



# 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

Thursday June 25, 2020 at 6:30 PM EDT

#### Location

Meeting ID: [meet.google.com/ifj-hezr-dnu](https://meet.google.com/ifj-hezr-dnu)

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

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

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#### Agenda

##### I. Opening Items

Opening Items

**A.** Record Attendance and Guests

**B.** Call the Meeting to Order

**C.** Public Comment

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 May 19, 2020

**E.** Approve Minutes from Executive Session on May 19, 2020

Confidential minutes were shared with Board prior to the meeting.

**II. Executive Director's Report**

- A. Executive Director's Report
- B. Charter Renewal Update

Standing agenda item for 2019-2020 year. The Board will discuss the proposed Charter Renewal Petition prior to a vote.

**III. Charter Renewal Petition Vote**

- A. Vote to Approve Charter Renewal Petition

**IV. Governance**

- A. Monthly Governance Report

**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. Executive Session**

- A. Executive Session

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

**IX. Closing Items**

**A. Adjourn Meeting**

# Coversheet

## Approve Minutes from Prior Board Meeting

**Section:** I. Opening Items  
**Item:** D. Approve Minutes from Prior Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for ANCS Governing Board Meeting on May 19, 2020

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 May 19, 2020 at 6:30 PM

**Location**

Virtual Meeting

Meeting ID: [meet.google.com/ifj-hezr-dnu](https://meet.google.com/ifj-hezr-dnu)

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

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**Directors Present**

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

**Directors Absent**

Jordache Avery

**Guests Present**

Barrett Krise, Carla Wells, Chuck Meadows (remote), Danny Duval, Paige Teusink (remote), Rhonda Collins, Sara Murphy, Toshia Meadows, Victoria Calvert

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**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 May 19, 2020 at 6:36 PM.

**C. Public Comment**

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 04-21-20.

Kristen Frenzel seconded the motion.

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

**E. PTCA President Update**

See PTCA Report in Board Packet. Brittney Gove reported that the PTCA voted on their slate and approved budget for next year. Proposed revisions to the budget include charging for yearbooks and sharing the cost of Grandparents and Special Friends Day with Gather & Grow Fund. Events are planned as usual for August. New PTCA president Paige Teusink will start her term on June 1.

**F. Principals' Open Forum**

Principals are participating in 8th grade celebrations. Chuck Meadows will share their updates as part of Executive Director's report.

**II. Executive Director's Report**

**A. Executive Director's Report**

See Executive Director's report in Board Packet.

Chuck Meadows reported that a draft of the petition for charter renewal is complete and will be shared with K-8 leadership team and Educational Excellence Committee. Only major shift is a change to the lottery preferences. Board will discuss this tonight and vote on at June 25 meeting.

Chuck provided a review of the school's COVID-19 response and looking at options for next year. APS is considering a few different options. ANCS has autonomy as a charter. ANCS Leadership Team will begin to work on a plan after learning what APS will do, after Memorial Day. Chuck reported that later this summer, we will solicit parent feedback about their comfort level of returning in the fall. ANCS is consulting with pandemic experts who

are part of our school family, and any plan we develop will go through a review process by APS health advisory team. As of now, there is no plan to deviate from school calendar.

Chuck reported on the fiscal outlook for next year, including a 14% budget reduction at the state level, which will be passed down to school districts. Waiting on State and APS to adopt a budget. There are no changes to ANCS's budget as of now, with the caveat that there will be some shifts to discretionary funding. We should expect reductions to the FY22 budget.

## **B. Charter Renewal Update**

Charter Renewal Update included above.

## **III. Governance**

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

See governance committee report in board packet. Kristen Frenzel reported that we are slowly chipping away at policy review. A task force is looking at committee composition and support and will have a more detailed report at the June meeting. Board members should look for a Survey Monkey in a few weeks as part of the annual review of Executive Director.

### **B. Vote on Cost of Living Increase for Executive Director**

Kristen Frenzel made a motion to to increase the Executive Director's compensation by 3% of his annual salary for FY 2020-2021.

Sabrina Sexton seconded the motion.

The Governance Committee proposes this increase, which is consistent with the cost of living increases for all non-instructional staff. Effective July 1.

Note: Howard Franklin was not on the call at the time of the vote. He rejoined the call shortly after.

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

#### **Roll Call**

Meeghan Fortson	Aye
Hanah Goldberg	Aye
Sabrina Sexton	Aye
Jason Rhodes	Aye
Eric Teusink	Aye
Laura Melton	Aye
Lee Kynes	Aye
Emily Ormsby	Aye
Kristi Malloy	Aye
Jordache Avery	Absent
Nakia Echols	Aye

**Roll Call**

Howard Franklin Absent

Kristen Frenzel Aye

**IV. Business & Operations**

**A. Monthly Business & Operations Report**

See Business and Operations report in board packet. Laura Melton reported that we have a strong balance as we move into the summer. PPP funds were approved and accepted but are not included in the cash balance. SBA has released application for funding relief, which we will be working on. Eric reported that the amount we received is under the \$2M threshold, which requires an audit, so it will be a less onerous process for the school. Tracking of funds report is attached to the B&O report.

Discussion about restricted funds.

**B. Facilities Update**

Laura and Chuck reported that the roof project will start a little earlier and will be complete by August. Intercom vendor has been approved and moving forward. Middle Campus project is ongoing.

**V. Fund Development**

**A. Monthly Fund Development Report**

See Fund Development report in board packet. Meeghan Fortson reported that we have raised \$117K in cash and pledges for Gather & Grow Fund, which is behind where we typically are this time of year. We are focused on meeting the internal goal of \$140K by June 30. Messaging around special sub-campaign to raise resources to help ANCS families during pandemic. Fund Development Committee is helping reach out to top donors who haven't given yet; email and Facebook reminders will go out in June to remind donors to make their gift by June 30.

Fund Development Committee is discussing plans for next year's Auction.

**VI. Educational Excellence**

**A. Monthly Educational Excellence Report**

Hanah Goldberg and Chuck Meadows presented on lottery and attendance zone considerations for our charter petition. Board will vote at next meeting. The Board discussed two options for a goal around socio-economic diversity. Discussed whether we should establish a fixed threshold (percentage of population) for 5-year period, or if we should establish an objective that floats with changes to the neighborhood, based on an officially recognized and readily available stat (ex. poverty level in primary attendance



zone). Discussion around tying this stat to the Jackson Cluster rather than our Primary Attendance Zone. Hanah confirmed that the deprioritization of siblings is no longer being considered as an option for ANCS.

Educational Excellence Committee will make a decision at next meeting (June 4 at 5:15pm; virtual meeting) and will present to the Board for a vote at June meeting. Board asked Chuck to share more data with the Board before vote.

## **B. Discussion on Lottery Preferences**

See above.

## **C. Public Affairs Subcommittee Report**

Howard reported that the Atlanta Board of Education approved Lisa Herring as the new superintendent in an 8 to 1 vote. State legislative session is reconvening in June to pass budget.

## **VII. Executive Session**

### **A. Executive Session**

Eric Teusink made a motion to to move into Executive Session to discuss personnel related matters.

Meeghan Fortson seconded the motion.

The purpose of the Executive Session was to review confidential minutes from the April 21, 2020 Executive Session.

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

The board moved into Executive Session at 7:55 pm to discuss personnel related matters. Board members called in on a private teleconferencing number.

The board came out of Executive Session at 8:04 pm and called back into the regular meeting teleconferencing number at 8:06 pm.

## **VIII. New Business**

### **A. Vote to Approve Executive Session Minutes**

Sabrina Sexton made a motion to approve minutes from the Executive Session on April 21, 2020.

Jason Rhodes seconded the motion.

These confidential minutes were reviewed by the Board during executive session.

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

### **B. Faculty/Staff Recognition**

Kristen reminded board members about Fac/Staff tribute.

Discussion about onboarding new board members.

## IX. Closing Items

### A. Adjourn Meeting

Kristen Frenzel made a motion to adjourn the meeting.

Sabrina Sexton 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 8:11 PM.

Respectfully Submitted,

Meeghan Fortson

# 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 - 6-25.pdf

# Executive Director's Report

June 25, 2020

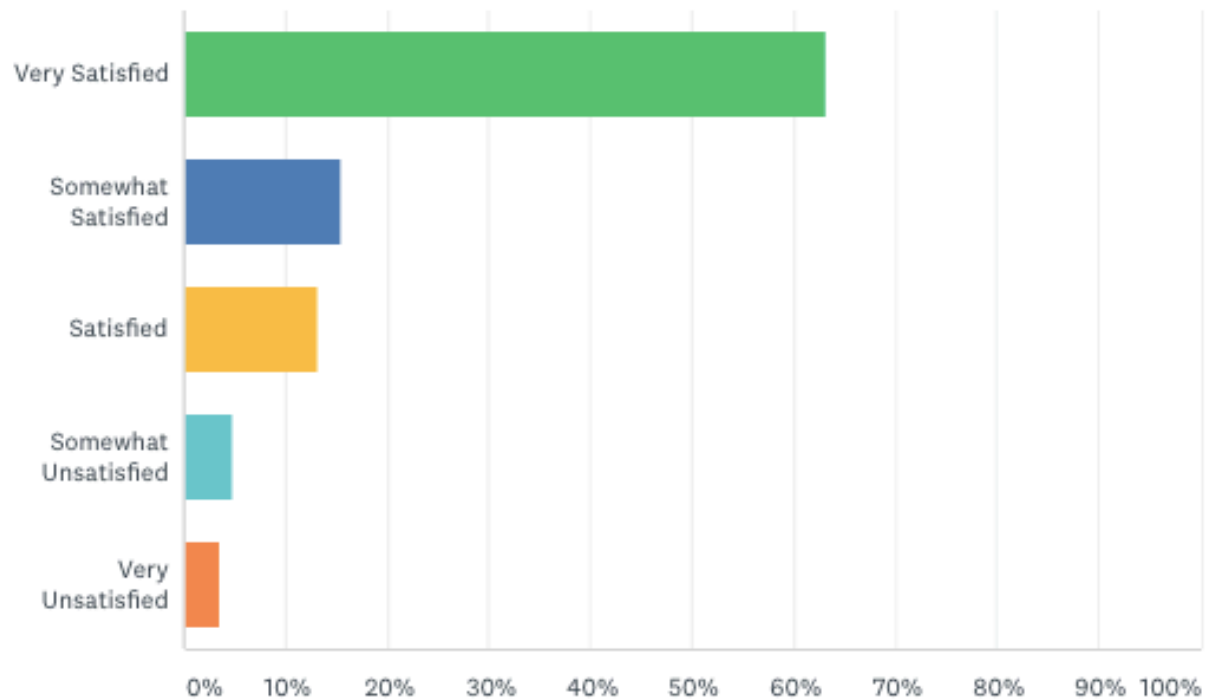
# Summer 2020 “to-do” list

- Full blown COVID-19 plan
- Reorganize the business office
- Reconfigure the middle campus entry
- Relocate the EC nurse’s station
- Submit charter renewal petition
- Hone/tweak approach to diversity & equity for faculty/staff
- How to implement AGTF recommendations?
- Professional development plan
- Budget savings strategies
- Develop a school management calendar
- Revise committees
- Set strategic goals

# Parent Feedback Survey

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

Answered: 84 Skipped: 5

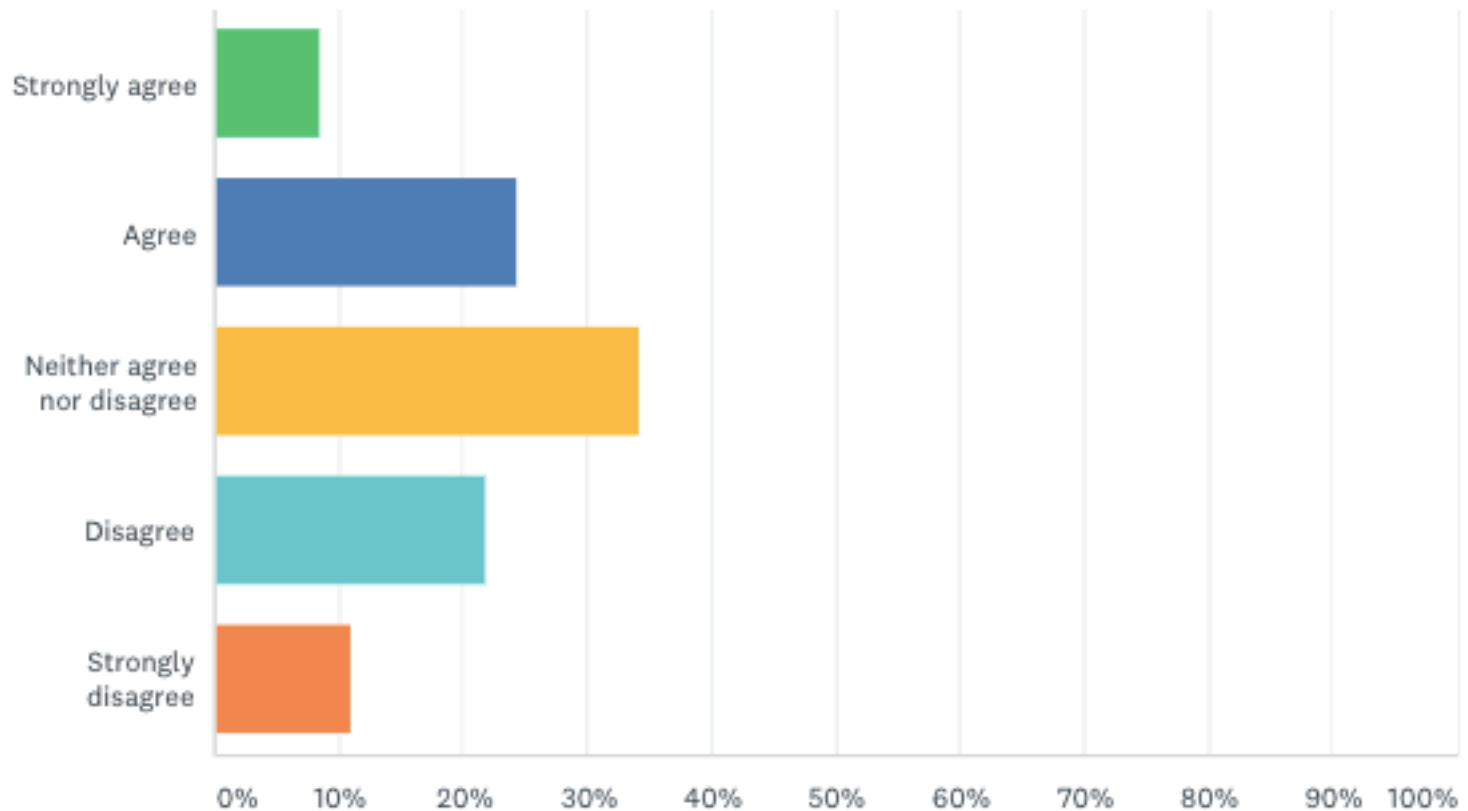


# Parent Feedback Survey - HOWL

I feel my student grew academically through remote learning during t...



Answered: 82 Skipped: 7



# 2020-2021 Back-to-school planning timeline

June 17<sup>th</sup>

Consultations with Atlanta Public Schools, Georgia Charter Schools Association, Atlanta Public Charter Network, public health team

June 29<sup>th</sup>

Collaboration with faculty  
Virtual meeting(s) scheduled to discuss parameters and set goals

July 6<sup>th</sup>

Plan introduced to parents via email  
Platform opens for parent input/feedback/education



# Business Office Reorganization

Proposed staff realignment

# Business Office Staff – FY20

Director of Finance & Operations - \$102,907

Fund Development Coordinator (part-time) - \$43,507

Staff Accountant - \$53,045

Total salaries: \$199,459

Total hours (weekly): 110

# Business Office Staff - Proposed

Business Manager – \$55,000

Accounting/Budget/Finance

Business Manager – \$55,000

Reporting/Payroll/Procurement

Business Manager – \$55,000

Fund development/Communications/Administrative

Total salaries: \$165,000

Total hours (weekly): 120

# Charter Renewal Petition

# Charter Renewal Completion Timeline

Deadline	Activity
July 10, 2020	<ul style="list-style-type: none"> <li>E. Falco to complete ANCS staff edits and updates to application</li> </ul>
July 17, 2020	<ul style="list-style-type: none"> <li>E. Falco to complete "Looking to the Future" section of the application. Note: there are minimal organizational changes for the next charter term.</li> </ul>
July 20, 2020	<ul style="list-style-type: none"> <li>E. Falco to complete APS addendum with inputs from C. Meadows</li> </ul>
July 24, 2020	<ul style="list-style-type: none"> <li>E. Falco submits completed application to C. Meadows</li> </ul>
July 27, 2020	<ul style="list-style-type: none"> <li>Deadline to compile all required exhibits and supporting appendices - C. Meadows is working on this with team.</li> </ul>
August 3-4, 2020	<ul style="list-style-type: none"> <li>Compile application &amp; exhibits for printing</li> </ul>
August 7, 2020	<ul style="list-style-type: none"> <li>E. Falco delivers all printed and digital media to C. Meadows to submit to APS</li> </ul>
August 2020 - TBD	<ul style="list-style-type: none"> <li>Interview Prep 1</li> </ul>
September 2020 - TBD	<ul style="list-style-type: none"> <li>Interview Prep 2</li> </ul>
October 2020	<ul style="list-style-type: none"> <li>APS capacity interview</li> </ul>
October - November 2020	<ul style="list-style-type: none"> <li>APS completes their review and recommends approval at Nov/Dec APS Board meeting</li> </ul>
November - December 2020	<ul style="list-style-type: none"> <li>Locally approved application submitted to GaDOE Charter Division for review</li> </ul>
December - February 2020	<ul style="list-style-type: none"> <li>GaDOE capacity interview</li> </ul>
February - April 2020	<ul style="list-style-type: none"> <li>GaDOE recommends renewal to SBOE for approval</li> </ul>

# Charter Renewal Resolution

## Board Resolution

### Atlanta Neighborhood Charter School

The following resolution was passed at a meeting of the Governing Board of Atlanta Neighborhood Charter School (hereinafter referred to as “The School”) on the 25h of June 2020.

It was resolved that:

The governing board approves the Charter Renewal Application, which reflects the mission, vision and future plans for next charter term. The application is approved with forthcoming edits, provided that such edits do not materially change substantive aspects of the application such as, mission, vision, analysis of past performance or future plans that were reviewed and agreed upon as part of this resolution.

# Coversheet

## Monthly Business & Operations Report

**Section:** V. Business & Operations  
**Item:** A. Monthly Business & Operations Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PPP loan detail.pdf  
High-level financial overview.pdf

# PPP Loan Fund Expenditures

Detail on eligible expenses



# PPP Loan Detail

- Loan amount: \$1.85 million
- Loan origination date: April 16<sup>th</sup>
- Eligible expenditures to date:
  - Salaries: \$1,864,070
  - Utilities: \$32,085
  - Mortgage interest: \$8,863

# Financial Overview

High-level snapshot of current  
position

# FY20 Budget

- Total Budget: \$10,745,075
- Expenses to date: \$10,148,183
  
- Total Revenue Budget: \$11,035,502
- Revenue to date: \$12,837,257

# Bank Balance

- \$6.2 million in operating accounts

# Coversheet

## Monthly Fund Development Report

**Section:** VI. Fund Development  
**Item:** A. Monthly Fund Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** June 2020 Fund Development Report.pdf



**Fund Development Report // June 2020**  
**Prepared by Meeghan Fortson**  
**ANCS Governing Board Meeting // June 25, 2020**

**2019-2020 Gather & Grow Fund**

May donations received\*: **\$9,433**

June donations as of 6/17/20: **\$701**

Year to date: **\$114,825**

Goal: **\$150,000**

Board Participation: **100%**

*\*Not including checks received by Business Office*

**Comparison to last year:**

2019 May donations: **\$11,720**

2019 June Donations: **\$12,658**

Year-to-Date: **\$140,541**

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

- The Gather & Grow Fund received **\$9,433** in donations in May and **\$701** in early June, bringing our cash total to **\$114,825** as of June 17. An additional **\$4,182** in unpaid pledges and recurring gifts is expected by June 30, which brings our total in cash and pledges to **\$119,484**. We have raised **80%** of our external goal of \$150,000.
  - We are tracking about \$20,000 behind where we were last year due the global pandemic and recession. With the remaining days of the fiscal year, we are focused on contacting LYBUNTS (those who gave last year but have not given this year) to encourage their support by June 30. We will likely fall short of the 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 messaging will continue throughout the spring.
  - The 2019-2020 Gather & Grow Fund ends on **June 30**. The Fund Development Committee and staff are reaching out to 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.
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**2020 Wonderball Auction Update:**

- Plans for the 2021 Auction are currently on hold. The Fund Development Committee plans to discuss how to proceed with the 2021 Auction at its first meeting of the 2020-2021 year.

**Recent Meetings/Activities:**

- The Fund Development Committee met virtually on **June 17** to discuss:
  - May Financial Report
  - End-of-fiscal year strategy
  - This was the last meeting of the 2019-2020 year.

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*