



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

## Atlanta Neighborhood Charter School

### ANCS Governing Board Meeting

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#### **Date and Time**

Tuesday November 19, 2019 at 6:30 PM EST

#### **Location**

Middle Campus, 820 Essie Avenue, SE Atlanta, GA 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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#### **Agenda**

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

Opening Items

**A.** Record Attendance and Guests

**B.** Call the Meeting to Order

**C.** Brain Start Smart

**D.** 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.

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

Approve minutes for ANCS Governing Board Meeting on October 22, 2019

**F. PTCA Report**

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

**G. Principals' Open Forum**

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

**II. New Business**

**A. 2020-2021 School Calendar**

We will discuss the proposed 2020-2021 school calendar at the November meeting and will vote on the final calendar at the December meeting.

**B. CCRPI Report**

**C. Officer Succession Planning**

**D. Secretary's Report**

An overview of FY20 Board Training Requirements and other items.

**E. Equity Support Coordinator's Update**

As part of a series of ANCS Leadership Team updates at board meetings this year, Tilifayea Griffin, Equity Support Coordinator, will present on key priorities and initiatives for the year.

**III. Executive Director's Report**

**A. Charter Renewal Update**

Standing agenda item for 2019-2020 year.

**B. Student Recruitment Strategy**

**IV. Governance**

**A. Monthly Governance Report**

**B. Nominations Update & Vote to Create Task Force**

Vote to create a temporary Nominations Task Force from November 2019 through April 2020 to run the selection process for new board members.

**V. Business & Operations**

Business & Operations

- A. Monthly Business & Operations Report
- B. Facilities Update

**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. Closing Items**

- A. Adjourn Meeting

**IX. Executive Session**

- A. Executive Session

The board *may* enter into executive session to discuss matters related to personnel, real estate, student discipline, and/or litigation in accordance with O.C.G.A. § 50-14-1.

# Coversheet

## Approve Minutes from Prior Board Meeting

**Section:** I. Opening Items  
**Item:** E. Approve Minutes from Prior Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for ANCS Governing Board Meeting on October 22, 2019

APPROVED



## ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

# Atlanta Neighborhood Charter School

## Minutes

### ANCS Governing Board Meeting

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#### **Date and Time**

Tuesday October 22, 2019 at 6:30 PM

#### **Location**

Elementary Campus, 688 Grant St., Atlanta, GA 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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#### **Directors Present**

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

#### **Directors Absent**

Howard Franklin, Laura Melton

#### **Directors who arrived after the meeting opened**

Eric Teusink

#### **Directors who left before the meeting adjourned**

Kristen Frenzel

#### **Guests Present**

Ben Sutton (Committee Member), Cathey Goodgame, Chuck Meadows, Elizabeth Hearn, Irina Brimmell (Committee Member), Kari Lovell, Kristen German, Mark Sanders, Nicole King, Paige Teusink

## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

Sabrina Sexton called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Oct 22, 2019 at 6:32 PM.

### **C. Brain Start Smart**

Eric Teusink arrived.

Brain Start Smart was led by Nicole King, Assistant Principal, Elementary Campus.

### **D. Public Comment**

none

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

Sabrina Sexton made a motion to approve minutes from the ANCS Governing Board Meeting on 09-17-19 ANCS Governing Board Meeting on 09-17-19.

Kristen Frenzel seconded the motion.

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

### **F. PTCA Report**

PTCA President Brittney Gove reported that membership numbers haven't changed much since last month, but more higher level members. Some PTCA numbers are down from the middle campus. Some grants are being used for new sign for the elementary campus, mascot costume ordered, latin dance performers. First dine out at Woods Chapel BBQ raised a little over \$1,000. Grandparents and special friends day was a success. Some logistical things to work out. Fall fest is coming up Nov. 2nd. There were several donations made by the Grandparents and Special Friends to the Gather & Grow Fund, PTCA (school store), and library.

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

Assistant Principal Nicole King gave an update from the Elementary Campus. Many comments from grandparents about the love their child receives. EC just closed out the conference window. Welcomed Elizabeth Wilke to faculty and staff to replace Bill at the reception desk. She is a former ANCS Kindergarten teacher (Elizabeth Swern). "Socktober" was launched this month, which provides new socks to homeless adults and children. 5th grade teacher working to expand the Little food Pantry. Wrapping up Hispanic Heritage Month. Hispanic Heritage Movie night will be held at the Elementary Campus on Nov. 1st.

Dr Goodgame provided a Middle Campus update later in the meeting.

## II. New Business

### A. Annual Audit Presentation

Aleisa Howell from Mauldin Jenkins, our audit firm for past 2 years, presented an overview of our required annual audit from FY19, as of June 30th 2019. Accounting policies are looked at for consistency, as well as management estimates. No material weaknesses or significant deficiencies. There was full cooperation. Included federal funding reports. We received a clean, unmodified opinion. There is a summary of the overall report on page 19 (see full draft report in board packet).

## III. Old Business

### A. Strategic Plan Vote

Eric presented the final version of the Strategic Plan for a vote. This strategic plan was included in the meeting packet and had been shared with the board prior to the meeting. Lee Kynes made a motion to Approve the strategic plan. Meeghan Fortson seconded the motion. The board **VOTED** unanimously to approve the motion.

## IV. Governance

### A. Monthly Governance Report

Kristen Frenzel reported that the Governance Committee has developed a process for policy review and is reviewing the suggested edits to our policies from our charter school lawyer. Committee members should make "comments" not track changes. Will meet again to discuss this on Nov 7.

The committee developed a procedure for annual review of the Executive Director. Chuck would like formative assessment in the first and third quarters. First quarterly request for feedback has been sent to Board and Leadership Team, due October 28. Responses will be collected and synthesized to present to Chuck. There will be a mid-term and end of the year review via Board on Track.

## V. New Business (continued)

### A. Middle Campus Update

Due to technical difficulties, the board moved on to the Strategic Plan vote and the Governance Committee update and came back to the Middle Campus update after these two items.

Each month there will be updates from various members of the leadership team. The goal is to be more connected with the board. Middle campus principal Cathey Goodgame led the group through a Kahoot questionnaire about the middle campus. Morning Meeting is held on Wednesday at 8:30 AM. Advisory happens on all other mornings. Middle campus students take 8 subject areas (tested subjects and non-tested subjects). AGP stands for Academic Growth Period (computer platform working on academics). Every middle campus student takes Spanish. Quiet Time is before their last class block, their eyes are closed or heads are down. Students are supposed to be present and calm. Students can start clubs and find an adult to lead it. 50% of all lead teachers have an advanced degree. 53% are teachers of color. 11% of students are new this year. 68% of students that are new are students of color. 7th and 8th graders often come from tier 2 or 3 attendance zone.

Cathey and Mark Sanders encouraged more board presence at the middle campus. Board members are welcome to attend morning meetings on Wednesdays. Contact Cathey to arrange attendance at an advisory period or other class.

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

### **A. Communications Update**

Chuck Meadows reported that there was a communication plan being developed when Chuck started at ANCS. The plan is being implemented piece by piece. Working on limiting the amount of mass school-wide emailing. The number of people reading the updates is going down. Trying to funnel people now through the courier, which will be limited to current staff, board, and parents. Plans to change the format of the courier. The courier will no longer be posted to the public Facebook page. Working to increase content on public facebook *page* and instagram account. October 31st will limit the members of the private facebook *group* to current parents, faculty, and staff, and board members. ANCS staff will engage in the group.

### **B. GaDOE Annual Report**

Chuck Meadows shared a draft of the school's Annual Report that is due to the GA Department of Education on Nov 1. A lot of compliance questions. as well as information requested about our student body. There is a report for each campus, because we are under two different building codes. See draft report in the meeting packet.

### **C. Charter Renewal Update**

Chuck Meadows reported that the process has started. GCSA has been hired as our charter renewal consultant. Chuck had initial meeting with GCSA. There will be a group that works on the process. Several people will "touch" the charter renewal process even if they are not formally on the task force. First two tasks are drafting the executive summary and performance summary. Want to make the process inclusive and open. We are the only Atlanta Public School charter up for renewal. Board interviews with a panel are part of the process. Chuck will ask GCSA for more info about the process and timing.



## **VII. Business & Operations**

### **A. Monthly Business & Operations Report**

Emily Ormsby presented the monthly business and operations report. There were no questions about the report.

### **B. Annual Resolution Vote**

Kristen Frenzel made a motion to to add Emily Ormsby as a check signer to the ANCS operating account and approve the recommendation by the Business and Operations Committee that the Annual Financial Resolution will prevail in cases of conflict between the Annual Financial Resolution and the board's financial policies until further written notice.

Meeghan Fortson seconded the motion.

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

Kristen Frenzel left.

### **C. Update on Replacement of HVAC Units on Roof**

Jordache Avery reported on facilities and grounds projects. Scanning the roof, still on schedule for next year. Met with an intercom system vendors for some final proposals. A lot of work was done in the "backyard" at the middle campus. The next phase would be adding amenities and enhancements.

## **VIII. Fund Development**

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

See report in meeting packet. Meeghan reported that Gather & Grow Fund is tracking slightly ahead of monthly goals. New families, major donors, and grandparents have all been solicited. Parents will be solicited later this month with updated brochures. In second year of schoolwide sponsorship program. \$36,000 has been raised so far towards our increased sponsorship goal of \$50,000. Think about friends, neighbors, to consider sponsoring. Wonderball Auction happens every year to support operating expenses; it will be on March 7th. Four co-chairs almost confirmed. Grandparents and Special Friends day raised about \$5,000 for Gather & Grow Fund. Meeghan distributed a board pledge form and packet of information about Gather & Grow Fund and sponsorships. Expectation that everyone on the board will give to the Gather and Grow Fund. Last year the board reached 100% participation. Pledges aren't due until June 30th. Board participation can impact ability to secure certain grants.

## **IX. Educational Excellence**

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

Hanah Goldberg reported that the Educational Excellence Committee heard from Elisa Falco from GCSA at their last committee meeting. See report in meeting packet. Elisa identified 2 goals that we are not reaching. There will most likely need to be changes to the attendance zones or the lottery. The Committee will discuss in depth, review data, and create a menu of options to present to the board for a potential vote and implementation beginning with the lottery for the 2021-2022 school year.

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

Hanah Goldberg reported that a new school board member was elected in a special runoff election.

### **X. Closing Items**

#### **A. Adjourn Meeting**

Lee Kynes made a motion to adjourn the meeting.

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 8:40 PM.

Respectfully Submitted,  
Meeghan Fortson

# Coversheet

## PTCA Report

**Section:** I. Opening Items  
**Item:** F. PTCA Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** ANCS PTCA Board Report - 11.19.19.pdf



## PTCA Board Report - Prepared November 19, 2019

### 1. Treasurer's Report:

- a. We are tracking with expenses and income.
- b. We still don't reflect all of the kickball income due to the transfer.
- c. AF is transferring sponsorship money to us this month which brings us to our goal.
- d. GPSF will be over budget but not significantly.
- e. Loyalty programs has picked up. We actually got \$335 from Publix last month.
- f. School store is doing well, we've already met our goal there.

### 2. Event Updates

- a. Fall Fest was well-attended but way understaffed.
- b. The PTCA will again be purchasing the framed school wide photos for both campuses and holiday gift cards for teachers/staff.
- c. We have announced our first PTCA Parents Day on Sunday, December 15th from 1-5pm at the Elementary Campus. \$20 for PTCA members, \$25 for non-members. Flat fee per child (sorry, no sibling discount or reduced hour discounts). All funds raised go to support the PTCA.
- d. RWTW hosting its kickoff meeting this week – we are thrilled it's off to an early start. New this year we will also apply member and non-member pricing. Kristen Daniel has agreed to be faculty liaison.
- e. Yearbook design is under way – also an early start.
- f. Upcoming Events
  - i. 10/25 MC Coffee
  - ii. 11/1 First Friday Fitness
  - iii. 11/2 Fall Festival/Day
  - iv. 11/15 Third Friday Coffee
  - v. 11/18 Exec Committee Meeting
  - vi. 12/6 First Friday Fitness
  - vii. 12/16 Exec Committee Meeting
  - viii. 12/20 Third Friday Coffee
  - ix. 1/3 Grant Application Live
  - x. 1/14 PTCA General Meeting, Spring Committee Chair Meeting
  - xi. 1/17 Third Friday Coffee; Grant Applications Due
  - xii. 1/21 Exec Committee Meeting
  - xiii. 1/24 MC Coffee
  - xiv. 1/31 Bingo Night

### 3. Committee Chairs and Vacancies

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

# Coversheet

## 2020-2021 School Calendar

**Section:** II. New Business  
**Item:** A. 2020-2021 School Calendar  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2020-2021 ANCS Draft Calendar.pdf

## Atlanta Neighborhood Charter School | 2020-2021 Calendar (Proposed)

- 3** Independence Day (observed)
- 23-27** New Teacher/Staff Orientation
- 28** Teacher/Staff Retreat
- 29-31** Teacher/Staff Planning

JULY 20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

- 1** New Year's Day
- 4** Teacher/Staff Planning & Development
- 18** M.L. King, Jr. Birthday
- 5** First Day of Second Semester

- 3** Elementary Campus Open House
- 4** Middle Campus New Family Orientation/Returning Family Open House
- 3-4** Teacher/Staff Planning
- 5** First Day of School (Full Day)

AUGUST 20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 15-19** Mid-Winter Break
- 19** Teacher/Staff Planning & Development

- 2** Labor Day

SEPTEMBER 20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 12-16** Fall Break
- 16** Teacher/Staff Planning & Development

OCTOBER 20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 21						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5-9** Spring Break

- 23-27** Thanksgiving Break

NOVEMBER 20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ 30	24/ 31	25	26	27	28	29

- 28** Last Day of School (early dismissal)
- 31** Memorial Day

18 Last Day of Semester (early dismissal)  
 21-31 Winter Break

DECEMBER 20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-2 Teacher/Staff Planning & Development

- First/Last Day
- Teacher/Staff Planning and Development Day (Students do not report)
- Holiday (No school)

# Coversheet

## CCRPI Report

**Section:** II. New Business  
**Item:** B. CCRPI Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CCRPI at ANCS.pdf



# CCRPI

# What is CCRPI?

The College and Career Ready Performance Index is Georgia's tool for annually measuring how well its schools, districts, and the state are helping students achieve their goals. It provides a comprehensive road map to help educators, families, and community members promote and improve college and career readiness for all students.

ANCS Schoolwide Score: 81.9    District Score: 75.3    State Score: 75.4

*“The Charter School’s CCRPI score shall be better than both the State and the local district.”* - **Charter contract for Atlanta Neighborhood Charter School**

# Components of CCRPI: Content Mastery

- Are students achieving at the level necessary to be prepared for the next grade, college, and career?

Content Mastery includes achievement scores in English language arts, mathematics, science, and social studies based on student performance on Milestones.

# Components of CCRPI: Progress

- How much growth are students demonstrating relative to academically-similar students?

Progress utilizes Student Growth Percentiles (SGPs) to measure progress in both English language arts and mathematics. SGPs describe the amount of growth a student has demonstrated relative to academically-similar students.

# Components of CCRPI: Closing Gaps

- Are all students and all student subgroups making improvements in achievement rates?

Closing Gaps measures the extent to which all students and all student subgroups are meeting annual achievement improvement targets, defined as 3% of the gap between a baseline performance and 100. A system of green, yellow, and red improvement tags will indicate the extent to which improvement targets were met.

# Components of CCRPI: Readiness

- Are students participating in activities that prepare them for and demonstrate readiness for the next level, college, or career?

Elementary and middle school readiness indicators include literacy, student attendance, and opportunities for enrichment beyond the traditional academic core.

# CCRPI Component Weights & Scores

		<b>Scores</b>	
		<b>K-5</b>	<b>6-8</b>
Content Mastery	30%	87 (+2.3)	79.7 (+4.4)
Progress	35%	92.2 (-2.3)	78.9 (+12)
Closing Gaps	15%	50 (-28.6)	55.6 (+8.1)
Readiness	20%	91.8 (+0.2)	91.7 (+1.8)

# Academic Initiatives: K-5

- Additional Saturday School with the addition of 2nd grade, running for six weeks prior to the winter break.
- Growth Period on Wednesdays for 3rd, 4th and 5th grades. Hoping to start in January after the second round of MAP data. Currently working on logistics with teachers.
- Possible Reading Mentors program based on growth data from MAP. In initial phases of this.
- K-5 adoption of Everyday Math 4, which aligns more closely with GA Standards of Excellence.
- Teacher goals focused on Culturally Responsive Pedagogy.



# Academic Initiatives: 6th-8th

Academic Growth Period (AGP) has returned to its roots: “to provide individualized academic support to students outside of the regular class period”

All teacher and staff goals for the year are focused on closing the opportunity/access based on the barriers present in their classrooms/job responsibilities

Saturday School will happen again this year, starting in Jan/Feb and running through Spring Break

Kid Data Talks will happen again in the spring so students are aware of their standardized testing and classroom data

# Coversheet

## Charter Renewal Update

**Section:** III. Executive Director's Report  
**Item:** A. Charter Renewal Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Charter Renewal Update.pdf

# Charter Renewal Update

# Charter Renewal

- 3-hour charter renewal kick-off with Leadership Team & GCSA at 9:30am on December 4th - agenda currently under development
- Review of previous renewal application underway
- GSCA is collecting public data on achievement and demographics
- Timeline has been adjusted; project is on track

# Coversheet

## Student Recruitment Strategy

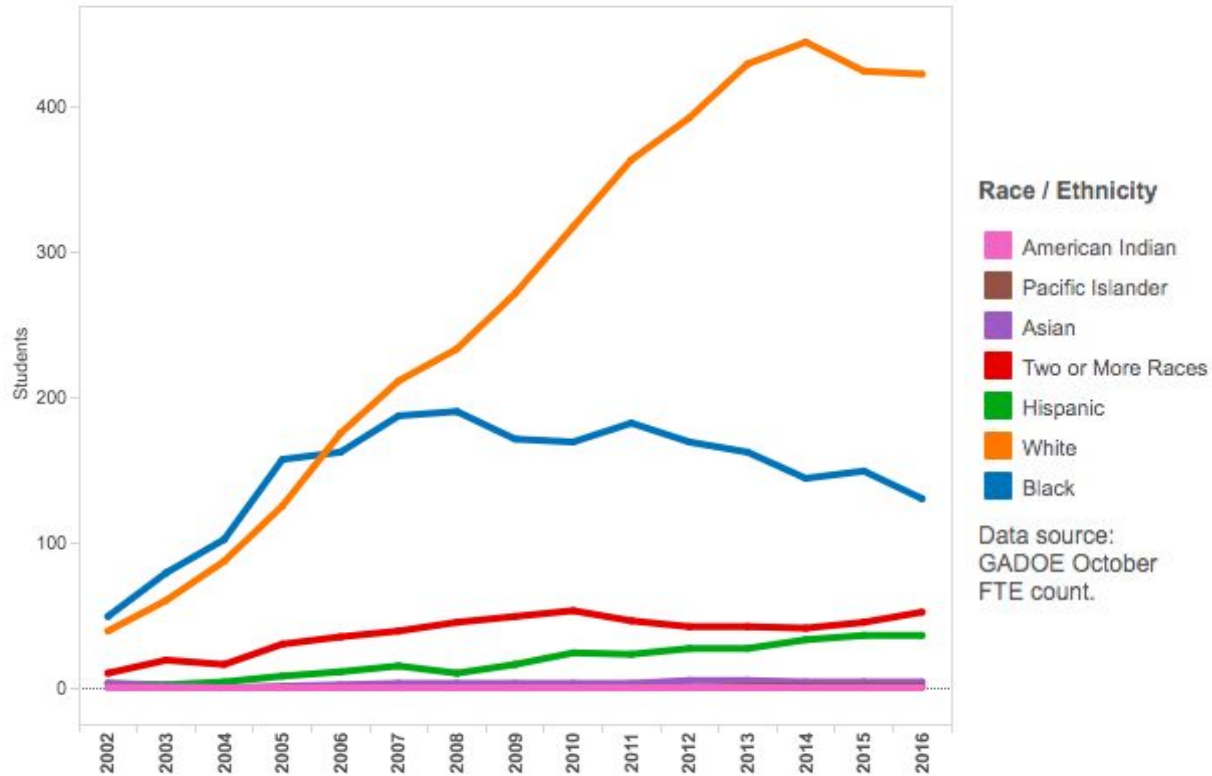
**Section:** III. Executive Director's Report  
**Item:** B. Student Recruitment Strategy  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** ANCS Student Recruitment.pdf

# Student Recruitment

# Recruitment: Diversity goals

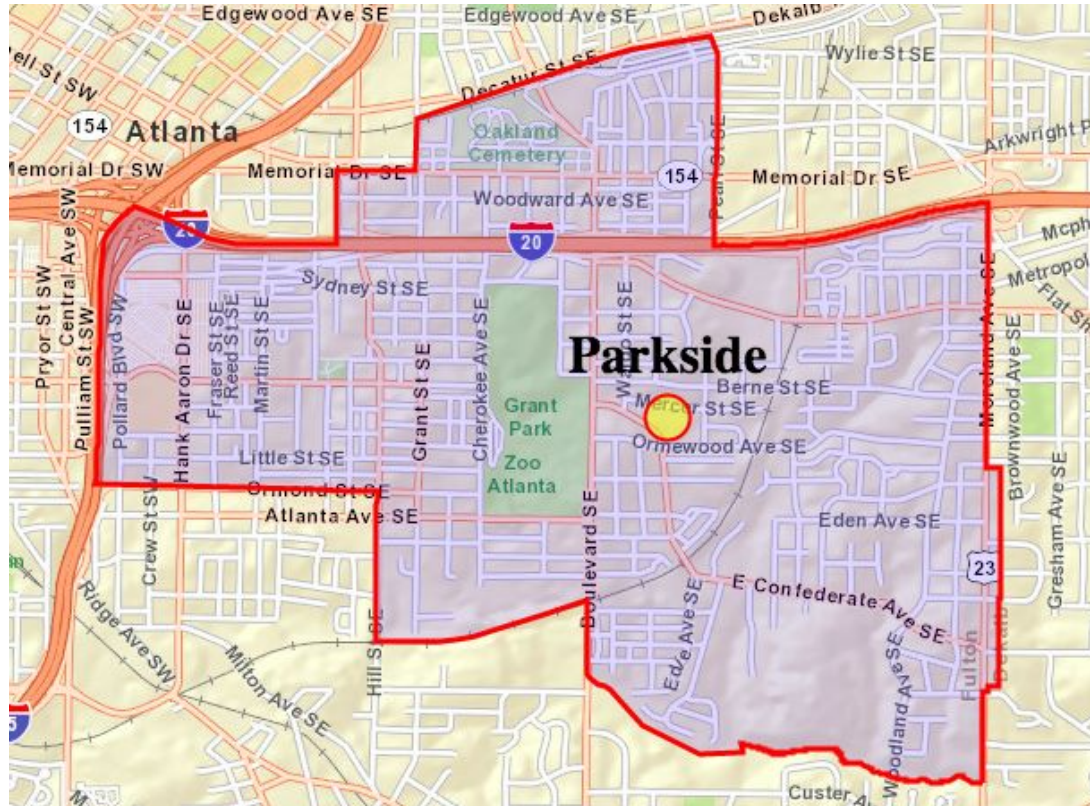
- In 2016, the Georgia Department of Education expressed concern that ANCS's students, faculty, and staff did not reflect the demographic diversity of the attendance zone the charter school serves
- Our charter contract states that we will use a weighted lottery until we reach a point where "30% to 50% of enrolled students are economically disadvantaged"

# Student Demographic Trends: ANCS K-8

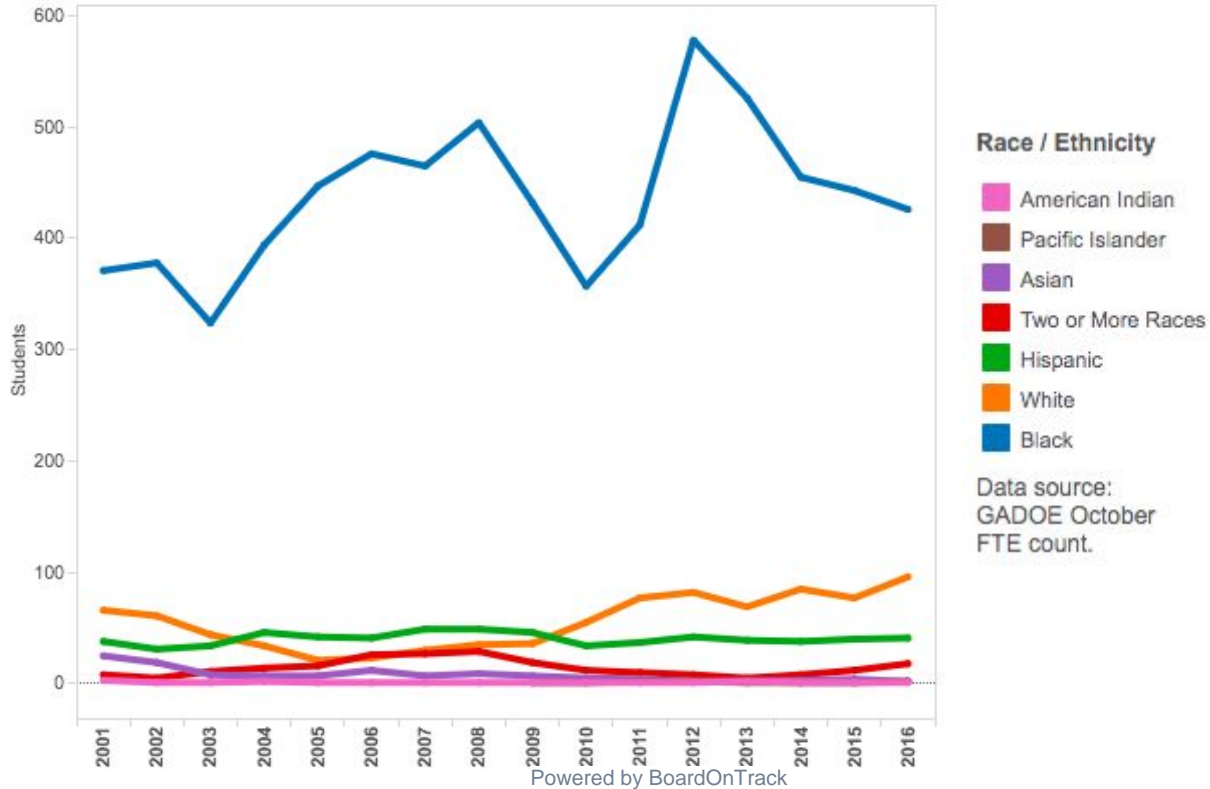




# Student Demographic Trends: Parkside Elementary



# Student Demographic Trends: Parkside Elementary



# Student Demographic Trends: Parkside vs. ANCS

Direct certification/Economically disadvantaged

ANCS Elementary: 5%

Parkside Elementary: 50%

# Recruitment plan

- Participation in the APS universal application platform
- Continue/advertise weighted lottery
- Personalized recruitment of underrepresented ethnicities in the first tier of the attendance zone
- Targeted advertisement on social media leading up to the application period
- Regular recruitment tours beginning in January
- Outreach to specific communities in the first tier of the attendance zone
- Continued outreach at pre-K programs in the area

# Coversheet

## Monthly Governance Report

**Section:** IV. Governance  
**Item:** A. Monthly Governance Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
Governance Committee Meeting Report for ANCS Board meeting Nov 19 2019.pdf

Governance Committee Meeting Report for ANCS Board meeting held Nov 19, 2019  
Submitted by Kristen Frenzel, Chair of Governance Committee

**1. Policy review:**

We reviewed our comments regarding the first set of policies for review and this exercise led to a number of questions regarding policy versus procedure that need to be addressed by law team.

**2. Annual Review of ED procedure:**

1st quarter evaluation - Informal feedback via Survey monkey was gathered from full board and leadership team. Kristen and Eric synthesized the feedback and presented to Chuck. The 3rd quarter evaluation will be completed in **April**, presented by end of April.

Mid-Year and Annual evaluation – We will modify the BOT evaluation or create our own to create an authentic evaluation. Kristi and Kristen met with Chuck to review and clarify 2019-2020 goals and will incorporate questions related to these goals into the evaluation tool. The timing for Mid-Year evaluation is still TBD but we hope that we will send out the evaluation to leadership team and Board by early **January** and provide feedback to Chuck by **early February**. Similarly the timing for End of Year evaluation is to provide feedback to Chuck by **end of May/early June**.

**3. Nominations:**

Nakia is the lead on the Nominations and has proposed the creation of a task force to implement the nominations process. The Governance Committee is proposing a vote in the upcoming November board meeting to do the following:

1. Establish a nominations task force as a delegation of the Board (less than quorum) to manage the entire nominations process including candidate interviews and related discussions. Per legal recommendation, a "task force" as opposed to "subcommittee" is better suited to support the confidential nature of the process for both the Board and applicants, and is less likely to trigger open meetings requirements.
2. The nominations task force will include the following Board members:  
Nakia Echols  
Kristen Frenzel  
Jason Rhodes  
Sabrina Sexton  
The nominations task force will also include Chuck Meadows, Executive Director, as a non voting member.

Board members will also complete the skills assessment on Board on Track as a part of the nominations process by Monday Nov 18<sup>th</sup>.

# Coversheet

## Nominations Update & Vote to Create Task Force

**Section:** IV. Governance  
**Item:** B. Nominations Update & Vote to Create Task Force  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Nominations Task Force Report - Nov 2019.pdf

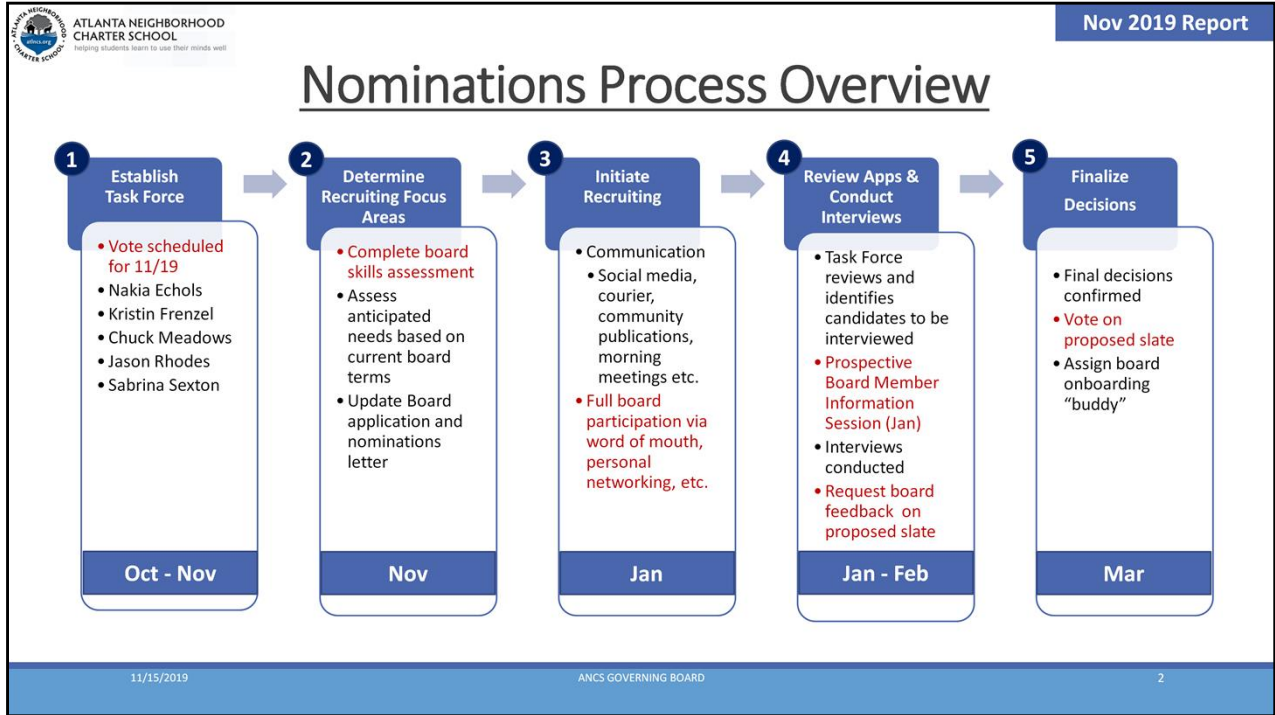


**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL**

helping students learn to use their minds well

**NOMINATIONS TASK FORCE NOVEMBER BOARD REPORT  
PREPARED BY NAKIA ECHOLS  
2019-2020**







## Proposed Recruiting Focus Areas

- **Public Affairs**
  - Fill potential skill gap and/or knowledge transfer
- **Technology**
  - Fill potential skill gap and/or knowledge transfer
- **Diversity/Equity/Inclusion**
  - Impacts strategic plan, charter renewal, and other key initiatives
- **Facilities & Grounds**
  - Knowledge transfer and continuity
- Educational Excellence, Fund Development, non profit board governance experience
- Middle campus parent, Non parent

# Coversheet

## Monthly Business & Operations Report

**Section:** V. Business & Operations  
**Item:** A. Monthly Business & Operations Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** BusOps Comm BOD Update\_November 2019.pdf

November 2019

# Business & Operations Committee Update



## Financial

- ❑ Cash balance (period end 10/31/19) = \$2.32M
  - ❖ \$1.46M in Operating Account
  - ❖ \$855k in Investments (\$773k internally designated as restricted funds; \$83k in unrestricted funds)
- ❑ Revenue items of interest:
  - ✓ Cash position is strong; No currently anticipated funding issues
  - ✓ 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:
  - ✓ A lot of professional development expense during the first half of the FY, but trending on-budget
- ❑ Other Items of Interest:
  - ✓ Two of the school's Certificates of Deposit (CD) – totaling \$298k – matured in October; Business Operations Committee approved re-investing the funds into a two-year CD



## Facilities & Grounds

- ❑ Roof project:
  - ✓ Roof project will be postponed until May 2020 due to necessary structural repairs that must occur to support new roof
  - ✓ Still anticipate summer roof replacement timeline
- ❑ Intercom System:
  - ✓ Current intercom system requires upgrading; age of system makes it difficult and costly to obtain parts and services
  - ✓ Currently meeting with vendors to determine needs and scope
  - ✓ Grant of \$30k for each campus has been awarded to ANCS to defray some of the cost of the new system; grant funds have been received and are reflected in the October financials
- ❑ MC Buildings and Grounds Project:
  - ✓ Backyard Project still ongoing
  - ✓ Park Pride engaged the students in a visioning process ; currently mapping out a master plan to incorporate that vision

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**FY 2020 - Monthly Cash Flow Statement**  
**October 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
<b>Revenue</b>														
Local/State Funding	\$0	\$1,012,406	\$1,012,406	\$1,075,488	\$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	\$0
Title 2 Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contributions & Fundraising	\$8,677	\$6,206	\$17,900	\$32,640	\$14,000	\$14,000	\$14,000	\$14,000	\$90,000	\$14,000	\$19,586	\$4,000	\$0	
Program Income	\$984	\$95,684	\$83,190	\$43,630	\$50,000	\$33,500	\$38,000	\$50,000	\$60,000	\$40,000	\$50,000	\$15,000	\$0	
Nutrition Program Income	\$692	\$32,897	\$32,476	\$26,603	\$30,000	\$30,000	\$30,000	\$30,000	\$25,000	\$21,000	\$20,000	\$9,000	\$0	
Other Income	\$543	\$320	\$3,746	\$420	\$500	\$700	\$700	\$1,000	\$1,000	\$1,000	\$1,200	\$1,000	\$500	
<b>Total Revenue</b>	<b>\$53,117</b>	<b>\$1,147,514</b>	<b>\$1,149,717</b>	<b>\$1,178,781</b>	<b>\$1,093,530</b>	<b>\$1,077,230</b>	<b>\$1,081,730</b>	<b>\$1,094,030</b>	<b>\$1,175,030</b>	<b>\$1,075,030</b>	<b>\$1,089,816</b>	<b>\$29,000</b>	<b>\$500</b>	
<b>Expenditures</b>														
Salaries and Benefits	\$694,360	\$740,951	\$911,052	\$824,345	\$750,000	\$750,000	\$760,000	\$760,000	\$760,000	\$760,000	\$760,000	\$755,000	\$760,000	
Professional Development	\$10,656	\$6,839	\$706	\$39,168	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000	\$10,000	\$5,000	\$10,000	\$0	
Curriculum & Classroom Expense	\$3,455	\$37,792	\$17,889	\$14,977	\$8,000	\$7,000	\$10,000	\$10,000	\$2,000	\$7,000	\$6,000	\$10,000	\$0	
Program Expenses	\$4,517	\$8,602	\$6,893	\$5,127	\$11,570	\$15,000	\$15,000	\$15,000	\$31,000	\$10,000	\$20,000	\$10,000	\$0	
Building & Grounds	\$105,726	\$54,761	\$44,976	\$46,336	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$45,000	\$40,000	\$45,000	\$36,000	
Fixed Assets Expenditures	\$0	\$0	\$34,356	\$1,106	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$17,000	\$10,000	\$0	
Professional Services	\$8,475	\$27,105	\$1,465	\$0	\$4,000	\$930	\$0	\$1,200	\$2,000	\$2,000	\$345	\$50	\$0	
Gen&Admin/Insurance/Interest	\$46,431	\$38,785	\$28,633	\$22,568	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$3,498	\$5,000	
Nutrition Program Expenses	\$888	\$22,750	\$21,663	\$19,585	\$15,000	\$14,000	\$17,000	\$17,000	\$21,000	\$16,000	\$15,315	\$2,500	\$0	
Equipment Rental (Copiers)	\$2,115	\$1,879	\$5,140	\$4,753	\$4,000	\$4,000	\$4,500	\$4,500	\$4,500	\$4,000	\$4,000	\$4,000	\$0	
Fundraising Expenses	\$2,125	\$2,519	\$3,306	\$1,695	\$2,800	\$1,000	\$2,000	\$2,000	\$35,000	\$500	\$500	\$0	\$0	
<b>Total Expenditures</b>	<b>\$878,749</b>	<b>\$941,984</b>	<b>\$1,076,078</b>	<b>\$979,661</b>	<b>\$890,370</b>	<b>\$886,930</b>	<b>\$898,500</b>	<b>\$899,700</b>	<b>\$945,500</b>	<b>\$889,500</b>	<b>\$883,160</b>	<b>\$850,048</b>	<b>\$801,000</b>	
<b>Total Revenues - Total Expenditures</b>	<b>(\$825,632)</b>	<b>\$205,530</b>	<b>\$73,639</b>	<b>\$199,119</b>	<b>\$203,160</b>	<b>\$190,300</b>	<b>\$183,230</b>	<b>\$194,330</b>	<b>\$229,530</b>	<b>\$185,530</b>	<b>\$206,656</b>	<b>\$(821,048)</b>	<b>(\$800,500)</b>	
<b>EOM Cash Balance</b>	<b>\$759,211</b>	<b>\$837,208</b>	<b>\$1,082,984</b>	<b>\$1,462,560</b>	<b>\$1,665,720</b>	<b>\$1,856,020</b>	<b>\$2,039,250</b>	<b>\$2,233,580</b>	<b>\$2,463,110</b>	<b>\$2,648,640</b>	<b>\$2,855,296</b>	<b>\$2,034,248</b>	<b>\$1,233,748</b>	
	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	

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

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL****Budget to Actual FY2020**

YTD October 31, 2019

Period Ended 10/31/19

	YTD FY2019 Actual	YTD FY2020 Actual	YTD Budget	YTD \$Variance	FY2020 Budget
<b>Income</b>					
Local/State Funding	\$2,984,883	\$3,100,301	\$2,997,091	103,210	9,990,302
Grants	\$0	\$42,222	\$0	42,222	0
Title 2 Funding	\$1,000	\$0	\$1,000	0	1,000
Contributions & Fundraising	\$23,638	\$65,422	\$49,414	16,008	233,000
Program Income	\$218,565	\$223,489	\$181,000	42,489	517,500
Nutrition Income	\$92,757	\$92,667	\$90,000	2,667	285,000
Other Income	\$1,838	\$5,584	\$1,861	3,723	8,700
<b>Total Income</b>	<b>\$ 3,322,681</b>	<b>\$3,529,685</b>	<b>\$3,320,365</b>	<b>\$ 209,319</b>	<b>\$ 11,035,502</b>

**Expenditures**

Salaries and Benefits	\$3,013,037	\$3,170,709	\$3,080,039	(90,670)	9,133,710
Professional Development	\$42,467	\$54,068	\$53,872	(196)	113,500
Curriculum & Classroom Expenses	\$110,968	\$74,113	\$130,290	56,177	190,000
Program Expenses	\$34,439	\$25,140	\$52,430	27,290	180,000
Building & Grounds	\$155,685	\$251,249	\$201,133	(50,116)	581,133
Fixed Asset Expenditures	\$65,139	\$35,462	\$80,000	44,538	227,000
Professional Services	\$30,247	\$37,045	\$24,476	(12,569)	35,000
Gen&Admin/Insurance/Interest Expense	\$80,481	\$135,922	\$91,502	(44,420)	200,000
Nutrition Program Purchases	\$77,938	\$64,886	\$62,185	(2,701)	180,000
Equipment Rental (Copiers)	\$23,292	\$9,524	\$16,500	6,976	50,000
Fundraising Expenses	\$6,898	\$13,887	\$7,616	(6,271)	51,400
<b>Total Expenditures</b>	<b>\$3,640,591</b>	<b>\$3,872,007</b>	<b>\$3,800,043</b>	<b>\$ (71,964)</b>	<b>\$ 10,941,743</b>
Operating Income/Loss	\$ (317,910)	\$ (342,322)	(\$479,677)	\$ 137,355	\$ 93,759

**Total investments held by ANCS****10/31/2019**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	1,462,560
		<u>1,462,560</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 - Money Market	Money Market	125,375
Self-Help Credit Union	CD	238,634 matures 10/2021
Self-Help Credit Union	Money Market	<u>63,788</u>
Total invested funds (not at ACB)		<b>855,523</b>
Total restricted funds - reserves		<u>-772,820</u>
Total unrestricted investments		<b>82,703</b>
Grand total ANCS funds		<b>\$2,318,083</b>

# Coversheet

## Monthly fund development report

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





**Fund Development Report // November 2019**  
**Prepared by Meeghan Fortson**  
**ANCS Governing Board Meeting // November 19, 2019**

**2019-2020 Gather & Grow Fund**

October donations received: **\$20,060**

Year to date: **\$31,050**

Goal: \$150,000

Board Participation: **8%**

**Comparison to previous years:**

2018 October donations received: **\$18,729**

2018 Year-to-Date: **\$26,722**

2017 October donations received: **\$23,586**

2017 Year-to-Date: **\$33,761**

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**2019-2020 Gather & Grow Fund:**

During the month of October, the **2019-2020 Gather & Grow Fund** raised \$20,060, which is more than last year, but slightly behind where we had projected to be at this time. This is largely due to the timing of our solicitation letters to parents and a number of significant gifts that we expect will be made at a different time this year. With our final solicitation letters going out to parents this month as well as Fall Giving Week at the beginning of December, we are on track to raise \$60,000 by end of December.

**Corporate Sponsorships:**

This is the 2<sup>nd</sup> year of our school-wide corporate sponsorships program. The funds raised from sponsorships are shared between the PTCA and the school's operating budget.

So far this year, the sponsorship team of volunteers and staff has raised **\$36,250** in new and renewed corporate sponsorships towards our 2019-2020 goal of \$50,000. Last year, we raised \$36,000 in corporate sponsorships.

Efforts will continue throughout the year to raise additional sponsorships. For more information about sponsorships, visit <https://atncs.org/become-a-corporate-sponsor/>

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## 2020 Auction Update:

- The **2020 Wonder Ball Auction** will be held on **Saturday, March 7, 2020** at **Ambient Studios**.
- The 2020 Wonder Ball Co-Chairs (**Christine Dyer, Heather Corrigan, and Jennifer Singh**) met with Fund Development Staff and Fund Development Chair on October 24, and plans are now in full swing. Bios of our chairs were included in the October Fund Development Newsletter. Hourly paid event staff will be hired to help with various tasks this year.
- The Auction Volunteer Kickoff meeting took place on **November 12**, where parents learned more about how they can volunteer and signed up for different roles within the Auction committee.
- The Auction committee is working on a letter to solicit donations from the community, which will go out after Thanksgiving.

## Other Recent Meetings/Activities:

- **October 30** – The Fund Development E-Newsletter was sent to the ANCS community, highlighting our school sponsors, the 2019-2020 Gather & Grow Fund goal, Grandparents Day, and the 2020 Auction Chairs.
- **November 13** - The Fund Development Committee met to review/discuss:
  - October financial report
  - Gather & Grow Fund (recent solicitations, participation rates)
  - Corporate sponsorship update
  - Wonderball auction update
  - November Activities (Holiday Card, Donor Roll, Parent Letter)
  - Giving Week (Dec 2-6)
  - *Minutes from this meeting have been posted on [Board on Track](#).*

## Upcoming Activities:

- **Fall Giving Week** will take place **December 2-6** to coincide with Giving Tuesday/GA Gives Day on Dec 2. Fund Development Committee members and staff will promote the Gather & Grow Fund throughout the week with email blasts, social media posts, morning meeting announcements, yard signs, and

handing out info and treats at drop-off and pick-up at both campuses.

- The next **Fund Development Committee** meeting is scheduled for **Wednesday, December 11 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 11\_2019.pdf

## **Educational Excellence Committee Report – November 2019**

ANCS Governing Board Meeting | November 19, 2019

### **I. Charter Renewal**

- The Committee continues to review data relevant to potential attendance zone and/or lottery changes

### **II. Diversity and Equity Action Team Informational Meeting**

- The Diversity and Equity Action Team (DEAT) will hold an informational meeting for the school community on Thursday, December 5<sup>th</sup> at 6:15 p.m. at the Middle Campus.

### **III. Miscellaneous**

- On November 13<sup>th</sup>, Somer Hobby and Cathey Goodgame held an informative and interactive session on the IB Middle Years Programme (MYP) specifically for Board members.