



# ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

## Atlanta Neighborhood Charter School ANCS Governing Board Monthly Meeting

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### Date and Time

Thursday September 23, 2021 at 6:30 PM EDT

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

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### Agenda

#### I. Opening Items

Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Brain Smart Start

D. Public Comment

E. Approve Minutes from Prior Board Meeting

Approve minutes for ANCS Governing Board Monthly Meeting on August 19, 2021

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. Executive Director Report

**III. DEAT Update**

- A. Monthly DEAT Report

**IV. Finance & Operations**

- A. Monthly Finance & Operations Report

**V. Governance**

- A. Monthly Governance Report
- B. Vote on Building & Grounds policies

**VI. Fund Development**

- A. Monthly Fund Development Report

**VII. Educational Excellence**

- A. Monthly Educational Excellence Report
- B. Fall MAP Data & Spring Milestones
- C. DEI Listening Circles Update

**VIII. Closing Items**

**IX. Executive Session**

**X. Adjourn Meeting**

- 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:**  
**Related Material:** Minutes for ANCS Governing Board Monthly Meeting on August 19, 2021

APPROVED



**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL**

helping students learn to use their minds well

## Atlanta Neighborhood Charter School

### Minutes

#### ANCS Governing Board Monthly Meeting

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##### **Date and Time**

Thursday August 19, 2021 at 6:30 PM

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

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##### **Directors Present**

Angela Christie (remote), Barrett Coker Krise (remote), Ben Sutton (remote), Carla Wells (remote), Emily Ormsby (remote), Hanah Goldberg (remote), Irina Brimmell (remote), Jason Rhodes (remote), Kristi Malloy (remote), Lee Kynes (remote), Pouya Dianat (remote), Rhonda Collins (remote)

##### **Directors Absent**

None

##### **Guests Present**

Arnold Pierce (remote), Caron Buttrum (remote), Cathey Goodgame (remote), Chuck Meadows (remote), Jeremy Varner (remote), Jerry Hanes (remote), Jessica Gowen (remote), Krista Koch (remote), Lara Zelski (remote), Maria Geonaga (remote), Mark Sanders (remote), Meeghan Fortson (remote), Nicole King (remote), Nicole Lupo (remote), Paige Teusink (remote), Rachel Ezzo (remote), Rhiannen Laurent (remote), Sheridan Thompson (remote), Vivian Low (remote), Zahava Bailey (remote)

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

**A.**

## **Record Attendance and Guests**

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

Lee Kynes called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Thursday Aug 19, 2021 at 6:31 PM.

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

Mark Sanders led the group in a brain smart start to unite, disengage stress, and commit.

### **D. Public Comment**

No public comment.

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

Jason Rhodes made a motion to approve the minutes from ANCS Governing Board Meeting on 06-21-21.

Carla Wells seconded the motion.

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

### **F. PTCA President Update**

Rachel Ezzo provided the PTCA report. Updates were provided regarding membership, finances, and events. See board packet for details.

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

- Cathey Goodgame provided a middle campus update:
  - MAP Testing underway (working through some technology issues with Chromebooks).
  - Athletic tryouts underway. Participation is high, especially in girls volleyball.
  - Middle Years Program sessions have begun.
- Lara Zelski provided an elementary campus update:
  - MAP Testing underway (third grade delayed due to mandatory virtual week).
  - SARS-COV-2 surveillance testing is going well. Over 300 teachers, staff, and students were tested last week. The process is minimally disruptive to the classroom.
  - Curriculum Night is 8/26 and will be virtual.

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

### **A. Executive Director Report**

- Chuck Meadows provided the Executive Director report. He provided an update on COVID-19 mitigation, assessing academic achievement (Georgia Milestones and

MAP testing), school-wide communications, and project updates. See board packet for details.

### **III. DEAT Update**

#### **A. Monthly DEAT Report**

Carla Wells provided the DEAT report. She reviewed the DEAT vision, and shared updates regarding their focus for this year. A calendar of events for this year will be provided at the next board meeting. See board packet for details.

### **IV. Finance & Operations**

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

Emily Ormsby shared a financial update and reviewed changes to the Financial Resolution. See the board packet for details.

#### **B. Vote on 2021-2022 Financial Resolution**

Ben Sutton made a motion to approve the Financial Resolution as updated by the Finance and Operations Committee.

Irina Brimmell seconded the motion.

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

### **V. Governance**

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

Rhonda Collins provided Governance Committee updates, including the committee schedule and focus for the year. See board packet for details.

#### **B. Vote on Committee Membership**

Rhonda Collins made a motion to approve committee membership as identified by committee chairs.

Barrett Coker Krise seconded the motion.

Pouya Dianat should be added to the Educational Excellence Committee.

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

#### **C. Vote on Nondiscrimination & Parental Leave Policies**

Irina Brimmell made a motion to approve the Nondiscrimination and Parental Leave policies as presented.

Emily Ormsby seconded the motion.

There was discussion regarding HB 146 (that provides 3 weeks of paid parental leave to full-time state employees and teachers) and how it intersects with the proposed ANCS parental leave policy. These will run concurrently. There was also discussion on future

enhancements to the policy to provide coverage for both parents if both employed at ANCS.

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

#### **D. Vote on ANCS Policies**

Emily Ormsby made a motion to approve the ANCS policies as presented.

Jason Rhodes seconded the motion.

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

### **VI. Fund Development**

#### **A. Monthly Fund Development Report**

Barrett Coker Krise provided a report and discussed the annual Gather & Grown fund, the fundraising goal for this fiscal year, as well as strategic goals for the committee. See board packet for details.

### **VII. Educational Excellence**

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

Jason Rhodes shared the schedule for the Educational Excellence committee, as well as the committee responsibilities. See board packet for details.

### **VIII. New Business**

#### **A. September Monthly Meeting**

Lee Kynes shared we will move the September board meeting to Thursday, September 23 to allow observance of Yom Kippur and Rosh Hashanah.

### **IX. Closing Items**

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

Jason Rhodes made a motion to adjourn the August Governing Board Meeting.

Carla Wells 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 8:03 PM.

Respectfully Submitted,  
Kristi Malloy

# Coversheet

## PTCA President Update

**Section:** I. Opening Items  
**Item:** F. PTCA President Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** PTCA Report - 9.23.21 Governing Board Meeting.pptx



# PTCA Report

Governing Board Meeting  
September 23<sup>rd</sup>, 2021



## Membership Report (as of 9/13/21)

- ▶ Goal: \$11,000
- ▶ YTD: \$2,145 (20%)

## Financial Update (as of 9/13/21)

- ▶ Balanced Budget of \$55,000
- ▶ YTD: \$3,565 from school store & membership
- ▶ \$90,930.20 Bank Balance as of 8/31/21.



# Event Updates

- ▶ PTCA General Meeting -> Still working on dates for the 1st general meeting
- ▶ Third Friday Coffee -> First coffee being held Sept. 27th
- ▶ Kickball will be held on 10/17 at Maynard Jackson High School.
- ▶ Fall Fest will be held on 11/13 at the elementary campus.

# Teacher/Staff Appreciation

The PTCA Board voted to use allocate funds to continue with special teacher/staff appreciation events throughout the year.



# Coversheet

## Executive Director Report

**Section:** II. Executive Director's Report  
**Item:** A. Executive Director Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Executive Director's Report 9\_23\_21.pdf

# Executive Director's Report September 23, 2021

# COVID-19 Mitigation Update

# COVID-19 Cases in Fulton County

## Two Week Average

February 22	248 cases per 100,000
March 15	169 cases per 100,000
April 19	142 cases per 100,000
May 17	91 cases per 100,000
June 21	34 cases per 100,000
August 19	444 cases per 100,000
September 23	419 cases per 100,000 (531 on September 4)

# COVID-19 Surveillance Test Results

## August 6

- EC: 256 - 0 positive
- MC: 150 - 0 positive

## August 13

- EC: 300 - 4 positive
- MC: 150 - 0 positive

## August 20

- EC: 358 - 0 positive
- MC: 129 - 1 positive

## August 27

- EC: 370 - 0 positive
- MC: 195 - 0 positive

## September 3

- EC: 381 - 2 positive
- MC: 222 - 0 positive

## September 10

- EC: 390 - 1 positive
- MC: 240 - 0 positive

## September 17

- EC: 366 - 0 positive
- MC: 240 - 0 positive



# Fall Break Mitigation Plan

- We will not conduct COVID-19 surveillance testing on October 1, the day before Fall Break
- We will test on October 11, the first day of school following Fall Break
- We will test again on October 15, a regularly scheduled surveillance testing Friday

# COVID-19 Mitigation: Indoor Air Filtration

Fully functional HVAC systems on both campuses

HEPA filtration

Bipolar needlepoint ionization

# Needlepoint Bipolar Ionization

- Facilitates the release of ions into the air from a point within the HVAC system
- These ions bond with airborne particles - including viruses - and cause them to become larger, which makes it easier to filter them from the air

# Global Plasma Solutions (GPS)

- Ionizers installed at ANCS are manufactured by GPS, which has earned all recommended UL clearances for the omission of ozone
- GPS commissioned a laboratory called Innovative Bioanalysis to test their products

# Innovative Bioanalysis Laboratory Accreditation

- **Clinical Laboratory Improvement Amendments of 1988.** This law requires any facility performing examinations of human specimens (e.g., tissue, blood, urine, etc.) for diagnosis, prevention, or treatment purposes to be certified by the Secretary of the Department of Health and Human Services.
- **College of American Pathologists.** The CAP accredits laboratories performing testing on specimens from human beings or animals, using methodologies and clinical application within the expertise of the program

# Innovative Bioanalysis Findings

...active virus in the air was reduced after 15 minutes of exposure in aerosol form, and collectable virus in the air was substantially reduced over the course of 60 minutes...

# Air Allergen & Mold Testing: 820 Essie Avenue

## Summary of Detected Compounds

Compound	Common Uses (Possible Sources)	Sample ppmv	Recommended Limits		
			NIOSH ppmv	OSHA ppmv	ACGIH ppmv
Chloromethane	Industrial solvent; previous aerosol propellant and refrigerant	0.00095	100	-	-
n-Butane	Natural gas; synthetic rubber	0.085	800		
Ethanol	Cleaning supply; disinfectant	2.20	1000	1000	1000
Acetone	Cleaning supply; nail polish remover	0.053	250	1000	750
Isopropyl alcohol	Cleaning product	1.20	400	400	400
Methylene chloride	Paint stripper; paint manufacture; solvent	0.0013	-	25	-
2-Butanone (MEK)	Cleaning solvent; paint remover; general solvent	0.0045	200	200	200
Toluene	Lacquer component; paint thinner; solvents	0.0011	100	200	50
Ethyl acetate	Nail polish remover; polymer solvent	0.0020	400	400	400
Tertiary butyl alcohol (TBA)	Cleaning solvent	0.0013	10	100	100
1,2-Dichloropropane	Solvent, paint stripper, varnish	0.00081	75	-	-
Tetrahydrofuran	Solvent	0.0072	200	200	200

# Air Allergen & Mold Testing: 688 Grant Street

## Summary of Detected Compounds

Compound	Common Uses (Possible Sources)	Sample ppmv	Recommended Limits		
			NIOSH ppmv	OSHA ppmv	ACGIH ppmv
Chloromethane	Industrial solvent; previous aerosol propellant and refrigerant	0.00063	100	-	-
n-Butane	Natural gas; synthetic rubber	0.0024	800		
Ethanol	Cleaning supply; disinfectant	1.20	1000	1000	1000
Acetone	Cleaning supply; nail polish remover	0.011	250	1000	750
Isopropyl alcohol	Cleaning product	0.056	400	400	400
2-Butanone (MEK)	Cleaning solvent; paint remover; general solvent	0.00072	200	200	200
Toluene	Lacquer component; paint thinner; solvents	0.00055	100	200	50
Ethyl acetate	Nail polish remover; polymer solvent	0.00093	400	400	400
n-Heptane	Gasoline component; paint solvent	0.00082	85	500	400
1,2-Dichlorodifluoromethane	Refrigerant (Freon 12)	0.00052	1000	-	-



# School Farm

# School Farm



# School Farm

- Over 100 5 X 10 raised beds across both campuses
- A greenhouse with shelves at both campuses
- Irrigation systems
- 1,000+ seedlings to be planted in the next week
- Full classroom/curriculum integration at the elementary campus
- Voluntary/optional involvement at the middle campus (planning still underway)
- Production levels high enough to supply the culinary program

# Coversheet

## Monthly Finance & Operations Report

**Section:** IV. Finance & Operations  
**Item:** A. Monthly Finance & Operations Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** BusOps Comm BOD Update\_September 2021.pdf  
08\_30\_21 Finance Committee Report FY21 FINAL (1).xlsx  
Statement of Financial Position 08-31-2021.pdf  
Statement of Activity August 2021.pdf



# Finance and Operations Committee Update

## Financial Update:

- Cash balance (period end 8/31/2021) = \$2.3M.
- \$899K in Investments (\$565k internally designated as restricted funds; \$334k in unrestricted funds)
- Annual Health Insurance Renewal – No major changes from prior year
- Financial Activity – No unexpected/unexplained budget variances
- Middle Campus Mortgage Refinance – See attached term sheet from Atlantic Capital Bank
  - The Business Office compared terms from three different banks, and Atlantic Capital's were the most favorable.
- Annual Financial Statement Audit – Underway

## Building and Grounds Update:

- Middle Campus Backyard Project – Complete
- Elementary Campus –
  - Retaining Walls – Experiencing supply delays, but close to completion
  - Trees Atlanta tree planting project
  - Raised garden beds
- HEPA filters due diligence and air quality testing



# Atlantic Capital

## SUMMARY OF TERMS AND CONDITIONS

These terms are presented to facilitate discussion of a potential loan and do not constitute an agreement by the Lender until such has been evidenced formally in a written document executed by the Lender, the Borrower, and all relevant parties. Any such agreement would be subject to satisfactory due diligence performed by the Lender. Without the prior written consent of the Lender, the contents or existence of this term sheet may not be disclosed to any third party.

**BORROWERS:** Atlanta Neighborhood Charter School, Inc., a Georgia Domestic Nonprofit Corporation (“Borrower”)

**LENDER:** Atlantic Capital Bank, N.A. (“Lender”)

### CREDIT

**FACILITIES:** A real estate Term Loan in the amount not to exceed the lesser of: (i) \$900,000; or (ii) 80% of the appraised value of the Property (the “Term Loan”).

**PURPOSE:** Loan proceeds of the Term Loan may be used by Borrower to payoff loan number 980905 at Self-Help Credit Union.

**COLLATERAL:**

- i) First priority security interest on the real estate and improvements located at 820 Essie Avenue SE, Atlanta, GA 30316.
- ii) Assignment of leases and rents between Borrower and any tenants at the Property.
- iii) Blanket lien on all Borrowers’ furniture, fixtures and equipment.

**MATURITY:** The Term Loan will mature 7 years after the Closing Date (the “Term Loan Maturity Date”).

**INTEREST RATE:** The Term Loan will bear interest equal to a fixed rate of 3.75%.

**REPAYMENT:** Equal monthly payments of principal and interest sufficient to amortize the Term Loan over 144 months (12 years). All amounts outstanding under the Term Loan are due and payable on the Term Loan Maturity Date.

**FEES AND EXPENSES:** In consideration of establishment of the Credit Facility, Borrower shall pay to Lender the following fees (all of which will be deemed fully earned and non-refundable on the date payable under the terms of the definitive loan documents) and reimburse Lender with respect to the following expenses:

1. A closing fee in the amount of \$1,500 payable on the Closing Date;
2. Borrower will reimburse Lender for fees and expenses it incurs in connection with the issuance, closing, and administration of the

Credit Facilities. Such expenses specifically include, but are not limited to, the costs of due diligence, appraisal, intangibles taxes, title insurance and the services of Lender's counsel.

**LOAN DOCUMENTS:** The Credit Facilities shall be established pursuant to and governed by the terms of a loan and security agreement to be executed between Borrowers and Lender and related documents, including, without limitation, promissory notes, deeds and other instruments and agreements deemed necessary by Lender to evidence and secure the Credit Facilities.

**REPRESENTATIONS AND WARRANTIES:** The Loan Documents will contain representations and warranties that are usual and customary for transactions of this type or otherwise acceptable to Lender, to include, without limitation, representations and warranties regarding Borrower's corporate existence and status; corporate power and authority and enforceability of the Loan Documents.

**COVENANTS:** The Loan Documents will contain affirmative, negative and financial covenants that are usual and customary for transactions of this type or otherwise acceptable to Lender, to include, without limitation, requirements for the delivery to Lender of financial statements; governmental investigations or proceedings; timely payment of all indebtedness; preservation of existence; use of proceeds; and prohibitions on liens except liens in favor of Lender.

Financial covenants to include (but not be limited to):

- Minimum Fixed Charge Coverage Ratio ("FCCR") of 1.10x starting with the 6/30/2022 period.

The Minimum FCCR covenant is defined as [(Net Income + Taxes + Interest Expense + Depreciation and Amortization) – Distributions – Unfinanced Capital Expenditures] / (Scheduled principal payments over the next 12 months + interest expense payments paid over the last 12 months) > 1.10x.

**REPORTING REQUIREMENTS:** Borrower to provide the following information:

- Semiannual within 30 days of quarter end, internally prepared financial statement on Borrower
- Annually within 90 days of the fiscal year end, internally prepared financial statement on Borrower
- Annually within 180 days of the fiscal year end, audited financial statement with consolidation of Borrower

**EVENTS OF DEFAULT:** Usual and customary for transactions of this type or otherwise acceptable to Lender, to include, without limitation, non-payment of principal, interest or other obligations owed to Lender; cross defaults to other

material contracts, material judgments and litigation and material inaccuracy of any representation.

**CONDITIONS**

**PRECEDENT:**

The establishment of the Credit Facility and the extension of credit thereunder will be subject to satisfaction of conditions precedent, to include, without limitation, the following:

1. Lender's receipt of assurances, satisfactory to it, that the liens and security interests to be granted by Borrower pursuant to the Loan Documents will be first priority liens in all of the Collateral and that the Collateral is not subject to any other liens except liens specifically permitted in the Loan Documents.
2. No material adverse change, in the opinion of Lender, in Borrower's assets, liabilities, business, financial condition, business prospects or results of operations.
3. The absence of any action, suit, investigation, litigation or proceeding pending or threatened that in Lender's judgment could reasonably be expected to have a material adverse effect on Borrower's assets, liabilities, business, financial condition, business prospects or results of operations or which could impair Borrower's ability to perform satisfactorily under the Credit Facility.
4. Lender shall have received evidence and certificates of insurance with respect to Borrower's property and liability insurance, together with a loss payable endorsement naming Lender as loss payee, all in form and substance satisfactory to Lender.
5. Lender shall have completed the due diligence investigation of Borrower, and with results, satisfactory to Lender, and all information furnished to Lender by Borrower shall be complete and correct in all material respects.
6. Lender shall have received, in form and substance satisfactory to it, all environmental reports, asset appraisals, surveys, title insurance policies and such other reports, audits or certifications as it may deem necessary or otherwise request.

**DEPOSITORY ACCOUNT:** Borrower agrees to open and maintain a depository account with Lender for the life of the loan.

**EXPIRATION:** The terms and conditions of this Term Sheet shall expire on September 30, 2021.

**GOVERNING LAW:** State of Georgia



This Term Sheet is not a commitment on behalf of Atlantic Capital Bank, nor is it inclusive of all the terms and conditions necessary to evidence a final agreement between the parties. The credit facilities described in this Term Sheet are presented for Discussion Purposes Only. The subject credit facilities have not been approved by Atlantic Capital Bank.

Accepted and Agreed to:

ATLANTA NEIGHBORHOOD CHARTER  
SCHOOL, INC.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The count of Aspergillus/Penicillium, considered a high probability allergy spore and often used as an indicator of mold growth in the indoor environment, is within the cited guideline of less than 500 spores per cubic meter. There are no water damage spores in this sample.

The background particulate is within the cited guideline. The humidity is within the cited guideline.

Mold growth and spore production is significantly retarded when humidity is held near or below fifty percent. Regular use of the HVAC system can be helpful to reduce humidity in the indoor air. However, during periods of the year when the HVAC system is not sufficient to maintain the humidity at this level, consider adding dehumidifiers.

The inspector did not report any obvious microbial growth or moisture damage on visible surfaces in this area at the time of the inspection.

The floor is carpeted; however a carpet dust sample was not taken. Air samples provide information about airborne spore counts and background particulate at the time of the inspection while carpet dust analysis gives historical insight into intermittent events that can be helpful in managing the indoor air quality. It is important to note that suggestions made without complete information may result in more or less work than would otherwise be suggested. Please see the notes about carpet in the section titled 'Maintaining Indoor Air Quality'.

For potential health relevance and to compare the results of the samples in this report with similar samples taken from thousands of other properties, please refer to the section of this report titled 'Interpreting Sample Results'.

## Sample Results: Volatile Organic Compounds

Room 213 was sampled for volatile organic compounds (VOCs) using a 6 Liter canister with 2 hour orifice by EPA TO-15 method. The analysis included the EPA compendium as well as a library search for additional compounds. The results of the analysis are shown in the accompanying exhibits.

Analytic results indicate a number of VOCs inside the area during the sampling period. Several of the compounds are associated with cleaning products or solvents. All detected concentrations were well within their published exposure thresholds.

## Summary of Detected Compounds

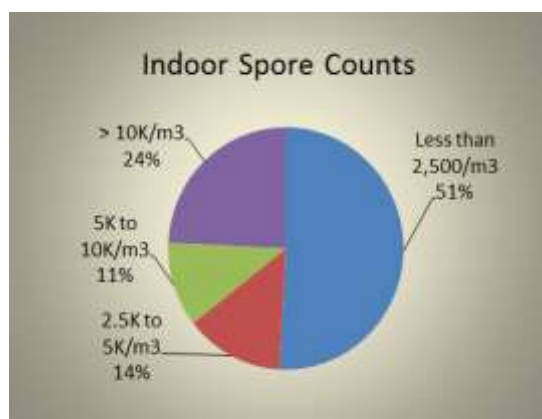
Compound	Common Uses (Possible Sources)	Sample ppmv	Recommended Limits		
			NIOSH ppmv	OSHA ppmv	ACGIH ppmv
Chloromethane	Industrial solvent; previous aerosol propellant and refrigerant	0.00063	100	-	-
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1,2-Dichlorodifluoromethane	Refrigerant (Freon 12)	0.00052	1000	-	-

## HVAC Systems

**HVAC unit(s):** The inspector reported that the HVAC(s) were not accessible for inspection. Each HVAC systems should contain a filter with a minimum of a MERV 10 rating to capture spores and respirable particulate that enter from any source. Make sure that the HVAC system airflow remains adequate and change filters regularly to maximize efficiency.

## Interpreting Sample Results

The following pie charts are provided to compare your results with the results from more than five thousand other properties.



This pie chart shows the total indoor spore counts at other properties divided into four ranges. The median spore count is approximately 2,500 spores per cubic meter, most of which are outdoor spores like Basidiospores or Ascospores. The sample should contain no more than 500 Aspergillus/Penicillium spores per cubic meter.

Outdoor spores that find their way indoors can be reduced by the filter in the HVAC system but require a minimum of a MERV 8 rated filter (or equivalent) for removal.

## Sample Results: Volatile Organic Compounds

The library was sampled for volatile organic compounds (VOCs) using a 6 Liter canister with 2 hour orifice by EPA TO-15 method. The analysis included the EPA compendium as well as a library search for additional compounds. The results of the analysis are shown in the accompanying exhibits.

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## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

08\_30\_21 Finance Committee Report FY21 FINAL (1).xlsx

## Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of August 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1005 Bank of North Georgia #8354 Operating	0.00
1010 Bank of North Georgia #6575 Nutrition	0.00
1015 Bank of North Georgia #8903 Student Gov	0.00
1020 Bank of North Georgia #6583 PTCA	0.00
1025 Bank of North Georgia Aftercare EC	0.00
1026 Bank of North Georgia #5356 MC Aftercare	0.00
1030 PayPal	0.00
1045 Bank of North Georgia #0051 Reserves Account	0.00
1050 Bank of North Georgia Money Market #9008	0.00
1100 Atlantic Capital Bank Operating	2,318,506.25
1111 Atlantic Capital Bank Nutrition	52,639.90
1112 Atlantic Capital Bank PTCA	89,893.92
1113 Atlantic Capital Bank Closed	0.00
1114 Atlantic Capital Bank Aftercare	29,692.76
1115 Atlantic Capital Bank Farm to School	47,417.22
1116 Atlantic Capital Bank Annual Fund	26,758.57
<b>Total Bank Accounts</b>	<b>\$2,564,908.62</b>
Accounts Receivable	
1120 Grants Receivable	0.00
1121 CREATE Grants Receivable	-0.01
1130 Grant Receivable - Title 1	0.00
1132 Grants Receivable-Facilities Grant	-0.40
1133 Zeist Receivable Balance	0.00
1134 Grants Receivable - Dobbs	0.00
<b>Total Accounts Receivable</b>	<b>\$ -0.41</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of August 31, 2021

	TOTAL
Other Current Assets	
1054 Edward Jones Ally bank CD 2	0.00
1055 SunTrust Bank CD	0.00
1056 Self-Help Credit Union CD	245,816.43
1057 Edward Jones Money Market	436,332.45
1058 Edward Jones Ally Bank CD	0.00
1059 Edward Jones Morgan Stanley Bank CD	130,347.52
1060 Self Help Money Market CARA 80	86,166.40
1061 Edward Jones State Bank of India CD	-0.40
1062 Edward Jones BMO Harris Bank	0.00
1400 Prepaid Expenses	15,763.40
1900 Uncategorized Asset	-563.42
<b>Total Other Current Assets</b>	<b>\$913,862.38</b>
<b>Total Current Assets</b>	<b>\$3,478,770.59</b>
Fixed Assets	
1550 2015 EC Carpet	46,922.77
1580 Janitorial Equipment	3,471.00
1610 Building	1,136,944.00
1611 Accumulated Depreciation Buildings	-357,665.60
1612 Building Closing Cost	36,289.00
1613 Accumulated Amortization Closing Costs	-36,289.00
1614 FY2018 MC Improvements	14,035.30
1614.50 Firedoors MC	42,540.99
1615 Grounds Improvements	100,349.46
1616 2017 MC Improvements	60,008.08
1617 2016 MC Improvements	223,205.31
1618 2014 MC Improvements	118,199.00
1619 2015 MC Improvements	26,993.20

## Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of August 31, 2021

	TOTAL
1620 Leasehold Improvements	1,068,957.20
1612.1 Loan Closing Costs - Refinance 2014	14,889.00
1612.2 Accumulated Amortization	-12,761.96
<b>Total 1620 Leasehold Improvements</b>	<b>1,071,084.24</b>
1621 Accumulated Depreciation Leasehold Improvements	-1,128,278.18
1622 ANCS Vehicles	6,810.00
1623 2021 MC Improvements	255,414.18
1625 Library Books	209,973.44
1626 Accumulated Depreciation Library Books	-155,933.90
1630 Furniture and Fixtures	344,318.34
1631 Accumulated Depreciation Furniture & Fixtures	-280,196.76
1633 Equipment - HVAC	281,636.26
1634 Kitchen Equipment	31,614.26
1640 Equipment	232,350.76
1641 Accumulated Depreciation Equipment	-211,171.39
1650 Computer Equipment	526,263.11
1651 Accumulated Depreciation Equipment 2	-438,038.00
1660 Software	74,078.11
1670 EC Intercom System	30,000.00
1675 MC Intercom System	69,560.94
1700 Grants to Green	488,719.69
1705 Grants to Green EC FY17	290,511.91
1800 MC Grounds / Farm Improvements	56,890.54
2018 EC 2nd Mobile Unit	52,840.83
<b>Total Fixed Assets</b>	<b>\$3,223,451.89</b>
Other Assets	
1624 2021 Improvements EC	243,279.70
<b>Total Other Assets</b>	<b>\$243,279.70</b>
<b>TOTAL ASSETS</b>	<b>\$6,945,502.18</b>



## Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of August 31, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	43,322.18
<b>Total Accounts Payable</b>	<b>\$43,322.18</b>
Other Current Liabilities	
2100 Other Current Liabilities	0.00
2101 Accrued Payroll	597,490.92
2105 FIT W/H Payable	64,100.71
2110 FICA Payable	87,696.96
2115 Medicare Payable	23,396.04
2120 State W/H Payable	33,964.44
2130 TRS of GA Payable	274,650.27
2210 403(b) EE Contributions Payable VALIC	25,137.00
2212 403(b) EE Contributions ValuTeachers	-27,349.63
2213 403 (b) EE ROTH Contr ValuTeachers	-312.50
2215 Supplemental Ins EE Contributions Payable	1,145.52
2220 TRS of GA EE Contributions Payable	110,443.49
2225 Health Ins EE Deductions Payable	-123,191.98
2230 ADD	2,814.37
2231 CI1	2,877.22
2232 LTD	4,196.57
2233 STD	5,328.16
2245 MFS & DCC Payable	-12,892.88
2250 PPP Loan Payable	-3,625.00
2252 PPP Loan Payable Current Amount	3,625.00
2300 Copier Lease Payments	0.00
2550 ST Capital Leases	0.05
2601 Mortgage Payable (Current Portion)	41,871.65
<b>Total Other Current Liabilities</b>	<b>\$1,111,366.38</b>
<b>Total Current Liabilities</b>	<b>\$1,154,688.56</b>
Long-Term Liabilities	
2600 Mortgage Payable (Net of Current Portion)	872,733.20
2600.2 Self Help Loan B	-7,806.00
<b>Total Long-Term Liabilities</b>	<b>\$864,927.20</b>
<b>Total Liabilities</b>	<b>\$2,019,615.76</b>
Equity	
3000 Opening Balance Equity	2,156,323.51
Retained Earnings	3,160,363.77

# Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of August 31, 2021

	TOTAL
Net Revenue	-390,800.86
<b>Total Equity</b>	<b>\$4,925,886.42</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$6,945,502.18</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

July - August, 2021

	TOTAL
<b>Revenue</b>	
4005 APS Allocation Payment	1,132,471.39
4012 DOE Nutrition Grant	18,942.05
4013 CARES Act Grant	91,305.00
4015 Facilities Grant	61,134.00
4105 Gather & Grow and Sponsorships	31,263.92
4110 Fundraising	9,984.03
4205 Program Income	783.81
4225 Nutrition Program Income	4,201.63
4275 Other Income	66,212.60
4405 Interest and Dividend Income	533.45
<b>Total Revenue</b>	<b>\$1,416,831.88</b>
<b>GROSS PROFIT</b>	<b>\$1,416,831.88</b>
<b>Expenditures</b>	
6000 Salaries	1,108,291.59
6010 Contract Worker	755.00
6015 Stipends	96,501.13
6020 Garnishments	0.00
6050 Payroll taxes	94,175.24
6055 Workman's Compensation Insurance	7,323.00
6060 Teachers Retirement System	181,737.54
6065 Health Insurance Premium	97,919.80
6070 Supplemental Insurance	1,026.00
<b>Total 6000 Salaries</b>	<b>1,587,729.30</b>
6100 Professional Development	
6120 Staff Retreat	12,276.64
6145 Prof. Development - Travel	467.71
<b>Total 6100 Professional Development</b>	<b>12,744.35</b>
6200 Curriculum & Classroom Expenses	
6205 Classroom Supplies	64,478.66
6205.C COVID-19 Supplies & Materials	19,295.44
<b>Total 6205 Classroom Supplies</b>	<b>83,774.10</b>
6206 Curriculum Materials	44,899.16
6235 Testing Materials	8,125.00
<b>Total 6200 Curriculum &amp; Classroom Expenses</b>	<b>136,798.26</b>
6290 Program Expenses	
6248 Yearbook Expense	3,923.04
7047 Afterschool expenses	1,672.17
<b>Total 6290 Program Expenses</b>	<b>5,595.21</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

July - August, 2021

	TOTAL
6300 Building & Grounds	
6306 Rent - Mobile Unit	2,390.00
6307 Mortgage Interest	16,169.24
6335 Pest Control	1,629.00
6343 Janitorial Supplies	1,460.95
6344 Janitorial Fees	31,000.00
6346 Grounds Maintenance	6,837.29
6347 Farm Expenses	14,285.54
<b>Total 6300 Building &amp; Grounds</b>	<b>73,772.02</b>
6310 Utilities	
6312 Internet	3,282.44
6315 Electricity	13,606.95
6320 Natural Gas	896.10
6325 Water/Sewer	855.40
6330 Sanitation	8,870.34
6342 Alarm Servicing	675.08
6380 Telephone	34.82
6380.C Cell PHONES	12,546.98
<b>Total 6380 Telephone</b>	<b>12,581.80</b>
<b>Total 6310 Utilities</b>	<b>40,768.11</b>
6350 Repair & Maintenance	
6345 Maintenance Contracts	2,811.06
6351 Repair & Maintenance - Kitchen	2,793.99
6353 Repair & Maintenance - HVAC	24,131.19
6354 Repair & Maintenance - Plumbing	19,176.39
6355 Repair & Maintenance - Electrical	454.53
6356 Repair & Maintenance - Lighting	233.76
6358 Repair & Maintenance - Painting	8,350.00
6359 Repair & Maintenance - Supplies	3,613.57
6361 Repair & Maintenance - Floors	21,999.90
<b>Total 6350 Repair &amp; Maintenance</b>	<b>83,564.39</b>
6400 Professional Fees	
6405 Accounting Fees	8,819.50
6415 Legal Fees	125.00
<b>Total 6400 Professional Fees</b>	<b>8,944.50</b>
6430 General & Administrative Expenses	
6304 Storage Unit	405.19
6420 Insurance	11,454.65
6421 Insurance - Property & Liability	11,463.88
<b>Total 6420 Insurance</b>	<b>22,918.53</b>
6435 IT Services/Website	131.25

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

July - August, 2021

	TOTAL
6450 Background Check/Recruiting Expense	359.50
6505 Office Supplies - Admin offices	6,274.41
6506 Break Room Supplies	356.31
6545 Technology Supplies	1,640.95
6545.C Technical Equipment	30,381.08
<b>Total 6545 Technology Supplies</b>	<b>32,022.03</b>
6546 MARTA cards & other student services	44.50
6555 Medical Supplies	844.81
6555.C Medical Supplies COVID	6,668.68
<b>Total 6555 Medical Supplies</b>	<b>7,513.49</b>
6605 Postage & Shipping	577.47
6810 Subscriptions	20,415.92
7015 Bank Charges	3,100.06
7030 Payroll Processing	6,111.09
7045 Staff Appreciation	7,374.53
7046 Hospitality	4,594.92
7060 Governing Board Costs	0.00
<b>Total 6430 General &amp; Administrative Expenses</b>	<b>112,199.20</b>
6560 Nutrition Program	
6564 Food Purchases	28,168.69
6565 Milk Purchases	1,667.78
6566 Kitchen Supplies	2,223.97
<b>Total 6560 Nutrition Program</b>	<b>32,060.44</b>
6612 Fundraising Expense	-805.33
6715 Equipment Rental	9,371.00
6716 Equipment Rental - Copiers	4,002.00
6717 Copier Supplies & Repairs	1,028.68
<b>Total 6716 Equipment Rental - Copiers</b>	<b>5,030.68</b>
<b>Total 6715 Equipment Rental</b>	<b>14,401.68</b>
6750 Non-capitalized Furnishings	367.98
6755 Non-capitalized Equipment	16,359.04
6811 Printing & Reproduction	1,678.47
7010 Undistributed Expenses - Credit Card	10,600.47
7766 Contracted Personnel	5,677.51
<b>Total Expenditures</b>	<b>\$2,142,455.60</b>
NET OPERATING REVENUE	<b>\$ -725,623.72</b>
Other Revenue	
7650 CREATE Grant Funding	574,626.37
7651 CREATE Matching Grants	100,800.00
<b>Total 7650 CREATE Grant Funding</b>	<b>675,426.37</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

July - August, 2021

	TOTAL
7652 Indirect Cost Reimbursement	50,442.11
<b>Total Other Revenue</b>	<b>\$725,868.48</b>
Other Expenditures	
7700 CREATE Expense	3,550.38
7740 CREATE Office Supplies & General Expenses	13,840.80
7745 CREATE Hospitality	7,377.00
7752 I3 CREATE Travel	1,850.56
7760 CREATE Funded salaries	109,130.24
7765 CREATE Funded Stipends	5,895.00
7780 CREATE Contractor Fee	188,396.78
<b>Total 7700 CREATE Expense</b>	<b>330,040.76</b>
7758 CREATE Indirect Costs	50,442.11
7767 CREATE Fringe Benefits	10,562.75
<b>Total Other Expenditures</b>	<b>\$391,045.62</b>
<b>NET OTHER REVENUE</b>	<b>\$334,822.86</b>
<b>NET REVENUE</b>	<b>\$ -390,800.86</b>

# Coversheet

## Monthly Governance Report

**Section:** V. Governance  
**Item:** A. Monthly Governance Report  
**Purpose:** FYI  
**Submitted by:** Rhonda Collins  
**Related Material:** September Meeting - Board Governance Committee Report.pdf



## **Board Governance Committee Report – September 23, 2021**

Prepared by Rhonda Collins (Vice Chair, Board Governance Committee Chair)

### **Board Job Descriptions:**

- The Governance Committee will begin drafting board job descriptions for the officer and chair roles. These job descriptions will assist the Board with recruiting new members and succession planning.

### **Policy Review Project:**

- During its September meeting, the Governance Committee reviewed and approved revisions to policy Section 3.1 Buildings and Grounds. The Committee submits these policies to the full Board for a vote.

*End of report.*



# Coversheet

## Vote on Building & Grounds policies

**Section:** V. Governance  
**Item:** B. Vote on Building & Grounds policies  
**Purpose:** Vote  
**Submitted by:** Rhonda Collins  
**Related Material:** 3.1 Buildings and Grounds Policies (proposed revisions).pdf



## 3.1.1 Annual Safety Inspections

### Purpose

Each campus will be inspected by an appropriate third party for safety and compliance with local and state regulations. ~~per the following schedule.~~

### Duration

This policy is permanent, but it is subject to revision based on equipment in use and facilities changes.

### Policy

- a. The Maintenance Director ~~Director of Finance and Operations~~ is responsible for scheduling and overseeing all safety inspections.
- b. A ~~For any inspections performed by an outside service or regulatory official, a~~ representative from ANCS must accompany the inspector or regulatory official.
- c. Proof of inspection must be submitted in writing to APS' Office of Innovation as necessary. ~~for some items.~~

Equipment Inspections	Frequency/Notes
Sprinkler System	<del>Triton</del> —Yearly
Kitchen Hoods—Middle Campus	<u>Yearly Pyro Protection</u>
Elevator—Elementary Campus	<u>Yearly Schindler</u>
Fire Marshal	<u>Yearly (Unannounced)</u> <del>Unannounced visit to each campus prior to the start of school.</del>
Security System	<u>Yearly (Summer)</u> <del>Typically scheduled in July for the upcoming school year.</del>
Alarm Certification	Sent to APS prior to school opening.
Back Flow Test	<u>Yearly Back flow valve for City of Atlanta water. A&amp;R Plumbing does a back flow test every year.</u>
Fire Extinguishers	<u>Yearly Inspected per the schedule on the tag. MC inspected by Pyro Protection. EC inspected by Cliffs.</u>
Grease Trap	<u>Serviced Monthly</u> <del>Yearly</del>



Food Service Permit	As required by the Fulton County Department of Health.
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## Approval

**Policy approval date:**

**Policy effective date:**

**Policy review date:**

06/16/15

07/01/15

[06/21/17](#)



## 3.1.2 Asbestos Management

### Purpose

To remain in compliance with all federal and state laws on the use and abatement of asbestos-related materials.

### Duration

This policy is permanent.

### Policy

- a. The ~~Director of Finance and Operations~~ Maintenance will maintain ANCS's Asbestos Management Plan, which will include documentation outlining all asbestos in use at ANCS.
- b. As of 2005, the Elementary Campus is certified asbestos-free.
- c. The Middle Campus maintains a binder outlining all asbestos-related materials and their abatement requirements.
- d. This notebook is under the jurisdiction of the ~~Director of Finance and Operations~~ Executive Director and can be viewed with prior permission.
- e. The ~~Director of Finance and Operations~~ Executive Director will ensure yearly notification to ANCS parents, teachers, and employees on the availability of ANCS's Asbestos Management Plan and any asbestos-related actions taken or planned in the School.

### Approval

**Policy approval date:**

**Policy effective date:**

**Policy review date:**

06/16/15

07/01/15

~~09/16/17~~ 21



## 3.1.3 Building Maintenance and Repairs

### Purpose

This policy relates to the maintenance schedule and the process for submitting work requests.

### Duration

This policy is permanent, but it is subject to change based upon changing maintenance needs.

### Policy

#### SECTION 1. Regular Maintenance

- a. The Maintenance Director ~~Director of Finance and Operations~~ shall maintain a system of building maintenance that prioritizes regular maintenance and repairs. See Annual Operating Budget.

#### SECTION 2. Repair Requests

- a. A ticketing system will be in place that allows for requests to be submitted to the Maintenance ~~Director of Finance and Operations~~. The ticket can be filled out by any employee of ANCS.
- b. The Maintenance Director ~~Director of Finance and Operations~~ reviews all tickets ~~and turns over requests to the Maintenance Supervisor.~~ And prioritizes approved requests.
- c. ~~The Maintenance Supervisor prioritizes approved requests.~~

#### SECTION 3. Emergency Repairs

- a. For emergencies, the Maintenance Director ~~Supervisor~~ can be contacted directly via email, phone, or in person.
- b. If the emergency is impacting students, every effort should be made to attend to the repair as quickly as possible.
- c. Emergency repairs may be outsourced at the discretion of the Executive Director ~~Director of Finance and Operations~~ and the Maintenance Director ~~Supervisor~~.



- d. Emergency repairs should not be undertaken without the permission of at least one of the following people:
  - a. ~~Director of Finance and Operations~~
  - a.b. \_\_\_\_\_ Maintenance Director Supervisor
  - b.c. \_\_\_\_\_ Executive Director

## Resources

[Annual Operating Budget](#)

## Approval

**Policy approval date:**

**Policy effective date:**

**Policy review date:**

06/16/15

07/01/15

[06/21/17](#)



## 3.1.4 Building Use

### Purpose

This policy outlines the conditions under which groups (external and those associated with ANCS) may use the buildings and grounds of either campus.

### Duration

This policy is permanent, but is subject to review.

### Policy

- a. Any requests for use of ANCS facilities by individuals, groups, and/or organizations not affiliated with ANCS must be directed to the school's Executive Director ~~of Finance and Operations~~ for approval ~~by the school's Executive Director.~~
- b. Any individuals, groups, and organizations receiving approval for such requests must sign the school's Facilities Use Agreement.
- c. Any individuals, groups, and organizations requesting ~~paying a fee~~ to use the facilities must provide a certificate of insurance for \$1,000,000 in liability coverage listing ANCS as a named insured.

### Resources

The Facilities Use Agreement is available in the front office at both campuses or by request.

### [School-Sponsored Event](#)

### Approval

**Policy approval date:**

**Policy effective date:**

**Policy review date:**

10/08

10/08

~~098/2117~~



## 3.1.5 Planned Improvements

### Purpose

This policy outlines planned improvements to buildings, grounds and facilities for each campus facility as well as buildings and grounds improvements and the Site Strategic Plan process.

### Duration

This policy is permanent.

### Policy

#### SECTION 1. Improvements in the Annual Operating Budget

- a. All anticipated improvements should be incorporated into the annual operating budget during the budget process in the spring. See [Annual Operating Budget](#).
- b. The ~~Executive Director~~ [Director of Finance and Operations](#) will use [a prioritized list of improvements compared to the Site Strategic Improvement Plan matrixed against the expected budget to identify projects that should be incorporated into the annual operating budget](#) ~~develop priorities for improvements.~~
- c. During the course of the fiscal year, it may be necessary for the ~~Executive Director~~ [Director of Finance and Operations](#) to review the budget and adjust improvement expenditures based upon other expenditures that impact the budget. Any adjustments should be reviewed with the Finance ~~Committee~~ [Chair](#) and the Executive Director.

#### SECTION 2. ~~Site Strategic Improvement Plan~~

- ~~d.a.~~ In order to guide improvements, each campus should follow a Site Strategic Improvement Plan.
- ~~e.b.~~ The Site Strategic Improvement Plan should be developed by the Director of Finance and Operations in consultation with the Executive Director, Maintenance Supervisor, Finance Chair, and Board Chair. Additional members may include people from the Buildings and Grounds Committee, Principals, and faculty





~~representatives. The composition of the committee is under the jurisdiction of the Director of Finance and Operations.~~

~~f.c. The Site Strategic Improvement Plan will outline expected improvements using a three-year rolling cycle.~~

~~g.d. Expected improvements are to address items in need of regular replacement, such as carpeting, flooring, painting, bathroom upgrades, and tile remediation.~~

~~h.e. The Site Strategic Improvement Plan may also outline larger improvements that are considered capital improvements, such as mechanical systems, roofs, playground refurbishment, tree maintenance, and window replacement.~~

~~a.f. The Site Strategic Improvement Plan will be reviewed with the Governing Board as part of the overall budget review process.~~

## Resources

[Annual Operating Budget](#)

## Approval

**Policy approval date:**

**Policy effective date:**

**Policy review date:**

06/16/15

07/01/15

[06/21/17](#)



## 3.1.6 School-Sponsored Event

### Purpose

The following procedures are in place to ensure the safety of all students, faculty, parents/guardians, and community members attending school-sponsored events held at either campus of ANCS or offsite outside of regular school hours.

### Duration

This policy is permanent.

### Policy

Any school-sponsored events—including those coordinated by the PTCA—must be approved by the Principal of the campus where the event will be held.

#### SECTION 1. Request Requirements for Building Use

- a. Requests must be received at least two weeks, but preferably one month, in advance of the event.
- b. Any PTCA-sponsored event must first be approved by the PTCA President prior to going to the Campus Principal for approval.
- c. At a minimum, requests for approval of the event must include the following:
  - i. Name of lead organizer(s) for event
  - ii. Name of school employee(s) who will attend event to assist
  - iii. Purpose of event
  - iv. Location of event
  - v. Date and start/end times of event
  - vi. Expected number of attendees
  - vii. Cost, if any, of admission to event

#### SECTION 2. Required School Personnel

- a. For all school-sponsored events expected to have **fewer than 75 people** in attendance, there must be at least one school employee in attendance to assist at the event (in addition to lead organizer[s]).
- b. For all school-sponsored events for which attendance is expected to be **in excess of 75 people**, at least two school employees must be in attendance to assist at the event (in addition to the lead organizer[s]).

#### SECTION 3. Capacity Limits

- a. All school-sponsored events must comply with posted capacity limits for the locations in which they are being held.



~~If attendance at an event is expected to be in excess of 75 people, tickets for the event must be sold ticketed (in advance, at the event itself, or both), and the lead organizers must stop admitting people to the event once the number of tickets sold distributed reaches the capacity limit for the location of the event.~~

**SECTION 4. Emergency Procedures**

- a. At all school-sponsored events, the school employee(s) in attendance to assist with the event must have access to an emergency kit that includes the emergency procedures for the building and a bullhorn.
- b. Within the first 15 minutes of the start of all school-sponsored events, one of the school employees in attendance to assist at the event must review with those in attendance the emergency evacuation procedures for the location at which the event is being held.
- c. If for any reason the building needs to be evacuated during a school-sponsored event, the school employee(s) at the event should ensure no one re-enters the building until clearance to do so has been given by emergency personnel.
- d. The administrator on call should be contacted immediately if the building has to be evacuated for any reason.

**SECTION 5. Administrative Support**

During all school-sponsored events, at least one of the following administrators will be “on call” and available by phone to consult with the employee(s) in attendance at the event and available to come to the school building within 30 minutes in the event of an emergency:

- a. ~~Elementary or Middle Campus Principal~~
- ~~b. Elementary or Middle Campus Assistant Principal~~
- ~~b. Director of Finance and Operations~~
- c. Executive Director

**SECTION 6. End-of-Event Procedures**

- a. Upon the conclusion of all school-sponsored events, the school employee(s) and lead organizer(s) should remain on site until the building is empty and all attendees have left.
- b. The school employee(s) in attendance to assist should secure the building and notify the administrator on call that the building is secure prior to departure.

**Approval**

<b>Policy approval date:</b>	<b>Policy effective date:</b>	<b>Policy review date:</b>
2007	2007	0 <u>98</u> / <u>21</u> <del>17</del>

# Coversheet

## Monthly Fund Development Report

**Section:** VI. Fund Development  
**Item:** A. Monthly Fund Development Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Fund Development Report\_September 2021.pdf  
Fund\_Development Financials\_Report\_August\_2021.pdf



## **Fund Development Committee Report | September 9, 2021**

Prepared by Barrett Coker Krise (Fund Development Committee Chair)

### **2021-2022 Gather and Grow Fund (Individual Giving)**

- YTD Total (through August 31): \$11,900.26
- With recurring and pledges through year end: ~\$36,569.20
- Goal: \$140,000
- Board Participation: 25%

### **Other Fund Development Activities (YTD)**

- Sponsorships: \$18,760.22
- Supply Donations: \$9,959.03

### **Gather & Grow Campaign**

- The committee discussed the 2021-2022 campaign financials, which are on track so far for the year.
- The committee discussed new strategies for encouraging matching donations from ANCS caregivers' employers, including providing more education about matching opportunities in communications to caregivers.
- The committee also discussed ways to connect to the broader community to drive support for the school. Among them, using the quarterly, community newsletter as a way to share stories of donors and sponsors to encourage increased community support.

### **Other Updates**

- Sponsorship solicitation is well on its' way with \$35,750 in commitments to date, with several new or lapsed sponsors renewing their gifts.
- The committee is developing a special appeal for Grandparents and Special Friends Day as the event will again be postponed due to the pandemic.

*End of report.*

**Fund Development Committee Monthly Financial Report - August 2021**

\*Financials from Bloomerang may not match QuickBooks due to processing delay

\*\*30% of sponsorship income is allocated to the PTCA

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Cumulative
<b>INDIVIDUAL GIVING</b>													
20-21 Goals	\$3,000.00	\$7,000.00	\$5,000.00	\$20,000.00	\$8,000.00	\$35,000.00	\$4,000.00	\$7,000.00	\$16,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$140,000.00
<b>20-21 Actuals*</b>	<b>\$3,972.01</b>	<b>\$7,928.25</b>											<b>\$11,900.26</b>
Variance	\$972.01	\$928.25	\$5,000.00	\$20,000.00	\$8,000.00	\$35,000.00	\$4,000.00	\$7,000.00	\$16,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$128,099.74
<b>SUPPLY DONATIONS</b>													
	\$6,548.85	\$3,410.18											\$9,959.03
<b>SPONSORSHIP</b>													
	\$0.00	\$18,760.22											\$18,760.22

<b>TOTAL REVENUE</b>	<b>\$10,520.86</b>	<b>\$30,098.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,619.51</b>
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<i>Recurring</i>													
Donations/Pledges	\$1,604.20	\$2,356.96	\$1,845.41	\$1,845.41	\$1,845.41	\$1,845.41	\$1,845.41	\$1,845.41	\$1,845.41	\$1,845.41	\$2,099.09	\$3,845.41	\$24,668.94

<b>HISTORICAL GIVING</b>													
20-21	\$3,496.52	\$2,552.42	\$2,469.48	\$7,142.44	\$7,674.91	\$36,722.68	\$4,073.17	\$8,259.88	\$24,137.88	\$6,867.90	\$11,226.49	\$11,369.74	\$125,993.51
19-20	\$2,342.15	\$4,471.12	\$4,117.36	\$20,059.86	\$9,784.23	\$35,619.88	\$4,227.01	\$4,610.71	\$12,266.42	\$8,131.94	\$9,433.23	\$4,066.79	\$119,130.70
18-19	\$2,939.00	\$2,677.80	\$2,375.98	\$18,728.84	\$33,429.90	\$20,669.81	\$4,255.27	\$8,719.02	\$6,753.07	\$15,614.18	\$11,720.37	\$12,658.17	\$140,541.41
17-18	\$3,689.36	\$3,635.65	\$2,850.50	\$23,585.50	\$28,874.49	\$20,778.70	\$3,214.50	\$3,691.50	\$2,298.50	\$5,513.14	\$29,673.67	\$5,738.56	\$133,544.07

<b>GIVING BY DONOR TYPE (HOUSEHOLDS)</b>			
	# of donors	Total amount	Participation Rate
Parent/Guardian	59	\$11,266.45	11%
Grandparent/Special Friend	5	\$537.00	1%
Board Member	3	\$147.64	25%
Faculty/Staff	1	\$400.00	1%
Alumni Parent			0%
Supporter			0%
Other			

<b>FY22 FUND DEVELOPMENT BUDGET</b>			
Annual Campaign	\$140,000	Software	\$3,200
Auction	\$60,000	Direct Mail	\$6,425
Sponsorships	\$30,000	Auction	\$30,000
Other Fundraising	\$3,000	Other Events	\$7,000
<b>TOTAL INCOME</b>	<b>\$233,000</b>	<b>TOTAL EXPENSES</b>	<b>\$46,625</b>

# Coversheet

## Monthly Educational Excellence Report

**Section:** VII. Educational Excellence  
**Item:** A. Monthly Educational Excellence Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** September 2021 EE Update.pdf



## **Educational Excellence Committee Update**

ANCS Governing Board Meeting | September 23, 2021

### **I. Closing the Gap in 2021-2022**

- Building on efforts of last year
- AfterCare academic support
- Power30 math fluency program at MC
- Focus on phonics at EC
- Creation of Dean of Academic Growth position

### **II. Diversity Outreach for 2022 Lottery**

- Digital campaign
- Direct mail campaign
- Bus stop canvassing

### **III. Join Us!**

- 4:30 – 6:00, second Thursday of the month



# Coversheet

## Fall MAP Data & Spring Milestones

**Section:** VII. Educational Excellence  
**Item:** B. Fall MAP Data & Spring Milestones  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** MAP\_Milestones Board Meeting 21-22.pdf

# MILESTONES MAP

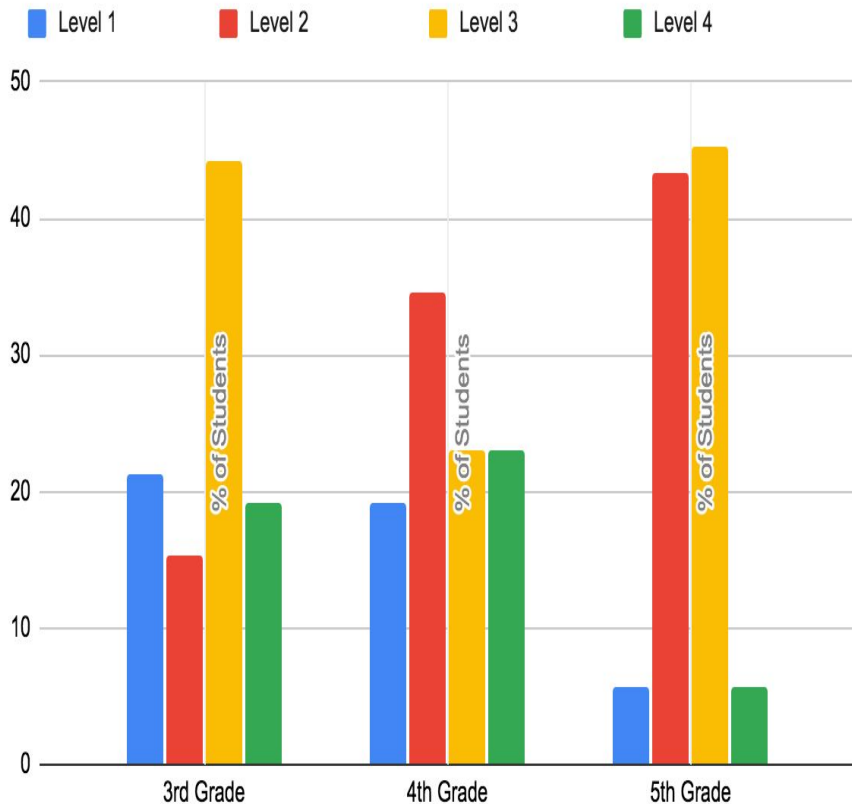


## Data Review

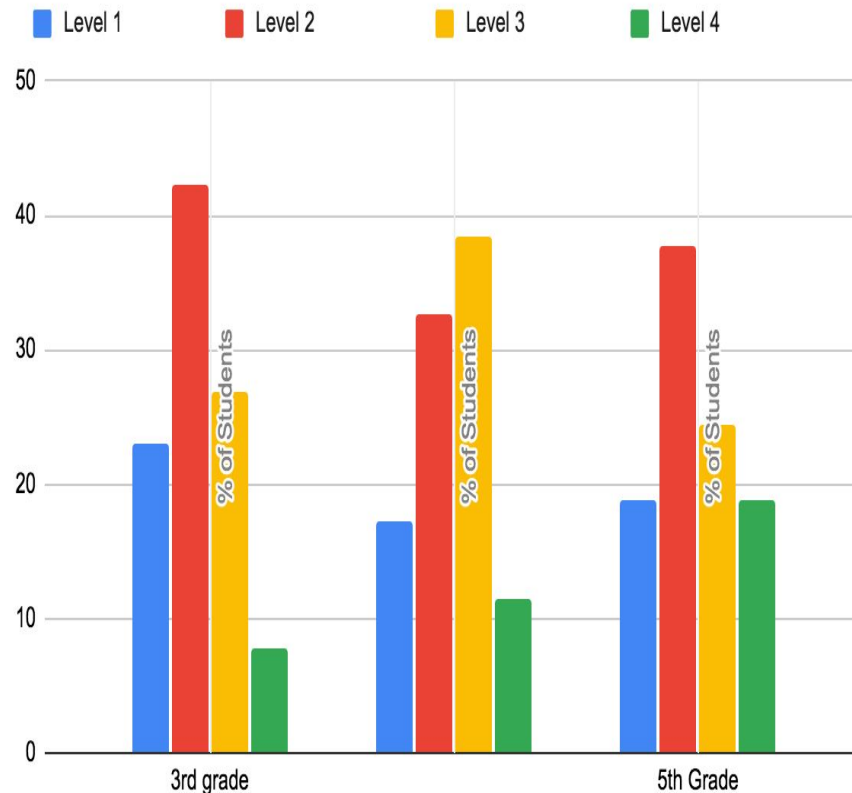
# CCRPI:

# College and Career Ready Performance Index

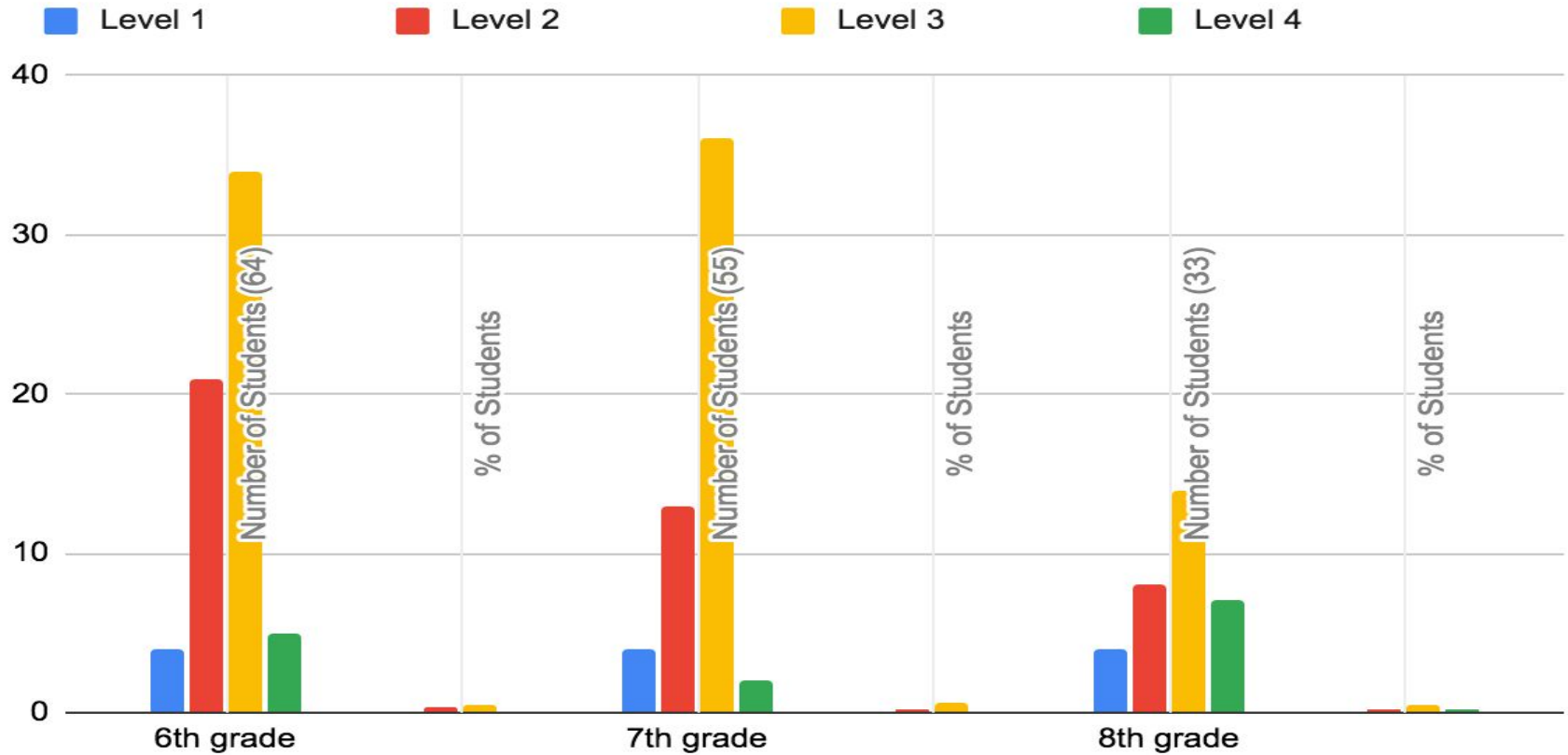
**CCRPI:**The United States Department of Education approved Georgia's waiver of College and Career Ready Performance Index (CCRPI) summary for the state, school districts, and schools. Georgia's request to waive state assessments altogether for the 2020-21 school year was denied, which meant the Georgia Milestones were required to be administered this spring, but the results were not summarized by school or district into a CCRPI score.

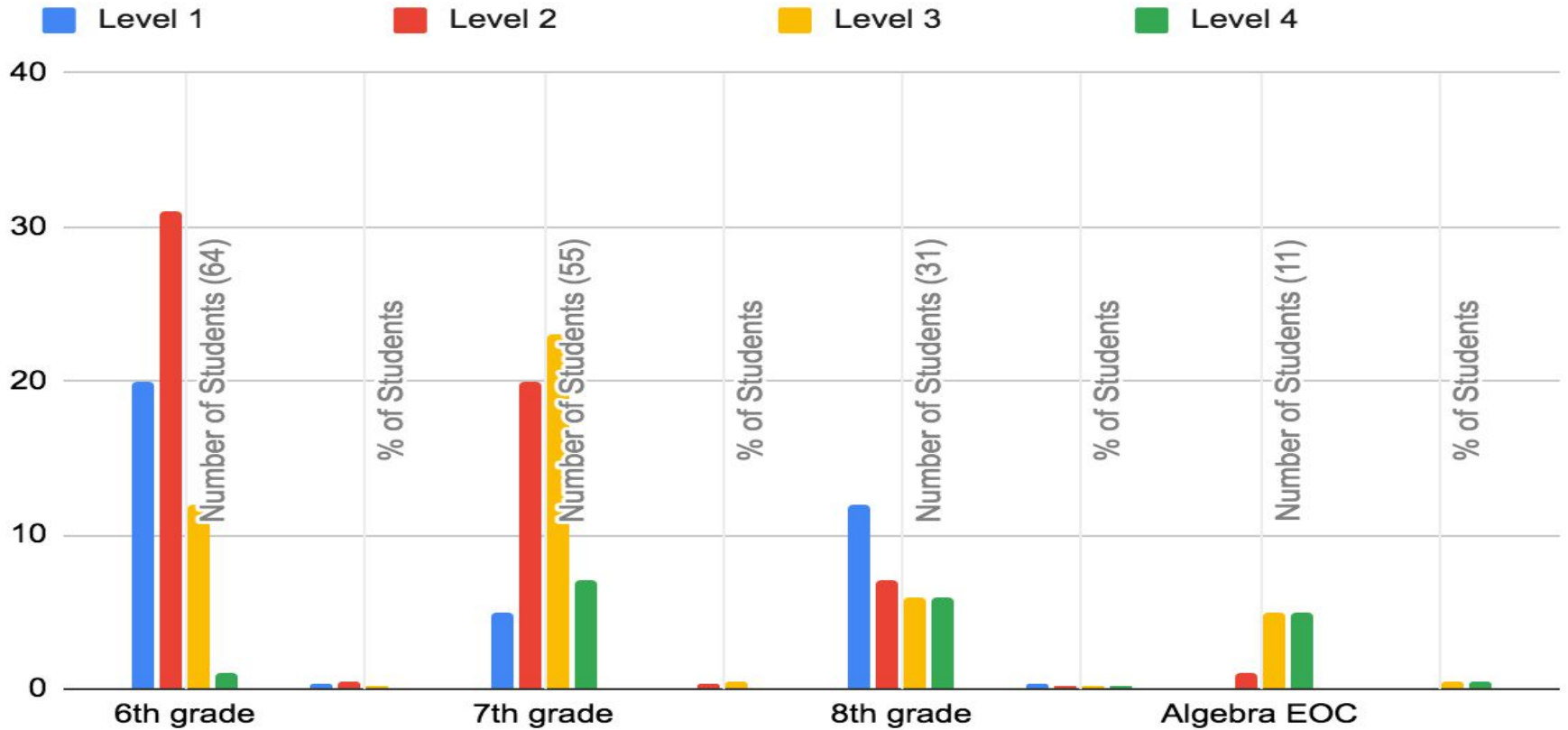


ELA 55 Students per grade level



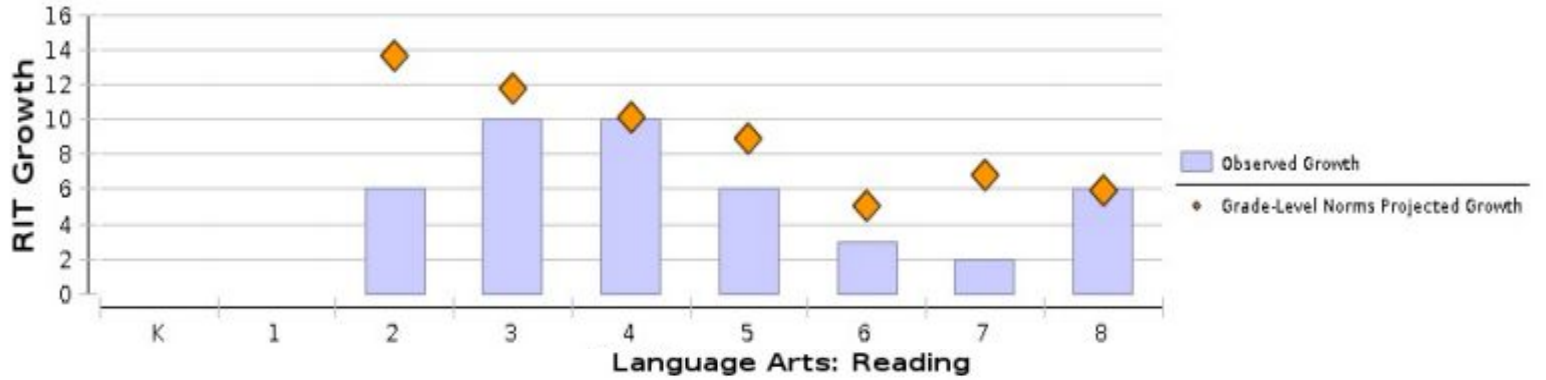
Math 55 students per grade level





# Milestones and MAP Data

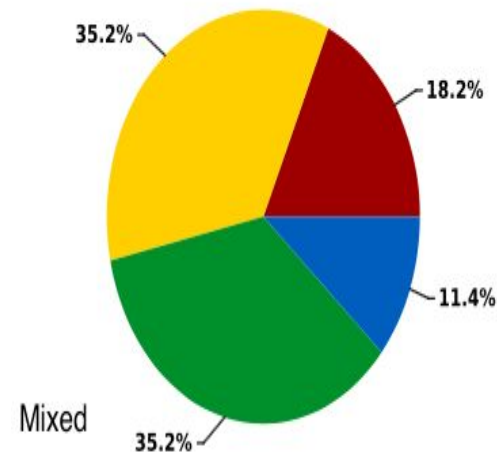
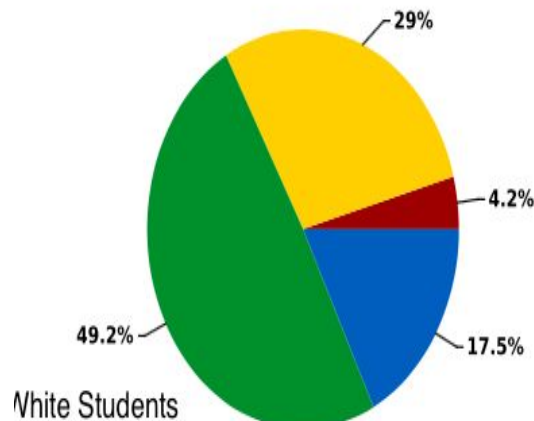
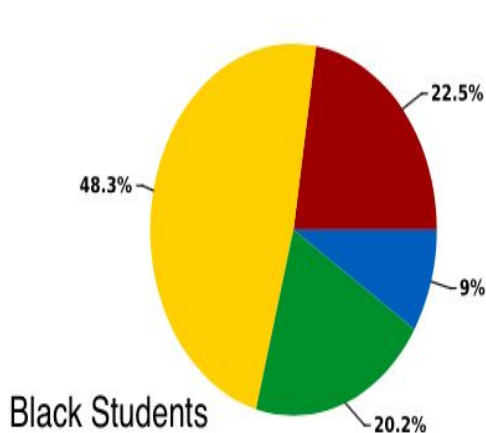
### Math: Math K-12





# Math Georgia Milestones Predictor Grades 2-8

Beginning		Developing		Proficient		Distinguished	
Count	Percent	Count	Percent	Count	Percent	Count	Percent



# MAP Growth K-2 Class

## Screening



### MAP Growth K-2 Class Report

Sloan, Sue  
Class 01

District:  
School:  
Date Range:

NWEA Sample District 3  
St. Helens Elementary  
Dec 19, 2015 to Dec 18, 2016

#### Screening: Reading Early Literacy

Skills/Sub-Skills	Overall Score			Total Number of Students
	2	4	2	
	Scores			
Phonological Awareness	6			8
Matching Sounds	6			8
Rhyming Sounds	2	4	2	8
Manipulating Sounds	2	6		8
Visual Discrimination/Phonics	4			8
Visual Discrimination	2	2	4	8
Letter Identification	4			8
Matching Letters to Sounds	2	2	4	8
Concepts of Print	2			8
Concepts of Print: Pre-K	2	2	4	8
Concepts of Print: Beginning K	4			8
Concepts of Print: K-1	4			8

- Low: 0% to 40% correct
- Medium: >40% to <80% correct
- High: 80% to 100% correct
- N/A: Sub-skill not evaluated

# Questions?