502) | 180,000 |
| Building & Grounds | \$48,583 | \$528,196 | \$105,726 | (422,470) | 506,133 |
| Fixed Asset Expenditures | \$59,430 | \$195,001 | \$0 | (195,001) | 117,000 |
| Professional Services | \$4,275 | \$60,402 | \$8,475 | (51,927) | 35,000 |
| Gen&Admin/Insurance/Interest Expense | \$21,502 | \$204,849 | \$46,431 | (158,418) | 200,000 |
| Nutrition Program Purchases | \$1,185 | \$193,540 | \$888 | (192,652) | 180,000 |
| Equipment Rental (Copiers) | \$7,194 | \$64,630 | \$2,115 | (62,515) | 50,000 |
| Fundraising Expenses | \$1,616 | \$55,528 | \$2,125 | (53,403) | 46,400 |
| Total Expenditures | \$867,859 | \$10,780,609 | \$878,749 | \$ (9,901,860) | \$ 10,862,072 |
| Operating Income/Loss | \$ (859,756) | \$ 259,342 | (\$825,632) | \$ 1,084,974 | \$ 173,430 |

Total investments held by ANCS**7/31/2019**

| Institution | Investment | Amount |
|------------------------------------|--------------------|-------------------------|
| Atlantic Capital Bank | Operating accounts | 759,211 |
| | | 759,211 |
| 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 | 60,890 |
| Total invested funds (not at ACB) | | 848,514 |
| Total restricted funds - reserves | | -772,820 |
| Total unrestricted investments | | 75,694 |
| Grand total ANCS funds | | \$1,607,725 |

Coversheet

Annual Financial Resolution

Section: V. Business & Operations
Item: B. Annual Financial Resolution
Purpose: Vote
Submitted by:
Related Material: Financial_Resolution_FY20.pdf



RESOLUTION

FINANCIAL INFORMATION

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

1. Banks where ANCS has accounts.

- Atlantic Capital Bank – Primary Operating Account
- Edward Jones Bank - C.D. & Money Market accounts
- Self-Help Credit Union - C.D. & Money Market accounts
- Elan (through ACB) – Credit Card account

2. Designated check signatories.

- Executive Director – 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, Eric Teusink, 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

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 GBOD 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

Monthly fund development report

Section: VI. Fund Development
Item: A. Monthly fund development report
Purpose: Discuss
Submitted by:
Related Material: August 2019 Fund Development Board Report.pdf



Fund Development Report // August 2019
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // August 20, 2019

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

Year-End Total: **\$139,575**
(July 1, 2018 – June 30, 2019)
Goal: **\$140,000**
Board Participation: **100 %**

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

2017-2018 Total: **\$133,544**
2016-2017 Total: **\$119,915**

Wrapping up 2018-2019:

During May and June, Fund Development Coordinator Stephanie Galer and Fund Development Committee members reached out to donors who gave last year but had not given yet in 2018-2019. Throughout the month of June, a Fund Development E-Newsletter, e-mails, and social media posts reminded donors to give to the Gather & Grow Fund by the end of the Fiscal Year (June 30).

These year-end efforts resulted in an additional **\$23,000** for the Gather and Grow Fund in May and June, bringing our final total to **\$139,575** as of June 30, which is \$6,000 more than last year and within \$500 of our goal of \$140,000.

Congratulations and thank you to all who helped make this a successful year for the Gather & Grow Fund!

2019-2020 Gather & Grow Fund:

Plans are in place for the **2019-2020 Gather & Grow Fund**, which began on July 1. Our donor recognition party will take place in early September. Brochures/pledge cards are being updated and are scheduled to go in the mail with a solicitation letter, personalized for each grade, in early October. We will report July and August numbers at the September board meeting.

Continued on next page

Corporate Sponsorship Structure:

Last year Fund Development and PTCA worked together to launch a new model for corporate sponsorships at ANCS. The goal of this new model is to coordinate and streamline solicitation efforts for increased efficiency and overall support for ANCS through the Auction and PTCA events. This new model proved successful with a total of **\$36,000** in sponsorships in 2018-2019. Sponsorship funds are shared between the PTCA and the school's general operating fund.

Over the summer, PTCA and Fund Development leadership met to finalize the sponsorship offerings for the 2019-2020 year, factoring in the new PTCA Kickball Tournament as well as Bingo Night. A team of volunteers and staff will meet on August 20 to begin soliciting corporate sponsors for the 2019-2020 year.

More information about the 2019-2020 sponsorship opportunities will be available on the ANCS website.

2020 Auction Update:

- The **2020 Wonder Ball Auction** will be held on **Saturday, March 7, 2020** at **Ambient Studios**. Fund Development Staff and volunteers are working to identify Auction Chairs and will have more to report at the next meeting.
- An "Auction Roles and Responsibilities" document has been updated and shared with the Fund Development Committee, detailing the role of the Fund Development Committee, Fund Development Coordinator, Auction Chairs, and other paid staff. New this year, there will be four co-chairs (volunteers) as well as hourly paid event staff rather than hiring an event consultant, which will save money and be a more efficient use of funds.

Continued on next page

Recent Meetings/Activities:

- **June 19** – The Fund Development Committee met to:
 - Review 2018-2019 Gather & Grow Fund totals to date and plan for the end of the fiscal year.
 - Clarify whether sponsorships are reserved for corporate sponsors or if individuals have the option to sponsor the school. The committee decided that the sponsorship program is intended for corporate sponsors only, and individual donors should be encouraged to support the Gather & Grow Fund. As a result, we will be updating the Fund Development policy to include the corporate sponsorship program, and we will work to better recognize donors to the Gather & Grow Fund by promoting our Gift Club Levels and creating donor recognition incentives at the higher levels.
 - Determine meeting schedule for 2019-2020: the Fund Development Committee will meet on the second Wednesday of every month at 8:15 AM. Monthly financials will be reviewed at the FD meetings in preparation for the board meeting the following Tuesday.
 - *Minutes have been posted on Board on Track.*

 - **August 14** - The Fund Development Committee met to:
 - Review the final numbers for the 2018-2019 fiscal year.
 - Approve proposed pricing for the new PTCA Kickball fundraiser event, which is replacing the Yard Sale.
 - Finalize the 2019-2020 sponsorship opportunities.
 - Review the 2019-2020 Fund Development plan, including new personalized solicitations for each grade, with special focus on Kindergarten families.
 - Review proposed donor recognition incentives for our Gather & Grow Fund Gift Club Levels.
 - *Minutes from this meeting will be posted on Board on Track.*
-

Upcoming Activities:

- **Sponsorship Team Meeting:** Stephanie Galer, Meeghan Fortson, Rachel Higgins, and Rachel Ezzo will meet on **Tuesday, August 20** to discuss the strategy for corporate sponsors in 2019-2020 and kick off solicitations.
- **Donor Appreciation Party:** This annual event to thank last year's Gather & Grow Fund donors of \$1,000 or more, as well as ANCS's top sponsors, is scheduled for the evening of **Tuesday, September 10** at **Mediterranea** Restaurant in Grant Park. Invitations were emailed on Wednesday.
- The next **Fund Development Committee** meeting is scheduled for **September 11** at **8:15 AM**.

End of Report.

2019-2020 Fund Development Committee

Susannah Darrow*
Meeghan Fortson, *Chair*
Stephanie Galer*, *Fund Development Coordinator*
Narin Hassan*
Chuck Meadows, *Executive Director*
Sabrina Sexton
Eric Teusink

**Non-Board Member*
