



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

ANCS Governing Board Meeting

Date and Time

Tuesday September 17, 2019 at 6:30 PM EDT

Location

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.

Agenda

I. Opening Items

Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Public Comment

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

D. Approve Minutes from Prior Board Meeting

Approve minutes for Board Meeting on August 20, 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. New Business

A. Charter Renewal Process

Elisa Falco from GCSA will present on the nuts and bolts of the charter renewal process.

B. Charter Renewal Consultant

We will vote on the proposal to hire GCSA as our charter renewal consultant.

III. Old Business

A. 2019-2020 Schedule of Board & Committee Meetings

B. Strategic Plan Update

C. Communications Update

IV. Executive Director's Report

A. Executive Director's Report

V. Business & Operations

Business & Operations

A. Monthly Business & Operations Report

B. Revised Annual Financial Resolution

A revised annual financial resolution, which now includes a board member as a check signee, has been proposed for a board vote.

C. Replacement of HVAC Units on Roof

VI. Fund Development

Fund Development

A. Monthly fund development report

VII. Educational Excellence

Educational Excellence

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

VIII. Governance

- A. Monthly Governance Report

IX. Closing Items

- A. Adjourn Meeting

X. 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.

Coversheet

Approve Minutes from Prior Board Meeting

Section: I. Opening Items
Item: D. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on August 20, 2019

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

Board Meeting

Date and Time

Tuesday August 20, 2019 at 6:30 PM

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.

Directors Present

Emily Ormsby, Eric Teusink, Hanah Goldberg, Howard Franklin, Jason Rhodes, Jordache Avery, Kristen Frenzel, Kristi Malloy, Laura Melton, Lee Kynes, Meeghan Fortson, Nakia Echols, Sabrina Sexton

Directors Absent

None

Guests Present

Ben Sutton, Cathey Goodgame, Chuck Meadows, Elizabeth Hearn, Jessica Gowen, Kari Lovell, Lara Zelski, Mark Sanders, Nancy Lamb, Paige Teusink, Rachael Smith, Tilifayea Griffin

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Eric Teusink called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Aug 20, 2019 at 6:37 PM.

C. Approve Minutes from Prior Board Meeting

Sabrina Sexton made a motion to approve minutes from the Board Meeting on 06-19-19 Board Meeting on 06-19-19.

Eric Teusink seconded the motion.

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

D. PTCA Report

Brittney Gove, PTCA President, gave an update on PTCA. It has been a busy start to the year. See report in Board packet.

Registration will go live tomorrow for new Kickball Tournament.

E. Principals' Open Forum

Principals provided updates for the start of the school year.

Principal Goodgame highlighted the start of 8th grade project and new "backyard" recess fields.

Principal Zelski highlighted parent participation (and nonphone use) at morning meeting. It has been a smooth, happy start to the year.

II. New Business

A. 2019-2020 Board Meeting Calendar & Committee Schedule

Meeghan Fortson distributed a calendar of board meetings for the year; they are also posted on Board on Track.

Eric Teusink discussed meeting schedule for year. Meetings will take place on the 3rd Tuesday of Month except for October due to Fall Break and no December meeting.

Committee scheduling: recommendation to get committee on a regular schedule.

Business Operations - Thursday prior to meeting

Fund Development - Wednesday prior to meeting

Governance - will establish regular meeting schedule

Prior to next board meeting, committee chairs should have schedules set and uploaded into Board on Track. Can cancel if a meeting isn't needed but best to have it set up in advance so we can coordinate with communications staff and be legally compliant.

New board members will get training on Board on Track tomorrow evening.

B. Board Retreat Agendas

New Board Member Retreat is tomorrow evening. Specifically for new board members but old board members are welcome to attend for additional training. Will include dinner.

1. Brief history of ANCS
2. Intro to leadership team
3. Talk about measures of academic success
4. Website and policies
5. Training on Board on Track
6. Prepare for what will be covered on Saturday's board retreat

Full Board Retreat is on Saturday 8/24 from 8am - 2pm. It will include light breakfast and lunch.

1. GA Charter Schools Association will come in for three-hour training. A board goal is to be more on top of training requirements. Training will cover governance, risk management, fiduciary obligations of board members. Might do additional training at midyear meeting. Members will also have online trainings available for additional hourly requirements.
2. Committee assignment work
3. Strategic plan
4. Goal setting

C. 2019-2020 Slate of Officers & Committee Chairs

Eric Teusink asked for a motion to approve slate of officers and committee chairs for 2019-2020 school year. Proposed slate is included in board packet.

Nakia Echols made a motion to adopt the 2019-2020 slate.

Kristen Frenzel seconded the motion.

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

III. Executive Director Report: Summer Initiative Update

A. School safety & security

Chuck Meadows reported that we will have a security assessment soon.

We were scheduled to have a new visitor management system in place prior to first day of school. This is pushed back to October. Will be using a driver's license scan system that is in place in other APS schools. Allows school to automate warnings about certain people in the community; these alerts are currently paper driven. Can control at what time of day the system is in place (e.g., after MM at elementary campus).

ANCS got funding for session initiation protocol - an advanced intra-school communication system that allows for announcements, video, data transmission. Initial feedback was the system was more IT than safety. Made the case that ability to transmit directly to classrooms was a key safety issue. Cleared APS threshold for funding. Waiting for response from GA DOE. School resource office identified this as a primary need. Meadows expects funding to come this school year. Communication will be within each building.

B. Achievement Gap

Board Member Hanah Goldberg will be part of this initiative to examine racial disparity on standardized tests on Milestones and MAP. Honing in on this as an indicator of work that needs to be done. Leadership team will be the steering committee. Effort will be primarily comprised of teachers. Reporting back to the board will be through Educational Excellence Committee, likely monthly.

C. Schoolwide Community Campaign

2019-2020 is the year of the first element: building an inclusive community of parents, students and educators. Work on building relationships between various stakeholders (teachers/faculty/staff; board; parents) in the school community.

Have a list of things to work on through the year to advance the community building efforts, e.g., kickball tournament - great opportunity to bring people together.

Question regarding external stakeholders and whether they will be included. Meadows asserted that the work needs to start internally first. Another of the five elements is community engagement. Teusink challenged board members to think about how to engage with other stakeholder groups other than board-specific activities. Melton asked for the leadership team to let board members know how and where they can serve to be more helpful to the community. Meadows said that topic is under discussion.

IV. Executive Director's Report: 2019 Milestones & Survey Results

A. 2019 GA Milestones Results

Milestones is administered annually for grades 3-8; results are used for CCRPI calculation.

MAP are not used in CCRPI - these scores are administered internally to measure growth at each grade level. Tracked down to individual data.

Milestones Results - currently have only high-level raw data. Additional data will come in through the year to measure growth and sub-group breakouts.

K-5 scores are among top 10 APS elementary schools of 55 total.

MC ranks in top 5 of APS middle schools of 16 total.

State ranks are in upper 3rd for social studies (67th percentile) and in 91st for 7-8 grade english and 5th grade math.

APS has reporting tool called APS insights. ANCS math proficiency - 65%. Meadows will provide link.

Word of caution from Cathey Goodgame: public data. The smaller the school is, the more important it is to use the data kindly and cautiously. Ask questions to leadership team about what's happening with teacher-related question.

Social studies and science - social studies was lowest state percentile but have been improving year over year.

Math and ELA tests are more conducive to type of teaching ANCS does. It helps with test. Science and social studies are still multiple choice tests and doesn't match what GA standards ask for. ANCS doesn't teach that way and kids needs practice with taking those tests. Testing for these topics is only in 5th and 8th grade.

B. 2018-2019 Parent & Faculty Survey Results

Major themes from May 2019 survey (see report included in board packet).

139 responses out of about 400 families

overwhelmingly satisfied

Effective teacher communication - majority always or frequently

Students known well

Academic challenge - slightly less positive results; leadership team says this comes out each year. Used survey monkey analytical tool showed that certain words came up. This showed up in faculty staff as well.

Information has not yet been compared to prior year.

Survey has always been mostly the same - developed by leadership team and tweaked annually.

Is there an opportunity in the tool to provide written feedback? Yes.

Who reads comments? Discussed results yesterday in leadership team meeting.

Board requested more information about previous years' surveys for comparison purposes and asked to see specific written feedback.

Common theme: parents are in search of more opportunities to challenge their students.

Midyear survey focuses more on teachers & staff for parents and students. Midyear survey for teachers looks at leadership team.

Hannah & Eric mentioned that the Educational Excellence Committee would like to see historical data.

Is there a way to find out if the respondents are a truly representative sample? Chuck said he thought group of respondents was fairly representative.

Question: Is there any communication back to the school community from leadership team in a "you asked, we answered" format.

Answer from Zelski & Goodgame: yes for faculty & staff and kids. Have made changes around the building at MC based on survey.

Faculty & Staff answers were heavily skewed to EC - 46 of 120 responded. vast majority are satisfied with their experience

more of a range of answers about challenging students; Kristi Malloy asked for more info about the responses. Zelski and Goodgame indicated that they don't think this is a resource issue and there is no pattern to the answers.

range of answers on a school being supportive regardless of their background. The responses and the comments caught Meadows' attention. Acknowledgement of and appreciation for equity and diversity work and also a desire to do more of the work that is already being done.

Common theme: faculty and staff seek more unity and collaboration among the school community.

V. Old Business

A. Communications Task Force Update

Sabrina Sexton provided update on summer activity, which is included in the board report.

Task force has reviewed draft policies from consultant on social media and media engagement. After drafts, decided to talk more about fundamentals of communication strategy. Chuck Meadows is looking at programmed communication vs ad hoc communication.

More work on comprehensive strategy and plan needed. Communications work could be prioritized around the first element theme. Communications work has been repeatedly focused on identifying all the potential stakeholders. Very clear is that there is a lot of communications work to be sorted and managed. School is putting out a lot of communication, but there is no way to track/monitor/evaluate the effectiveness of those

streams of communication. If you pull something out of the puzzle, you don't know how it will affect the whole. Some of communication decisions are very block and tackle - who gets to send what? who has access to lists? Tactics need to be identified and streamlined to support overall strategy.

B. Strategic Plan Update

Laura Melton provided an update on the strategic plan. Draft is completed to present to the board and the community. Made a decision at start of summer to hit pause and give Chuck and communication task force time to get into their new roles/work. As of now, need to bring the draft plan back to the board. Laura will cover it in the meeting on Saturday. Next question for board is best way to bring it back to the community. Last year did a meeting and then a survey. Should be ready to approve at October board meeting.

Current plan went through FY 2018. This is an update to the strategic plan. It should run for 6-12 months past charter renewal and then will need to be updated again. Current plan is on the web site. Nakia Echols commented that strategic plan should not change dramatically with each update.

VI. Business & Operations

A. Monthly Business & Operations Report

Update is included in board packet.

Currently in second month of fiscal year. In a great financial position. Not a lot of activity over the summer. Standing committee meeting is set for year.

Jordache Avery provided update on roof. Maintenance supervisor met with APS about 10 days ago and APS went with a new structural engineer. They will use an infrared scan to repair active leaks this school year and then replace the roof over the summer of 2020. Everything else is straightforward. Fire doors replaced. Working on intercom system - getting bids. Grounds repairs at MC almost done.

Beautification projects - front of school initiatives underway/funded by PTCA grant and coordinated by and supplemented by parents. PTCA gets feedback about state of grounds. PTCA did a mini grant of \$500 for 2 campuses to help make 1st day of school more exciting and community building. Kari Lovell mentioned that she hosts 3 grounds and buildings work days. We don't have grounds staff and minimal budget. Kari encourages board to come out and participate. Brittany Gove said she got some volunteer names which she will pass along to Kari. Sabrina Sexton asked if the general community comes out to grounds day. They do for farm work but not for elementary campus days due to safety considerations. PTCA can help with advertising. PTCA does see enthusiasm wane over the course of the year.

Backyard work at MC was led by design students. Lots of hardscaping and draining issue. Grey Kaiser is working on a plan for this year based on the vision and data in design classes. Seeing thoughtful feedback from students on the plan.

B. Annual Financial Resolution

Resolution is in packet. Email from Laura Melton yesterday explained the resolution. The only outstanding item was to add a member of the executive committee as a check signatory. Kari is checking with bank to make sure that is possible.

Sabrina Sexton made a motion to approve the financial resolution as proposed.

Laura Melton seconded the motion.

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

VII. Fund Development

A. Monthly fund development report

See report for details. Basically met Gather & Grow Fund (Annual Fund) goal of \$140k with \$139,500 raised. 100% board participation. First time. Would like to keep that up. Having a part-time staff member dedicated to fund development has helped increase total fundraising. Gather & Grow Fund goal for 2019-2020 is \$150k. Plans are already in place for this school year. Donor appreciation party on 9/10 for last year's top donors.

School sponsorships are reserved for corporate sponsors; individuals are encouraged to support the Gather & Grow Fund. Raised \$36k in school sponsorships last year using new model. Was a success but hard to compare it to prior years since this was the first year. Not reflected in Gather and Grow Fund. Funds are shared between PTCA and operating budget.

Auction will be on March 7, 2020.

Working to get more statistics on donors i.e. parent participation rate. Stephanie Galer (Fund Development Staff) will be tailoring donor letters by grade for the first time this year.

Focus on building matching gifts awareness among donors this year.

VIII. Educational Excellence

A. Public Affairs Subcommittee Report

Howard Franklin reported that there was a big protest outside of APS about charters. Organized by Georgia Federation of Teachers. Two weeks ago Kemp announced that he's looking for budget cuts across the board - 4% this FY and 6% next year. K-12 school shouldn't be affected but there will be implications for related organizations. There will be pre-session budget hearings on this topic. Sept. 17 is open school board seat election.

Destined for a runoff on 10/22 due to many candidates. A lot is up in the air going into 2020.

IX. Closing Items

A. Adjourn Meeting

Sabrina Sexton made a motion to adjourn the meeting.

Eric Teusink seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:04 PM.

Respectfully Submitted,
Meeghan Fortson

Coversheet

PTCA Report

Section: I. Opening Items
Item: E. PTCA Report
Purpose: FYI
Submitted by:
Related Material: ANCS PTCA Board Report - 09.17.19.pdf



PTCA Board Report - Prepared September 13, 2019

1. Membership Report

- | | | |
|---|------------|-------------------|
| a. Individual Membership | 34 | \$340.00 |
| b. Family Membership | 152 | \$3,800.00 |
| c. Family Membership Plus | 38 | \$1,900.00 |
| d. Family Membership Gold | 32 | \$3,200.00 |
| e. TOTAL Membership | 256 | \$9,240.00 |
| f. Donated Memberships | 70 | |
| g. Seven EC classes have reached the 75% participation goal for popsicle parties. | | |

2. Event Updates

- a. Kickball Tournament: Successful first year! Sold out at 20 teams!
- b. New Event: First Dine Out confirmed at Wood's Chapel for October 2. We are moving to a Dine Out program where we request either 10% of the night's proceeds or 25% of ANCS generated sales, to make the most use of volunteer time and effort. Wood's Chapel will be doing the latter. Most likely we will only have two more for the year (note this is in addition to one for WinterFest at Doc Chey's that is coordinated by Annette Wawerna – this one is not a PTCA one.) We may pair one of the next one's with a PTCA Parent's Night Out to also provide childcare but that's being figured out as we go.
- c. Upcoming Events
 - i. 9/20 Third Friday Coffee
 - ii. 10/2 Dine Out at Wood's Chapel
 - iii. 10/4 First Friday Fitness
 - iv. 10/5 Cardboard Challenge
 - v. 10/18 GPSF day
 - vi. 10/21 Exec Committee Meeting
 - vii. 10/25 MC Coffee
 - viii. 11/1 First Friday Fitness
 - ix. 11/2 Fall Festival/Day of the Dead TBD

3. Committee Chairs and Vacancies

- | | |
|---|---|
| a. Bingo Night, Marta Leo & Cathy McWhorter | h. Health & Wellness, Elise VanderMeer |
| b. Cardboard Challenge, Marta Leo & Cathy McWhorter | i. Kickball Tournament, Cindy Ryan |
| c. Car Wash, Chris Harbaugh | j. Loyalty Programs, Katie Varner |
| d. Dine Outs/Parents Night Out, Lauren Sumrall & Alyssa Kopp | k. Paw Prints Art Book, VACANT |
| e. Fall Fest, Amanda Evans & Dara Dearborn | l. Related Arts, VACANT |
| f. Friday Coffee, Bel Messaye & Sharda Mehta (EC), Stacey Armstrong (MC) | m. Room/Advisory Parents, Jenny Shulz |
| g. Grandparents & Special Friends Day, Melissa Dreyer & Brett Albino (EC), Hannah Beth Millman (MC) | 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 |

Coversheet

Executive Director's Report

Section: IV. Executive Director's Report
Item: A. Executive Director's Report
Purpose: FYI
Submitted by:
Related Material: ED Report - 9-17.pdf

Board of Education opts not to extend Superintendent's contract

Dr. Meria Carstarphen

I have always done what I believed to be right...we have always been able to come together and take actions in the best interests of children.

The disparity in educational outcomes for Atlanta's children has been intergenerational and systemic.

The solutions are not easy, which is why I so passionately wanted to stay and finish the job I was hired to do.

Atlanta Board of Education

It's critical that the APS Superintendent work in a spirit of continuous collaboration with the Board and our community to address obstacles that keep students from reaching their full potential.

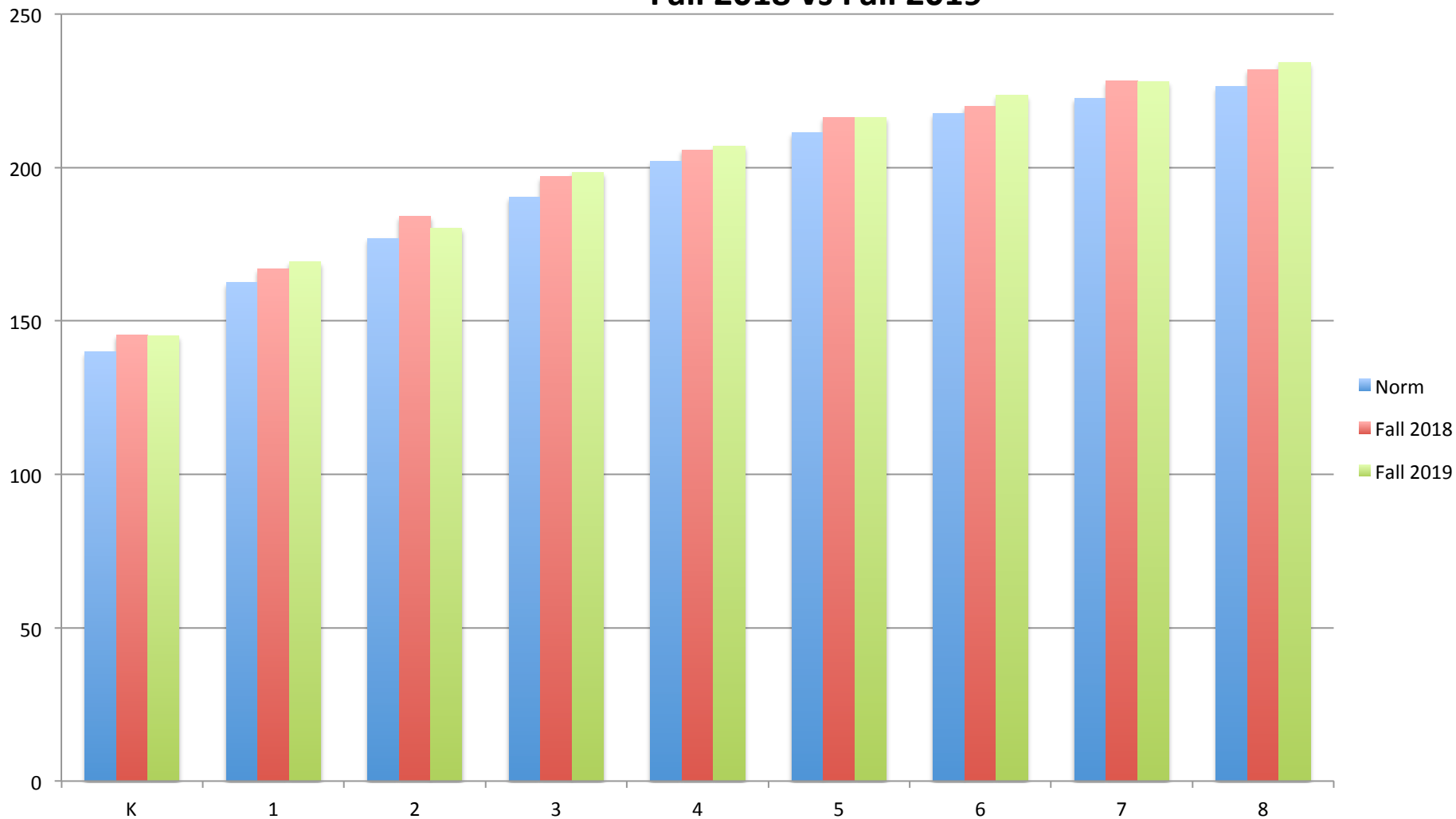
We are at an inflection point where we must ensure long-term stability for the school system.

A lot of hard work has been done, but there is more to do, and bright days are ahead.

ANCS

Measure of Academic Progress Scores

Fall 2018 vs Fall 2019



Board in the Buildings

Proposed 2019 – 2020 checklist

- ✓ EC morning meeting
- ✓ MC morning meeting
- ✓ PTCA meeting
- ✓ A parent-targeted event - examples include:
 - Curriculum night
 - IB information session
 - Meet the Family night at the MC
 - EC Curriculum Conversation
 - Friday coffees
- ✓ Lunch in EC cafeteria
- ✓ Lunch in MC cafeteria
- ✓ EC & MC Classroom visit
- ✓ EC Portfolio share
- ✓ MC exhibition

Coversheet

Monthly Business & Operations Report

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

September 2019

Business & Operations Committee Update



Financial

- ❑ Cash balance (period end 08/31/19) = \$1.69M
 - ❖ \$837k in Operating Account
 - ❖ \$849k in Investments (\$773k internally designated as restricted funds; \$77k in unrestricted funds)
- ❑ Revenue items of interest:
 - ✓ August allocation is first of FY20 and was received without issue
 - ✓ FY20 general fund allocation increases will be made, along with the FTE count adjustment, in November and reflected in the December payment
 - ✓ Unspent funds from the charter school administrative withholding will be calculated and communicated once the APS FY19 books are closed and paid as a lump-sum in December
- ❑ Expenses of interest:
 - ✓ Currently anticipating a 6% reduction in cost during the annual Health Insurance renewal
 - ✓ Tenure bonuses are forecasted to be paid during the month of September
- ❑ Other Items of Interest:
 - ✓ Executive Committee identified a discrepancy between financial policy spending authority limits and the Annual Financial Resolution; discrepancy will be addressed with Business Operations Committee and a recommendation will be made to the Board to resolve the conflicting verbiage



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
 - ✓ Moisture has been detected in roofing insulation, but there are no signs of mold
 - ✓ Currently seeking to confirm summer roof replacement timeline
- ❑ Middle Campus (MC)
 - Intercom System:
 - ✓ Current intercom system requires upgrading; age of system makes it difficult and costly to obtain parts and services
 - ✓ Field of systems has been narrowed down to one system; team is still evaluating pricing and service needs
 - ✓ Grant of \$30k for each campus has been awarded to ANCS to defray some of the cost of the new system

ATLANTA NEIGHBORHOOD CHARTER SCHOOL

Budget to Actual FY2020

YTD August 31, 2019

		Period Ended 8/31/19			
	YTD FY2019	YTD FY2020	YTD	YTD	FY2020
	Actual	Actual	Budget	\$Variance	Budget
Income					
Local/State Funding	\$993,935	\$1,012,406	\$999,030	13,376	9,990,302
Grants	\$0	\$42,222	\$0	42,222	0
Title 2 Funding	\$1,000	\$0	\$1,000	0	1,000
Contributions & Fundraising	\$8,519	\$14,883	\$18,414	(3,531)	233,000
Program Income	\$112,529	\$96,669	\$61,000	35,669	517,500
Nutrition Income	\$36,728	\$33,589	\$30,000	3,589	285,000
Other Income	\$815	\$862	\$861	2	8,700
Total Income	\$ 1,153,526	\$1,200,631	\$1,110,305	\$ 90,326	\$ 11,035,502

Expenditures

Salaries and Benefits	\$1,352,635	\$1,435,312	\$1,430,039	(5,273)	9,133,710
Professional Development	\$17,668	\$17,495	\$23,872	6,377	113,500
Curriculum & Classroom Expenses	\$80,762	\$41,247	\$109,290	68,043	190,000
Program Expenses	\$22,010	\$13,120	\$17,430	4,310	180,000
Building & Grounds	\$84,565	\$160,487	\$101,133	(59,354)	581,133
Fixed Asset Expenditures	\$61,676	\$0	\$40,000	40,000	227,000
Professional Services	\$21,955	\$35,580	\$4,476	(31,104)	35,000
Gen&Admin/Insurance/Interest Expense	\$47,093	\$85,216	\$51,502	(33,714)	200,000
Nutrition Program Purchases	\$23,394	\$23,638	\$22,185	(1,453)	180,000
Equipment Rental (Copiers)	\$9,607	\$3,994	\$8,500	4,506	50,000
Fundraising Expenses	\$1,616	\$4,644	\$1,616	(3,028)	51,400
Total Expenditures	\$1,722,981	\$1,820,733	\$1,810,043	\$ (10,690)	\$ 10,941,743
Operating Income/Loss	\$ (569,455)	\$ (620,101)	(\$699,737)	\$ 79,636	\$ 93,759

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2020 - Monthly Cash Flow Statement
August 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	\$1,012,406	\$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	\$6,206	\$15,000	\$16,000	\$14,000	\$14,000	\$14,000	\$14,000	\$90,000	\$14,000	\$19,586	\$4,000	\$0
Program Income	\$984	\$95,684	\$60,000	\$60,000	\$50,000	\$33,500	\$38,000	\$50,000	\$60,000	\$40,000	\$50,000	\$15,000	\$0
Nutrition Program Income	\$692	\$32,897	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$25,000	\$21,000	\$20,000	\$9,000	\$0
Other Income	\$543	\$320	\$500	\$500	\$500	\$700	\$700	\$1,000	\$1,000	\$1,000	\$1,200	\$1,000	\$500
Total Revenue	\$53,117	\$1,147,514	\$1,104,530	\$1,105,530	\$1,093,530	\$1,077,230	\$1,081,730	\$1,094,030	\$1,175,030	\$1,075,030	\$1,089,816	\$29,000	\$500
Expenditures													
Salaries and Benefits	\$694,360	\$740,951	\$900,000	\$750,000	\$750,000	\$750,000	\$760,000	\$760,000	\$760,000	\$760,000	\$760,000	\$755,000	\$760,000
Professional Development	\$10,656	\$6,839	\$20,000	\$10,000	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000	\$10,000	\$5,000	\$10,000	\$0
Curriculum & Classroom Expenses	\$3,455	\$37,792	\$16,000	\$5,000	\$8,000	\$7,000	\$10,000	\$10,000	\$2,000	\$7,000	\$6,000	\$10,000	\$0
Program Expenses	\$4,517	\$8,602	\$20,000	\$15,000	\$11,570	\$15,000	\$15,000	\$15,000	\$31,000	\$10,000	\$20,000	\$10,000	\$0
Building & Grounds	\$105,726	\$54,761	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$45,000	\$40,000	\$45,000	\$36,000
Fixed Assets Expenditures	\$0	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$17,000	\$10,000	\$0
Professional Services	\$8,475	\$27,105	\$10,000	\$10,000	\$4,000	\$930	\$0	\$1,200	\$2,000	\$2,000	\$345	\$50	\$0
Gen&Admin/Insurance/Interest	\$46,431	\$38,785	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$3,498	\$5,000
Nutrition Program Expenses	\$888	\$22,750	\$20,000	\$20,000	\$15,000	\$14,000	\$17,000	\$17,000	\$21,000	\$16,000	\$15,315	\$2,500	\$0
Equipment Rental (Copiers)	\$2,115	\$1,879	\$4,000	\$4,000	\$4,000	\$4,000	\$4,500	\$4,500	\$4,500	\$4,000	\$4,000	\$4,000	\$0
Fundraising Expenses	\$2,125	\$2,519	\$3,000	\$3,000	\$2,800	\$1,000	\$2,000	\$2,000	\$35,000	\$500	\$500	\$0	\$0
Total Expenditures	\$878,749	\$941,984	\$1,083,000	\$907,000	\$890,370	\$886,930	\$898,500	\$899,700	\$945,500	\$889,500	\$883,160	\$850,048	\$801,000
Total Revenues - Total Expenditures	(\$825,632)	\$205,530	\$21,530	\$198,530	\$ 203,160	\$190,300	\$183,230	\$ 194,330	\$229,530	\$ 185,530	\$206,656	\$ (821,048)	(\$800,500)
EOM Cash Balance	\$759,211	\$837,208	\$858,738	\$1,057,268	\$1,260,428	\$1,450,728	\$1,633,958	\$1,828,288	\$2,057,818	\$2,243,348	\$2,450,004	\$1,628,956	\$828,456
	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$849k of investments

Total investments held by ANCS**8/31/2019**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	837,208
		837,208
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	61,856
Total invested funds (not at ACB)		849,480
Total restricted funds - reserves		-772,820
Total unrestricted investments		76,660
Grand total ANCS funds		\$1,686,688

Coversheet

Monthly fund development report

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



Fund Development Report // September 2019
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // September 17, 2019

2018-2019 Gather & Grow Fund

Final Total (as of 9/11/19): **\$140,541**
Goal: **\$140,000**
Percent of goal reached by June 30: **100 %**
Board Participation: **100 %**

2019-2020 Gather & Grow Fund

July donations received: **\$2,342**
August donations received: **\$4,471**
Year to date: **\$6,813**
Goal: **\$150,000**
Board Participation: **8%**

Comparison to previous years:

2018 July/August (year to date) donations received: **\$5,616**
2017 July/August (year to date) donations received: **\$7,325**

Wrapping up 2018-2019:

A revised final 2018-2019 Fund Development Financial Report was presented at the September Fund Development Committee meeting. The final 2018-2019 Gather & Grow Fund total was **\$140,541**, exceeding our goal of \$140,000.

This total was revised slightly from the number reported at the August board meeting due to gifts that came in at the end of the fiscal year but not processed until after June 30. For fundraising reporting purposes, the committee determined that year-end gifts should be attributed to the campaign for which the donor intended as per the discretion of the Fund Development Coordinator. Note that totals may vary slightly from a Business/Operations report run for accounting purposes.

2019-2020 Gather & Grow Fund:

The **2019-2020 Gather & Grow Fund** kicked off on July 1, although no solicitations were sent in July and August. The funds that were raised during these

first two months are a result of ongoing, recurring donations. The first solicitation letters to new Kindergarten families from Chuck Meadows and Eric Teusink were mailed the week of September 9. Personalized solicitation letters to our major donors (\$1,000 and higher) will go out later this month.

The donor recognition party, honoring donors who gave \$1,000 or more to the Gather and Grow Fund last year as well as school sponsors of \$1,000 or more, took place on September 10 at Meditteranea. With approximately 50 guests in attendance, it was a successful and fun gathering where donors were thanked and the 2019-2020 Gather & Grow Fund goal of \$150,000 was announced.

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.

Corporate Sponsorships:

Sponsorships are off to a very strong start as we enter the 2nd year of our school-wide corporate sponsorships program. As a reminder, the funds raised from sponsorships are shared between the PTCA and the school's operating budget.

A team of volunteers and staff met on **August 20** and kicked off solicitations for 2019-2020 corporate sponsorships. The focus for the past few weeks has been on renewing last year's sponsors. So far, we have raised \$30,000 in renewed sponsorships (including some increases). Last year, \$36,000 was raised in sponsorships, and we expect to exceed that amount this year.

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.

Recent Meetings/Activities:

- **September 11** - The Fund Development Committee met to review/discuss:
 - Revised, final numbers for the 2018-2019 fiscal year.
 - July/August financial report for 2019-2020.
 - Final draft of donor recognition incentives for our Gather & Grow Fund Gift Club Levels.
 - 2019-2020 corporate sponsorships
 - Board pledge form (*to be shared at the October board meeting*).
 - Wonderball Auction including 2019 final report and 2020 volunteer recruitment
 - Database recommendation to remove gender and title
 - *Minutes from this meeting have been posted on [Board on Track](#).*

Upcoming Activities:

- **Sponsorship Team Meeting:** Stephanie Galer, Meeghan Fortson, Rachel Higgins, Rachel Ezzo, and Jim Paisley will meet on **Tuesday, September 17** to discuss progress on 2019-2020 corporate sponsor solicitations.
- The next **Fund Development Committee** meeting is scheduled for **Wednesday, October 9 at 8:15 AM** at the Elementary Campus.

End of Report.

2019-2020 Fund Development Committee

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

**Non-Board Member*

Coversheet

Monthly Educational Excellence Report

Section: VII. Educational Excellence
Item: A. Monthly Educational Excellence Report
Purpose: Discuss
Submitted by:
Related Material: Educational Excellence Committee Report 9_2019.pdf

Educational Excellence Committee Report – September 2019

ANCS Governing Board Meeting | September 17, 2019

I. Charter Renewal

- 5-year charter term expires June 30, 2021
- Hanah Goldberg and Jason Rhodes to serve as board representatives/liaisons for charter renewal
- Educational Excellence Committee to continue focus on the following performance-based goals/measurable objectives:
 - Academic Goals
 - Beating the Odds (Goal 1)
 - CCRPI > State and District (Goal 2)
 - Organizational Goals
 - Positive School Experience (Goal 3)
 - Attendance
 - Parent Satisfaction Survey
 - Teacher Satisfaction Survey
 - Climate Star Rating
 - Increased Access (Goal 4)
 - Focus on economically disadvantaged (“40% of students newly admitted to the school through the lottery”)

II. The committee discussed how to best keep the Governing Board informed of various academic and assessment initiatives at the school. The committee chair and board chair will work with leadership to schedule overview presentations (to include special education, assessment, and diversity/equity/inclusion initiatives) next quarter.

Coversheet

Monthly Governance Report

Section: VIII. Governance
Item: A. Monthly Governance Report
Purpose: Discuss
Submitted by:
Related Material: 2019_09_06_board_governance_committee_meeting_minutes(1).pdf

DRAFT



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

Atlanta Neighborhood Charter School

Minutes

Board Governance Committee Meeting

Date and Time

Friday September 6, 2019 at 8:15 AM

Location

Elementary campus

In accordance with Georgia's open meetings requirements, notice of this meeting has been posted at both campuses and on the ANCS website.

Committee Members Present**Committee Members Absent**

None

Guests Present

Chuck Meadows, Eric Teusink, Kristen Frenzel, Kristi Malloy, Lee Kynes, Meeghan Fortson, Sabrina Sexton

I. Opening Items**A. Record Attendance and Guests**

All of the listed guests are actually Governance committee members. At the time of the meeting they were not coded yet in Board on Track and thus are listed as guests and not committee members.

B. Call the Meeting to Order

Kristen Frenzel called a meeting of the Board Governance committee of Atlanta Neighborhood Charter School to order on Friday Sep 6, 2019 @ 8:25 AM at Elementary campus.

II. Board Governance

A. Review GovComm charge

We reviewed the Governance committee charge from the Bylaws and a description of what board committees do from Great Boards website. We discussed evaluating compliance by board members, assessment and strategic planning.

B. Set goals and timeline for committee work 2019-2020

Goals for GovComm 2019-2020

1. Policies

We discussed adding a policy to deal with open records/open meetings, specifically outlining who is responsible. To address this gap in our knowledge and further our board training we will invite Chris Adams (ANCS lawyer) to do a training with the board with respect to these issues. KF will schedule for after Sept 17 board meeting, ideally 8-9pm.

We discussed the need to have a physical notice of meetings that is posted at both campus to be in compliance with open meetings law. After consulting with Jeff Homan at GCSA we were advised to post the meeting, the date, time and place. Meeghan will be in charge of compiling all the meetings and creating a list to post at both campuses.

The policy review is at the point where the ANCS lawyers are in the process of reviewing and commenting on an editable document provided by Meeting Makers/Michelle Newcombe. We decided to work with Meeting Makers to create a new HTML "skin" for the policies with the assumption that the website will not be undergoing a large revision in the near future.

We discussed the idea to read the ANCS policies each year and focus on any revising 1/2 of the document in one year and the other 1/2 in the following year. Thus, review and revision would be on a 2 year cycle.

The difference between policy and procedure were discussed. Meeghan will work on list of procedures and update in BoT. Kristi will add procedural ideas for onboarding new board members.

2. ED review- Kristi and KF will set up meeting Lia Santos (former Board Chair), and discuss procedure and timeline for review of ED. The current ED review policy was discussed.

3. Nominations- Nakia shadowed Meeghan last year and is now chair of this subcommittee. The timing of nominations was discussed.

4. How best to support the ED with compensation decisions was discussed. Followup will include discussion with Lia Santos.

C. Schedule committee meetings for 2019-2020

Governance committee will schedule meetings for the first Thursday of each month at 8-9:30am at Elementary campus.

Chuck Meadows arrived late.

III. Closing Items

A. Adjourn Meeting

Lee Kynes made a motion to adjourn the meeting.

Meeghan Fortson seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 AM.

Respectfully Submitted,
Kristen Frenzel