



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

ANCS Governing Board Meeting

Date and Time

Monday December 14, 2020 at 6:30 PM EST

Location

<https://us02web.zoom.us/j/89252317450>

Notice of this meeting was posted 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. Brain Smart Start

D. Public Comment

E. Approve Minutes from Prior Board Meeting

Approve minutes for ANCS Governing Board Meeting on November 16, 2020

F. PTCA President Update

G. Principals' Open Forum

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

II. Executive Director's Report

- A. Charter Renewal Update
- B. School Reopening Update

III. DEAT Update

- A. Monthly DEAT Report

IV. Business & Operations

Business & Operations

- A. Monthly Business & Operations Report
- B. Update on Budget for School Reopening

V. Governance

- A. Monthly Governance Report
- B. Vote on Updated Attendance Policy
- C. Nominations Task Force Report

VI. Fund Development

- A. Monthly Fund Development Report

VII. Educational Excellence

- A. Monthly Educational Excellence Report

VIII. Closing Items

- A. Adjourn Meeting

Coversheet

Approve Minutes from Prior Board Meeting

Section: I. Opening Items
Item: E. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by: Jason Rhodes
Related Material: Minutes for ANCS Governing Board Meeting on November 16, 2020

APPROVED



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

Atlanta Neighborhood Charter School

Minutes

ANCS Governing Board Meeting

Date and Time

Monday November 16, 2020 at 6:30 PM

Location

<https://us02web.zoom.us/j/89252317450>

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

Directors Present

Angela Christie (remote), Barrett Coker Krise (remote), Ben Sutton (remote), Carla Wells (remote), Emily Ormsby (remote), Hanah Goldberg (remote), Jason Rhodes (remote), Jordache Avery (remote), Kristen Frenzel (remote), Kristi Malloy (remote), Lee Kynes (remote), Rhonda Collins (remote), Sabrina Sexton (remote)

Directors Absent

None

Guests Present

Aleisa Howell (remote), Ashley Deck (remote), Brittney Gove (remote), Cathey Goodgame (remote), Christopher Collins (remote), Chuck Meadows (remote), Daniel DuVal (remote), Jenelle Hanes (remote), Jerry Hanes (remote), Karim Shariff (remote), Lara Zelski (remote), Mark Sanders (remote), Meegh (remote), Meeghan Fortson (remote), Nichole Lupo (remote), Nicole King (remote), Noel Christy (remote), Paige Teusink (remote), Vivian Lowe (remote)

I. Opening Items

A.

Record Attendance and Guests

B. Call the Meeting to Order

Kristen Frenzel called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Monday Nov 16, 2020 at 6:32 PM.

C. Brain Smart Start

Chuck Meadows led the Brain Smart Start activity.

D. Public Comment

There were no public comments.

E. Approve Minutes from Prior Board Meeting

Sabrina Sexton made a motion to approve the minutes from ANCS Governing Board Meeting on 10-19-20.

Angela Christie seconded the motion.

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

F. PTCA President Update

Brittney Gove gave the PTCA update. The PTCA has held successful fall events such as dine-out night at Doc Chey's and the Halloween photo contest, and is making steady progress toward it's \$11,000 annual fundraising goal. The PTCA grant cycle will be determined upon the resumption of in-school learning. See packet for report details.

G. Principals' Open Forum

Elementary Campus: Lara Zelski reported that "check-in" meetings with all faculty had just been completed, and noted positive, supportive feedback from parents in parent-teacher conferences. She praised the effective team planning on the part of teachers, and the energy and engagement brought to virtual classrooms by both teachers and students.

Middle Campus: Cathey Goodgame noted that they'd just finished the first round of student-led conferences to discuss growth and learning. A virtual morning meeting will be held on Wednesday, November 18, and will be the 6th graders' first Middle Campus morning meeting. She and Mark Sanders have been conducting teacher observations.

II. Executive Director's Report

A. Charter Renewal Update

Chuck Meadows provided the Executive Director's report.

The Charter Renewal is currently going through the NPU approval process. The charter was approved unanimously by NPU-V; the same is expected from NPU-W on November 18.

The State Board of Education will vote on the charter in February, 2021. See packet for details.

B. COVID-19 Update

In Fulton County, COVID-19 cases per 100,000 residents are rising. Plans for a safe return to school, if circumstances permit, are ongoing, and include dialogue with faculty, staff, and parents. A Q&A session with parents and caregivers will be held on November 19. A program of supplemental, in-person instruction for underperforming students is being developed, and will be implemented with all health and safety precautions necessary to minimize health risks. This supplemental program will continue after the resumption of in-person learning.

A revised budget reflecting the costs of implementing the health and safety precautions necessary for a safe return to school will be presented to the Board in December.

C. Looking Ahead: Planning for 2021-2022

A promotional video will replace in-person tours, and should be completed by January. Planning for the teacher recruitment process is underway.

The school is looking for opportunities to make up for lost instructional time.

III. Business & Operations

A. Presentation of Annual Audit

External Auditor Aleisa Howell of Mauldin & Jenkins presented the Annual Audit report. See packet for report.

B. Vote to Approve Annual Audit

Jason Rhodes made a motion to approve the annual audit.

Sabrina Sexton seconded the motion.

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

C. Monthly Business & Operations Report

Emily Ormsby provided the Business and Operations report.

The school is still waiting on Payback Protection Program (PPP) loan forgiveness. Such delays have been reported as common, and are not a cause for concern.

A revised school budget will be presented to the Board in December.

See packet for report details.

D. Facilities Update

Emily Ormsby provided the Facilities Update.

The automated secure entry at the Middle Campus is complete.

Work is ongoing to determine costs of preparations to ensure a safe return to school.

IV. Governance

A. Monthly Governance Report

Lee Kynes gave the Governance Committee report.

The Executive Director evaluation will be conducted in December. Board members will receive the evaluation survey on December 11, and are asked to complete it by December 18.

A revised school attendance policy will be submitted to the Board for a vote in December.

B. Vote on Establishment of Nominations Task Force

Lee Kynes made a motion to approve the Nominations Task Force.

Ben Sutton seconded the motion.

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

C. Vote on Policy Revisions

Rhonda Collins made a motion to approve policy revisions approved by the Business Operations/Finance Committee.

Sabrina Sexton seconded the motion.

The revisions were presented with the qualifications that the typos would be corrected and that the Fund Development section of the document was not being voted on at this time.

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

V. Fund Development

A.

Monthly Fund Development Report

Sabrina Sexton gave the Fund Development report.

The Gather & Grow fundraising campaign is underway. 100% Board participation in the campaign is encouraged.

See packet for report details.

VI. New Business

A. Vote on Diversity, Equity & Inclusion Task Force Recommendations

Angela Christie made a motion to approve the recommendation that the Diversity and Equity Action Team (DEAT) be given an annual budget, with both the amount of the budget and the process governing its proposal and approval to be determined by the Leadership Team, in consultation with DEAT co-chairs.

Carla Wells seconded the motion.

Jason Rhodes thanked the members of the DEI Task Force (Angela Christie, Barrett Krise, Kristi Malloy, and Carla Wells) for their time and effort in developing the recommendations presented to the Board. He noted that the Task Force had already achieved the goal of establishing a presence for DEAT on the school website, and that a "DEAT Update" would be a standing item on the monthly Board meeting agenda beginning in December.

Regarding the recommendation that DEAT receive an annual budget, he noted that this would improve DEAT's ability to plan and implement an agenda for each academic year. The board **VOTED** unanimously to approve the motion.

B. Vote on Diversity, Equity & Inclusion Task Force Recommendations

Sabrina Sexton made a motion to approve the establishment of stipended positions to support outreach efforts to economically disadvantaged families in the Tier 1 Attendance Zone, with the number of positions and amount of compensation to be determined by the Leadership Team, in consultation with DEAT co-chairs.

Rhonda Collins seconded the motion.

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

C. Vote on Diversity, Equity & Inclusion Task Force Recommendations

Angela Christie made a motion to approve the recommendation that language be inserted into the Nominations Task Force policy document requiring the Nominations Task Force to present to the Board a plan for diversity recruitment prior to making a public call for new Board member nominations.

Carla Wells seconded the motion.

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

VII. Closing Items

A. Adjourn Meeting

Sabrina Sexton made a motion to adjourn the meeting.

Angela Christie seconded the motion.

Kristen Frenzel adjourned the meeting at 8:38PM.

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 8:38 PM.

Respectfully Submitted,
Jason Rhodes

Documents used during the meeting

- PTCA Report - 11.16.20 Governing Board Meeting.pdf
- Executive Director's Report 11_16_20.pdf
- Atlanta Neighborhood Charter School Inc 2020 Financial Report - Long (3).pdf
- Nov 2020 BusOps Comm BOD Update.pdf
- November_Board_Governance_Report.pdf
- Nov_Bus Ops Finance Policies Redline (2).pdf
- Fund Development Committee Report November 2020.pdf
- Diversity, Equity and Inclusion Task Force Report and Recommendations.pdf

Coversheet

PTCA President Update

Section: I. Opening Items
Item: F. PTCA President Update
Purpose: FYI
Submitted by: Paige Teusink
Related Material: PTCA Report - 12.14.20 Governing Board Meeting.pdf

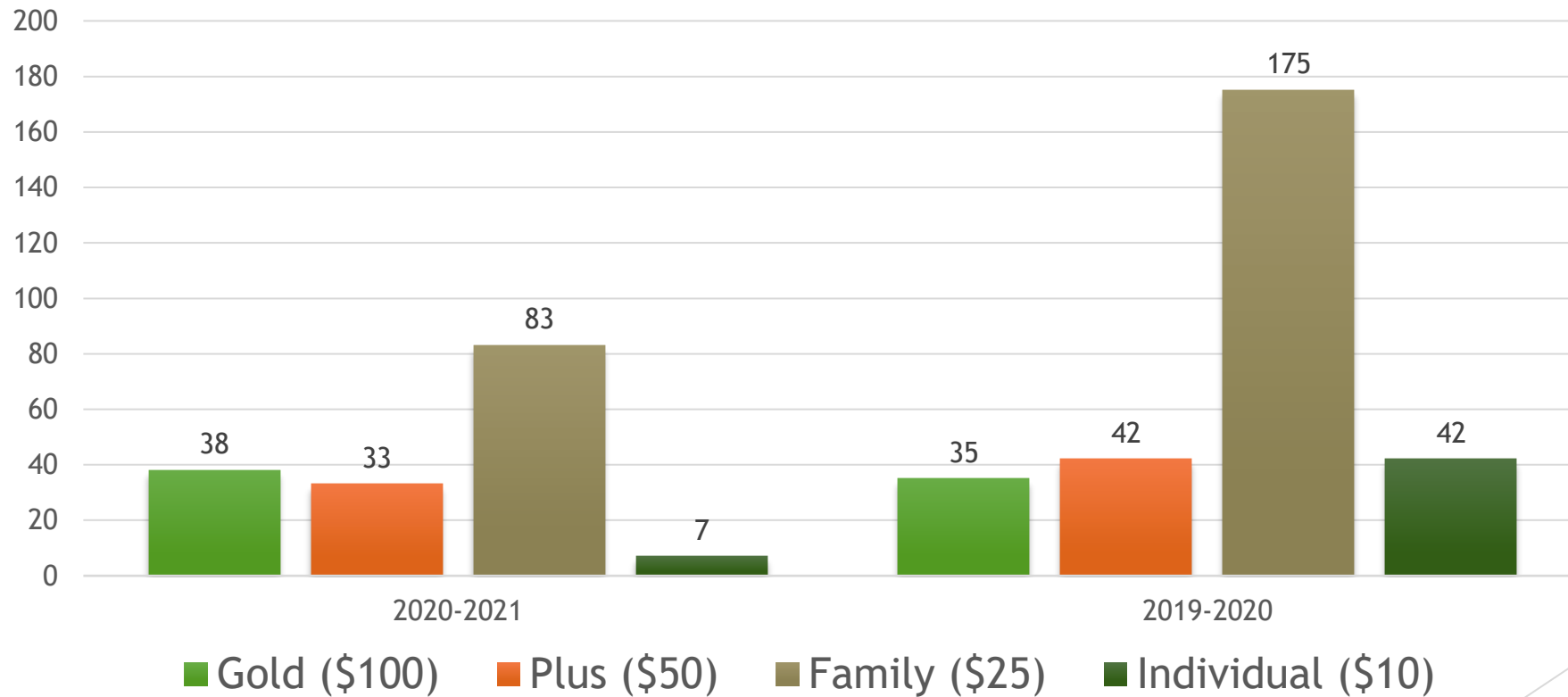
PTCA Report

Governing Board Meeting
December 14, 2020



Membership Report

- ▶ Goal: \$11,000
- ▶ YTD: \$7,595 (69% to goal)
- ▶ 36% membership participation for school family vs 53% last year



Finance Report

- ▶ Income YTD: \$15,025 (Sponsors, Membership, School Store, Dine Out)
- ▶ Expenses YTD: \$496 (Back-to-School Teacher Appreciation)
 - ▶ Will have around \$6,500 for teacher gift cards in December
 - ▶ \$7,200 donation for K-2 devices in August came out of \$20,000 BoxTop award from the 2019-2020 school year

Event Updates

- ▶ Cooking with ANCS: December 10th
- ▶ 3rd Thursday Happy Hour: December 17th

Committee Updates

- ▶ Teacher Appreciation
 - ▶ Holiday Gift: PTCA will gift all teachers & staff a \$50 Amazon gift card (digital)

PTCA Grant Cycle

- ▶ Grant Cycle TBD postponed indefinitely



Coversheet

School Reopening Update

Section: II. Executive Director's Report
Item: B. School Reopening Update
Purpose: FYI
Submitted by:
Related Material: Executive Director's Report 12_14_20.pdf

Executive Director's Report December 14, 2020

Charter Renewal Update

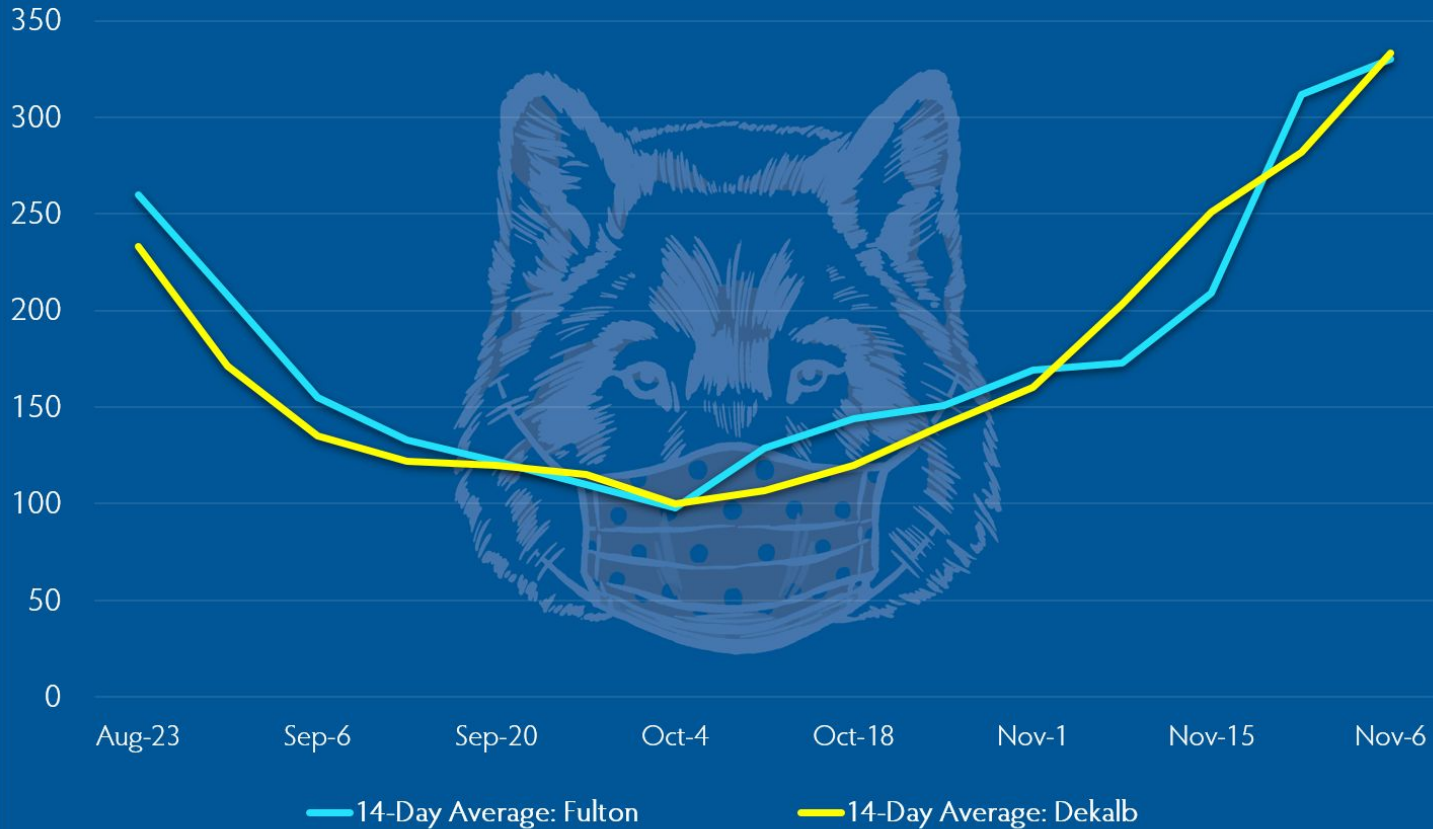
Remaining steps

- NPU approval process - awaiting documentation
 - NPU-V complete
 - NPU-W complete
- APS staff recommendation to Superintendent
- Superintendent recommendation to Atlanta Board of Education
- Atlanta Board of Education vote
- State Board of Education vote

COVID-19 Update

COVID-19 Cases per 100K Residents

14-Day Average



Reopening Rationale

“Despite widespread concerns, two new international studies show no consistent relationship between in-person K-12 schooling and the spread of the coronavirus.”

- NPR, October 21, 2020

Studies of other schools that have remained open through the fall, including virtual site visits and multiple meetings with The Children’s School, which operates a choice hybrid model and has experienced no community spread within the school

Parent and teacher choice remains a central feature in reopening plans as long as community transmission remains high

Reopening Timeline

December 16

- School family notified of the results of the learning options selections process

December 17-18

- Students are in asynchronous learning (no live classes) while teachers prepare for the return to in-person teaching

January 5

- Virtual learning resumes following winter break

Week of January 5-8

- Kindergarten/first grade meet & greets
- Cohort information released to parents

Reopening Timeline

Week of January 11

- In-person supplemental instruction begins for high-needs students

February 1

- Cohort 1 returns to the classrooms for their first in-person week

February 8

- Cohort 2 returns to the classrooms for their first in-person week

Week of February 15

- Mid-winter break for students
- Adjustments to classrooms, protocols and staffing assignments made based on the experience gained in the first two weeks of in-person learning

Reopening Timeline

February 22

- Cohort rotation resumes with Cohort 1 in-person

March 8

- The first date a student who initially chooses 100% virtual learning can opt into the cohort hybrid rotation

ANCS Cohort Hybrid Support Staff

Goal: Build a team of a capable, energetic and careful support staff to support students and teachers as we reopen our classrooms. We are looking for individuals with experience working in the classroom or with children in other capacities to fill in where needed to back-up our faculty and staff in various capacities.

ANCS Cohort Hybrid Support Staff

Duties/responsibilities may include:

- Supervising/supporting students in classes where teachers are remote
- Checking students' temperatures prior to entering the building
- Monitoring recess
- Monitoring the flow of traffic through the hallways during transition
- Supporting dismissal
- Intermittent sanitizing

Disinfecting and sterilizing classrooms and common areas

Positions are 30-40 hours a week and include benefits. Team members will report to either the elementary or middle campus on Mondays, Tuesdays, Thursdays, and Fridays and receive instructions/assignment(s) for the day. Employment term begins January 20, 2021 and extends at least through April 2, 2021 or as long as COVID-19 transmission rates remain substantially high.

Classroom & Building Prep

Continuing facilities preparation



Continuing facilities preparation

- **Add outdoor seating at both campuses**
- **Installing ionizers on HVAC systems at both campuses**
- **Complete installation of directional and social distancing signage**
- **Train cohort hybrid support staff**

Coversheet

Monthly DEAT Report

Section: III. DEAT Update
Item: A. Monthly DEAT Report
Purpose: FYI
Submitted by: Jason Rhodes
Related Material: December 2020 - DEAT Update.pdf



Diversity and Equity Action Team (DEAT) Update – December 2020

ANCS Governing Board Meeting | December 14, 2020

I. DEAT Book Club

- The DEAT Book Club kicked off this semester, with virtual discussion of *Harbor Me*, by Jacqueline Woodson, on October 21 and of *Front Desk*, by Kelly Yang, on December 2
- Great discussion, but more adults than students
- Next discussion on February 3: *From the Desk of Zoe Washington*, by Janae Marks

II. DEAT Podcast Discussion

- Virtual discussion of first two episodes of *New York Times* podcast *1619* on Dec. 9
- Next discussion to be held early next year (date TBD)

III. Board Recommendations Passed in November

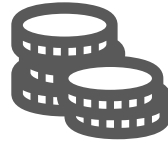
- Establishment of DEAT budget, stipended positions to assist with outreach to economically disadvantaged families in Zone 1
- Details, implementation to be determined by Leadership Team in consultation with DEAT co-chairs
- DEAT co-chairs to meet with Leadership Team in January to discuss implementation

Coversheet

Monthly Business & Operations Report

Section: IV. Business & Operations
Item: A. Monthly Business & Operations Report
Purpose: Discuss
Submitted by: Emily Ormsby
Related Material: BusOps Comm BOD Update_Dec 2020 (2).pdf

Business Operations/Finance Committee Update



Financial Performance

- Cash balance (period end 11/30/2020) = \$2.9M.
 - \$2.1M in Operating Account
 - \$871k in Investments (\$773k internally designated as restricted funds; \$98k in unrestricted funds)
- Payroll Protection Program (PPP) - \$1.9M funded in April 2020.
 - Utilized all funds as required and awaiting loan forgiveness.
- Budget revision
 - In process – vote moved to January 2021.
- Form 990
 - Filed extension – now due May 15, 2021

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
FY 2021 - Pro Forma Monthly Cash Flow Statement
October 31, 2020

		Allocation based on FTE Count = 645											YTD	
		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY2021
Revenue														
APS Allocation Payment		-	\$ 1,054,380	\$ 1,054,380	\$ 1,054,380	\$ 1,054,380	\$ 1,054,380	\$ 1,054,380	\$ 1,054,380	\$ 1,054,380	\$ 1,054,380	\$ 1,054,380	-	\$10,543,802
Other State and Local Funding		-	-	-	-	\$ 50,000	-	-	-	-	-	-	-	\$50,000
Grants		-	-	-	-	-	-	-	-	-	-	-	-	\$0
Title 2 Reimbursement		-	-	1,000	-	-	-	-	-	-	-	-	-	\$1,000
Contributions & Fundraising		19,417	19,417	19,417	19,417	19,417	19,417	19,417	19,417	19,417	19,417	19,417	19,417	\$233,000
Program Income		47,292	47,292	47,292	47,292	47,292	47,292	47,292	47,292	47,292	47,292	47,292	47,292	\$567,500
Nutrition Program Income		-	26,682	26,682	26,682	26,682	26,682	26,682	26,682	26,682	26,682	26,682	26,682	\$293,500
Other Income		-	427	427	427	427	427	427	427	427	427	427	427	\$4,700
Interest & Dividend Income		450	450	450	450	450	450	450	450	450	450	450	450	\$5,400
Total Revenue		\$ 67,158	\$ 1,148,648	\$ 1,149,648	\$ 1,148,648	\$ 1,198,648	\$ 1,148,648	\$ 1,148,648	\$ 1,148,648	\$ 1,148,648	\$ 1,148,648	\$ 1,148,648	\$ 94,267	\$11,698,902
Expenditures														
Salaries and Benefits	\$	812,928	812,928	812,928	812,928	812,928	812,928	812,928	812,928	812,928	812,928	812,928	812,928	\$9,755,136
Professional Development		9,875	9,875	9,875	9,875	9,875	9,875	9,875	9,875	9,875	9,875	9,875	9,875	\$118,500
Curriculum & Classroom Expenses		15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	\$190,000
Program Expenses		15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	\$180,000
Building & Grounds		49,844	49,844	49,844	49,844	49,844	49,844	49,844	49,844	49,844	49,844	49,844	49,844	\$598,133
Fixed Assets Expenditures		19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	\$228,000
Professional Services		3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	\$40,000
Gen&Admin/Insurance/Interest		17,542	17,542	17,542	17,542	17,542	17,542	17,542	17,542	17,542	17,542	17,542	17,542	\$210,500
Nutrition Program Expenses		15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	15,833	\$190,000
Equipment Rental (Copiers)		4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	\$50,000
Fundraising Expenses		4,283	4,283	4,283	4,283	4,283	4,283	4,283	4,283	4,283	4,283	4,283	4,283	\$51,400
Total Expenditures		\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$ 967,639	\$11,611,669
Total Revenues - Total Expenditures		\$ (900,481)	\$ 181,009	\$ 182,009	\$ 181,009	\$ 231,009	\$ 181,009	\$ 181,009	\$ 181,009	\$ 181,009	\$ 181,009	\$ 181,009	\$ (873,372)	\$87,233
EOM Cash Balance	See NOTE below	\$ 759,211	\$ 940,220	\$ 1,122,228	\$ 1,303,237	\$ 1,534,245	\$ 1,715,254	\$ 1,896,262	\$ 2,077,271	\$ 2,258,279	\$ 2,439,288	\$ 2,620,296	\$ 1,746,925	\$ 1,746,925
		Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	

Note : Adjusted to reflect only Atlantic Capital Bank operating accounts, initially as of July 1st. Not including \$798k of investments

ATLANTA NEIGHBORHOOD CHARTER SCHOOL
 FY 2021 - Monthly Cash Flow Statement
 October 31, 2020

		Allocation based on FTE Count = 620											YTD	
		Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY2021
Revenue														
	APS Allocation Payment	\$ -	\$ 1,105,749	\$ 1,105,749	\$ 1,116,101	\$ 1,105,749								\$ 4,433,347
	Local/State Funding	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grants	-	-	-	3,480	11,983	-	-	-	-	-	-	-	15,463
	Title 2 Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-
	Contributions & Fundraising	7,323	2,259	2,264	2,980	14,341	-	-	-	-	-	-	-	29,167
	Program Income	11,615	38,029	202,869	3,800	24,529	-	-	-	-	-	-	-	280,842
	Nutrition Program Income	-	1,323	2,970	2,830	1,241	-	-	-	-	-	-	-	8,363
	Other Income	(158)	452	-	672	1,525	-	-	-	-	-	-	-	2,491
	Interest & Dividend Income	1,855	657	1,839	699	738	-	-	-	-	-	-	-	5,787
	Total Revenue	\$ 20,635	\$ 1,148,468	\$ 1,315,690	\$ 1,130,561	\$ 1,160,105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,775,460
Expenditures				67,115	98,026	29,976								
	Salaries and Benefits	\$ 797,152	\$ 774,011	\$ 848,073	\$ 702,899	\$ 791,565								\$ 3,913,700
	Professional Development	-	58	30	(768)	-	-	-	-	-	-	-	-	(681)
	Curriculum & Classroom Expenses	14,015	23,349	45,608	3,243	16,253	-	-	-	-	-	-	-	102,469
	Program Expenses	615	-	382	517	-	-	-	-	-	-	-	-	1,514
	Building & Grounds	37,490	28,369	63,418	98,026	29,976	-	-	-	-	-	-	-	257,279
	Fixed Assets Expenditures	-	-	4,733	2,674	-	-	-	-	-	-	-	-	7,407
	Professional Services	-	2,500	14,990	17,353	12,650	-	-	-	-	-	-	-	47,493
	Gen&Admin/Insurance/Interest	10,623	29,733	67,756	28,298	30,833	-	-	-	-	-	-	-	167,242
	Nutrition Program Expenses	76	9,717	10,486	9,636	6,112	-	-	-	-	-	-	-	36,027
	Equipment Rental (Copiers)	4,463	4,218	2,606	1,029	320	-	-	-	-	-	-	-	12,636
	Fundraising Expenses	-	-	496	-	-	-	-	-	-	-	-	-	496
	Total Expenditures	\$ 864,435	\$ 871,954	\$ 1,058,578	\$ 862,905	\$ 887,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,545,582
Total Revenues - Total Expenditures		\$ (843,799)	\$ 276,514	\$ 257,112	\$ 267,656	\$ 272,395	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$229,878
	Net Other Exp./ (Rev.) - CREATE	\$ 77,720	\$ (79,236)	\$ 72,363	\$ 42,461	\$ 126,325								
	Net Revenue	\$ (921,520)	\$ 355,750	\$ 184,749	\$ 225,195	\$ 146,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(\$9,755)
EOM Cash Balance	See NOTE below	\$ 1,464,892	\$ 1,818,325	\$ 1,927,779	\$ 2,055,167	\$ 2,167,698	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
		Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	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 November 30, 2020

Period Ended 11/30/2020

	YTD FY2021	YTD Original	YTD	YTD		FY2020	% of Annual	Variance
	Actual	Budget	\$Variance	% Variance		Revised Budget	Budget	Explanation
Income								
APS Allocation Payment	\$ 4,433,347	\$ 4,217,521	\$ 215,826	5%	A	\$ 10,543,802	42%	
Local/State Funding	-	50,000	(50,000)	100%	B	50,000	100%	
Grants	15,463	-	15,463	-100%		-	#DIV/0!	
Title 2 Funding	-	1,000	(1,000)	100%		1,000	100%	
Contributions & Fundraising	29,167	97,083	(67,917)	-70%	C	233,000	13%	
Program Income	280,842	236,458	44,384	19%	D	567,500	49%	
Nutrition Income	8,363	106,727	(98,364)	-92%	E	293,500	3%	
Other Income	2,491	1,709	782	46%		4,700	53%	
Interest & Dividend Income	5,787	2,250	3,537	157%		5,400	107%	
Total Income	\$ 4,775,460	\$ 4,712,749	\$ 62,711	1%		\$ 11,698,902	41%	

Expenditures

Salaries and Benefits	\$3,913,700	\$ 4,064,640	\$ 150,940	4%	F	\$ 9,755,136	40%	
Professional Development	(\$681)	49,375	50,056	101%	G	118,500	-1%	
Curriculum & Classroom Expenses	102,469	79,167	(23,302)	-29%		190,000	54%	
Program Expenses	1,514	75,000	73,486	98%	H	180,000	1%	
Building & Grounds	257,279	249,222	(8,057)	-3%		598,133	43%	
Fixed Asset Expenditures	7,407	95,000	87,593	92%	I	228,000	3%	
Professional Services	47,493	16,667	(30,826)	-185%	J	40,000	119%	
Gen&Admin/Insurance/Interest Expense	167,242	87,708	(79,533)	-91%	K	210,500	79%	
Nutrition Program Purchases	36,027	79,167	43,140	54%	L	190,000	19%	
Equipment Rental (Copiers)	12,636	20,833	8,197	39%		50,000	25%	
Fundraising Expenses	496	21,417	20,920	98%		51,400	1%	
Total Expenditures	\$ 4,545,582	\$ 4,838,195	\$ (292,613)	-6%		\$ 11,611,669	39%	
Operating Income/(Loss)	\$ 229,878	\$ (125,447)	\$ 355,325	-283%		\$ 87,233	264%	

EXPLANATIONS OF BUDGET TO ACTUAL VARIANCES > \$25K and 10%

NOTE: As requested by the Board in October 2020, variance explanations are provided by variance +/- \$25,000 and 10%.

A - Difference of \$215K and 5% in APS Allocation Payment Income as compared to YTD budget continues to reflect the additionally \$51K each month based upon APS allocation formula revisions for confirmed student enrollment, as compared to budget forecast. Revised budget reflects monthly increase experienced this year; therefore, % of annual revised budget of 40% is reasonable.

B - The School has received only \$15K in local funding and grant income; however, the School anticipates receiving funding during December 2020.

C - Contributions income from fundraising is less than originally budgeted based on remote efforts during the beginning of the academic year. The School anticipates it will achieve its normal fundraising goals during the Spring when students potentially return to campus, including the major fundraising event in March 2021.

D - Program income earned through the PTA for supply fees and membership fees exceeded original budgeted amounts as a result of remote learning during the Fall semester.

E - Nutrition income and related nutrition program expenses are significantly reduced due to remote learning during the Fall. The School anticipates these amounts will increase in the Spring and potentially achieve 70% of original budgeted amounts.

F - Salaries expense are less than originally budgeted as a result of not conducting after care and Saturday enrichment school.

G - Professional Development expenses reflect lack of school wide training that normally occurs at the beginning of the academic year but not scheduled due to COVID-19 pandemic.

H - Program Expenses, generally related to school related activities, fieldtrips, etc., are significantly less than budgeted amounts due to COVID-19 pandemic requiring remote learning during the Fall semester

I - Fixed Asset expenditures are significantly less as a result of remote learning during the Fall semester.

J - Professional Services are higher than originally budgeted due to incorporating accounting assistance in the Business Office as a result of the department reorganization.

K - General & Administration expenses are \$79.5K higher than budgeted to accommodate additionally supplies and technology required for remote learning during the Fall which have been purchased by front-office personnel for school-wide purposes. The School anticipates the increase in expenses will continue during the Spring to accommodate PPE required and classroom accommodations to adhere to health precautions. This explanation also applies to Curriculum and Classroom

Total investments held by ANCS**10/31/20**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	\$ 3,905,167
PPP Loan funds	Current Liabilities	<u>(1,850,000)</u>
		\$ 2,055,167
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	227,726
Self-Help Credit Union	CD	239,600 matures 10/2021
Self-Help Credit Union	Money Market	75,524
Total invested funds (not at ACB)		\$ 870,850
Total restricted funds - reserves		<u>(772,820)</u>
Total unrestricted investments		\$ 98,030
Grand total ANCS funds		\$ 2,926,017

NOTE: Amounts reflect October 2020 figures provided to the Board.

Coversheet

Update on Budget for School Reopening

Section: IV. Business & Operations
Item: B. Update on Budget for School Reopening
Purpose: FYI
Submitted by:
Related Material: COVID-19 expenses - Sheet1.pdf

Atlanta Neighborhood Charter School

Working document: COVID-19 related expenses

Expenses - funds used to purchase equipment, supplies, services and anything specifically linked to the management of COVID-19

Encumbered - Funds we have not yet spent but are obligated toward a particular item

Anticipated - Expenses that are expected; documentation is available

Incurred - Funds have been spent

Expenses

Tabletop/desktop partitions	Incurred	\$17,440
Electrostatic disinfecting sprayers	Incurred	\$1,398
Common area signage/hallway markers	Incurred	\$673
Movable whiteboards	Incurred/encumbered	\$7,413
Display screens & stands	Incurred	\$31,500
Cameras and cables	Incurred	\$4,928
Ionizers for HVAC systems	Anticipated	\$28,500
Portable air purifiers	Incurred	\$489
Additional cleaning staffing/services	Encumbered	\$38,800
Cohort hybrid support staffing	Anticipated	\$247,881
Additional classroom materials and supplies*	Anticipated	\$91,700

*Includes masks and hand sanitizer

Estimated expenses \$470,722

Coversheet

Monthly Governance Report

Section: V. Governance
Item: A. Monthly Governance Report
Purpose: FYI
Submitted by: Lee Kynes
Related Material: December_Board_Governance_Report.pdf



ATLANTA NEIGHBORHOOD CHARTER SCHOOL BOARD GOVERNANCE COMMITTEE REPORT December 14, 2020

• Policy Review

- Our committee worked with Educational Excellence on updating the Student Attendance policy to clarify attendance in a remote/hybrid learning environment. That policy is ready for a vote.
- Review of other policies is complete. The process of creating red-lines reflecting suggested changes for board review is ongoing.

• Executive Director Evaluation

- We have prepared our Executive Director mid-year evaluation. We plan to distribute for a response within the week to members of the Leadership Team and Board Members. We will collect and consolidate responses for our review with Chuck early in the new year.

• Nominations

- The Nominations task force was appointed at our last board meeting. They are currently working on preparing the nominations procedure for this year.

Coversheet

Vote on Updated Attendance Policy

Section: V. Governance
Item: B. Vote on Updated Attendance Policy
Purpose: Vote
Submitted by: Lee Kynes
Related Material: December - Student Attendance Policy - Proposed Revisions.docx (2).pdf



Student Attendance for Legal Review

Student Attendance

Purpose

In view of the deleterious effects of excessive tardiness and absenteeism, the implementation of the ANCS Student Attendance Policy shall be in accordance with the provisions herein and shall be read in conjunction with the provisions and requirements of Board policies and administrative regulations.

Duration

This policy is permanent, but it is subject to changes based on updates to state law.

Policy

This policy is written pursuant to [Reg. § 160-5-1-.10](#).

SECTION 1. Definitions for Student Attendance Protocol

- a. **Tardy:** A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.
 - i. **Excused:** Late arrival to school or class as a result of reasons defined herein as excused absences or as a result of events physically out of one's control, such as inclement weather, documented transportation delays (MARTA delays, etc.), immediate family health-related emergencies, documented power outage, compliance with a court order, etc.
 - ii. **Unexcused:** Arriving late to school or class with or without the knowledge of parent/guardian as a result of events within one's control, such as oversleeping, parent errands, etc., unless it is an excused tardy.
- b. **Early Checkouts:** Being removed from classes and leaving the school prior to the official end of the school day by a parent or legal guardian.
 - i. To be considered "in attendance" for a school day (as it applies to early checkouts), a student must be present for at least one-half of the school day, excluding the lunch period. A student who leaves school before meeting that requirement will be considered absent for the day.
 - ii. Whenever a student is released from school prior to the end of the regular school day, the student shall bring a written note from his/her parent/legal guardian stating the reason for the early dismissal. The student shall be released only to his/her parent/legal guardian or to a person designated by the parent/legal guardian, as documented by school records, and upon presentation of proper identification or confirmation by telephone or fax.
- c. **Truant:** Any child who is subject to the Georgia School Compulsory Attendance Law who has more than 10 days of unexcused absences during a calendar school year.

Excused absences include the following:

- a. Personal illness of the student or when attendance in school would endanger the health of the student or the health of others. Upon the student's return to school following three (3) or more consecutive days of absence due to illness or other health-related reasons, appropriate documentation from a medical provider is required within three (3) days of the absence.
- b. Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, the student is required to present medical documentation to validate the absence as an excused absence within three (3) days of the student's return to school.



Student Attendance for Legal Review

- c. Court order by a governmental agency mandating the student's absence from school.
- d. Special or recognized religious holidays observed by the faith of the student.
- e. Weather or environmental condition rendering attendance impossible or hazardous to the student's health or safety.
- f. An absence not to exceed one (1) day for registering to vote.
- g. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called for duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purpose (O.C.G.A. 20-2-692.1).
- h. Students serving as pages of the Georgia General Assembly as set forth in O.C.G.A. 20-2-692 shall be counted as present.
- i. Other absences to be determined by and at the discretion of the Principal.

Unexcused absences include the following:

- a. Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences.
- b. School days missed as a result of an out-of-school suspension shall not be counted as unexcused for the purpose of determining truancy.

Attendance during Remote/Hybrid learning:

During remote/hybrid learning, a student is considered to be in attendance for each day he/she participates in live virtual instruction via video conferencing and/or submits assignments on designated asynchronous learning days (e.g., Wellness Wednesdays). Students are expected to participate in each learning period, and attendance may be taken in each learning period. Parents and students are expected to follow the expectations for online learning as published by the school. The provisions in this policy regarding excused and unexcused absences remain in effect during remote/hybrid learning.

SECTION 2. Parental/Student Notification

- a. ANCS will provide each student and his/her parent, guardian, or other person who has control or charge of the student with the Georgia School Compulsory Attendance Law and a written summary of the possible consequences and penalties for non-compliance at the beginning of each school year. Possible consequences and penalties for excessive absences or penalties are outlined in Section 4 below
- b. By September 1 of each school year or within 30 days of a student's enrollment at ANCS, the parent, guardian, or other person having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties.
- c. When a student reaches ten (10) or more unexcused absences, tardies, and/or early checkouts greater than or equal to 15% of school days to date, the school will notify the parent, guardian, or other person who has control or charge of the student. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.
- d. After two reasonable attempts (including but not limited to phone calls to the parent/guardian, letters to the parent/guardian either through U.S. mail or sent home with the child or both, home visits, etc.) to notify the parent/guardian or other person who has charge or control of the student, ANCS shall send written notice via certified mail with the return receipt requested.



Student Attendance for Legal Review

SECTION 3. Student Attendance Procedures

Accurate student attendance recordkeeping is the responsibility of all staff members at the school. All Elementary Campus classroom teachers and Middle Campus advisors are responsible for taking daily attendance of students in their classes. All staff members are responsible for checking the daily attendance report and reporting any errors to the Main Office.

Daily:

- a. Each Elementary Campus classroom teacher and Middle Campus advisor completes attendance in Infinite Campus immediately following start of school. Any student arriving after the start time of each campus should be marked tardy.
- b. Office Assistant alerts advisor if attendance has not been completed.
- c. Office Assistant calls/emails parents/guardians of students listed as absent to confirm absence and reason for absence.
- d. By 9:15 a.m., Office Assistant generates attendance report that gets emailed out to all staff (hard copies to substitutes) with any notes about late arrivals or early dismissals that are already known from notes, voicemails, etc.
- e. All staff check attendance report and alert Office Assistant to any possible errors or omissions.
- f. Office Assistant follows up with staff regarding any possible errors or omissions and alerts all staff if necessary.
- g. Students who arrive to school after the start time must sign in. The Office Assistant writes late passes for students arriving after morning meeting or after advisory has ended. Late notices/passes are given starting at 8:31 a.m. Office Assistant records absences and tardies as excused/unexcused.
- h. If a teacher or advisor is absent, Office Assistant provides substitute with attendance sheet to be turned in to the Main Office.

SECTION 4. Interventions and Consequences for Truancy

The school will identify separate, formal, written interventions and consequences for truancy for the Elementary Campus and the Middle Campus.

Prior to Court Involvement

Before any court referral is considered, school officials must detail efforts made by the school to intervene with students and their families, including a minimum of three (3) calls, letters, and/or home visits to the parent/legal guardian.

After Ten (10) Unexcused Absences:

- a. A letter will be sent from a school administrator to the parent/guardian regarding attendance. For a student aged 14–18 whose ten (10) unexcused absences are within one semester or two quarters, the letter shall state that the student's eligibility to obtain or retain a driver's permit or license may be impacted.
- b. A referral shall be made to the school counselor, along with all relevant correspondence and documentation. The school counselor will work with the student and family in order to address the attendance problems. The school counselor will take any of the following actions that he/she deems appropriate:
 - i. Function as a child advocate to promote good school attendance for all students.



Student Attendance for Legal Review

- ii. Consult with all school personnel to encourage early identification of students with a pattern of irregular or poor school attendance.
- iii. Conference with students at school to identify factors that may cause or contribute to poor school attendance.
- iv. Inform students and parents/guardians of their individual and collective responsibility in regards to the Georgia School Compulsory Attendance Law.
- v. If necessary, provide direct social services to students and families during home visitations.
- vi. Collaborate with parents/guardians to identify problems at the home and school levels that may contribute to poor school attendance.
- vii. When appropriate, provide parents/guardians with a list of community resources that provide a variety of services to families (physical and mental health, financial, etc.).
- viii. Identify personnel and programs within the school that can provide additional support for students (psychological services, guidance and counseling, etc.).
- ix. Monitor the student's attendance on a weekly basis.
- x. Provide ongoing written correspondence to parents/guardians regarding the student's school attendance (Pre-legal, First, and Final legal notices).

c. Consistent with these policies and existing law, consequences for excessive unexcused absences, tardiness, and missed learning periods may include, but are not limited to, a compulsory parent conference with the appropriate school administrators, submission of student's status to Atlanta Public Schools Truancy Center for investigative purposes, and/or expulsion.

When administrative actions taken to correct truancy have proven ineffective, the school may file proceedings with the Georgia Department of Family and Children Services and/or juvenile court and furnish evidence for the conviction of parents/guardians and/or child for non-compliance with compulsory attendance laws.

Approval

Policy approval date:

Policy effective date:

Policy review date:

04/11

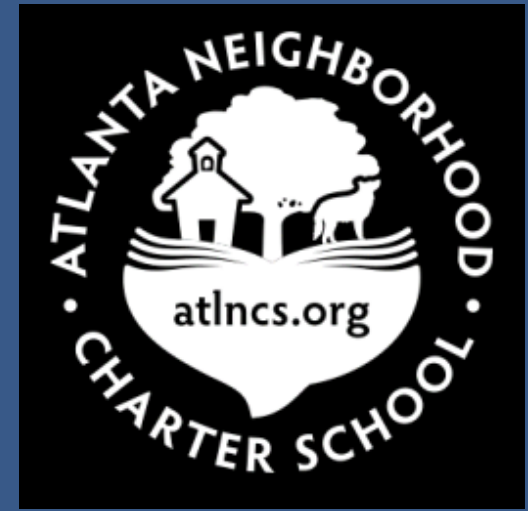
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Coversheet

Nominations Task Force Report

Section: V. Governance
Item: C. Nominations Task Force Report
Purpose: FYI
Submitted by: Kristi Malloy
Related Material: Dec Board Nominations Task Force Update 12.2020.pptx



Nominations Task Force Update

December 14, 2020

Nominations Process Overview

Establish Task Force

- ✓ Solicit & recruit members
- ✓ Board Vote

Oct - Nov

Determine Recruitment Strategy

- ✓ Complete board skills assessment
- ✓ Define diversity commitments
- ✓ Assess anticipated needs based on current board terms
- ✓ Determine communications/out reach plan
- Update support materials (e.g., board application, nomination letter, interview guide, scorecard)

Nov-Dec

Initiate Recruiting

- Application period
- Prospective Board Member Information Session

Jan

Review Applications & Conduct Interviews

- Task force reviews applications and identifies candidates to be interviewed
- Interviews conducted
- Determine proposed slate & request board feedback
- Final decisions confirmed
- Communications with nominations

Feb - Mar

Finalize Decisions

- Nominations final decision date
- Vote on proposed slate
- Assign board onboarding "buddy"

Apr

Nominations Task Force Diversity Commitments

- ✓ Ensure a diverse Nominations Task Force
- ✓ Partner with Diversity, Equity, and Inclusion Task Force
- ✓ Collaborate with DEAT with the goal of creating a pipeline of future board members
- ✓ Personal outreach to networks
- ✓ Shift in focus: hard skills to soft skills

Coversheet

Monthly Fund Development Report

Section: VI. Fund Development
Item: A. Monthly Fund Development Report
Purpose: FYI
Submitted by: Sabrina Sexton
Related Material: Fund Development Committee Report December 2020.pdf



Fund Development Committee Report | December 14, 2020

Prepared by Sabrina Sexton (Vice Chair, Fund Development Committee Chair)

2020-2021 Gather & Grow Fund (Annual Campaign):

- YTD Total: \$40,642.25 (as of 12/2)
- Goal: \$140,000 (proposed change to \$105,000)
- Board Participation: 42%

Gather & Grow Goal

- Due to the constraints of the 2020-2021 fiscal year, the Fund Development Committee — in partnership with the ED — recommends revising the Gather & Grow revenue goal to \$105,000 (from \$140,000). This will be reflected in the revised budget that will come before the Governing Board for approval.

Gather & Grow Campaign Activity

- Giving Tuesday's fundraising goal was exceeded with a total of \$19,162 in donations.
- The next campaign milestone is the end of the year. While our fiscal year runs through June 2021, December 31, 2020 is the last day to realize tax benefits from a 2020 donation.
- Paige Teusink shared the year-end campaign plan with the committee.
- The remaining campaign plan will be finalized based on the school's resources and what is determined to be manageable given the ongoing demands of the plan for reopening.

Sponsorships

- Sponsorships continue to be secured. The current sponsorship information is available at <https://atlncs.org/become-a-corporate-sponsor/>
- Sponsorship revenue benefits both the school's operating budget and the PTCA.

Spring Fundraising Event (aka Wonderball)

- The Fund Development Committee asks the team of parent volunteers to propose a plan for the spring fundraising event, considering what is feasible for this year in what is likely to be a virtual environment.
- Chuck is managing outreach to parent volunteers.

Committee Meetings

- Monthly meetings are the first Friday of the month from 2 to 3 p.m.
- The next committee meeting is scheduled for Friday, January 8, from 2 to 3 p.m.
- The committee is planning to meet monthly but may reevaluate the meeting cadence in 2021.

End of report.

Coversheet

Monthly Educational Excellence Report

Section: VII. Educational Excellence
Item: A. Monthly Educational Excellence Report
Purpose: FYI
Submitted by: Hanah Goldberg
Related Material: Educational Excellence Committee Report 12_2020.pdf



Educational Excellence Committee Report – December 2020

ANCS Governing Board Meeting | December 14, 2020

I. Calendar Adoption for 2021-2022 School Year

- Leadership Team to present draft calendar in January 2021, followed by a period of stakeholder feedback
- *Note: approved/revised [APS Calendar for 2021-2022](#) includes an August 5th start date*
- EE Committee to review no later than February 2021 Committee meeting and make a recommendation to the full Board
- **Board to vote on proposed calendar at March 2021 meeting**

II. MAP Update

- Winter administration planned for January 11th - 22nd