APPROVED

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

Atlanta Neighborhood Charter School

Minutes

Board Meeting

Date and Time
Tuesday September 15, 2015 at 6:30 PM

Location
ANCS Elementary Campus - 688 Grant St. 30315

Directors Present
Leigh Finlayson, Lia Santos, Melissa McKay-Hagan, Mitch White, Narin Hassan, Philippe Pellerin, Ryan Camp, Tiffany Mitchell

Directors Absent
Alice Jonsson, Tara Stoinski

Ex Officio Members Present
Matt Underwood

Guests Present
Cathey Goodgame, Elayna Wilson, Elizabeth Hearn, Eric Teusknk, Heidi Goodwin, Joy Prince, Kari Lovell, Kim Moran, Kristen German, Lara Zelski, Maya Jenkins, Veleta Greer

I. Opening Items

A. **Record Attendance and Guests**

B. **Call the Meeting to Order**

Mitch White called a meeting of the board of directors of Atlanta Neighborhood Charter School to order on Tuesday Sep 15, 2015 at 6:32 PM.

C. Public Comment

no public content

D. Approve Minutes

Matt had a few corrections in the minutes from the last meeting.
Melissa McKay-Hagan made a motion to approve minutes from the Board Meeting on 08-18-15 Board Meeting on 08-18-15.
Tiffany Mitchell seconded the motion.
The board **VOTED** unanimously to approve the motion.
Friendly amendment made by Mitch White to approve the minutes, with pending changes from Matt Underwood.

E. PTCA Report

PTCA president Joy Prince presented the monthly report. She reported the membership challenge numbers: 112 family memberships and 22 individual memberships of PTCA. There are about 450 families at ANCS. At at the Elementary campus Carter class won with 66% of the class families joining PTCA. At the Middle Campus, the winner winner was the Goodwin Advisory 50% of the class families joined. -New green PTCA logo, very similar to the shool's logo -Continuing to be very transparent PTCA about activities on the ANCS website, official Facebok page, etc. -General meeting was on September 8th about 30 parents were in attendance PTCA Goals Increase membership Increase attendance Keep families informed

F. Principals' Open Forum

The Principals gave their time to Middle School teacher Heidi Goodwin who shared what ANCS 6th graders are working on. She shared a video from her class based on poems the students wrote entitled "I am From". This poem was used to introduce the students to the middle campus family by each student reading their favorite lines from their "I am From" poems creating one long poem via video. The video was shared with other students during morning meeting. Heidi then shared an entire poem written by a student, and passed around a couple of other pieces of student work. -Mitch spoke about Superintendent Meria Carstarphen's school visit to the Middle Campus. Mitch praised Dr. Goodgame and the MC teachers and staff.

II. Old Business

A. Board committee structure - Proposed by-laws revision

See document for changes

Philippe Pellerin made a motion to revise committee structures according the the document presented.
Mitch White seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve board committee assignments

See document for big changes. Committee chairs will ensure that committees meetings appear on the ANCS website calendar.
Philippe Pellerin made a motion to vote on the slate provided.
Mitch White seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. FY16 employee salary increase

L. Santos spoke about a 3% option as a salary increase for faculty and staff. This is in line with competitive market. This will be a 3% annual increase retroactive paid out over the remaining paychecks
Lia Santos made a motion to increase faculty and staff salaries by 3% to be paid over the remaining course of the year.
Philippe Pellerin seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. New Business

A. Proposed board policy regarding legal representation at mediation

M. White presented a proposal that ANCS should have their own attorney if there were ever any legal mediation. Phillipe suggested that there should be a little more work on this policy in the future, but for now this is good.
Tiffany Mitchell made a motion to have an attorney to represent ANCS at any legal mediations.
Philippe Pellerin seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Executive Director's Report

A. Proposed 2015-16 strategic plan initiatives

Matt Underwood presented the highlights of the ANCS Strategic Plans (see document). The leadership team looked over last year's strategic plan, and determined the most important ways to move forward this year. The leadership team then took ANCS staff feedback. Mitch recommended that the board committee meetings set their goals and objectives, and then compare the two, and then vote from there.

V. Educational Excellence Committee

A.

Proposed FY16 committee goals

Alice was not present. Alice and Tiffany give a committee update at the next meeting.

VI. Business & Operations Committee

A. Monthly Business & Operations report

Ryan Camp presented the Business and Operations report. (See document) NTRP program still owed a little money, and became an unexpected expense. Everything else is in line. Ryan will bring a amended budget next month representing teacher the salary increases, IB training expenses, and other minor expenses. Will reallocate some of the funds coming in.

B. Proposed FY16 committee goals

Ryan presented the Business and Operations committee goals for the year. The aim of the committee is to ensure the financial viability of the school. Build several reserve funds (ex: if the school needs a roof, etc.) Will be putting the reserve funds as budget items and held separately from the operating funds. Considered a separate bank account, but may just keep records of how much is in the reserve fund. The savings for reserves will be based on real data in how much should go into the reserves.

VII. Fund Development Committee

A. Monthly Fund Development report

Narin Hassan presented the Fund Development Report. We have raised (year to date) $8,467.04, includes a little bit from the second half of July.

B. Proposed FY16 committee goals

See Document. Narin would like to meet with the committee first before making the official goals for the year. Still moving towards the goal of 100% participation. Continuing to develop the Gather and Grow brand. Brochures for the campaign will be sent out the first week of October to grandparents, and continuing visibility. A new parent will be helping with technology and data gathering on the committee.The auction date is set: Saturday March 5th at the same venue as last year. (about $2,000 to use the space). The Fund Development committee joined with PTCA to welcome faculty and staff. Wants to have more communication with PTCA about fundraisers. Reaching out more to alumni (videos). Potential tour from elected officials. Possibility to reach out to Slaton Alums for funds. Details of committee goals will be presented next month.

VIII. Board Governance Committee

A. Proposed FY16 committee goals

Lia Santos spoke about the Board Governance committee. Each month meeting with Matt, and with the committee. Comparing ANCS salaries to APS salaries. Comparing Administrative staff salaries to other charter schools. Beginning to develop administrative succession plans.Board on Track facilitated retreat in February along with the GCSA conference.

IX. Executive Session

A. May be entered into to discuss matters related to real estate, litigation, and/or personnel

Mitch White made a motion to enter into Executive Session.
Lia Santos seconded the motion.
The board **VOTED** unanimously to approve the motion.
The Board discussed a litigation matter and an employment contract matter.

X. Closing Items

A. Brief Meeting Reflection

Melissa McKay-Hagan made a motion to form a task force including Leigh, Mitch and Matt, by a unanimous vote of the 3, settle a pending legal matter as discussed in Executive Session.
Tiffany Mitchell seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Adjourn Meeting

Leigh Finlayson made a motion to adjourn meeting.
Philippe Pellerin seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:07 PM.

Respectfully Submitted,
Melissa McKay-Hagan