



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

# Atlanta Neighborhood Charter School

## Governing Board Monthly Meeting

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### Date and Time

Thursday January 19, 2023 at 6:30 PM EST

### Location

ANCS Middle Campus Media Center  
820 Essie Avenue  
Atlanta, GA 30316

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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

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A.</b> Record Attendance & Guests		Carla Wells	1 m
<b>B.</b> Call the Meeting to Order		Rhonda Collins	1 m
<b>C.</b> Public Comment			5 m
<b>D.</b> Approve Minutes from the December 15, 2022 Board Meeting	Approve Minutes	Rhonda Collins	3 m
<b>E.</b> Approve Minutes from the January 5, 2023 Special Called Board Meeting	Approve Minutes	Rhonda Collins	3 m

	Purpose	Presenter	Time
<b>II. PTCA Update</b>			<b>6:43 PM</b>
A. PTCA Monthly Update	FYI	Meeghan Fortson and Jenny Gunn	10 m
<b>III. School Leadership Updates</b>			<b>6:53 PM</b>
A. Principals' Open Forum	FYI	Mark Sanders & Lara Zelski	10 m
B. Executive Director's Monthly Report	FYI	Chuck Meadows	10 m
<b>IV. Action Items</b>			<b>7:13 PM</b>
A. Vote: Succession Plan 2023	Vote	Rhonda Collins and Ben Sutton	5 m
B. Vote: ED Search Task Force	Vote	Ben Sutton	5 m
<b>V. Committee Reports</b>			<b>7:23 PM</b>
A. Educational Excellence and Accountability Committee Monthly Report	FYI	Angela Christie	5 m
B. Finance & Operations Committee Monthly Report	FYI	Ben Sutton	5 m
C. Governance Committee Monthly Report	FYI	Ruth Link-Gelles	5 m
D. Fund Development Committee Monthly Report	FYI	Barrett Coker Krise	5 m
<b>VI. Task Force Reports</b>			<b>7:43 PM</b>
A. Nominations Task Force	FYI	Angela Christie	5 m

	Purpose	Presenter	Time
<b>B. ED Search Task Force</b>	FYI	Ben Sutton	5 m
<b>VII. Strategic Planning</b>			<b>7:53 PM</b>
<b>A. Strategic Planning Check-In</b>	Discuss	Chuck Meadows	30 m
<b>VIII. Executive Session</b>			<b>8:23 PM</b>
<b>A. Executive Session</b>	Discuss		15 m
<b>IX. Closing Items</b>			<b>8:38 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Rhonda Collins	1 m

# Coversheet

## Approve Minutes from the December 15, 2022 Board Meeting

**Section:** I. Opening Items  
**Item:** D. Approve Minutes from the December 15, 2022 Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Governing Board Monthly Meeting on December 15, 2022

APPROVED



**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL**  
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# Atlanta Neighborhood Charter School

## Minutes

### Governing Board Monthly Meeting

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#### **Date and Time**

Thursday December 15, 2022 at 6:30 PM

#### **Location**

ANCS Elementary Campus Library  
688 Grant Street  
Atlanta, GA 30315

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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, Ben Sutton, Carla Wells, Cory Tiede, Irina Brimmell, Mark Boswell, Oriol Miroso, Pouya Dianat, Rhonda Collins, Ruth Link-Gelles, Shannon Rutledge

#### **Directors Absent**

Amber Suitt, Barrett Coker Krise

#### **Guests Present**

Brandon Waddell (remote), Cassie Leymarie (remote), Chiquetta West (remote), Chiquetta West (remote), Chuck Meadows, Drew Waddell (remote), Elizabeth Black, Emily Ormsby (remote), Jason Rutledge (remote), Jerry Hanes (remote), Lara Zelski (remote), Lexi Nguyen (remote), Lindy Settevendemie (remote), Maria Goenaga (remote), Mark Sanders (remote), Meeghan Fortson, Naomi Whitters (remote), Natalie Caudle (remote), Nicole King (remote), Paige Teusink (remote), Rhiannen Laurent (remote), Vivian Lowe (remote)

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### **I. Opening Items**

#### **A. Record Attendance & Guests**

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

Rhonda Collins called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Thursday Dec 15, 2022 at 6:35 PM.

**C. Brain Smart Start**

There was no brain smart activity.

**D. Public Comment**

There was no public comment.

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

Cory Tiede made a motion to approve the minutes from Governing Board Monthly Meeting on 11-17-22.

Oriol Miroso seconded the motion.

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

**II. PTCA Update**

**A. PTCA Monthly Update**

Meeghan Fortson and Elizabeth Black provided the PTCA update.

**III. School Leadership Updates**

**A. Principals' Open Forum**

Lara Zelski provided the elementary campus report.

Mark Sanders provided the middle campus report.

**B. Executive Director's Monthly Report**

Chuck Meadows provided the Executive Director's report.

**IV. Action Items**

**A. Vote: School Calendar SY 2023-2024**

Cory Tiede made a motion to approve calendar as presented.

Ben Sutton seconded the motion.

Mark Boswell made an initial motion to allow Leadership team to reconsider the number of staff planning days in proposed 2022-2023 school calendar. Rhonda Collins tabled the motion and ended the debate.

Pouya Dianat amended the motion to allow Leadership team to increase the number of staff planning days and put a plan in place for community partnerships available to parents. Chuck Meadows made a comment instructing Mark Boswell can accept the amendment as a friendly amendment. Mark Boswell accepted the friendly amendment. Rhonda Collins tabled the motion and ended the debate.

Pouya Dianat made a motion to authorize additional planning days and present a budget to offer alternate supervised learning opportunities. Rhonda Collins tabled the motion and ended the debate.

Rhonda Collins made a motion to postpone school calendar vote until January. Cory Tiede seconded the motion. Rhonda Collins tabled the motion and ended the debate.

Chuck Meadows stated that the Leadership team will consider supervised days for the two asynchronous staff planning days.  
The board **VOTED** to approve the motion.

**Roll Call**

Cory Tiede	Aye
Amber Suitt	Absent
Barrett Coker Krise	Absent
Shannon Rutledge	No
Mark Boswell	Aye
Angela Christie	Abstain
Oriol Miroso	Aye
Ben Sutton	Aye
Ruth Link-Gelles	Aye
Pouya Dianat	Abstain
Irina Brimmell	Aye
Rhonda Collins	Aye
Carla Wells	Aye

**V. Committee Reports**

**A. Educational Excellence and Accountability Committee Monthly Report**

Rhonda Collins advised the Board to read the Educational Excellence and Accountability committee monthly report.

**B. Finance & Operations Committee Monthly Report**

Ben Sutton provided Finance & Operations committee monthly report.

**C. Governance Committee Monthly Report**

Rhonda Collins advised the Board to read the Governance committee monthly report.

**D. Fund Development Committee Monthly Report**

Rhonda Collins advised the Board to read the Governance committee monthly report.

**VI. Task Force Reports**

**A. Nominations Task Force**

Angela Christie provided the Nominations Task Force report.

**VII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:43 PM.

Respectfully Submitted,  
Carla Wells

# Coversheet

## Approve Minutes from the January 5, 2023 Special Called Board Meeting

<b>Section:</b>	I. Opening Items
<b>Item:</b>	E. Approve Minutes from the January 5, 2023 Special Called Board Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Special Called Board Meeting on January 5, 2023



DRAFT



**ATLANTA NEIGHBORHOOD  
CHARTER SCHOOL**  
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# Atlanta Neighborhood Charter School

## Minutes

### Special Called Board Meeting

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#### **Date and Time**

Thursday January 5, 2023 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), Cory Tiede (remote), Mark Boswell (remote), Oriol Miroso (remote), Pouya Dianat (remote), Rhonda Collins (remote), Ruth Link-Gelles (remote), Shannon Rutledge (remote)

#### **Directors Absent**

Amber Suitt, Irina Brimmell

#### **Guests Present**

Chuck Meadows (remote), Jacquoia Rockmore (remote)

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### **I. Opening Items**

#### **A. Record Attendance & Guests**

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

Rhonda Collins called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Thursday Jan 5, 2023 at 6:33 PM.

### **II. Executive Session**

#### **A. Executive Session**

Rhonda Collins made a motion to move into Executive session.

Ben Sutton seconded the motion.  
The board **VOTED** to approve the motion.  
Rhonda Collins made a motion to end Executive session.  
Barrett Coker Krise seconded the motion.  
The board **VOTED** to approve the motion.

### **III. Closing Items**

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:18 PM.

Respectfully Submitted,  
Carla Wells

# Coversheet

## PTCA Monthly Update

**Section:** II. PTCA Update  
**Item:** A. PTCA Monthly Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** January Meeting-20230117T222010Z-001.zip  
01\_19\_23\_ANCS PTCA Board Report.docx.pdf  
Dec 2022 PTCA Reports.pdf

## 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](#):

January Meeting-20230117T222010Z-001.zip



## **PTCA Board Report - January 19, 2023**

*Prepared by Jenny Gunn*

- 1. Treasurer's Update thru December** (report attached) - *Liz Black*
  - a. Total income: \$11,699
  - b. Expenses: \$29,067
  - c. \*\$2000+ School Store inadvertent expense (Corner T-shirt order)
  
- 2. Recent Events**
  - a. 3rd Friday Coffee 12/16
  - b. PTCA Faculty/Staff Breakfasts & Gift Card Distributions
  - c. 01/09: Distribution of MC faculty holiday gift cards
  - d. PTCA Executive Committee Meeting 01/11
  
- 3. Upcoming Events**
  - a. Winter Grant Cycle (01/18-02/01)
  - b. Third Friday Coffee 01/20
  - c. 01/24 General Meeting:
    - i. Chuck Meadows to address new E.D. search & introduce DE&I Co-Directors, Finance Director
    - ii. Governing Board members welcome to be added to the agenda to discuss task force
    - iii. Recruiting for PTCA leadership roles: Leads?
  - d. Bingo Night (03/10)

FY23 PTCA Budget and Actual			
Income	2022-23 Budget	FY23 Forecast	July-Dec 2022 Actual
Sponsorship	\$ 11,000	\$ 12,000	
Membership Drive	\$ 11,000	\$ 4,255	\$ 4,255
Yearbook	\$ 3,000		
Field Day T-Shirts	\$ 1,000		
Loyalty Programs	\$ 1,000	\$ 1,000	\$ 286
School Store	\$ 3,700	\$ 3,700	\$ 2,286
School Pictures	\$ 2,500	\$ 2,402	\$ 2,402
PTCA Picnic	\$ 1,300	\$ 1,300	
Bingo Night	\$ 2,500	\$ 2,500	
Run with the Wolves	\$ 11,000	\$ 11,000	
Dine Out/Parents Night Out	\$ 2,000	\$ 264	\$ 264
Kickball	\$ 3,500	\$ 2,207	\$ 2,207
<b>TOTAL INCOME</b>	<b>\$ 53,500</b>	<b>\$ 40,628</b>	<b>\$ 11,699</b>
Expenses	2022-23 Budget		
<b>Fundraising Expenses</b>			
Office Supplies/Administration Costs	\$ 75	\$135.00	\$135.40
Membership Drive	\$ 200		
School Store	\$ 2,500	\$ 2,500	\$ 4,574
<b>Teacher Appreciation</b>			
Teacher Appreciation Back To School	\$ 750	\$ 1,408	\$ 1,408
Teacher Appreciation Week	\$ 2,500	\$ 2,500	
Teacher Appreciation Gift Cards	\$ 7,500	\$ 11,819	\$ 11,819
<b>School Support</b>			
Grants	\$ 10,000	\$ 10,000	
Family Assistance Fund	\$ 1,000		
Scholarships	\$ 1,000		
Yearbooks	\$ 6,000	\$ 7,000	
Field Day Shirts	\$ 3,500	\$ 3,500	
School Photo Framed	\$ 380	\$ 496	\$ 496
Related Arts. Misc.	\$ 200	\$ 200	
Sustainability	\$ 200	\$ 200	
Health and Wellness	\$ 200	\$ 200	
<b>Non-Fundraising Events</b>			
Third Friday Coffee and Principal's Coffee	\$ 600		
Grandparents and Special Friends Day	\$ 1,500	\$ 500	\$ 409
Fall Festival	\$ 5,000	\$ 5,000	\$ 4,884
Back to School Ice Cream Social	\$ 1,200	\$ 2,214	\$ 2,214
MC Talent Show	\$ 225		
5th/8th Graduations	\$ 400	\$ 400	
Middle School Dances	\$ 600		
Childcare for PTCA Meetings	\$ 400	\$ 400	
PTCA Picnic and Meeting Refreshments	\$ 1,250	\$ 1,250	\$ 45
<b>Fundraising Events</b>			
Bingo Night	\$ 1,000	\$ 1,000	
Run with the Wolves	\$ 9,000	\$ 10,000	\$ 500
Kickball	\$ 2,500	\$ 2,583	\$ 2,583
Dine Outs/ Parents Night Out	\$ 400		
<b>TOTAL EXPENSES</b>	<b>\$ 60,080</b>	<b>\$ 63,305</b>	<b>\$ 29,067</b>

# Coversheet

## Executive Director's Monthly Report

**Section:** III. School Leadership Updates  
**Item:** B. Executive Director's Monthly Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Executive Director's Report - January 19, 2023.pdf



# Executive Director's Report January 19, 2023



# Included in this report

1. Workday report
2. Student application update
3. Teacher recruitment fair
4. Faculty/staff SY24 Intent to return
5. Survey results

# Recap: January Faculty/Staff Workday

Identity work and its importance in creating a foundation for successful academic attainment

The intersection of identity and ideology

The current legislative/political climate as it relates to ideology and public education

Equity and our school's culture

Working toward school-wide definitions of diversity, equity and inclusion

# Updates: Student Recruitment




## COMMITMENT TO FACULTY DIVERSITY

We believe diversity enriches thinking, encourages collaboration, and strengthens our community.



### WHY FACULTY DIVERSITY MATTERS



At Neighborhood Charter, we are committed to strengthening and preserving diversity while fostering an environment of equity and inclusion for all students. The first element of our mission is to build an empowered and inclusive community of students, parents, and educators, and we believe that community should be composed of individuals with different backgrounds, experiences and perspectives.

A diverse faculty helps ensure that students develop a comprehensive, multicultural and multifaceted worldview. It promotes tolerance and respect, and better positions us to support students as they establish their identity. We actively work to attract and retain high quality educators from various walks of life. Our commitment to diversity and equity is one of many reasons to apply.

### ABOUT ATLANTA NEIGHBORHOOD CHARTER SCHOOL

We are a **tuition-free**, Kindergarten-8th grade, public charter school with a low student-teacher ratio, highly qualified educators, an award-winning nutrition program and a comprehensive focus on your child's academic, social and emotional development.

We're located in your neighborhood, and it is our goal to serve our entire community well. Our admission process lends an advantage to families facing economic challenges.

### A NEIGHBORHOOD SCHOOL

- We serve students from the following communities:
- \* Boulevard
  - \* Georgia Avenue
  - \* Grant Terrace
  - \* Glenwood Avenue
  - \* Hill Street
  - \* Little Street
  - \* Martin Street Plaza
  - \* Mead Street
  - \* Nicholas House
  - \* Peopletown
  - \* Robinson Avenue
  - \* Trestletree Village Apartments

Atlanta Neighborhood Charter School  
688 Grant St SE  
Atlanta, GA 30315

### HOW TO APPLY

The application window for the 2023-24 school year is from January 3, 2023 - February 28, 2023. To learn more, visit [atncls.org/enroll](https://atncls.org/enroll).



Elementary Campus  
688 Grant St.  
Atlanta, GA 30315  
404.624.6226



Middle Campus  
820 Essie Ave.  
Atlanta, GA 30316  
678.904.0051

# Updates: Student Recruitment

- Application window opened on January 2, closes on February 28
- 395 applications filed so far
  - 166 for kindergarten
  - 38 for sixth grade
  - 75 (approximately 19%) of applicants identified as economically disadvantaged

# Updates: Teacher Recruitment



## TEACHER RECRUITMENT FAIR

Register Here



**SATURDAY, JANUARY 21 | 10:00 am - 3:00 pm**

# Updates: Teacher Recruitment

31 educators registered  
19 for elementary grades  
8 for middle grades  
4 for either

# SY24 Intent to Return Results

- 124 responses
  - 7 do not plan to return for SY24 (6%)

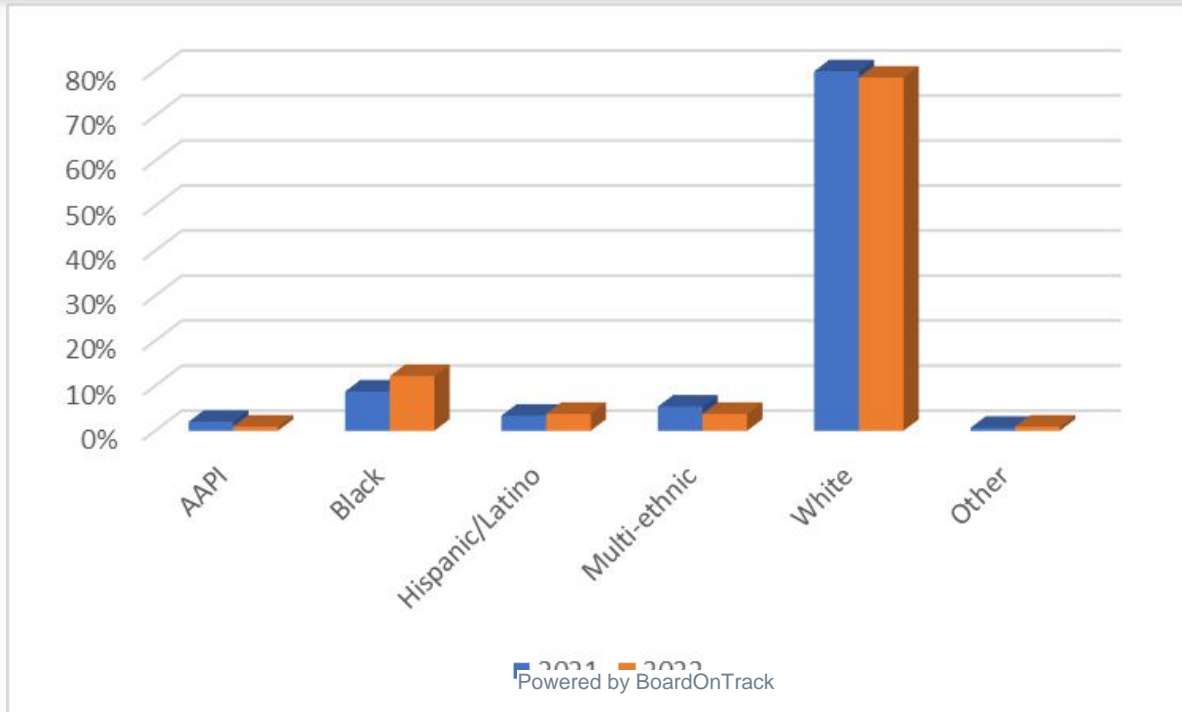
# Fall 2022 Parent/Caregiver Survey

149 respondents in 2021

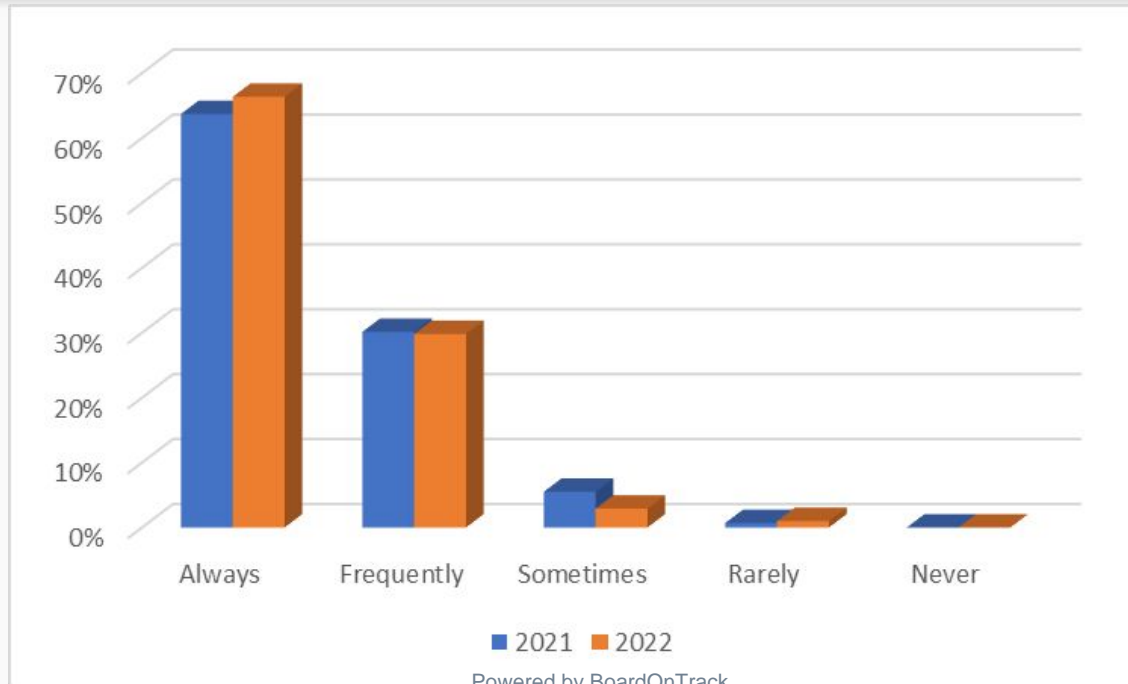
107 respondents in 2022



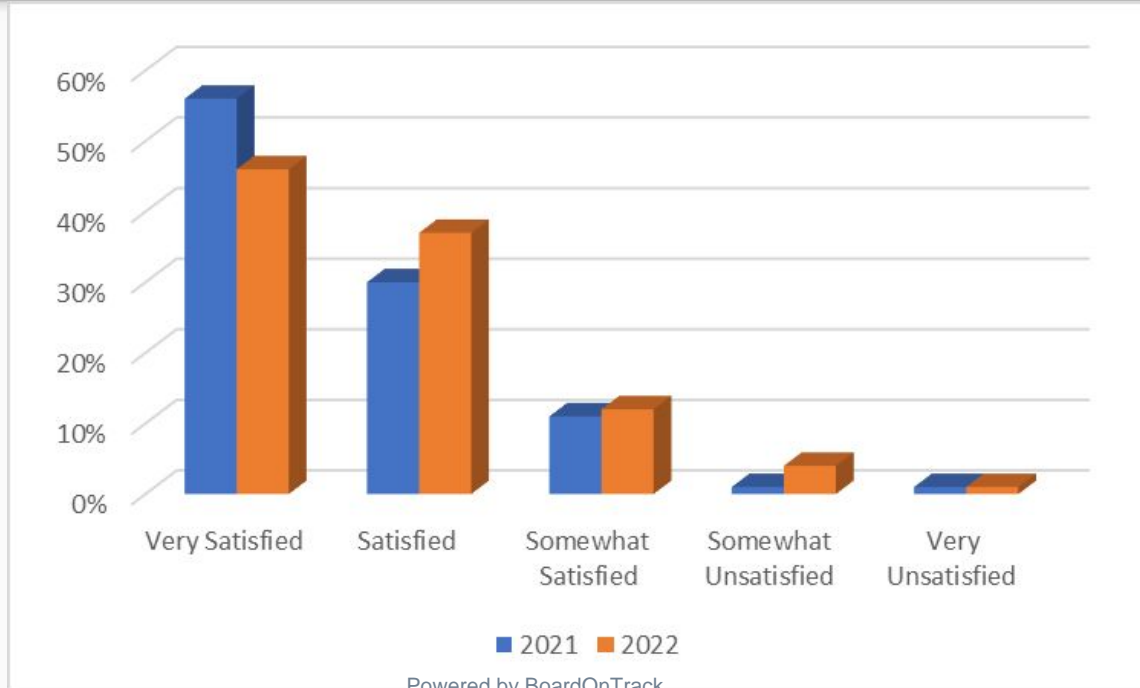
# Race/ethnicity of the person parent/caregiver filling out the survey



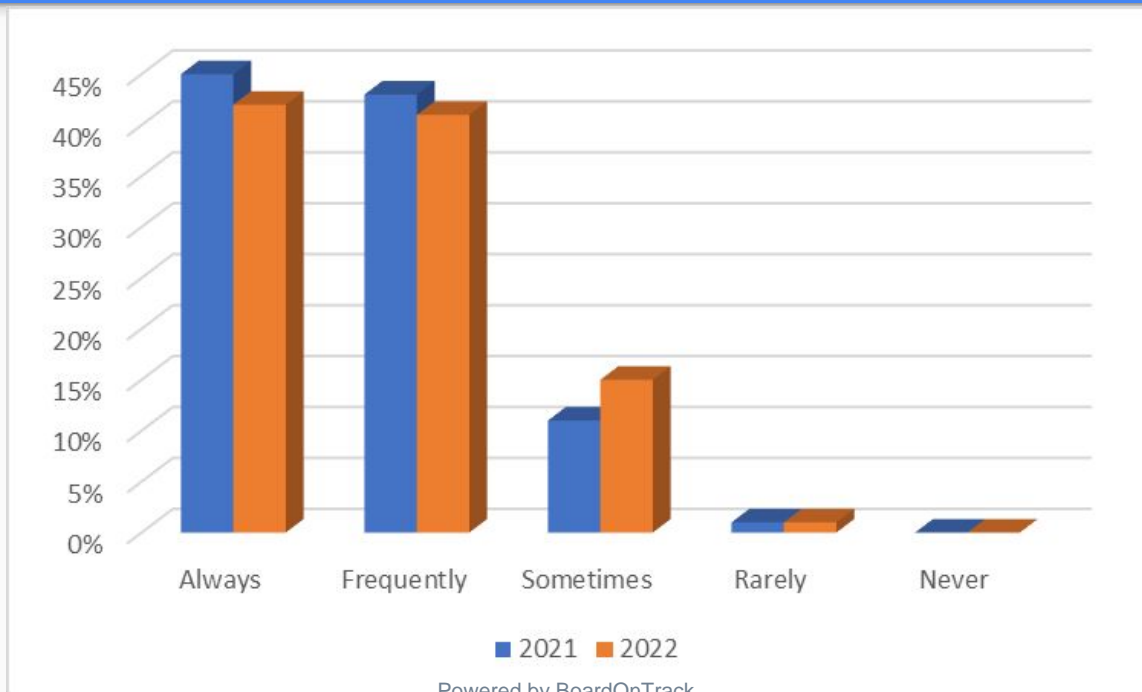
My student is known well by and has developed a positive relationship with one or more teachers or staff members.



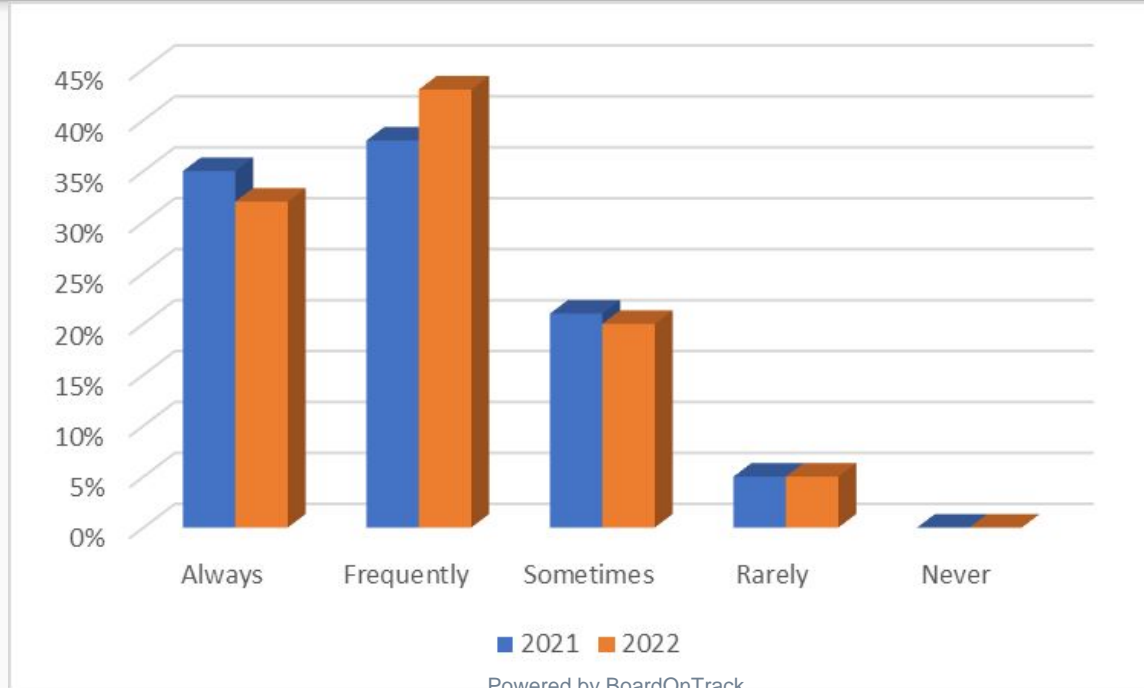
# Overall, I am satisfied with the quality of my student's education at Neighborhood Charter.



# My student is provided the appropriate opportunities for academic support.



# My student is provided the appropriate opportunities for academic challenge.



# Questions or additional items for discussion

# Coversheet

## Vote: Succession Plan 2023

**Section:** IV. Action Items  
**Item:** A. Vote: Succession Plan 2023  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ANCS Succession PlanningPolicy-draft 2023.pdf

**ANCS Executive Director  
Departure Defined Succession Plan**  
*Draft January 2023*



One of the primary duties of the ANCS Board of Directors (“the board”) is to hire, support, and retain the individual in the position of Executive Director (“ED”) for the school and to insure the ED is effective in the role. ANCS has enjoyed a long stretch of stable leadership of the school due in large part to strong governance and a commitment to planning for the future. Over the past decade, ANCS has been named Georgia “Charter School of the Year”, met or exceeded the goals of its charter and had its charter renewed, built financial reserves, and established itself as a leader in collaboration between charter and traditional public schools. The purpose of this departure defined succession plan is to prepare ANCS for the time at which the ED leaves his position and the school so that the plan can be implemented without delay to help insure the continued success of ANCS under new leadership.

### **First Steps Upon Decision of ED to Leave ANCS**

#### ***Address the personal and professional barriers for the departing executive.***

1. Review and update the departure defined succession plan as needed on an annual basis. (Governance Committee)
2. Have a “trust and transparency” conversation between the ED and Board Chair, at least once per year.
3. Identify personal planning needs for departing ED, such as relocation and/or family situation.
4. Agree on any parameters of recognition of ED’s legacy at ANCS.
5. In collaboration with the ED, the board should identify strategies and boundaries to facilitate a successful transition.
6. Clearly define any need for the outgoing ED to support his successor for a period of time post-transition and any compensation for such support.

### **Search and Transition Costs**

The board--either through a board task force or through a board-appointed search committee--will develop a budget for search and transition costs. They will need to determine any expense needs above and beyond the current annual budget and present this to the Finance and Operations Committee after which a search and transition budget will be presented to the full board for approval. Costs to be considered include:

1. outgoing ED bonus package (if any)
2. advertising or search firm fees,
3. signing bonus, relocation costs, or increased salary for new ED, and contingent bonuses to keep key leadership team members during the transition process.

Currently, a starting budget of \$10,000 is available in reserve funds to be used for search and transition costs. If additional resources in excess of that amount are deemed necessary by the task force or search committee, such funds may be allocated by a vote of the Finance and Operations Committee.

### **Search Process**

The board has outlined a search process and will review and update the process annually.

Questions to consider:

- Is there a board-appointed search task force? If so, who is on it?
- The board chair shall appoint a member of the board to chair and select members of the search task force.
  - In addition to the search task force chair, members of the search committee shall include:
    - At least one additional board member
    - At least one member of the K-8 leadership team
    - At least one faculty/staff member
    - At least one parent/caregiver
- Will the board seek to hire an executive search firm from the start or rely on the recommendation of the search task force as to how best to proceed?
- What will the scope of the search task force's (or search firm's) responsibilities and authority in the search process be? What are critical aspects to the search process?

The search task force shall manage the search process and recommend 2-4 finalists for consideration by the full board. As discussed by the full board, the search task force will:

- Determine how to proceed with any internal candidates qualified and interested in the ED position prior to posting.
- Discuss the feasibility of using a recruitment firm or consultant to help with the process. The budget will be reviewed for designated funding for this process. If planned departure is expected, the annual budget should include funding in anticipation of this expense.
- Establish a budget and timeline for the process.
- Create a marketing plan for advertising the position. This would include creating a PDF about ANCS and the ED position and identifying where to post the position, including whether to advertise nationally. Potential places to post/circulate position include:
  - ANCS website and social media
  - Georgia Charter Schools Association (GCSA)
  - Atlanta Public Schools Office of Charter and Partner Schools
  - Diverse Charter Coalition
  - Leadership Atlanta
  - redefinED
  - CultureEd Collective
  - CREATE
  - Georgia School Jobs
  - Edgility
  - National Alliance for Public Charter Schools
  - LinkedIn
  - Local school leader network

- Complete a criminal background check, credit check, and reference check on each finalist.
- Set up an ANCS email account to receive all resumes and applications.
- Establish process to screen and review all submitted resumes.
- Develop ranking criteria and selection process to interview candidates.
- Develop interview protocol and process for selected candidates and selection process for identifying finalists to submit to the full board.

The search task force will keep the board informed on the progress, candidates and the interview process. The board will determine how regularly and in what way the task force should provide updates. The board chair shall keep the faculty and staff informed of the process so that there is regular communication and updates to them through email and face-to-face meetings as needed. Additionally, the board chair will keep the full school community updated on the process through email and/or community meetings as needed.

***Analyze ANCS's immediate needs and get feedback on these needs from the full board, leadership team, teachers/staff, and representatives from ANCS families.***

- A. Use these questions/actions to guide this step:
  - i. Conduct a review of key organizational documents to determine if still relevant.
  - ii. Gather feedback from stakeholders on the following questions:
    - a. As you look at ANCS's mission, what are the organization's greatest strengths and areas for improvement in fulfilling this mission?
    - b. What major upcoming issues might impact the ANCS's ability to successfully fulfill its mission?
    - c. What changes might be needed to address those issues?
  - iii. Key Organization Considerations
    - a. Are the key external relationships held by more than one key staff member? How well does ANCS collaborate with other partners, schools in the community?
    - b. ANCS's finances should be extensively reviewed with a goal to ensure a strong financial position prior to a leadership transition. Does ANCS have financial reserves (unrestricted funding, if possible) in line with its reserve fund policy?
    - c. Is there an opportunity to share leadership responsibilities throughout the organization and reduce dependency (and workload) on the executive? Where are the opportunities to develop future leaders?
    - d. Review the most recent board assessment and determine what changes are needed in either board composition and/or the skill set of next ED to support ANCS's strategic plan.
  - iv. Identify any new ED competencies desired
    - a. What are the top three to five objectives and/or challenges outlined in the current strategic plan that fall under the ED's core responsibilities?
    - b. Based on these objectives and/or challenges, is there an impact on the ED's job description? Discuss as a task force.

**Update the ED's job description to ensure responsibilities and hiring requirements promote the organization's sustainability.**

Matching ANCS's needs with the leadership competencies desired in the next ED is one of the most important steps of succession planning and ultimately the search phase. This process provides an opportunity to update the ED job requirements and responsibilities.

- a. The position description should be reviewed on an annual basis, and should reflect ANCS's strategic plan and priorities.
- b. At the time of a defined departure, edit and refine the then-current job description, with the intent of matching organizational needs with leadership competencies desired in the next ED. It is critical to distinguish any job differences between the departing executive and the replacement executive and to clearly communicate the rationale for any differences.
- c. The Task Force will propose a draft of the updated position description to the full board for review and input prior to posting for the position.
- d. The ED is evaluated on an annual basis by the board. The ED's salary is determined based on a market comparison conducted by the board annually.

**Review and Approval of Job Description, Qualifications, and Compensation**

The search task force will take the revised and updated job description to the full board to review and provide input prior to the job being posted. This document should outline what skills, experience and background, expertise, management and characteristics they are seeking in the next ED. The board will also need to establish a salary range and benefit package for the position based on a market review and in consideration of ANCS's budget.

**Search Timeline**

A comprehensive search should take from 90 to 180 days from start of the search to hire date (not necessarily start date). The search task force should develop an estimated timeline to help guide its implementation. Working backwards from the current ED's departure date, suggested high level tasks for the search committee may include:

- *At least 6-12 months before departure date:* Search task force formed and updates search process plan (job description, etc.), creates a budget, and gets board approval on requested budget changes. After the board reviews the job description, the Task Force will publicly post the position and begin recruiting, according to budget approved by board and current succession plan.
- *At least 4-6 months before departure date:* Form an interview panel; determine standard interview format and questions. Interview candidates until one or more potential successors are found to recommend to board. Invite the finalists to meet with various members of the school community including the current Executive Director, K-8 leadership team, select faculty and staff, full board, and parents/caregivers.

- *At least 90 days before departure date:* Make offer to and negotiate terms with the board selected-candidate with the goal of having an acceptance 2-3 months in advance of departure date.

**Selection Process by Board** The final candidates shall be recommended by the search task force to the full board. The search task force will develop interview questions and an interview protocol to share with the full board.

The board will need to decide whether they are paying for out of town candidates' expenses and what will be reimbursed. They will also need to design criteria and ranking process to guide the conversation after the interviews.

After approval of a candidate by the board, the board chair should be authorized to make the offer to the selected candidate. Communication to the other candidates should also be undertaken by a board member on the search task force.

### **Communication Plan**

Communication that is timely, meaningful, and transparent is a key function of a healthy organization and is integral to the success of a transition. A communications plan can help alleviate concerns about the ANCS's future direction and sustainability during the ED transition.

When the ED is planning on leaving ANCS, he or she should first communicate this desire to depart to the board chair as soon as is practicable. The ED and board chair will work together to determine when to share the decision more widely and will work together to develop a communications plan to notify the broader community. Key supporters to notify could include, but not be limited to: ANCS faculty/staff and parent community, APS and GaDOE, auditor, legal counsel, insurance agent, banker/lender, GA Charter Schools Association, neighborhood associations, community partners (e.g., Zoo Atlanta).

The board chair and search task force may determine that periodic updates about the search process are necessary to some or all of the individuals and groups listed above and will make that determination together.

Once a new ED has been hired, the faculty/staff will be informed in person by the board chair and the new ED will be formally introduced to them. A joint announcement from the board chair and new ED will be sent out within 24 hours of the meeting with the faculty/staff and that announcement will include an opportunity to meet the new ED in person at some point in the near future. A press release announcing the new ED will be created by the board chair and new ED and distributed via email to the other individuals and organizations listed above with follow up phone calls to any of the individuals or groups who received phone calls announcing the current ED's coming departure.

## **Transition Committee**

As the search process nears its conclusion, the board may appoint board members and any key faculty/staff members to an ad-hoc Transition Committee to oversee the tasks essential to a successful transition in leadership at ANCS. The members of this committee may include:

- A member of the board's governance committee and one or more additional board member
- Director of Finance and Operations and one or more additional member of the K-8 leadership team
- One or more members of the faculty/staff from each campus

Duties of this committee may include:

### **1. Assure healthy closure with the departing ED**

- a. Acknowledge achievements and legacy; goodbye rituals
- b. Provide opportunities, especially to staff, for coming to terms with the loss of their leader and for visioning what they want in their next leader
- c. Elicit ED's advice on transition for new ED
- d. Timeline and process for transfer of key ED duties to staff, board and successor
- e. Clear definition of future role of departing ED, if any, with ANCS

### **2. Plan transition activities**

- a. Determine if any outside consultation is needed in the transition
- b. Communicate the transition plan to key internal and external stakeholders
- c. Assure proper involvement of staff in transition activities

### **3. Assure a healthy beginning for the new ED**

- a. Orientation to ANCS programs, systems, people, and stakeholders (introductory meetings, emails, or phone calls arranged with each person/group on key supporters list)
- b. Establishment of solid lines of communication between board and ED
- c. Delineation of initial performance goals for ED
- d. Identification of professional supports desired by the ED, e.g. mentor or coach, training
- e. Specification of performance evaluation system for ED and evaluation dates

**Promoting Successful Transition of New ED**

The board chair and successor ED should agree on and implement a transition plan for the first 90 days on the job. The 90-day transition plan should include:

1. A plan for orientation of the new ED to ANCS.
2. The board's written goals and expectations of the new ED for the first 90 days and 12 months and the mechanism for feedback and progress monitoring of performance.
3. Participation in a formal orientation program as well as meetings with board members, staff, funders and volunteers.
4. A structured feedback mechanism with pre-identified key stakeholders to assess progress and potential barriers to a successful transition.
5. Access to development resources for the new ED, such as reading materials and/or leadership training programs.
6. The role of the departing ED, including the specific period of time for which the departing ED will provide support to the new ED and the specifics and scope of support (such as making introductions to key stakeholders, providing assistance or counsel with any ongoing projects or issues, etc.)

**Approval of Defined-Departure Succession Plan.**

This succession plan will be approved by the governance committee and presented to the full board of directors for review and approval.

# Coversheet

## Vote: ED Search Task Force

**Section:** IV. Action Items  
**Item:** B. Vote: ED Search Task Force  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ED Search Task Force (1).pdf



# Executive Director Search Task Force

Ben Sutton, ANCS Vice Chair

Carla Wells, ANCS Secretary

Barrett Coker Krise, ANCS Board

Mark Boswell, ANCS Board

Rhiannen Laurent, Dean of Academic Growth

Nickey Hardon, Middle Grades Instructional Coach

Veleta Greer, K-2 Instructional Coach

Lee Kynes, Immediate Past Board Chair

Meeghan Fortson, PTCA co-President

Michelle Blackmon, Executive Director, Grant Park Conservancy

# Coversheet

## Finance & Operations Committee Monthly Report

**Section:** V. Committee Reports  
**Item:** B. Finance & Operations Committee Monthly Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Finance and Ops Comm BOD Update\_January 2023.pptx.pdf  
Statement of Activity 12-31-2022 Month-end.pdf  
12\_31\_22 Finance Committee Report FY23 FINAL.xlsx  
Statement of Activity 12-31-2022 YTD.pdf  
Statement of Financial Position 12-31-2022.pdf



# Finance and Operations Committee Update

## Financial Update:

- Cash Balance (period ending 12/31/22): \$ 2,675,985
- Total Invested Funds: \$ 915,135
- ESSER/CARES Funds: \$ 4.4 million allocated; \$2.8 million remaining\*
- Anticipate board action on revised FY 22/23 budget in February

## Building and Grounds Update:

- Awaiting security assessment reports for both campuses
- EC Farm - permanent greenhouse nearing completion

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

December 2022

	TOTAL
<b>Revenue</b>	
4005 APS Allocation Payment	1,265,629.88
4012 DOE Nutrition Grant	7,670.41
4105 Gather & Grow and Sponsorships	44,167.80
4205 Program Income	19,640.41
4207 MACAL Revenue	8,550.00
4210 Field Trip Income	8,099.90
4225 Nutrition Program Income	1,939.25
4250 Special Events Income	170.06
4275 Other Income	474.00
<b>Total Revenue</b>	<b>\$1,356,341.71</b>
<b>GROSS PROFIT</b>	<b>\$1,356,341.71</b>
<b>Expenditures</b>	
6000 Salaries	647,523.17
6015 Stipends	312,806.17
6018 Wellness Reimb	1,558.99
6020 Garnishments	0.00
6050 Payroll taxes	70,775.02
6055 Workman's Compensation Insurance	2,755.00
6060 Teachers Retirement System	104,082.90
6065 Health Insurance Premium	80,480.10
<b>Total 6000 Salaries</b>	<b>1,219,981.35</b>
6100 Professional Development	
6105 Prof. Dev - Conference, Workshops, Meetings	9,612.00
6111 Professional Membership Dues	271.86
6125 Prof. Development - Training Expense	880.00
6140 Prof. Development - Consultants	2,450.00
6145 Prof. Development - Travel	12,955.06
6165 Prof. Development - Travel Meals	3,500.00
<b>Total 6100 Professional Development</b>	<b>29,668.92</b>
6200 Curriculum & Classroom Expenses	
6205 Classroom Supplies	3,851.79
6206 Curriculum Materials	6,258.32
<b>Total 6200 Curriculum &amp; Classroom Expenses</b>	<b>10,110.11</b>
6290 Program Expenses	
6250 Field Trips	2,568.10
6592 Event Costs	500.00
6950 Athletics Program Expenses	2,301.65
7047 Aftercare expenses	2,211.59
<b>Total 6290 Program Expenses</b>	<b>7,581.34</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

December 2022

	TOTAL
6300 Building & Grounds	
6306 Rent - Mobile Unit	1,365.00
6307 Mortgage Interest	7,670.79
6335 Pest Control	814.50
6343 Janitorial Supplies	868.91
6344 Janitorial Fees	12,000.00
6344.C Janitorial Fees	6,850.00
<b>Total 6344 Janitorial Fees</b>	<b>18,850.00</b>
6346 Grounds Maintenance	18,200.00
6347 Farm Expenses	3,840.01
<b>Total 6300 Building &amp; Grounds</b>	<b>51,609.21</b>
6310 Utilities	
6312 Internet	750.00
6315 Electricity	7,348.11
6320 Natural Gas	135.44
6325 Water/Sewer	7,107.33
6330 Sanitation	1,330.07
6380 Telephone	1,013.74
<b>Total 6310 Utilities</b>	<b>17,684.69</b>
6350 Repair & Maintenance	
6345 Maintenance Contracts	125.00
6352 Repairs & Maintenance - Elevator	994.07
6353 Repair & Maintenance - HVAC	-2,589.75
6354 Repair & Maintenance - Plumbing	423.15
6355 Repair & Maintenance - Electrical	3,589.37
6358 Repair & Maintenance - Painting	5,850.00
6359 Repair & Maintenance - Supplies	5,968.21
6360 Repair & Maintenance - Equipment	652.00
<b>Total 6350 Repair &amp; Maintenance</b>	<b>15,012.05</b>
6400 Professional Fees	
6405 Accounting Fees	3,180.00
6410 Auditing Fees	2,500.00
6415 Legal Fees	615.00
<b>Total 6400 Professional Fees</b>	<b>6,295.00</b>
6430 General & Administrative Expenses	
6304 Storage Unit	364.00
6382 Cell Phone	
6383 COVID-19 Cell Phone	6,369.45
<b>Total 6382 Cell Phone</b>	<b>6,369.45</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

December 2022

	TOTAL
6390 Taxes & Licenses & Permits	1,256.57
6420 Insurance	
6421 Insurance - Property & Liability	6,955.57
<b>Total 6420 Insurance</b>	<b>6,955.57</b>
6440 Marketing/Advertising	411.24
6450 Background Check/Recruiting Expense	41.50
6505 Office Supplies - Admin offices	4,209.84
6506 Break Room Supplies	127.28
6507 School Store Purchases	2,676.70
6545 Technology Supplies	2,778.08
6546 MARTA cards & other student services	3,589.58
6555 Medical Supplies	493.58
6601 Parking	8.00
6605 Postage & Shipping	1,193.00
6810 Subscriptions	1,343.67
7015 Bank Charges	257.15
7030 Payroll Processing	4,773.31
7045 Staff Appreciation	13,877.09
7046 Hospitality	231.78
<b>Total 6430 General &amp; Administrative Expenses</b>	<b>50,957.39</b>
6560 Nutrition Program	
6564 Food Purchases	19,616.92
6565 Milk Purchases	2,150.45
6566 Kitchen Supplies	3,411.43
<b>Total 6560 Nutrition Program</b>	<b>25,178.80</b>
6715 Equipment Rental	
6716 Equipment Rental - Copiers	
6717 Copier Supplies & Repairs	3,028.85
<b>Total 6716 Equipment Rental - Copiers</b>	<b>3,028.85</b>
<b>Total 6715 Equipment Rental</b>	<b>3,028.85</b>
6955 MACAL Athletic Expenses	19,280.98
7010 Undistributed Expenses - Credit Card	1,431.20
<b>Total Expenditures</b>	<b>\$1,457,819.89</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -101,478.18</b>
Other Expenditures	
7070 InKind Expenses	800.00
7700 CREATE Expense	36,408.14
7740 CREATE Office Supplies & General Expenses	1,363.80
7745 CREATE Hospitality	6,303.11

# Atlanta Neighborhood Charter School, Inc

## Statement of Activity

December 2022

	TOTAL
7780 CREATE Contractor Fee	2,100.00
<b>Total 7700 CREATE Expense</b>	<b>46,175.05</b>
<b>Total Other Expenditures</b>	<b>\$46,975.05</b>
NET OTHER REVENUE	<b>\$ -46,975.05</b>
NET REVENUE	<b>\$ -148,453.23</b>

## 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](#):

12\_31\_22 Finance Committee Report FY23 FINAL.xlsx



## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

July - December, 2022

	TOTAL
<b>Revenue</b>	
4005 APS Allocation Payment	6,416,984.36
4011 Title 2 Grant	11,444.00
4012 DOE Nutrition Grant	85,127.81
4015 Facilities Grant	50,528.00
4105 Gather & Grow and Sponsorships	128,683.17
4205 Program Income	146,139.43
4207 MACAL Revenue	56,842.00
4210 Field Trip Income	30,482.88
4225 Nutrition Program Income	93,559.07
4250 Special Events Income	170.06
4275 Other Income	38,952.78
7653 CREATE PD Income	-500.00
<b>Total Revenue</b>	<b>\$7,058,413.56</b>
<b>GROSS PROFIT</b>	<b>\$7,058,413.56</b>
<b>Expenditures</b>	
6000 Salaries	3,795,718.92
6015 Stipends	775,098.55
6018 Wellness Reimb	8,357.12
6020 Garnishments	0.00
6050 Payroll taxes	336,894.85
6055 Workman's Compensation Insurance	29,795.57
6060 Teachers Retirement System	650,591.78
6065 Health Insurance Premium	495,366.01
6070 Supplemental Insurance	1,026.00
<b>Total 6000 Salaries</b>	<b>6,092,848.80</b>
6100 Professional Development	1,000.00
6105 Prof. Dev - Conference, Workshops, Meetings	23,656.05
6111 Professional Membership Dues	9,845.86
6115 Prof. Development - Materials	296.04
6120 Staff Retreat	20,306.96
6125 Prof. Development - Training Expense	7,726.20
6140 Prof. Development - Consultants	18,096.25
6145 Prof. Development - Travel	39,879.62
6165 Prof. Development - Travel Meals	7,876.63
<b>Total 6100 Professional Development</b>	<b>128,683.61</b>
6200 Curriculum & Classroom Expenses	
6205 Classroom Supplies	133,430.94
6205.C COVID-19 Supplies & Materials	3,039.02
<b>Total 6205 Classroom Supplies</b>	<b>136,469.96</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

July - December, 2022

	TOTAL
6206 Curriculum Materials	46,632.85
<b>Total 6200 Curriculum &amp; Classroom Expenses</b>	<b>183,102.81</b>
6290 Program Expenses	
6250 Field Trips	16,542.16
6710 Bus Rental	7,444.47
<b>Total 6250 Field Trips</b>	<b>23,986.63</b>
6592 Event Costs	14,495.87
6950 Athletics Program Expenses	20,485.20
7047 Aftercare expenses	10,485.80
<b>Total 6290 Program Expenses</b>	<b>69,453.50</b>
6300 Building & Grounds	
6306 Rent - Mobile Unit	8,000.00
6307 Mortgage Interest	45,469.42
6335 Pest Control	7,127.69
6343 Janitorial Supplies	13,415.47
6344 Janitorial Fees	76,985.00
6344.C Janitorial Fees	34,250.00
<b>Total 6344 Janitorial Fees</b>	<b>111,235.00</b>
6346 Grounds Maintenance	256,173.73
6347 Farm Expenses	25,410.25
<b>Total 6300 Building &amp; Grounds</b>	<b>466,831.56</b>
6310 Utilities	
6312 Internet	4,500.00
6315 Electricity	44,631.81
6320 Natural Gas	2,756.52
6325 Water/Sewer	31,739.56
6330 Sanitation	10,222.63
6342 Alarm Servicing	4,499.48
6380 Telephone	5,771.07
<b>Total 6310 Utilities</b>	<b>104,121.07</b>
6350 Repair & Maintenance	900.00
6345 Maintenance Contracts	4,566.43
6351 Repair & Maintenance - Kitchen	2,162.55
6352 Repairs & Maintenance - Elevator	1,988.14
6353 Repair & Maintenance - HVAC	11,151.89
6354 Repair & Maintenance - Plumbing	9,500.54
6355 Repair & Maintenance - Electrical	7,453.76
6358 Repair & Maintenance - Painting	88,235.00
6359 Repair & Maintenance - Supplies	38,162.45
6360 Repair & Maintenance - Equipment	652.00
6362 Repair & Maintenance - Van Repairs	5,055.86

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

July - December, 2022

	TOTAL
6363 Repair & Maintenance - Roofing Repairs	28,090.00
<b>Total 6350 Repair &amp; Maintenance</b>	<b>197,918.62</b>
6400 Professional Fees	11,437.00
6405 Accounting Fees	25,492.85
6410 Auditing Fees	38,500.00
6415 Legal Fees	2,547.50
6416 Professional Fees - Other	2,355.00
<b>Total 6400 Professional Fees</b>	<b>80,332.35</b>
6430 General & Administrative Expenses	
6304 Storage Unit	1,874.14
6382 Cell Phone	
6383 COVID-19 Cell Phone	38,394.35
<b>Total 6382 Cell Phone</b>	<b>38,394.35</b>
6390 Taxes & Licenses & Permits	3,281.57
6420 Insurance	1,729.00
6421 Insurance - Property & Liability	36,861.85
<b>Total 6420 Insurance</b>	<b>38,590.85</b>
6435 IT Services/Website	553.50
6440 Marketing/Advertising	10,613.40
6450 Background Check/Recruiting Expense	1,876.98
6505 Office Supplies - Admin offices	12,630.14
6505.c	94.60
<b>Total 6505 Office Supplies - Admin offices</b>	<b>12,724.74</b>
6506 Break Room Supplies	549.84
6507 School Store Purchases	4,709.15
6545 Technology Supplies	8,328.79
6545.C Technical Equipment	5,089.00
<b>Total 6545 Technology Supplies</b>	<b>13,417.79</b>
6546 MARTA cards & other student services	7,058.12
6555 Medical Supplies	4,462.69
6555.C Medical Supplies COVID	2,226.88
<b>Total 6555 Medical Supplies</b>	<b>6,689.57</b>
6601 Parking	33.60
6605 Postage & Shipping	2,688.26
6810 Subscriptions	37,000.61
7015 Bank Charges	1,248.46
7016 Credit Card Fees	10.00
7030 Payroll Processing	25,658.11
7040 Gifts/Prizes	6,327.98
7045 Staff Appreciation	37,373.69
7046 Hospitality	4,246.98

## Atlanta Neighborhood Charter School, Inc

## Statement of Activity

July - December, 2022

	TOTAL
7049 Charitable Contributions	200.00
<b>Total 6430 General &amp; Administrative Expenses</b>	<b>255,121.69</b>
6560 Nutrition Program	
6564 Food Purchases	128,749.36
6565 Milk Purchases	7,428.93
6566 Kitchen Supplies	27,034.45
<b>Total 6560 Nutrition Program</b>	<b>163,212.74</b>
6604 Admin Travel	43.91
6612 Fundraising Expense	4,811.37
6715 Equipment Rental	651.93
6716 Equipment Rental - Copiers	
6717 Copier Supplies & Repairs	15,466.64
<b>Total 6716 Equipment Rental - Copiers</b>	<b>15,466.64</b>
<b>Total 6715 Equipment Rental</b>	<b>16,118.57</b>
6955 MACAL Athletic Expenses	26,115.95
7010 Undistributed Expenses - Credit Card	6,547.13
7766 Contracted Personnel	8,444.00
<b>Total Expenditures</b>	<b>\$7,803,707.68</b>
NET OPERATING REVENUE	<b>\$ -745,294.12</b>
Other Revenue	
7650 CREATE Grant Funding	256,798.64
7652 Indirect Cost Reimbursement	20,543.90
<b>Total Other Revenue</b>	<b>\$277,342.54</b>
Other Expenditures	
7070 InKind Expenses	800.00
7700 CREATE Expense	36,408.14
7740 CREATE Office Supplies & General Expenses	10,983.61
7745 CREATE Hospitality	29,085.17
7760 CREATE Funded salaries	29,178.68
7780 CREATE Contractor Fee	50,116.52
<b>Total 7700 CREATE Expense</b>	<b>155,772.12</b>
7758 CREATE Indirect Costs	20,543.90
7767 CREATE Fringe Benefits	10,597.93
<b>Total Other Expenditures</b>	<b>\$187,713.95</b>
NET OTHER REVENUE	<b>\$89,628.59</b>
NET REVENUE	<b>\$ -655,665.53</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of December 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1100 SouthState Operating	1,994,114.38
1111 Fraud Nutrition	0.00
1112 SouthState PTCA	64,110.40
1114 SouthState Aftercare	157,452.07
1115 SouthState Farm to School	38,265.35
1116 SouthState Annual Fund	215,661.44
1117 SouthState Nutrition	175,923.63
1119 MACAL	30,656.00
<b>Total Bank Accounts</b>	<b>\$2,676,183.27</b>
Accounts Receivable	
1120 Grants Receivable	970,394.00
1121 CREATE Grants Receivable	585,891.99
1130 Grant Receivable - Title 1	0.00
1132 Grants Receivable-Facilities Grant	0.00
1133 Zeist Receivable Balance	0.00
1134 Grants Receivable - Dobbs	0.00
<b>Total Accounts Receivable</b>	<b>\$1,556,285.99</b>
Other Current Assets	
1054 Edward Jones Ally bank CD 2	0.00
1055 SunTrust Bank CD	0.00
1056 Self-Help Credit Union CD	246,812.43
1057 Edward Jones Money Market	566,700.05
1058 Edward Jones Ally Bank CD	0.00
1059 Edward Jones Morgan Stanley Bank CD	0.00
1060 Self Help Money Market CARA 80	101,622.40
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>\$930,334.46</b>
<b>Total Current Assets</b>	<b>\$5,162,803.72</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	-386,089.60

# Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of December 31, 2022

	TOTAL
1612 Building Closing Cost	36,289.00
1612.1 Loan Closing Costs - Refinance 2014	14,889.00
<b>Total 1612 Building Closing Cost</b>	<b>51,178.00</b>
1613 Accumulated Amortization Closing Costs	-36,289.00
1612.2 Accumulated Amortization	-14,888.96
<b>Total 1613 Accumulated Amortization Closing Costs</b>	<b>-51,177.96</b>
1614 FY2018 MC Improvements	14,035.30
1614.50 Firedoors MC	94,451.99
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
1620 Leasehold Improvements	1,068,957.20
1620.2 2022 EC Improvements	484,804.16
<b>Total 1620 Leasehold Improvements</b>	<b>1,553,761.36</b>
1621 Accumulated Depreciation Leasehold Improvements	-1,227,047.18
1622 ANCS Vehicles	33,367.09
1623 2021 MC Improvements	384,691.48
1625 Library Books	220,681.96
1626 Accumulated Depreciation Library Books	-167,480.90
1630 Furniture and Fixtures	344,318.34
1631 Accumulated Depreciation Furniture & Fixtures	-299,986.76
1633 Equipment - HVAC	452,614.28
1634 Kitchen Equipment	69,043.11
1640 Equipment	240,415.00
1641 Accumulated Depreciation Equipment	-237,137.39
1650 Computer Equipment	526,263.11
1651 Accumulated Depreciation Equipment 2	-512,830.00
1660 Software	77,082.09
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	68,390.54
1801 2021 Farm MC	44,823.00
1802 Leasehold Improvement - Farm EC	40,317.70
2018 EC 2nd Mobile Unit	52,840.83
<b>Total Fixed Assets</b>	<b>\$3,981,410.75</b>
<b>TOTAL ASSETS</b>	<b>\$9,144,214.47</b>

## Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of December 31, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	41,927.44
<b>Total Accounts Payable</b>	<b>\$41,927.44</b>
Other Current Liabilities	
2100 Other Current Liabilities	0.00
2101 Accrued Payroll	1,345,818.56
2105 FIT W/H Payable	511,022.07
2110 FICA Payable	0.96
2115 Medicare Payable	547.04
2120 State W/H Payable	-0.56
2130 TRS of GA Payable	235,334.29
2210 403(b) EE Contributions Payable VALIC	-522.41
2212 403(b) EE Contributions ValuTeachers	101,861.96
2213 403 (b) EE ROTH Contr ValuTeachers	14,303.71
2215 Supplemental Ins EE Contributions Payable	-0.48
2220 TRS of GA EE Contributions Payable	219,240.71
2225 Health Ins EE Deductions Payable	46,653.14
2230 ADD	9,990.77
2231 CI1	7,754.95
2232 LTD	21,354.02
2233 STD	19,711.44
2245 MFS & DCC Payable	-49,815.12
2250 PPP Loan Payable	0.00
2252 PPP Loan Payable Current Amount	0.00
2300 Copier Lease Payments	-22,514.00
2550 ST Capital Leases	0.05
2601 Mortgage Payable (Current Portion)	894,886.65
2900 Fraud Activity	0.00
<b>Total Other Current Liabilities</b>	<b>\$3,355,627.75</b>
<b>Total Current Liabilities</b>	<b>\$3,397,555.19</b>
Long-Term Liabilities	
2600 Mortgage Payable (Net of Current Portion)	13,026.58
2600.2 Self Help Loan B	7,806.00
<b>Total Long-Term Liabilities</b>	<b>\$20,832.58</b>
<b>Total Liabilities</b>	<b>\$3,418,387.77</b>

# Atlanta Neighborhood Charter School, Inc

## Statement of Financial Position

As of December 31, 2022

	TOTAL
Equity	
3000 Opening Balance Equity	2,158,523.48
Retained Earnings	4,222,968.75
Net Revenue	-655,665.53
<b>Total Equity</b>	<b>\$5,725,826.70</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$9,144,214.47</b>



# Coversheet

## Governance Committee Monthly Report

**Section:** V. Committee Reports  
**Item:** C. Governance Committee Monthly Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board Governance Committee Report – January 19, 2023.pdf



## **Board Governance Committee Report – January 19, 2023**

Prepared by Ruth Link-Gelles (Board Governance Committee Chair)

### **Committee Schedule:**

- The next Board Governance Committee Meeting for SY23 will be held on February 8 at 6:30pm.

### **Nominations Task Force:**

- Angela Christie will provide monthly updates to the Board.

### **Executive Director Mid-Year Evaluation**

- Results will be shared with the Board in Executive Session after tonight's Board Meeting.

### **Policy review**

- The policy review project is ongoing. The Governance Committee will review the APS Code of Conduct at the next Committee meeting.
- SOW for a company to host the school policies was sent to Board members for review.

*End of report.*

# Coversheet

## Fund Development Committee Monthly Report

**Section:** V. Committee Reports  
**Item:** D. Fund Development Committee Monthly Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Fund\_Development\_Committee\_Report\_January\_2023.pdf  
Fund\_Development\_Financial\_Report\_December\_2022.pdf



## **Fund Development Committee Report | January 11, 2023**

Prepared by Barrett Coker Krise (Fund Development Committee Chair)

### **2022-2023 Gather & Grow Fund:**

- YTD Total (as of 12/31): \$110,263.19
- Goal: \$140,000
- Board Participation: 83%

### **Gather & Grow Campaign**

- December was a terrific month for giving, surpassing our monthly goal by more than \$10,000 and putting us ahead of all prior years' at the same moment in time. Thank you all so much for giving to Gather and Grow.
- The Wonderball planning continues. The committee is looking to recruit a few more members to help with the planning and execution of the event. Please reach out to Shannon Rutledge or Rebecca Fuller if you're interested in helping out.

*End of report.*

**Fund Development Committee Monthly Financial Report - December 2022**

\*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>													
22-23 Goals	\$10,000.00	\$7,000.00	\$5,000.00	\$7,000.00	\$45,000.00	\$30,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$10,000.00	\$10,000.00	\$140,000.00
<b>22-23 Actuals*</b>	<b>\$10,867.28</b>	<b>\$16,693.00</b>	<b>\$5,544.30</b>	<b>\$9,379.06</b>	<b>\$27,437.05</b>	<b>\$40,342.50</b>							<b>\$110,263.19</b>
Variance	\$867.28	\$9,693.00	\$544.30	\$2,379.06	\$17,562.95	\$10,342.50	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$10,000.00	\$10,000.00	\$29,736.81
<b>SPONSORSHIP**</b>													
	\$0.00	\$7,528.73	\$13,323.65	\$0.00	\$0.00	\$3,000.00							\$23,852.38
<b>TOTAL REVENUE</b>	<b>\$10,867.28</b>	<b>\$24,221.73</b>	<b>\$18,867.95</b>	<b>\$9,379.06</b>	<b>\$27,437.05</b>	<b>\$43,342.50</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>\$134,115.57</b>

<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>													
21-22	\$3,972.01	\$8,764.49	\$6,247.88	\$30,009.00	\$33,514.76	\$23,343.88	\$5,247.15	\$6,887.58	\$4,099.54	\$5,392.00	\$10,832.45	\$10,453.00	\$148,763.74
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>			
	<u># of donors</u>	<u>Total amount</u>	<u>Participation Rate</u>
Parent/Guardian	297	\$64,719.61	67%
Grandparent/Special Friend	82	\$27,677.34	8%
Board Member	10	\$8,188.77	83%
Faculty/Staff	14	\$2,948.73	12%

<b>FY23 FUND DEVELOPMENT BUDGET</b>			
Annual Campaign	\$140,000	Software	\$3,000
Wonderball	\$30,000	Marketing/Direct Mail	\$6,000
Sponsorships	\$30,000	Wonderball	\$10,000
		Other Events	\$7,000
<b>TOTAL INCOME</b>	<b>\$200,000</b>	<b>TOTAL EXPENSES</b>	<b>\$26,000</b>

# Coversheet

## ED Search Task Force

**Section:** VI. Task Force Reports  
**Item:** B. ED Search Task Force  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** ED Search Task Force (2).pdf

# Goals & Timeline

## January

- Job opportunity & candidate briefing document publicly posted and available.
- Task force to review input from stakeholder groups.

## February

- Review applicant pool and establish interview protocols.

## March

- Conduct initial interviews
- Recommend finalists to the full board

## March/April

- Public process including opportunities to engage school family