



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

ANCS Governing Board Meeting

Date and Time

Tuesday May 19, 2020 at 6:30 PM EDT

Location

Virtual Meeting

Meeting ID: meet.google.com/ifj-hezr-dnu

Phone Numbers: (US) +1 267-873-3249; PIN: 627 005 052#

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 ANCS Governing Board Meeting on April 21, 2020

E. PTCA President Update

F. Principals' Open Forum

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

II. Executive Director's Report

A. Executive Director's Report

B. Charter Renewal Update

Standing agenda item for 2019-2020 year.

III. Governance

A. Monthly Governance Report

B. Vote on Cost of Living Increase for Executive Director

IV. Business & Operations

Business & Operations

A. Monthly Business & Operations Report

B. Facilities Update

V. Fund Development

Fund Development

A. Monthly Fund Development Report

VI. Educational Excellence

Educational Excellence

A. Monthly Educational Excellence Report

B. Discussion on Lottery Preferences

C. Public Affairs Subcommittee Report

VII. Executive Session

A. Executive Session

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

VIII. New Business

A. Vote to Approve Executive Session Minutes

The Board will vote to approve Executive Session minutes from April 21 Board Meeting. These minutes will be shared with the Board confidentially during Executive Session at the May Board meeting.

B. Faculty/Staff Recognition

IX. Closing Items

A. Adjourn Meeting

Coversheet

Approve Minutes from Prior Board Meeting

Section: I. Opening Items
Item: D. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for ANCS Governing Board Meeting on April 21, 2020

APPROVED



**ATLANTA NEIGHBORHOOD
CHARTER SCHOOL**

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

ANCS Governing Board Meeting

Virtual Meeting

Date and Time

Tuesday April 21, 2020 at 6:30 PM

Location

Virtual Meeting

Meeting ID: meet.google.com/ifj-hezr-dnu

Phone Numbers: (US)+1 267-873-3249; PIN: 627 005 052#

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

Directors Absent

None

Guests Present

Angela Christie, Barrett Krise, Ben Sutton, Carla Wells, Cathey Goodgame (remote), Chuck Meadows (remote), Kari Lovell (remote), Lara Zelski (remote), Mark Sanders (remote), Nicole King (remote), Paige Teusink (remote), Rachael Smith, Rhonda Collins, 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 Apr 21, 2020 at 6:36 PM.

C. Public Comment

There were no public comments.

D. Approve Minutes from Prior Board Meeting

Sabrina Sexton made a motion to approve the minutes from ANCS Governing Board Meeting on 03-17-20.

Lee Kynes seconded the motion.

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

E. Approve Minutes from Specially Called Meeting on April 14

Sabrina Sexton made a motion to approve the minutes from Specially Called Board Meeting on 04-14-20.

Kristi Malloy seconded the motion.

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

F. PTCA President Update

See PTCA report in board packet. Brittney Gove gave an update on recent PTCA activities.

- Run With the Wolves will be postponed until August 29 and may take place again in May 2021, depending on how the race goes in August.

-Will be producing yearbooks this year

-No end of year picnic

-4/21 dine-out tonight; Your Pie is currently overwhelmed with the number of orders, despite warnings.

-Normally vote on budget and slate of new officers in May; planning to set up a way to vote online, anonymously.

G. Principals' Open Forum

Elementary Campus Principal Lara Zelski gave an update on how Phase 4 is going for Elementary students, teachers, and families. HOWL team created a great rollout plan. Attendance has been good for live sessions. Technology is hard for the younger grades. Making plans to celebrate 5th grade at end of year.

Middle Campus Principal Cathey Goodgame credited the HOWL team for how well things are going at the Middle Campus. Easier transition for Middle Campus students because they were already working in Google Classroom and other online platforms but still a learning curve. Kids seem to be doing ok. Some aspects of Middle Campus learning are more complicated to do online for example, curriculum choices for next year. Working to celebrate 8th graders, trying to stay connected.

II. Executive Director's Report

A. 2020-2021 New Student Acceptance & Enrollment Update

Chuck Meadows presented his Executive Director report, which can be found in the board packet.

Deadline to accept or decline admission offer for 2020-2021 year was April 17. Chuck presented the results. Only slots in Kindergarten and 6th grade have been offered so far. Of the 64 kindergarten students admitted, 25 were siblings of current ANCS students. There were 6 new 6th grade students admitted.

Disappointing news on the socio-economic front. Extended offers to only 4 socio-economically disadvantaged students, of which 2 accepted. 176 waitlisted, most outside of our tier one attendance zone.

Campus principals reported that while spots are typically held for retention, these spots will open up as retention is not likely this year; no equitable way to do it given the current situation. Also seeing lower attrition (to private schools), possibly due to economic instability.

B. Charter Renewal Update

Chuck reported we are on track to meet our July 1 deadline to submit our Charter Renewal application. There has been talk of that deadline getting extended, but regardless we will still plan to meet our original deadline. Next meeting with GCSA is on April 24. There will be a detailed presentation at the next Educational Excellence Committee meeting.

C. COVID-19 Update

Chuck updated the Board on HOWL (Home/Offsite Wolves Learning), the HOWL Team, and highlights from the HOWL platform. Phase 4 went into place on Monday. All 4 phases were developed upfront. Remote learning will continue through May 15, after which we'll focus on wrap up and closure of the school year.

During phase 3, the school received some feedback from parents about the 8 AM start time, but due to the level of complexity of the schedule, including grade level collaboration, lesson planning, etc., the schedule will not be shifted.

ANCS's kitchen staff has been working very hard, receiving close to 200 orders per day for meals most recently. Meals are free to all students and siblings under 18 and are reimbursed by the department of education. Each order could be for several members in a household. Approximately 2200 reimbursable meals have been served. Staff wears PPE during food prep and distribution. Meals are available to Parkside families as well. PTCA has offered to help if volunteers are needed as orders increase.

Media Centers are open by appointment only for families to check out books. Books are sanitized before and after checking out. Mike Boardman has been distributing devices to families and pickup for repairs. Distributed over 500 devices; about 50 additional to K-2 students and students with multiples. School has taken steps to ensure everyone who needs a device and/or WIFI has received resources/assistance.

Chuck reported that a special appeal for Gather & Grow Fund donations resulted in \$7,000 in additional funding to allow the school to support families with technology, groceries, and meals. So far \$3,000 has been distributed in the form of Kroger gift cards through the school's counselors. Meals have been delivered to those with transportation challenges. Support has also gone to families of teachers whose income has reduced because of no aftercare and Saturday School. The special fundraising effort allows us to respond without doing a new and different ask each time a need arises. We will continue this through the end of the school year.

No plans yet for summer.

III. Governance

A. Monthly Governance Report

See Governance report in packet. Kristen Frenzel reported that policies continue to be reviewed and we will be voting on those policies we can move forward quickly. Others will need more time. Revised onboarding process for incoming board members. Scheduled first meeting for the task force on committee composition (Sabrina Sexton, Kristen Frenzel, and Laura Melton).

IV. Business & Operations

A. Monthly Business & Operations Report

See Business & Operations report in packet. Laura Melton reported that we have a healthy cash balance. Paycheck Protection Program (CARES Act) funds were approved and received by the school on Thursday and will be reflected in the April financials. Committee had a great conversation around the process for these funds: decided to

segregate funds until we have 100% forgiveness for them or use funds to pay off loan; strong audit trails will be created; monthly reporting to the committee.

B. Vote on Proposed 2020-2021 Budget

Chuck presented the 2020-2021 budget included in Board packet. He proposed a conservative budget of \$11.6 million, which is essentially the same budget as this year with a few minor adjustments. CARES Act revenue is not included in the budget. We expect some grown in allocation from APS, not reflected.

Lee Kynes made a motion to approve the 2020-2021 budget as proposed.

Howard Franklin seconded the motion.

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

C. Facilities Update

Jordache provided a facilities update.

- Roof project is on schedule and may even be early due to the building being closed.
- Encore System was selected as the vendor for the new intercom/communications system at both campuses and payment of \$95,000 was sent. \$60K of this is covered by a grant. Business & Operations Committee chose vendor and approved funding as per the authority given at the March board meeting. No need to take an additional vote. Board members can review vendor bids and project info in the shared drive.
- Middle Campus buildings and grounds project is moving along.

V. Fund Development

A. Monthly Fund Development Report

See Fund Development report in packet. Meeghan Fortson reported that Gather & Grow Fund is on track to meet our goal; however, given the coronavirus crisis, the strategy and messaging this spring will be different. Special effort to raise support for families of students and teachers will continue through the end of the year. \$7,000 raised for this effort in March. Auction was a great night for the school and raised \$115K (gross) for school operations. Fund Development Newsletter will go out at the end of the month to a broader community of donors (alumni parents, grandparents, community members).

VI. Educational Excellence

A. Monthly Educational Excellence Report

See Educational Excellence report in Board packet. Hanah Goldberg reported that we will be voting at a future meeting on making changes to our Charter that will allow us to be as proactive as possible to become a more diverse student body.

B. Public Affairs Subcommittee Report

Howard Franklin reported on City of Atlanta's announcement, Governor Kemp's order to loosen restrictions in Georgia, selection of APS superintendent Lisa Herring, and potential timeline for the legislative session.

VII. Executive Session

A. Executive Session

Eric Teusink made a motion to move into Executive Session to discuss personnel/human Resources matters.

Sabrina Sexton seconded the motion.

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

Board moved into executive session at 8:06 pm. Board members called in on a private teleconferencing number.

Board came out of Executive Session at 8:53 pm and called back into the regular meeting teleconference number.

VIII. New Business

A. Vote to Ratify FY21 Personnel Actions

Lee Kynes made a motion to ratify the slate of FY21 Personnel Actions as proposed by Executive Director Chuck Meadows.

Sabrina Sexton seconded the motion.

The slate of personnel actions was proposed to the board and discussed during Executive Session.

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

B. Vote to Approve Executive Session Minutes

Jason Rhodes made a motion to approve minutes from Executive Session on February 18, 2020.

Sabrina Sexton seconded the motion.

These confidential minutes were reviewed by the Board during Executive Session.

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

Howard Franklin made a motion to approve minutes from Executive Session on March 17, 2020.

Kristen Frenzel seconded the motion.

These confidential minutes were reviewed by the Board during Executive Session.

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

IX. Closing Items

A. Adjourn Meeting

Kristen Frenzel made a motion to adjourn the meeting.

Howard Franklin seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:57 PM.

Respectfully Submitted,
Meeghan Fortson

Coversheet

PTCA President Update

Section: I. Opening Items
Item: E. PTCA President Update
Purpose: FYI
Submitted by:
Related Material: ANCS PTCA Board Report - 05.19.20.pdf



**PTCA Board Report for May 19, 2020 Board Meeting
(Note: Prepared on May 16, 2020)**

1. 2020-21 Approved PTCA Budget (See attached.)

- a. School Gift. We have removed the outdated school gift line item from our budget and this requirement was voted to be removed from our bylaws.
- b. Cardboard Challenge: Moved to \$0 with the expectation we won't have it next year.
- c. RWTW: Double for now with the expectation we will have postponed 2020 one in the fall and one in the spring.
- d. Yearbooks. Given that our yearbooks now cost way more than what we bring in to offset the costs, we are proposing we charge \$13 a yearbook next year so the extra will help us cover the cost of any students that can't pay, plus any fees. We also think we can still cover free yearbooks for any teachers or staff that want them. At this price, note that yearbooks are not a fundraiser, they are just covering the cost of themselves. We are thinking we just communicate at some point next year that the yearbooks are a pre-order and only order what is purchased plus a little surplus. We have updated the budget to reflect that we will bring in \$5000 and spend \$6000, just to be safe with the hope that we break even.
- e. DEAT. We removed the \$600 contribution to DEAT from the PTCA budget given they have a budget provided to them by the school – however we still encourage them to apply for PTCA grants.
- f. Grandparents and Special Friends Day. We are proposing that G&G cover the cost of the mailing and any associated design or database cleaning fees associated with the mailing with the caveat that PTCA gets to approve the final design to ensure PTCA is mentioned. Then the PTCA will cover any of the day of experience expenses such as – décor, food, chair rental and we the Exec committee will work with Chef directly.
- g. Grants: Given the change in yearbook policy we are able to maintain our grant budget back to \$12,000.

2. 2020-21 Calendar (Full Calendar [HERE](#))

- a. August 2: **New Student Social**
- b. August 7: **Back-to-School Ice Cream Party**
- c. August 11: **First PTCA General Meeting**
- d. August 29: **Run with the Wolves (Rescheduled)**
- e. October 4: **Kickball Tournament**
- f. October 23: **Grandparents & Special Friends Day**
- g. November 7: **Fall Festival**
- h. We have currently included a Fall and Spring RWTW, as we have postponed the 2020 event for August. However, we may opt to cancel the one in May contingent on the performance of the one in August.
- i. Note that we have removed Cardboard Challenge from our calendar for now for the following reasons. (1) Our chairs that have organized it for the past few years won't be returning. (2) We have a robust fall calendar given the RWTW in August now. (3) We received very little volunteer support for this event last year despite having a full turnout. (4) We needed an October date for Kickball given the heat in September last year.
- j. We did go ahead and add the MC Car Wash in April.
- k. No Dine Outs or Parents Day Out are currently scheduled as those usually can't be determined this far in advance. Also we add those as needed to supplement the fundraising budget.

3. 2020-21 Approved Slate

- | | |
|--------------------------------------|-------------------------------------|
| a. Paige Teusink, President | g. Krista Koch, At-Large, |
| b. Alyssa Kopp, VP Elementary Campus | h. OPEN, At-Large |
| c. Nikki Zimmerman, VP Middle Campus | i. Jim Paisley, Emeritus Member |
| d. Rachel Ezzo, Treasurer | j. Ex-Officio, Brittney Gove |
| e. Gracie Gummere, Communications | k. Kelly Dennis, EC Staff Liaison |
| f. OPEN, Secretary | l. Maria McFeeley, MC Staff Liaison |

Budget

Income	2020 Budget	2020 YTD (March)	2020 Difference	2021 Budget
Sponsorship	\$11,200.00	\$11,425.00	\$225.00	\$11,200.00
Donations	\$0.00	\$156.90	\$156.90	\$0.00
Membership Drive	\$11,000.00	\$11,816.93	\$816.93	\$11,000.00
Yearbook	\$3,000.00	\$937.43	-\$2,062.57	\$5,000.00
Field Day T-Shirts				\$1,000.00
Loyalty Programs	\$2,500.00	\$755.48	-\$1,744.52	\$1,000.00
School Store	\$3,000.00	\$6,238.27	\$3,238.27	\$3,000.00
School Pictures	\$3,800.00	\$2,798.05	-\$1,001.95	\$3,000.00
Fall Fest	\$500.00	\$0.00	-\$500.00	\$0.00
PTCA Picnic	\$1,300.00	\$0.00	-\$1,300.00	\$1,300.00
2018-2019 Carry Over	\$5,000.00	\$0.00	-\$5,000.00	\$0.00
Fundraising Events	\$18,900.00	\$9,521.07	-\$9,378.93	\$28,900.00
Bingo Night	\$2,500.00	\$2,344.27	-\$155.73	\$2,500.00
Run with the Wolves	\$11,000.00	\$1,200.00	-\$9,800.00	\$19,900.00
Kickball	\$1,600.00	\$3,564.75	\$1,964.75	\$3,500.00
Dine Outs/ Parents Night Out	\$3,800.00	\$2,412.05	-\$1,387.95	\$3,000.00
TOTAL INCOME	\$60,200.00	\$43,649.13	-\$16,550.87	\$65,400.00

Expenses	2020 Budget	2020 YTD (March)	Difference	2021 Budget
Fundraising Expenses				
Office Supplies/Administration Costs	N/A	N/A	N/A	\$75.00
Membership Drive	\$200.00	\$178.34	-\$21.66	\$200.00
Carry Over	\$5,000.00		-\$5,000.00	\$0.00
School Store	\$2,000.00	\$6,907.38	\$4,907.38	\$1,000.00
Teacher Appreciation				
Teacher Appreciation Back To School	\$550.00	\$451.62	-\$98.38	\$550.00
Teacher Appreciation Week	\$1,500.00		-\$1,500.00	\$1,500.00
Teacher Appreciation Gift Cards	\$6,250.00	\$6,400.00	\$150.00	\$6,500.00
School Support				
Grants	\$12,000.00	\$6,869.47	-\$5,130.53	\$12,000.00
Family Assistance Fund	\$1,000.00		-\$1,000.00	\$1,000.00
School Photo Framed	\$380.00	\$324.00	-\$56.00	\$380.00
Scholarships	\$1,000.00		-\$1,000.00	\$1,000.00
Yearbooks	\$9,900.00	\$7,227.56	-\$2,672.44	\$6,000.00
Field Day Shirts				\$3,500.00
Related Arts. Misc.	\$200.00		-\$200.00	\$200.00
Sustainability	\$200.00		-\$200.00	\$200.00

Health and Wellness	\$200.00		-\$200.00	\$200.00
Non-Fundraising Events				
Third Friday Coffee and Principal's Coffee	\$400.00	\$180.92	-\$219.08	\$400.00
Grandparents and Special Friends Day	\$2,000.00	\$2,602.91	\$602.91	\$3,000.00
Fall Festival	\$2,000.00	\$1,706.55	-\$293.45	\$2,000.00
Cardboard Challenge	\$300.00	\$263.90	-\$36.10	\$0.00
Back to School Ice Cream Social	\$925.00	\$975.78	\$50.78	\$925.00
MC Talent Show	\$225.00		-\$225.00	\$225.00
5th/8th Graduations	\$400.00	\$225.20	-\$174.80	\$400.00
Middle School Dances	\$600.00	\$100.00	-\$500.00	\$600.00
Childcare for PTCA Meetings	\$620.00	\$385.00	-\$235.00	\$470.00
PTCA Picnic and Meeting Refreshments	\$1,250.00		-\$1,250.00	\$1,250.00
Fundraising Events				
Bingo Night	\$1,000.00	\$609.57	-\$390.43	\$800.00
Run with the Wolves	\$9,500.00	\$975.15	-\$8,524.85	\$18,500.00
Kickball	\$1,500.00	\$1,840.79	\$340.79	\$2,000.00
Dine Outs/ Parents Night Out	\$0.00	\$325.99	\$325.99	\$400.00
TOTAL EXPENSES	\$61,100.00	\$38,550.13	-\$22,549.87	\$65,275.00

Coversheet

Executive Director's Report

Section: II. Executive Director's Report
Item: A. Executive Director's Report
Purpose: FYI
Submitted by:
Related Material: Executive Director's Report - May 19, 2020.pdf

Executive Director's Report

May 19, 2020

Charter Renewal Update

Draft charter renewal petition complete; shared with Educational Excellence Committee chair and soon will be shared with full committee and K-8 leadership team.

Lottery preference shifts to be discussed May - June (timeline to be discussed).

On target for ratification by the full board on June 25.

A review: COVID-19 closure, planning & response

ANCS COVID-19 planning & response timeline



The academic leadership team met on Thursday, March 12th to establish principles and “must-haves” in a remote learning environment in the event of a school closure. A team of faculty & staff was selected to take these principles and build out a plan.

Governor Kemp held a press conference that afternoon that left school districts the option of closing should they so see fit.

Later that evening, Dr. Carstarphen announces that all APS schools will close after March 13th.

ANCS COVID-19 planning & response timeline



The team of faculty and staff selected by the academic leadership team meets for a full day on March 13th to build out the remote learning plan.

Students leave school that day with their Chromebooks.

The team reconvenes for another full day of work on Sunday, March 15th. The remote learning platform is named Home/Offsite Wolves Learning, or HOWL, by Cathey Goodgame.

The HOWL platform is rolled out to all faculty & staff on Monday, March 16th.

ANCS COVID-19 planning & response timeline



School supplies, math workbooks, journals and other materials are assembled for pick-up at both campuses, with specific materials going out to certain grade levels.

ANCS COVID-19 planning & response timeline



The HOWL site goes live for all students on Wednesday, March 18th, complete with lessons, instructions, library hours, meal sign-ups and more.

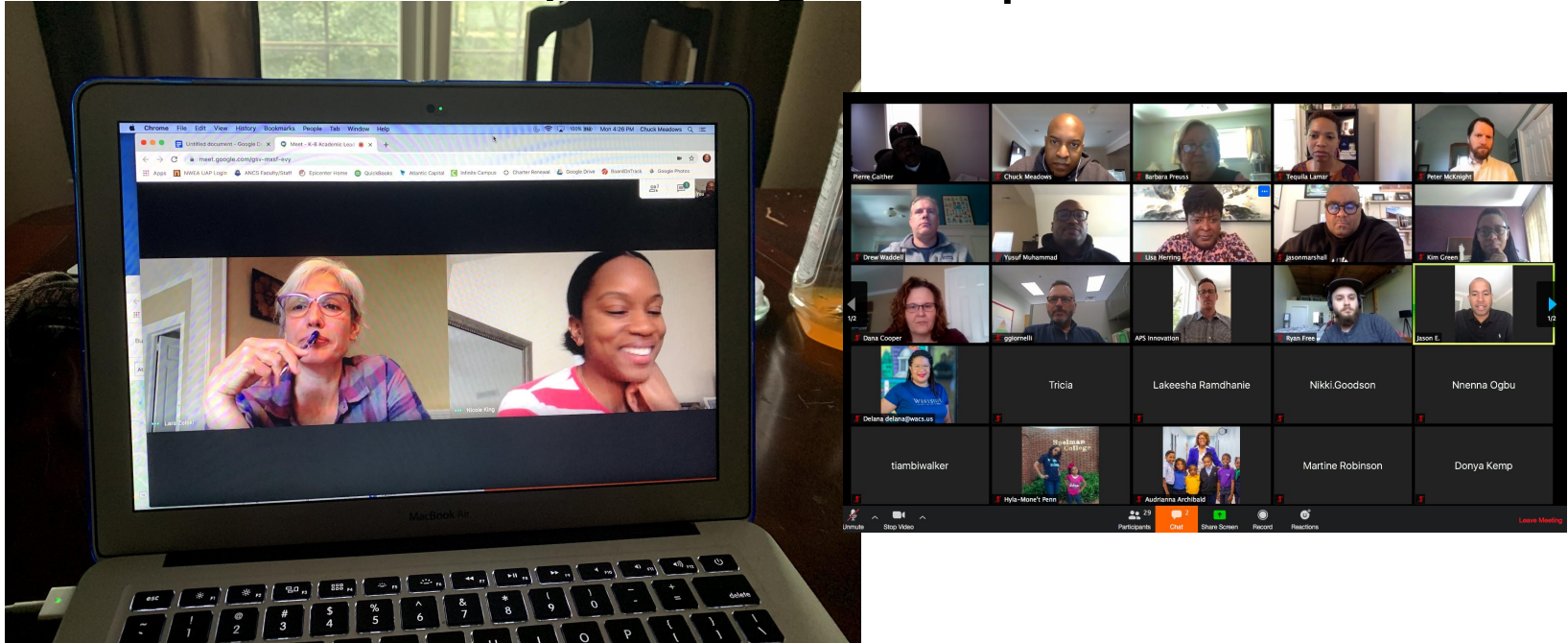
Attendance/participation rates range from approximately 88% - 95%.

ANCS COVID-19 planning & response timeline



Meal service begins at ANCS for the neighborhoods of Ormewood Park, Grant Park, Summerhill, Cabbagetown. Meals are free to anyone under 18 years of age.

ANCS COVID-19 planning & response timeline



All management, collaboration and planning moves to virtual platforms - both intra-school and externally.

ANCS COVID-19 planning & response timeline



Connections are made on a limited basis when they can happen safely

ANCS COVID-19 planning & response timeline

Planning for next year:

- APS to decide between in-person, virtual or hybrid method
- Charters will have a degree of autonomy
- Checkered approach likely in the metro region
- Concerns about “second wave”

Fiscal Outlook

Fiscal Outlook

- Georgia Department of Education planning 14% budget reduction for the upcoming fiscal year; cuts will be “passed on” to local school districts
- Atlanta Public Schools does not plan to include any salary increases for FY21
- Immediate impact to state funding stream; delayed impact to local property tax revenue
- No reductions/revisions to adopted budget proposed currently
- Significant reductions to the FY22 budget should be expected

Coversheet

Monthly Governance Report

Section: III. Governance
Item: A. Monthly Governance Report
Purpose: FYI
Submitted by:
Related Material: 2020_05_07_governance_committee_monthly_meeting_minutes.pdf

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

Atlanta Neighborhood Charter School

Minutes

Governance committee monthly meeting

Date and Time

Thursday May 7, 2020 at 8:00 AM

Location

Meeting ID

meet.google.com/ifj-hezr-dnu

☐

Phone Numbers

(US) [+1 267-873-3249](tel:+12678733249)

PIN: 627 005 052#

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

Kristen Frenzel, Kristi Malloy, Lee Kynes, Meeghan Fortson, Sabrina Sexton

Committee Members Absent

Nakia Echols

Guests Present

Chuck Meadows

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Kristen Frenzel called a meeting of the Board Governance committee of Atlanta Neighborhood Charter School to order on Thursday May 7, 2020 @ 8:05 AM at Meeting ID meet.google.com/ifj-hezr-dnu

□

Phone Numbers
(US) [+1 267-873-3249](tel:+12678733249)

PIN: 627 005 052#

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C. Approve Minutes

Lee Kynes made a motion to approve the minutes from. Governance committee monthly meeting on 04-02-20
Meeghan Fortson seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Board Governance

A. ANCS Policy review

Lee went over some discussion points in reviewing the ANCS Bylaws. Next steps are to make changes and send questions to attorneys.

B. ED support and evaluation

Annual review is to be completed by June board meeting. We will reuse the survey monkey survey used in mid-year review with some tweaks to the questions to allow for effective feedback.

Governance puts forth a motion for full Board to vote in the May board meeting on cost of living increase to ED salary of 3%, consistent with all non-instructional staff.

C. Onboarding

Tabled for next meeting to discuss onboarding of new board members and new staff at same time.

D. Task force discussion

Sabrina gave update of discussion of Committee Composition and Support task force

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:18 AM.

Respectfully Submitted,
Kristen Frenzel

Coversheet

Monthly Business & Operations Report

Section: IV. Business & Operations
Item: A. Monthly Business & Operations Report
Purpose: FYI
Submitted by:
Related Material: BusOps Comm BOD Update_May 2020.pdf

Business & Operations Committee Update



Financial

- ❑ Cash balance (period end 04/30/20) = \$3.4M (does not include PPP funds)
 - ❖ \$2.5M in Operating Account
 - ❖ \$868k in Investments (\$773k internally designated as restricted funds; \$95k in unrestricted funds)
- ❑ Payroll Protection Program (PPP)
 - ❖ Beginning Balance (funded 4/15/20): \$1,850,000
 - ❖ Expenditures To-Date:
 - Payroll: (\$558,775)
 - Health Insurance: (\$65,479)
 - Utilities: (\$2,794)
 - ❖ Remaining Balance (as of 4/30/20): \$1,222,952
- ❑ Revenue items of interest:
 - ✓ Cash position is strong; We've received all allocated funding YTD
 - ✓ Strong financial performance against the YTD budget
 - ✓ Paycheck Protection Program (PPP) funding was approved during a special meeting of the board and received by ANCS on Thurs, 4/16
 - Committee has discussed processes & strong audit trail to be utilized during forgiveness period
 - Reminder: PPP funds not included in FY20-21 draft budget; budget will be reforecast once forgiveness is certified and Board approves use of funds
- ❑ FY 20-21 budget update:
 - ✓ APS has not yet adopted a budget for FY20-21
 - ✓ We are anticipating a 14% reduction to ANCS' funding from APS for next fiscal year
 - ✓ Executive Director will work with his leadership team to propose changes to the adopted ANCS budget to reflect such reduction



Facilities & Grounds

- ❑ Roof project:
 - ✓ Roof on schedule for replacement this summer; APS has chosen the contractor and pre-construction meetings are being scheduled
 - ✓ May be able to begin work earlier than anticipated; TBD
 - ✓ Intercom work will need to occur at the EC prior to roof repair work beginning
- ❑ Intercom System:
 - ✓ Grant of \$30k for each campus has been awarded to ANCS to defray some of the cost of the new system; grant funds were received in October and are reflected in the financials
 - ✓ Vendor has been selected and Board approved funds during March board meeting
 - ✓ Work is currently being scheduled
- ❑ MC Buildings and Grounds Project:
 - ✓ 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
April 30, 2020

	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	\$1,012,406	\$1,075,488	\$1,023,716	\$1,207,158	\$1,074,033	\$1,074,033	\$1,074,033	\$1,074,033	\$1,124,426	\$0	\$0
Grants	\$42,222	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,527	\$40,476	\$0	\$0
Title 2 Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contributions & Fundraising	\$8,677	\$6,206	\$17,900	\$32,640	\$17,030	\$3,293	\$33,756	\$29,259	\$85,645	\$5,711	\$20,000	\$4,000	\$0
Program Income	\$984	\$95,684	\$83,190	\$43,630	\$22,259	\$47,079	\$73,356	\$46,077	(\$871)	\$18,227	\$5,000	\$0	\$0
Nutrition Program Income	\$692	\$32,897	\$32,476	\$26,603	\$36,380	\$28,661	\$28,097	\$32,375	\$20,809	\$13,280	\$5,000	\$0	\$0
Other Income	\$543	\$320	\$3,746	\$420	\$472	\$542	\$545	\$544	\$1,595	\$614	\$600	\$600	\$600
Total Revenue	\$53,117	\$1,147,514	\$1,149,717	\$1,178,781	\$1,099,855	\$1,286,732	\$1,209,787	\$1,182,288	\$1,181,211	\$1,152,392	\$1,195,502	\$4,600	\$600
Expenditures													
Salaries and Benefits	\$694,360	\$740,951	\$911,052	\$824,345	\$810,253	\$961,386	\$774,876	\$805,788	\$810,438	\$762,233	\$760,000	\$755,000	\$760,000
Professional Development	\$10,656	\$6,839	\$706	\$39,168	\$12,773	\$8,391	\$628	\$22,451	\$12,621	(\$1,015)	\$5,000	\$10,000	\$0
Curriculum & Classroom Expen	\$3,455	\$37,792	\$17,889	\$14,977	\$9,727	\$28,509	\$6,808	\$10,342	\$4,816	\$4,928	\$6,000	\$10,000	\$0
Program Expenses	\$4,517	\$8,602	\$6,893	\$5,127	\$5,610	\$16,453	\$12,206	\$28,262	\$8,281	\$2,933	\$20,000	\$10,000	\$0
Building & Grounds	\$105,726	\$54,761	\$44,976	\$46,336	\$44,923	\$43,048	\$55,708	\$44,697	\$35,078	\$36,715	\$40,000	\$45,000	\$36,000
Fixed Assets Expenditures	\$0	\$0	\$34,356	\$1,106	\$2,440	\$1,076	\$15,414	\$1,893	\$294	\$355	\$17,000	\$10,000	\$0
Professional Services	\$8,475	\$27,105	\$1,465	\$0	\$5,309	\$0	\$30	\$0	\$0	\$1,350	\$345	\$50	\$0
Gen&Admin/Insurance/Interes	\$46,431	\$38,785	\$28,633	\$22,568	\$30,952	\$21,845	\$22,753	\$18,114	\$20,566	\$12,827	\$15,000	\$3,498	\$5,000
Nutrition Program Expenses	\$888	\$22,750	\$21,663	\$19,585	\$23,882	\$13,716	\$19,467	\$23,105	\$12,605	\$12,318	\$15,315	\$2,500	\$0
Equipment Rental (Copiers)	\$2,115	\$1,879	\$5,140	\$4,753	\$4,672	\$4,284	\$5,251	\$2,669	\$4,960	\$6,298	\$4,000	\$4,000	\$0
Fundraising Expenses	\$2,125	\$2,519	\$3,306	\$1,695	\$726	\$824	\$132	\$6,876	\$23,114	\$1,248	\$500	\$0	\$0
Total Expenditures	\$878,749	\$941,984	\$1,076,078	\$979,661	\$951,266	\$1,099,533	\$913,273	\$964,198	\$932,772	\$840,191	\$883,160	\$850,048	\$801,000
Total Revenues - Total Expenditures	(\$825,632)	\$205,530	\$73,639	\$199,119	\$148,589	\$187,199	\$296,514	\$218,090	\$248,440	\$312,201	\$312,342	\$(845,448)	\$(800,400)
EOM Cash Balance	\$759,211	\$837,208	\$1,082,984	\$1,462,560	\$1,591,001	\$1,744,460	\$1,949,331	\$2,092,338	\$2,316,372	\$2,519,838	\$2,832,180	\$1,986,732	\$1,186,332
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$867k of investments

ATLANTA NEIGHBORHOOD CHARTER SCHOOL**Budget to Actual FY2020****YTD April 30, 2020**

		Period Ended 4/30/20				
		YTD FY2019	YTD FY2020	YTD	YTD	FY2020
		Actual	Actual	Budget	\$Variance	Budget
Income						
	Local/State Funding	\$8,791,751	\$9,627,356	\$8,991,272	636,084	9,990,302
	Grants	\$31,599	\$82,698	\$0	82,698	0
	Title 2 Funding	\$1,000	\$0	\$1,000	0	1,000
	Contributions & Fundraising	\$219,846	\$240,117	\$209,414	30,702	233,000
	Program Income	\$460,933	\$428,647	\$452,500	(23,853)	517,500
	Nutrition Income	\$272,916	\$251,907	\$256,000	(4,093)	285,000
	Other Income	\$30,694	\$9,897	\$6,561	3,336	8,700
	Total Income	\$ 9,808,739	\$10,640,621	\$9,916,747	\$ 723,875	\$ 11,035,502
Expenditures						
	Salaries and Benefits	\$7,476,691	\$8,091,968	\$7,620,039	(471,929)	9,133,710
	Professional Development	\$72,688	\$110,887	\$98,872	(12,015)	113,500
	Curriculum & Classroom Expenses	\$164,827	\$138,187	\$174,290	36,103	190,000
	Program Expenses	\$104,724	\$93,260	\$150,000	56,740	180,000
	Building & Grounds	\$478,548	\$481,443	\$496,133	14,690	581,133
	Fixed Asset Expenditures	\$190,228	\$96,902	\$200,000	103,098	227,000
	Professional Services	\$60,402	\$41,738	\$34,606	(7,132)	35,000
	Gen&Admin/Insurance/Interest Expense	\$182,590	\$255,795	\$181,502	(74,293)	200,000
	Nutrition Program Purchases	\$171,644	\$169,980	\$162,185	(7,796)	180,000
	Equipment Rental (Copiers)	\$60,238	\$41,388	\$42,000	612	50,000
	Fundraising Expenses	\$47,460	\$39,885	\$50,916	11,031	51,400
	Total Expenditures	\$9,010,039	\$9,561,435	\$9,210,543	\$ (350,893)	\$ 10,941,743
	Operating Income/Loss	\$ 798,700	\$ 1,079,186	\$706,204	\$ 372,982	\$ 93,759

Total investments held by ANCS**4/30/2020**

<u>Institution</u>	<u>Investment</u>	<u>Amount</u>
Atlantic Capital Bank	Operating accounts	4,369,838
PPP Loan funds	Current Liabilities	<u>-1,850,000</u>
		2,519,838
Edward Jones - BMO Harris Bank	CD	200,000 matures 5/2020
Edward Jones - Morgan Stanley Bank	CD	128,000 matures 1/31/2022
Edward Jones - Money Market	Money Market	230,840
Self-Help Credit Union	CD	238,634 matures 10/2021
Self-Help Credit Union	Money Market	<u>70,568</u>
Total invested funds (not at ACB)		868,042
Total restricted funds - reserves		<u>-772,820</u>
Total unrestricted investments		95,222
Grand total ANCS funds		\$3,387,880

PPP Loan Expenditures

4/15/20 - 4/30/20

4/15/2020 Loan Funded	1,850,000.00
4/20/2020 ANCS Payroll	(558,774.69)
4/21/2020 Health Ins Premium	(65,479.43)
4/21/2020 Utilities	(2,794.27)
	<hr/>
	1,222,951.61



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

BUSINESS OPERATIONS CALENDAR FY2019-2020

August

- Confirm final changes to financial policy from May financial policy review
- Revise and publish Annual Financial Resolution
- Board votes on Annual Financial Resolution at August Board meeting
- Confirm Health Insurance administrator's attendance at August & September Business Operations Meeting
- Board votes to approve payment of budgeted fiscal year Tenure Bonuses

September

- Annual Audit Ends
- Confirm audit partner's attendance at October Board meeting to present audit to Board
- Health Insurance annual renewal strategy meetings with Business Operations Committee
- Tenure Bonuses Paid by End of Month

October

- Review Annual Audit Draft w/auditor in Business Operations Committee Meeting
- Review Health Insurance renewal rates with Business Operations Committee in October Meeting
- Annual Audit Presented to Board @ October meeting

November

- Investment Program review with Investment Advisor at November Business Operations Committee Meeting

December

- Health Insurance Open Enrollment begins
- Annual increases/pay scale policy reviewed by Business Ops Committee (dependent upon APS publishing their scale)
- Form 990 reviewed by Business Operations Committee
- Form 990 draft supplied to Board in December board meeting packet
- Form 990 filed (after Board review) and uploaded to ANCS website

January

- Health Insurance Program Plan Year Begins (January 1st)
- Annual Registration with Secretary of State due
- Contract renewal discussions begin (completion by May)
- Business Operations Committee receives annual increase/pay scale proposed changes from Compensation Committee (may push to February meeting if APS schedule has not been published)

February

- Financial Budget Review by Business Ops Committee (x2, if needed)
- Financial Budget Draft presented to Board
- Communicate dates of public budget draft review meetings (x2); can coincide with Business Operations Committee meeting and Governing Board Meeting
- Annual increases/pay scale policy approved by Governance Committee

March

- Public Budget Draft Meetings Held (x2)
- Budget voted on by Board

April

- Annual Financial Policy Review (review and confirm proposed changes for next FY)
- Confirm attendance of Property/Casualty Insurance administrator at May Committee Meeting (July 1 Renewal)

May

- Property/Casualty Insurance Program Review
- All contracts sent and executed (State Deadline = May 15)

June

None

July

- Property/Casualty Insurance Program Renewal (July 1st)

Coversheet

Monthly Fund Development Report

Section: V. Fund Development
Item: A. Monthly Fund Development Report
Purpose: FYI
Submitted by:
Related Material: May 2020 Fund Development Report.pdf



Fund Development Report // May 2020
Prepared by Meeghan Fortson
ANCS Governing Board Meeting // May 19, 2020

2019-2020 Gather & Grow Fund

April donations received: **\$8,132**

Year to date: **\$104,684**

Goal: **\$150,000**

Board Participation: **92%**

Comparison to last year:

2019 April donations received: **\$15,615**

Year-to-Date: **\$116,163**

2019-2020 Gather & Grow Fund:

- The Gather & Grow Fund received **\$8,132** in donations in April, bringing our cash total to **\$104,684**. An additional **\$11,652** in unpaid pledges and recurring gifts is expected by June 30, which brings our total in cash and pledges to **\$116,335**. We have raised **78%** of our external goal of \$150,000.
 - We are tracking behind where we were last year, but with 6 weeks to go in the fiscal year, we are focused on meeting our internal goal of \$140,000, which is amount reflected in the school budget.
 - In response to the coronavirus crisis, ANCS launched a sub-campaign of the Gather & Grow Fund in March to raise resources to help us support staff and student families impacted by the virus. This new messaging will continue throughout the spring.
 - An email appeal from Chuck Meadows was sent to the broader ANCS community on **April 28**. Those who had already made a gift this spring did not receive the email.
 - Facebook posts encouraged donors to support ANCS on #GivingTuesdayNow on **May 5**.
 - The 2019-2020 Gather & Grow Fund ends on **June 30**. During May and June, the Fund Development Committee will reach out to top donors who gave last year but have not made a gift this year. Facebook posts and email blasts are scheduled for the month of June to remind donors to make their gift by June 30.
-

2020 Wonderball Auction Update:

- The Fund Development Committee reviewed the final numbers from the 2020 Wonderball Auction, which was held on **Saturday, March 7, 2020**. This year's auction raised **\$79,865** net (\$117,078 gross).
- The Committee discussed how to plan for the 2021 Auction and will continue to discuss at the June meeting.

Recent Meetings/Activities:

- The Fund Development Committee met virtually on **May 13** to discuss:
 - April Financial Report
 - 2020 Wonderball Auction Final Report
 - End-of-fiscal year strategy

Upcoming Activities:

- The next **Fund Development Committee** committee will take place virtually on **June 17** at **8:45 AM**. Call-in information is available on the ANCS website. Note: this meeting was originally scheduled for June 10.

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

Discussion on Lottery Preferences

Section: VI. Educational Excellence
Item: B. Discussion on Lottery Preferences
Purpose: FYI
Submitted by:
Related Material: Lottery Attendance Zone Slide.pdf

Lottery/Attendance Zone Considerations for Charter Petition

- Continued and renewed commitment to **outreach** and recruitment in **current attendance zone**
- Utilization of the **highest possible lottery weight** to increase the likelihood of serving more economically disadvantaged students
- **Flexibility:**

“These admissions policies are consistent with ANCS’s mission to serve a substantial number of economically disadvantaged students while remaining a neighborhood school. The ANCS Board reserves the right to make changes to its attendance zones and priorities to fulfill its mission.

In the event the ANCS Board reasonably anticipates that it will not have sufficient lottery applicants from students who are economically disadvantaged in Zone 1 and/or Zone 2 to meet its goals of serving economically disadvantaged students, then economically disadvantaged students from Zones 2 and/or 3 may be placed in the lottery in numbers sufficient to make it statistically likely that ANCS will reach its goals. “