



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

Atlanta Neighborhood Charter School

Governing Board Monthly Meeting

Date and Time

Thursday August 17, 2023 at 6:30 PM EDT

Location

Atlanta Neighborhood Charter School - Elementary Campus
688 Grant Street
Atlanta, GA 30315

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Record Attendance & Guests		Shannon Rutledge	1 m
B. Call the Meeting to Order		Cory Tiede	2 m
C. Public Comment			5 m
D. Approve Minutes from Prior Board Meeting	Approve Minutes	Cory Tiede	2 m
Approve minutes for Governing Board Monthly Meeting on June 15, 2023			
II. School Leadership Updates			6:40 PM

	Purpose	Presenter	Time
A. Principals' Open Forum	FYI	Mark Sanders & Lara Zelski	15 m
B. Executive Director's Monthly Report	FYI	Alastair Pullen	20 m
III. Action Items			7:15 PM

A. Vote: Confirm the 2023-2024 Committee Members	Vote	Cory Tiede	5 m
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Fund Development Committee - Pouya Dianat - Chair

- Daron Joffe (board member)
- Rebecca Wagner (board member)
- Jason Zwang (board member)
- Paige Teusink (school representative)
- Jenna Civitello (community member)
- Susanna Darrow (community member)
- Barrett Krise (community member)

Governance Committee - Ruth Link-Gelles - Chair

- LaNiesha Cobb Sanders (board member)
- Amber Suitt (board member)
- Drew Waddell (board member)

Educational Excellence & Accountability Committee - Shannon Rutledge – Chair

- Mark Boswell (board member)
- LaNiesha Cobb Sanders (board member)
- Amber Suitt (board member)
- Mark Sanders (school representative)
- Rhiannen Laurent (school representative)
- Lara Zelski (school representative)
- Bethany Greenley (community member)

Finance & Operations Committee - Irina Brimmell – Chair

- Oriol Miroso (board member)
- Cory Tiede (board member)

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Drew Waddell (board member) • Chiquetta West (school representative) • Ben Sutton (community member) 			
B. Vote: Annual Policy Review	Vote	Cory Tiede	5 m
IV. Committee Updates			7:25 PM
A. Finance & Operations Committee Monthly Report	FYI	Irina Brimmell	5 m
B. Vote: Annual Financial Resolution	Vote	Irina Brimmell	5 m
C. Vote: Tenure Bonus Schedule Revision	Vote	Irina Brimmell	5 m
V. General Announcements			7:40 PM
A. Reminder: Board Retreat August, 19, 2023	FYI	Cory Tiede	2 m
VI. Executive Session (as needed)			
VII. Closing Items			7:42 PM
A. Adjourn Meeting	Vote	Cory Tiede	1 m

Coversheet

Approve Minutes from Prior Board Meeting

Section: I. Opening Items
Item: D. Approve Minutes from Prior Board Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Governing Board Monthly Meeting on June 15, 2023

APPROVED



ATLANTA NEIGHBORHOOD CHARTER SCHOOL

helping students learn to use their minds well

Atlanta Neighborhood Charter School

Minutes

Governing Board Monthly Meeting

Date and Time

Thursday June 15, 2023 at 6:30 PM

Location

Governing Board Meetings are held in the Meeting Trailer at the ANCS Elementary Campus. Parking is available in the school parking lot off of Pavillion Street. To access the meeting trailer, enter through the parking lot gate. The trailer is located on the upper field next to the school farm.

Attendees may also join virtually via Zoom.

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

Directors Present

Amber Suitt (remote), Angela Christie, Barrett Coker Krise, Ben Sutton, Carla Wells, Cory Tiede, Mark Boswell (remote), Pouya Dianat, Rhonda Collins, Ruth Link-Gelles, Shannon Rutledge (remote)

Directors Absent

Irina Brimmell, Oriol Miroso

Guests Present

Alastair Pullen, Chiquetta West (remote), Chris Collins (remote), Chuck Meadows, Clint Tomasino (remote), Kelly McKenzie (remote), Kristen German (remote), Paige Teusink (remote), Rebecca Fuller (remote), Rebecca Reese (remote)

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 Jun 15, 2023 at 6:35 PM.

C. Public Comment

Rebecca Fuller made a public comment.

D. Approve the Minutes from the May 18, 2023 Meeting

Ruth Link-Gelles made a motion to approve the minutes from Governing Board Monthly Meeting on 05-18-23.

Cory Tiede seconded the motion.

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

II. Task Force Updates

A. Expansion Task Force

Pouya Dianat provided the report of the Expansion Task Force.

III. School Leadership Updates

A. Executive Director's Monthly Report

Alastair Pullen provided the Executive Director's report.

IV. Action Items

A. Vote: Amend the Daily School Schedule

Cory Tiede made a motion to approve the amendment to the daily school schedule.

Pouya Dianat seconded the motion.

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

V. ANCS Policy Updates

A. Vote: Section 4 Policy Revisions

Ruth Link-Gelles made a motion to adopt Section 4 Policy except Section 4.4.3 Volunteer policy.

Cory Tiede seconded the motion.

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

B. Vote: Section 5.23 Weapons Revisions

Ruth Link-Gelles made a motion to approve the revisions to Section 5.23 Weapons policy.

Ben Sutton seconded the motion.

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

C. Vote: APS Student Hearing Procedures

Ruth Link-Gelles made a motion to adopt the APS Student Hearing Procedures.

Cory Tiede seconded the motion.

Rhonda Collins and Chuck Meadows led a discussion to clarify the recommendation by the leadership team to adopt the APS Student Hearing Procedures.

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

VI. Grievance Discussion

A. Parent Grievance

Rhonda Collins recused the following members from the discussion- Chuck Meadows, Shannon Rutledge, and Barrett Coker Krise. Rhonda Collins led the discussion regarding the parent grievance.

VII. Committee Reports

A. Educational Excellence and Accountability Committee Monthly Report

Angela Christie provided the Educational Excellence and Accountability report.

B. Finance & Operations Committee Monthly Report

Ben Sutton provided the Finance & Operations committee report.

C. Governance Committee Monthly Report

Ruth Link-Gelles provided the Governance committee report.

D. Fund Development Committee Monthly Report

Barrett Coker Krise provided the Fund Development committee report.

VIII. Executive Session

A.

Executive Session

Cory Tiede made a motion to move into Executive Session.

Ben Sutton seconded the motion.

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

Pouya Dianat made a motion to adjourn Executive Session.

Barrett Coker Krise seconded the motion.

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

IX. Board Announcements

A. Broad Training

Rhonda Collins reminded Board members to complete training requirement by June 30, 2023.

X. 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 8:58 PM.

Respectfully Submitted,
Rhonda Collins

Documents used during the meeting

- EDReports23-24-6.pdf
- (4) Student and Family-Academic Program Policies (redline).pdf
- Section 5.23 (redline).pdf
- Board Governance Committee Report – June 16, 2023.pdf
- 22-23 GG Historical Giving.pdf
- Fund Development Report May 2023.pdf

Coversheet

Executive Director's Monthly Report

Section: II. School Leadership Updates
Item: B. Executive Director's Monthly Report
Purpose: FYI
Submitted by:
Related Material: EDReports23-24-7.pdf



Alastair Pullen, Executive Director
Board Reports
2023-2024

August 17, 2023

- ED Goals for 23-24
- School-Wide Goal for 23-24
- Facilities Updates
- PTCA Task Force Updates

ED Goals for 23-24

1. Engage a complete strategic planning process for ANCS
2. Conduct an audit and revise key systems/structures to implement improved practices
3. Build trust/community across and amongst all stakeholders
4. Increase the number of economically-disadvantaged students we serve
5. Reduce the opportunity gap between economically disadvantaged and non–economically disadvantaged students

School-Wide Goal for 23-24

P.E.E.R.S Goal 2023-2024 School Year

Goal: In an effort to address the opportunity gap at ANCS, our school-wide goal is to deepen our understanding and implementation of culturally responsive teaching practices.

Powerful: This goal is powerful because it provides purpose, practice, and personalization to how students learn, grow, and are supported, both academically and emotionally.

Easy: The school's leadership team is committed to transparent and honest conversations about what the Opportunity Gap looks like at ANCS. In addition to your individual work, the leadership team will support, provide resources and time throughout the process of reaching your goal. With your willingness and commitment, each of you will make growth while working through this goal.

Emotionally Compelling: (Discussion)

Reachable: Through collaboration and in pursuit of a shared vision, we will hold ourselves and each other accountable for implementing culturally responsive practices to close the opportunity gap.

Student-Focused: Based on our spring MAP scores, there was an overall 22 percent gap between our white students (72nd percentile) and our black students (50th percentile). Overall our white students continue to have a higher growth percentile than our black students. Our jobs are always focused on teaching and caring for all of our students. With this year's goal, we are specifically working towards addressing a specific inequity. *While we have MAP data here, we recognize the implicit bias within all standardized tests. There are other important measures and data points to consider and evaluate when working to close the opportunity gap. We will continue to have conversations around multiple data points throughout the year.

***Implementation strategies:** Using CRT and the Brain & other current resources, classroom observations, DE&I work, observations of school culture, and faculty meetings/PD

***Checkpoints along the way to track your progress toward the goal:** Including but not limited to: self-assessments, data, mid-year conference & summative conferences w/campus leadership

Facilities Updates

Updated List of Completed Summer Projects

EC:	MC:
Lower Playground: Turf and Retaining Walls	New windows in 4 classrooms, media center and media center offices
Brick Facade: Pressure washed, sealed, caulked	Hot water tank added to MC
Windows washed	Classrooms painted, carpet repaired
Farm Doors Installed and Painted	Next week: New hot water tank in kitchen
Upper playground: 4 inches of new mulch added	
5 Rooftop HVAC units removed and replaced	



TASK FORCE TIMELINE

AUGUST



Aug. 15 - Aug. 31

Distribute initial survey and inform; P2P group meets Aug. 23 to finalize listening circle/interview protocols

SEPTEMBER



Sept. 5-Oct. 6

Conduct person to person information gathering (focus groups, interviews, etc.)

OCTOBER



Oct.13 - Nov. 3

Data Analysis group meets Oct. 25

NOVEMBER



Nov. 3 - Nov. 15

Finalize recommendations to **present at November 16 Board Monthly Meeting**



Communication will happen throughout the entire process

PTCA Task Force Next Steps

- Finalize Survey Form to introduce on August 15th at School Family Meeting and share via Courier (plus other methods)
- Person to Person Data Group to meet August 23 - finalized plans will be shared out via email
- Data Analysis Group will be formed and meet early October (Proposed Date: Wednesday October 25)
- Final Task Force meeting will be to listen to findings and finalize recommendations (Proposed Date: Wednesday November 8)

Community Conversations Update

- Coffee Conversations
- One on One Meetings with Staff
- Classroom Observations
- Neighborhood List Serv
- Partnerships

June 15, 2023

- 30/60/90 Day Plan
- Facilities Updates
- Current Summer Programming
- DEI Planning and Current Work
- Proposed Bell Schedule Changes (EC)

Framing The Work

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.”

-Margaret Mead

“Diverse schools invigorate and strengthen urban neighborhoods by bringing community members together”

30/60/90 Day Strategic Goals

Strategic Goals (first 90 days)

1. **Building Context:** To learn about the institutional history of ANCS, its current strengths and areas for growth, and the priorities of the community at large.
2. **Establishing Relationships:** To establish a leadership presence of trust and collaboration and a shared ethical commitment to becoming a model charter school.
3. **Developing Existing Partnerships:** To sustain, nurture and cultivate partnerships with donors and other community organizations.



30/60/90 Day Strategic Plan (excerpts)

	Building Context	Establishing Relationships	Developing Existing Partnerships
First 30-60 Days	<p>Converse with current leadership team to ascertain current priorities and action plans</p> <p>Become familiar with current diversity, equity and inclusion initiatives and ensure their ongoing support</p> <p>Conduct walkthrough of school and all related facilities</p> <p>Internalize budget, schedule, strategic priorities</p> <p>Review charter documents</p>	<p>Conduct one-on-one meetings with admin team and establish weekly meeting schedule</p> <p>Schedule meetings/lunches with members of the Board of Directors</p> <p>Review and prepare weekly e-newsletter</p> <p>Secure access to social media accounts and other means of communication.</p>	<p>Review Existing Strategic Plan Components</p> <p>Set up Lunch with APS District leadership</p>

30/60/90 Day Strategic Plan (excerpts)

60-90 Days	<p>Greet students and families during morning carpool</p> <p>Maintain a presence at both campuses to observe campus culture</p>	<p>Create opportunities for staff to engage directly</p> <p>Set open office hours for families to drop in</p>	<p>Establish a list of potential partners</p> <p>Develop a process for creating ANCS strategic plan</p>
Ongoing	<p>Ask questions, listen, remain curious</p>	<p>Remain present, create initiatives for staff engagement</p>	<p>Attend community-wide events to develop rapport with greater community.</p>

Facilities Updates

- Turf Installation at EC (slated completion date mid-July)
- 2nd Floor Carpet Tile Replacement at EC (in progress)
- Painted Hallways, Restrooms and Classrooms at MC (completed)
- 22 New Windows Installed at MC (completed)
- New Hot Water Heater in Newer Wing to be Installed (July)

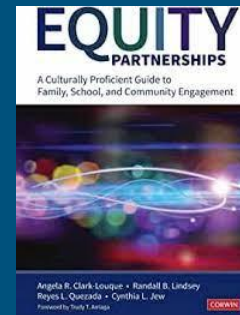
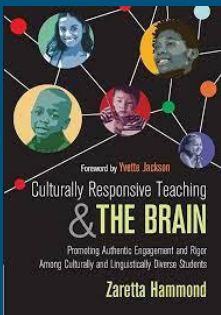
Current Summer Programming

- Alliance Theater Summer Programming (MC)
- Y'all Rock Camp (MC)
- ESY (EC)



DEI Planning Updates

- Staff Summer Reading: *Culturally Responsive Teaching and the Brain* and/or *Equity Partnerships: A Culturally Proficient Guide to Family, School, and Community Engagement*
- DEI Summer Focus Groups
- Ties into APS Equity Focused Work



Proposed Bell Schedule Changes (EC)

A1	Time	A	B	C	D	E	F	G
1	Time	K	1st	2nd	3rd	4th	5th	
2	7:30-7:40							
3	7:40-7:50			PLANNING, PREPARING & BREAKFAST				
4	7:50-8:00							
5	8:00-8:10		School	Wide	Morning	Meeting		
6	8:10-8:20							
7	8:20-8:30	Transition	lunch count	attendance	class	meeting		
8	8:30-8:35			Math	Related	Math	Word Study	
9	8:35-8:40	Phonics	Phonics		Arts			
10	8:40-8:45						Writing	
11	8:45-8:50						Workshop	
12	8:50-8:55	Bathroom						
13	8:55-9:00	Reading	Reading					
14	9:00-9:05	Workshop	Workshop					
15	9:05-9:10							
16	9:10-9:15							
17	9:15-9:20				Transition			
18	9:20-9:25			Snack	Snack			
19	9:25-9:30			Bathroom	Math	Transition		
20	9:30-9:35					Related	Reading	
21	9:35-9:40					Arts	Workshop	
22	9:40-9:45	Writing						
23	9:45-9:50	Workshop						
24	9:50-9:55		Writing					
25	9:55-10:00		Workshop					
26	10:00-10:05							
27	10:05-10:10							
28	10:10-10:15							
29	10:15-10:20	Transition				Transition		
30	10:20-10:25					Writing	Snack	
31	10:25-10:30			Reading	Workshop	Reading	Transition	
32	10:30-10:35	LUNCH		Workshop		Workshop		
33	10:35-10:40						Arts	
34	10:40-10:45							
35	10:45-10:50	Trans./clean up	Transition					
36	10:50-10:55							
37	10:55-11:00							
38	11:00-11:05	RECESS	LUNCH					
39	11:05-11:10							
40	11:10-11:15				Project			
41	11:15-11:20	Transition	Trans./clean up	Transition		Writing	Transition	
42	11:20-11:25	Transition				Workshop	Math	
43	11:25-11:30	Quiet Time						

A	B	C	D	E	F	G
35-11:40	assessments					
40-11:45	handwriting)					
45-11:50	Transition	Transition	Trans./clean up	Transition		
50-11:55	Transition	Transition				
55-12:00	Related	Read Aloud				
00-12:05	Arts	and Project	RECESS	LUNCH		
05-12:10		Integrated!				
10-12:15					Transition	Handwriting
15-12:20			Transition	Trans./clean up		
20-12:25		Project	Transition			Read Aloud
25-12:30			Phonics		LUNCH	
30-12:35					RECESS	
35-12:40						
40-12:45	Transition				Trans./clean up	Transition
45-12:50	Math	Transition	Project	Transition		
50-12:55		Related		Transition		
55-1:00	Arts			Read Aloud	RECESS	LUNCH
0-1:05						
5-1:10						
0-1:15				Word Study	Transition	Trans./clean up
5-1:20					Word Study	
0-1:25	Snack		Read Aloud			
5-1:30					Project	RECESS
0-1:35	Shared Rdg/			Reading		
5-1:40	Handwriting	Snack		Workshop		
0-1:45			Transition			Transition
5-1:50		Math	Related			Project
0-1:55	Project/Read		Arts			
5-2:00	Aloud					
0-2:05						
5-2:10						
0-2:15						
5-2:20					Read Aloud	
0-2:25						
5-2:30						
0-2:35	Pack up	Pack up	Pack up	Pack up	Pack up	Pack up
5-2:40						
0-2:45						
5-2:50	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
0-2:55						
5-3:00						
0-3:05						
5-3:10						

- Additional 10 minutes to EC schedule to account for transition times between subjects.
- Additional time for check-ins, SEL

Proposed Bell Schedule Changes (MC)

Time	Class	Notes
8:00 - 8:25	Arrival	Shortened 5 minutes
8:30 - 9:05	Advisory	<ul style="list-style-type: none"> We need to be more intentional about naming the SEL skills that we are working on. GP, SEL, ATL themes.
9:10 - 9:40	Power30	Same times
9:45 - 10:40	Class 1	Same times
10:45 - 11:40	7/8 Class 2 / 6th L&R	Same times
11:45 - 12:40	6 Class 2 / 7/8 L&R	Same times
12:45 - 1:40	Class 3	Same times
1:45 - 1:55	Quiet Time	Students should get their books out before Quiet Time starts in order to make the transition smooth to their Independent Reading time.
1:55 - 2:05	Independent Reading	10 minutes
2:10 - 3:05	Class 4	55 minutes
3:05 - 3:10	Chromebook Return	Shortened 5 minutes
3:15 - 4:00	Office Hours	In reality if people start at 3:20 this will be shortened 5 minutes from what they are currently doing. We also need to be more efficient about dismissal.

- Additional 10 minutes for Independent Reading time.

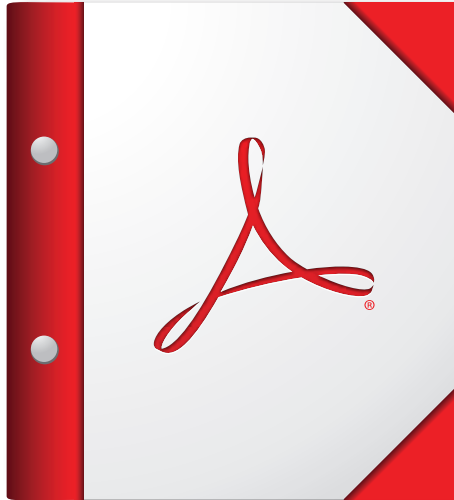
Questions?



Coversheet

Vote: Annual Policy Review

Section: III. Action Items
Item: B. Vote: Annual Policy Review
Purpose: Vote
Submitted by:
Related Material: August 2023 ANCS policies.pdf



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Coversheet

Finance & Operations Committee Monthly Report

Section: IV. Committee Updates
Item: A. Finance & Operations Committee Monthly Report
Purpose: FYI
Submitted by:
Related Material: Finance and Ops Comm BOD Update_Aug23.pptx
StatementofActivity - July & YTD.pdf
StatementofFinancialPosition-July.pdf
Finance Committee Financial Statement - July 2023 (1).xlsx



Finance and Operations Committee Update

Financial Update:

- Cash Balance (period ending 7/31/23): **\$2.8M**
 - Includes **\$0.9M** invested funds
- Delinquent balances in nutrition & aftercare decreased during the summer
- Received partial CARES funds reimbursement in July. Staff reconciled the outstanding amount with APS, which leaves \$400k remaining to be paid out.
- Committee reviewed and approved Financial Resolution for the FY24.
- Committee reviewed and approved the recommendation to change the tenure bonus policy for the 20-year milestone category, effective retroactively in FY23.

Building and Grounds Update:

- Facilities improvements over the summer included:
 - Turf installation, playground improvements, and HVAC units replacement at the EC
 - New windows, hot water tank, general repairs and fresh paint at the MC
- Security assessment report continues to be reviewed.

Atlanta Neighborhood Charter School, Inc

Statement of Activity

July 2023

	TOTAL
Revenue	
4015 Facilities Grant	80,429.00
4105 Gather & Grow and Sponsorships	9,979.99
4205 Program Income	0.00
4205.AC Aftercare	5,499.26
4205.F Field Trip	172.00
4205.P PTCA	520.89
Total 4205 Program Income	6,192.15
4225 Nutrition Program Income	2,420.00
Total Revenue	\$99,021.14
GROSS PROFIT	\$99,021.14
Expenditures	
6000 Salaries	668,151.10
6000.1 Aftercare Salaries	8,613.32
6015 Stipends	3,060.00
6020 Garnishments	0.00
6050 Payroll taxes	49,632.73
6055 Worker's Compensation Insurance	5,542.00
6060 Teachers Retirement System	119,138.55
6065 Health Insurance Premium	102,286.65
Total 6000 Salaries	956,424.35
6100 Professional Development	
6120 Staff Retreat	20,860.28
6125 Prof. Development - Training Expense	1,829.68
6145 Prof. Development - Travel	621.45
Total 6100 Professional Development	23,311.41
6200 Curriculum & Classroom Expenses	
6205 Classroom Supplies	39,623.63
6206 Curriculum Materials	3,460.56
Total 6200 Curriculum & Classroom Expenses	43,084.19
6290 Program Expenses	
7047 Aftercare expenses	617.35
Total 6290 Program Expenses	617.35
6300 Building & Grounds	
6306 Rent - Mobile Unit	2,730.00
6307 Mortgage Interest	7,670.79
6335 Pest Control	814.50
6343 Janitorial Supplies	1,354.46
6344 Janitorial Fees	15,150.00
6346 Grounds Maintenance	5,322.50

Atlanta Neighborhood Charter School, Inc

Statement of Activity

July 2023

	TOTAL
6347 Farm Expenses	3,958.44
6349 Gate Maintenance & Repair	300.00
Total 6300 Building & Grounds	37,300.69
6310 Utilities	
6312 Internet	750.00
6315 Electricity	6,892.76
6320 Natural Gas	133.41
6325 Water/Sewer	4,114.04
6330 Sanitation	1,027.46
6342 Alarm Servicing	1,775.00
6380 Telephone	1,126.48
Total 6310 Utilities	15,819.15
6350 Repair & Maintenance	
6345 Maintenance Contracts	2,450.07
6354 Repair & Maintenance - Plumbing	367.90
6358 Repair & Maintenance - Painting	40,402.30
6359 Repair & Maintenance - Supplies	8,571.55
6360 Repair & Maintenance - Equipment	11,522.00
Total 6350 Repair & Maintenance	63,313.82
6400 Professional Fees	12,663.20
6415 Legal Fees	2,584.00
6416 Professional Fees - Other	2,062.50
Total 6400 Professional Fees	17,309.70
6430 General & Administrative Expenses	
6304 Storage Unit	772.00
6382 Cell Phone	6,382.41
6390 Taxes & Licenses & Permits	704.68
6440 Marketing/Advertising	1,243.32
6450 Background Check/Recruiting Expense	2,568.85
6505 Office Supplies - Admin offices	3,314.22
6506 Break Room Supplies	163.99
6545 Technology Supplies	2,299.00
6546 MARTA cards & other student services	2,150.00
6555 Medical Supplies	33.89
6810 Subscriptions	13,467.99
7015 Bank Charges	10.00
7030 Payroll Processing	6,279.02
7040 Gifts/Prizes/Gratuities	120.00
7045 Staff Appreciation	6,200.15
7046 Hospitality	507.39
Total 6430 General & Administrative Expenses	46,216.91

Atlanta Neighborhood Charter School, Inc

Statement of Activity

July 2023

	TOTAL
6560 Nutrition Program	
6566 Kitchen Supplies	1,101.39
Total 6560 Nutrition Program	1,101.39
6715 Equipment Rental	
6716 Equipment Rental - Copiers	3,400.00
6717 Copier Supplies & Repairs	323.10
6718 Copier Service	6,693.04
Total 6716 Equipment Rental - Copiers	10,416.14
Total 6715 Equipment Rental	10,416.14
7010 Undistributed Expenses - Credit Card	-442.22
7766 Service Personnel	3,723.00
Total Expenditures	\$1,218,195.88
NET OPERATING REVENUE	\$ -1,119,174.74
NET REVENUE	\$ -1,119,174.74

Atlanta Neighborhood Charter School, Inc

Statement of Financial Position

As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1090 Cash on Hand	52.00
1100 SouthState Operating	824,214.19
1105 Paypal	0.00
1111 Fraud Nutrition	0.00
1112 SouthState PTCA	58,150.64
1114 SouthState Aftercare	354,260.88
1115 SouthState Farm to School	30,636.44
1116 SouthState Annual Fund	360,526.98
1117 SouthState Nutrition	215,790.68
1119 MACAL	40,492.75
Total Bank Accounts	\$1,884,124.56
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
Total Accounts Receivable	\$1,556,285.99
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	108,384.40
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	24,436.58
Total Other Current Assets	\$962,096.46
Total Current Assets	\$4,402,507.01
Fixed Assets	
1550 2015 EC Carpet	46,922.77
1580 Janitorial Equipment	3,471.00
1610 Building	1,136,944.00

Atlanta Neighborhood Charter School, Inc

Statement of Financial Position

As of July 31, 2023

	TOTAL
1611 Accumulated Depreciation Buildings	-386,089.60
1612 Building Closing Cost	36,289.00
1612.1 Loan Closing Costs - Refinance 2014	14,889.00
Total 1612 Building Closing Cost	51,178.00
1613 Accumulated Amortization Closing Costs	-36,289.00
1612.2 Accumulated Amortization	-14,888.96
Total 1613 Accumulated Amortization Closing Costs	-51,177.96
1614 FY2018 MC Improvements	14,035.30
1614.50 Firedoors MC	94,451.99
1614.6 2023 Windows	48,825.70
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 Leasehold Improvements FY22	484,804.16
1620.3 Leasehold Improvements FY23	119,200.40
1620.4 Leasehold Improvements FY24	180,348.96
Total 1620 Leasehold Improvements	1,853,310.72
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	549,503.92
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	93,379.97

Atlanta Neighborhood Charter School, Inc

Statement of Financial Position

As of July 31, 2023

	TOTAL
2018 EC 2nd Mobile Unit	52,840.83
Total Fixed Assets	\$4,479,737.72
TOTAL ASSETS	\$8,882,244.73
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	42,462.29
Total Accounts Payable	\$42,462.29
Other Current Liabilities	
2100 Other Current Liabilities	62.00
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	944.00
2212 403(b) EE Contributions ValuTeachers	102,761.96
2213 403 (b) EE ROTH Contr ValuTeachers	13,629.46
2215 Supplemental Ins EE Contributions Payable	-0.48
2220 TRS of GA EE Contributions Payable	238,611.64
2225 Health Ins EE Deductions Payable	19,717.84
2230 ADD	14,144.71
2231 CI1	23,872.91
2232 LTD	29,437.53
2233 STD	28,618.79
2245 MFS & DCC Payable	-31,812.83
2250 PPP Loan Payable	0.00
2252 PPP Loan Payable Current Amount	0.00
2300 Copier Lease Payments	-11,345.46
2550 ST Capital Leases	0.05
2601 Mortgage Payable (Current Portion)	894,886.65
2900 Fraud Activity	0.00
Total Other Current Liabilities	\$3,416,251.13
Total Current Liabilities	\$3,458,713.42
Long-Term Liabilities	
2600 Mortgage Payable (Net of Current Portion)	13,026.58
2600.2 Self Help Loan B	7,806.00
Total Long-Term Liabilities	\$20,832.58
Total Liabilities	\$3,479,546.00

Atlanta Neighborhood Charter School, Inc

Statement of Financial Position

As of July 31, 2023

	TOTAL
Equity	
3000 Opening Balance Equity	2,158,545.98
Retained Earnings	4,363,327.49
Net Revenue	-1,119,174.74
Total Equity	\$5,402,698.73
TOTAL LIABILITIES AND EQUITY	\$8,882,244.73

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](#):

Finance Committee Financial Statement - July 2023 (1).xlsx

Coversheet

Vote: Annual Financial Resolution

Section: IV. Committee Updates
Item: B. Vote: Annual Financial Resolution
Purpose: Vote
Submitted by:
Related Material: FY24 Neighborhood Charter Financial Resolution - Aug23.pdf



RESOLUTION

FINANCIAL INFORMATION

As required by the Governing Board of Atlanta Neighborhood Charter School, the following information is presented for the Financial Resolution for FY24:

- Banks where Neighborhood Charter has accounts
 - SouthState Bank – Primary Operating Account
 - Edward Jones Bank - C.D. & Money Market accounts
- Designated check signatories
 - Executive Director – Alastair Pullen
 - Elementary Campus Principal – Lara Zelski
 - Middle Campus Principal – Mark Sanders
 - School Nutrition Director (nutrition program checks only) – David Bradley
 - Governing Board Member – Irina Brimmell
- Limits of checks and payments expressed in dollar amounts
 - Payments less than \$10,000 require a single signature of an approved check signer
 - Payments in excess of \$10,000 require two signatures of approved check signers
 - Payments over \$25,000 that are not related to a previously board-approved project or vendor contract must be approved by the Board's Finance and Operations Committee. The Finance and Operations Committee may determine that any expenditure, whether or not in excess of \$25,000, requires approval by the Board
- Designee/signatory for all employee contracts
 - Executive Director, Alastair Pullen, signs all employee contracts
 - Governing Board Chair, Cory Tiede, signs the Executive Director's contract
- Confirmation and approval of any ongoing vendor contracts that may have changed since the approval of the budget (This includes any contracts for outside services such as field trip operators/providers. This also includes contract limits)
 - All vendor contracts between Neighborhood Charter and outside parties of up to \$25,000 executed or renewed during the fiscal year must be reviewed and approved by both the CFO and the Executive Director. Once this dual approval is achieved, the Executive Director is authorized to enter into any such contract on behalf of ANCS. All contracts or commitments in excess of \$25,000 and up to \$50,000, annually or cumulatively, must be approved by the Finance and Operations Committee. All contracts or commitments in excess of \$50,000 must be approved by the Neighborhood Charter



Resolutions

Governing Board

- The Executive Director approves all other contracts
- Confirmation of any lines of credit or loans that need to be re-signed/re-authorized
 - Mortgage Loan at SouthState Bank
 - All debt considerations will be fully reviewed by the Board's Finance and Operations Committee and approved by the Governing Board prior to entering into an agreement
- Confirmation of Reserve Fund Policy
 - As a part of its annual budget adoption process, the Neighborhood Charter Governing Board reviews and approves contribution levels to established reserve funds recommended by the Board's Finance and Operations Committee
- Confirmation of where financial records and documents are kept and how they are accessed
 - Financial records are kept in the business office. They can be accessed upon request
 - Form 990 is prepared by an external audit firm in conjunction with the close of the Neighborhood Charter financial audit and is presented to the Governing Board prior to filing.
 - Accounting software: QuickBooks Pro Non-Profit
- Confirmation of Investment of Funds Policy
 - To ensure that the Investment of Funds Policy reflects the long-term investment risk orientation of Neighborhood Charter, the Board approves the Policy annually

Coversheet

Vote: Tenure Bonus Schedule Revision

Section: IV. Committee Updates
Item: C. Vote: Tenure Bonus Schedule Revision
Purpose: Vote
Submitted by:
Related Material: Tenure Bonus Policy Update - Aug23.pdf



Tenure Bonus Policy Update

Background:

- Current policy allows for significant bonus increases as an employee progresses their tenure at ANCS. The payouts are stated as one-time dollar amounts up until the 20-Year milestone, at which point the bonus changes to an annual salary increase of 1%. In FY23 two employees reached the 20-Year milestone.

Issue:

- The current payout of 1% annual salary increase equates to about \$1,000, which is not competitive with the other tenure milestone payouts. This structure essentially discourages tenure past the 18-Year milestone.

Proposal:

- Recommending to update the bonus policy to allow employees with 20+ years of service to receive a one-time \$10k bonus in addition to the 1% salary increase annually.
- Recommending that the updated bonus payout be paid retroactively for the first two (2) employees that reached the milestone in FY23. The total number of employees that would be paid in FY24 under the updated bonus payout will be three (3) for a total of \$30,000.

Milestone	Current Bonus	Proposed Bonus
5 Years	\$2,500	\$2,500
7 Years	\$3,500	\$3,500
10 Years	\$5,000	\$5,000
12 Years	\$6,000	\$6,000
15 Years	\$7,500	\$7,500
18 Years	\$9,000	\$9,000
20 Years	1% Annual Salary Increase	\$10,000 + 1% Annual Salary Increase