

Atlanta Neighborhood Charter School  
Executive Committee Meeting Minutes  
July 18, 2011

Board Members Present: Michelle Blackmon, Leslie Rowe, Lisa Roberson, Matt Underwood, and Lara Zelski

Michelle Blackmon called the meeting to order at 8:30 a.m. and the Executive Committee went into Executive Session to discuss a personnel matter.

The Executive Committee exited Executive Session at 8:47 a.m.

Michelle Blackmon made a motion to release Jacob Edmison and Constance Barnes from their 2011-2012 contracts. Motion was approved.

Michelle Blackmon made a motion to approve the following contracts and hiring decisions as presented by Lara Zelski and Matt Underwood:

Elementary Campus

Maya Jenkins (k-8 Dean of Curr and Asmt)

Sarah Navarre-Dixon (Assoc Teacher)

Crystal Miles (Assoc Teacher)

Lori Shook (Assoc Teacher)

Rachel Alsher (Assoc Teacher)

Kristen Jordan (Assoc Teacher)

Renee Hall-George (Special Ed Lead Tchr)

Cara Reese (Lead Teacher)

Jackie Webb (Lead Teacher)

Samantha Olken (Assoc Teacher)

Debra Lydon (Long Term Substitute)

Shari Lobban (Contract Amendment - Assoc Teacher/Lead Teacher)

Annette Wawerna (Lead Teacher)

Thermonique Childs (Lead Teacher)

Rhiannen Laurent (SST Coordinator)

Middle Campus

Marcie Calhoun (Special Ed Lead Tchr)

Nathan Bubes (Visual Arts Teacher)

Alina Tillery (Athletic Coord)

Rachel Greene (Special Ed Assoc Tchr  
and 8<sup>th</sup> Grade Assoc Tchr)

Motion was approved.

The meeting adjourned at 8:49 a.m.

Respectfully Submitted by Lisa Roberson.

Atlanta Neighborhood Charter School  
Executive Committee Meeting Minutes  
August 4, 2011

Board Members Present: Michelle Blackmon, Leslie Rowe, Keith Rouse, Lisa Roberson, and Matt Underwood

Michelle Blackmon called the meeting to order at 6:30 p.m. and the Executive Committee went into Executive Session to discuss a personnel matter.

The Executive Committee exited Executive Session at 6:36 p.m.

Michelle Blackmon made a motion to approve the following contracts and hiring decisions as presented by Matt Underwood: Pamela McClanahan Dunn (Associate Teacher) and Akila Jones (Associate Teacher). Motion was approved.

Michelle Blackmon made a motion to approve the contract with 200 Peachtree as presented by Matt Underwood and pay the \$5,000 deposit to reserve the facility for the Silent Auction in March. Motion was approved.

The meeting adjourned at 6:38 p.m.

Respectfully submitted by Lisa Roberson.

Atlanta Neighborhood Charter School  
Executive Committee Meeting Minutes  
August 25, 2011

Board Members Present: Michelle Blackmon, Leslie Rowe, Keith Rouse, John Wright, Lisa Roberson, Matt Underwood, and Lara Zelski

Others Present: Mike Nations (attorney)

Michelle Blackmon called the meeting to order at 2:05 p.m. and the Executive Committee went into Executive Session to discuss a legal matter.

The Executive Committee exited Executive Session at 2:50 p.m.

Michelle Blackmon made a motion that ANCS agree and enter into the settlement referenced by Docket Number OSAH-DOE-SE-1203966-60-Gatto as recommended by our legal counsel. Motion was approved.

The meeting adjourned at 2:55 p.m.

Respectfully submitted by Lisa Roberson.

Atlanta Neighborhood Charter School (ANCS)  
Board Meeting Agenda  
September 20, 2011

1. Call to Order
2. Introductions
3. Public Comment
4. Possible Partnership between Operation Reach and ANCS Middle Campus for Afterschool Program
5. Committee Reports
  - a. Accountability and Compliance
  - b. Finance
  - c. Personnel
  - d. Operations
  - e. Fund Development
6. Faculty Council Report
7. PTCA Report
8. Announcements
  - a. Health and Wellness Committee Meeting – September 22
  - b. Middle Campus Book Fair – September 23-30
  - c. PTCA’s Yard Sale – September 24 and 25
  - d. Related Arts Curriculum Night – September 28
  - e. Low Country Boil/ANCS Annual Campaign Launch - October 15
9. Executive Session
10. Adjourn

**ANCS Fund Development Report  
September 2011**

**Announcements:**

**October 15 - Low Country Boil/ANCS Annual Campaign Launch**

**March 3 - The Right Brain Ball (ANCS Auction)**

**We need volunteers for the ANCS Annual Campaign and for The Right Brain Ball. Both events are lots of fun! Please email [vhransom@bellsouth.net](mailto:vhransom@bellsouth.net) if you are interested in volunteering for the Development Committee. We need you!**

The Development Committee is working on the ANCS Annual Campaign launch, scheduled for mid October. The Low Country Boil is the official launch - so please plan to attend the event on October 15th for a night of food, fun, music and libations. Details will be coming next week.

The Right Brain Ball (ANCS Auction) will be held at 200 Peachtree on March 3, 2012.

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**Budget to Actual FY2012**  
**YTD August 31, 2011**

Period Ended 8/31/2011

	YTD Actual	YTD Budget	YTD \$Variance	Annual Budget	% of Annual Budget
<b>Income</b>					
Local/State Funding	\$ 535,891	\$ 540,731	\$ 4,840	\$ 6,000,912	8.93%
Contributions	\$ 4,755	\$ 7,454	\$ 2,699	\$ 168,236	2.83%
Program Income	\$ 37,550	\$ 33,548	\$ (4,002)	\$ 443,719	8.46%
Other Income	\$ 533	\$ 1,087	\$ 554	\$ 47,231	1.13%
<b>Total Income</b>	<b>\$ 578,729</b>	<b>\$ 582,820</b>	<b>\$ 4,091</b>	<b>\$ 6,660,098</b>	<b>8.69%</b>
<b>Expenditures</b>					
Salaries and Benefits	\$ 830,267	\$ 848,864	\$ 18,597	\$ 5,503,487	15.09%
Staff Development	\$ 7,553	\$ 10,600	\$ 3,047	\$ 27,829	27.14%
Building Expenses	\$ 73,567	\$ 72,714	\$ (853)	\$ 389,114	18.91%
Curriculum Materials & Expenses	\$ 58,518	\$ 62,617	\$ 4,099	\$ 467,748	12.51%
Student Services	\$ 26	\$ -	\$ (26)	\$ -	
Professional Services	\$ 3,670	\$ 10,663	\$ 6,993	\$ 59,181	6.20%
Other Gen/Admin Expense	\$ 45,726	\$ 42,479	\$ (3,247)	\$ 153,420	29.80%
Fundraising Expenses	\$ 5,109	\$ 2,000	\$ (3,109)	\$ 59,319	8.61%
<b>Total Expenditures</b>	<b>\$ 1,024,436</b>	<b>\$ 1,049,937</b>	<b>\$ 25,501</b>	<b>\$ 6,660,098</b>	<b>15.38%</b>
Operating Income/Loss	\$ (445,707)	\$ (467,117)	\$ (21,410)	\$ 0	

**PERSONNEL COMMITTEE REPORT****Leslie Rowe****September: 9/20/2011**

**Role:** Establish hiring, grievance, transfer, evaluation, and  
Executive Director in the implementation of these policies

**Staffing**

Postings

Offers pending

Advancements (degrees, teaching level)

On leave (substitutes)

Terminations (voluntary/involuntary)

Interim positions

Performance Issues (status of progressive  
disciplinary procedures)**Allocation of Staff**Report on availability of faculty to meet students'  
needs/major initiatives

- Dean of Students
- Dean of Curriculum
- PEC Coordinator

**Professional Development**

Current, upcoming staff opportunities

**Evaluations**

Faculty evaluations phased approach
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<b>School-Wide Committees</b>
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Significant work status
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Cross-campus climate/involvement
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<b>Key Initiatives for 2011-12</b>
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Personnel Manual
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Interim Positions
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Employee support, development, and compensation taskforce
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Employee Evaluation and Development
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Address compensation for after-hours student enrichment/classes/clubs, across campuses
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and other personnel procedures. Provide support for the  
s.

None
None
None
Ms. Shelley is on-leave; Ms. Marty pending; long-term sub in place
None
3 - Elementary Principal, Executive Director, Curriculum Specialist, planning evaluation of position in November
Discussed in Executive Session

Additional detail will be provided in subsequent board meeting which will provide detail and new programs in each area
Guiding Principles, Conscious Discipline
JumpMath in 6-8, Everyday Math in K-2
Introductory letter to parents regarding new organization of PEC team

Staff retreat in August
Conscious Discipline continues at Elementary Campus; determining whether another session with the consultant would be valuable
Orton-Gillingham (reading program) training - Ms. McGhee pursuing
Words Their Way - Content Leaders studying
Ipad training - PEC/Academic Assistance faculty attending , to introduce to students
Autism conference in October - PEC/Academic Assistance faculty attending



Determine structure of delegation of evaluations;  
complete annual mutual goal-setting by end of  
September

K-8 Leadership Team setting goals this month  
Integrating gradually and leveraging knowledge  
and time

Reviewed Personnel Manual for initial posting, will  
continue refinements later in the year

Goal setting for interim positions (September)  
Particularly critical will be the several interim  
positions we have created this year; we will want  
to set goals and evaluate early; understanding the  
staff desire to fulfill the role next year or revert to  
prior position (by November)

Matt has completed objectives for this new  
taskforce, coordinating with Personnel and Finance  
Committees. Additional detail will be provided in  
Principal's report.

Revise and adopt new policy regarding employee  
evaluation and development

Include comprehensive list of classes in courier  
each term, for families to gain awareness.  
Address registration and compensation issues  
later in the year.

# PTCA Report

## September 15, 2011

### **PTCA Meeting:**

The PTCA meeting was held on Tuesday, September 13 at 7pm on the Elementary School campus. We discussed the following 14 topics:

- ∞ Title 1 Information (Middle School)
- ∞ Health and Wellness
- ∞ Yard Sale
- ∞ Sustainability Committee
- ∞ Debate Club and Literacy Magazine (Middle School)
- ∞ Bingo Night
- ∞ Car Wash (Middle School Campus)
- ∞ Walk/Ride to School and Safe Routes to School
- ∞ Low Country Boil
- ∞ Halloween Dance (Middle School)
- ∞ ATLNCS Auction
- ∞ Trick or Treat for UNICEF
- ∞ Fund Development
- ∞ Annual Campaign

We had over 50 families in attendance. However, we would like to engage more families to attend these meetings.

### **PTCA Membership:**

Currently, we have collected \$4,440.00 in membership dues. Our projected goal for 2011/2012 school year is \$7,000.00. The current shortfall is \$2,560.00. As a result of this year's planned fund raising events, we are confident the difference will be erased and we can meet this year's projected goal.

Families	Staff with Children	Staff w/o Children	Total Membership
160	9	5	174
Elementary School Campus	7	2	9
Middle School Campus	2	3	5

### **Executive and PTCA Committee Meetings**

We have scheduled an executive meeting and the PTCA committee meeting at 6pm on Monday, September 19 at the Middle School Campus.

### **Announcing our PTCA Vice President**

We are pleased to announce our new PTCA Vice President, Vendredi Hardeman who has a son in the 7<sup>th</sup> grade and an upcoming kindergartener. She has been a dedicated volunteer at the middle school and should be a great addition to the PTCA team. She has agreed to serve for 2 years.

### **Faculty Meetings**

Anita Downing attended the Middle School Faculty meeting on August 31st and Melissa McKay-Hagan attended the Elementary School Faculty meeting on September 7<sup>th</sup>. During the meetings, both gave introductions and discussed the role of the PTCA, and other various subjects such as the mini grant application and how the PTCA can assist them.



**Principal/Executive Director Report**  
**September 20, 2011**

*Submitted by Matt Underwood & Lara Zelski*

# Overview

- Accountability & Compliance
- Finance
- Personnel
- Operations
- Fund Development

# Accountability & Compliance

- Academics – *Universal Screening Assessments*
- Policy Implementation – *Discipline Policy*
- Current Initiatives – *Policy Review & Charter Schools Annual Report*

# Accountability & Compliance

## *Academics*

- Universal Screening assessments given to students in all grade levels during first month of school as one piece of (standardized) data to determine baseline student performance levels
- Elementary Campus (K-5):
  - Academic screening assessments in Reading, Math, Spelling Inventory, and Behavior
- Middle Campus (6-8):
- Academic screening assessments in Reading and Math

# Accountability & Compliance

## *Academics*

### Elementary Campus Universal Screening Assessment Results for August 2011

- Reading screener created using questions from the [Georgia Online Assessment System](#)
- Math screener created by Mrs. Crystal Francois, Academic Assistance teacher
- Reading and Math screeners report grade level averages for correct answers
- Behavioral screener determines students with elevated behaviors in areas of attention, memory, working style, and social skills and shows percentage of students with elevated behaviors in each category
- Data from Words Their Way spelling inventory reports the percentage of students on each grade level performing at each word knowledge level. The end of year spelling inventory benchmarks are:
  - K- Early Letter Name Alphabetic
  - 1<sup>st</sup> – Late Letter Name Alphabetic
  - 2<sup>nd</sup> – Middle Within Word Pattern
  - 3<sup>rd</sup> – Early Syllables & Affixes
  - 4<sup>th</sup> – Late Syllables & Affixes
  - 5<sup>th</sup> – Early to Mid Derivational Relations



# Accountability & Compliance

## *Academics*

### Middle Campus Universal Screening Assessment Results for August 2011

- Middle campus screeners use the [STAR Reading and Math assessments](#)
- Assessment benchmarks based on performance of norms group made up of nationally representative sample of students at same grade level from the over 75,000 schools nationally that use STAR assessments

**6<sup>th</sup> Grade:** [Reading](#) / [Math](#)

**7<sup>th</sup> Grade:** [Reading](#) / [Math](#)

**8<sup>th</sup> Grade:** [Reading](#) / [Math](#)

# Accountability & Compliance

## *Policy Implementation – Discipline Policy*

- Efforts underway at both campuses to help students and parents understand the school's [Guiding Principles](#) in the context of our school's discipline policy
- The first month of school has been spent discussing and exploring the principles and discipline process in classes and advisories
- At the elementary campus, students earn a specially designed book mark when they can recite the guiding principles, and at the middle campus, “wolf bones” are given out to students and adults who exemplify the guiding principles
- Elementary and middle campus teachers have worked with Ms. Alcine Mumby, Dean of Students, to create appropriate referral forms
- Baseline data being collected to track number and type of disciplinary referrals

# Accountability & Compliance

## *Policy Implementation – Discipline Policy*

- Elementary campus focus on [Conscious Discipline](#) continues with both a day-long faculty workshop and a Saturday parent workshop with Nicole Mercer, Conscious Discipline consultant (another workshop will possibly be planned in spring)
- Elementary campus teachers and staff are continuing to read Conscious Discipline workbook and [Creating the School Family](#) while engaging in monthly professional development during grade level planning and faculty meetings
- Several elementary campus parents formed book club and support group to continue their own understanding of Conscious Discipline

# Accountability & Compliance

## *Policy Review*

- Last school year and through the summer the merger transition taskforce reviewed and consolidated NCS and ACMS board-approved policies into a new ANCS policy manual, now located on the school's website
- Building on this work, the Accountability & Compliance Committee will be using the services of the Georgia Charter Schools Association to conduct a policy analysis in order to determine any significant policy gaps to be addressed this school year

# Accountability & Compliance

## *Charter Schools Annual Reports*

- The Georgia Charter Schools Act requires each charter school to submit an Annual Report to the Georgia Department of Education each year
- The annual reports are included in the Department's Annual Report to the Governor and the Georgia General Assembly
- These reports are submitted via online survey and a separate submission of audited financials are due by September 30
- [NCS 2010-11 Annual Report Draft \(action item\)](#)
- [ACMS 2010-11 Annual Report Draft \(action item\)](#)

# Finance

- Information Updates – *FY12 Budget*

# Finance

## *FY12 Budget*

➤ *Please see the separate FY12 budget document*

# Personnel

- Information Updates – *K-8 Faculty Committees*
- Current Initiatives – *Personnel Policy Review*



# Personnel

## *K-8 Faculty Committees*

- The K-8 leadership team developed a set of specific [cross-campus committees](#) to continue our work from the faculty/staff retreat
- These committees will begin meeting later in September and updates on relevant items will come to both the full faculty/staff and board
- In addition to the committees, there is one taskforce that will work in collaboration with the Personnel and Finance committees on employee development, evaluation, and compensation

# Personnel

## *Personnel Policy Review*

- The school's personnel manual was updated and distributed at the start of the school year to reflect consolidated personnel policies
- During the school year, the Personnel Committee will continue to review personnel policies and address any areas in which gaps may exist

# Operations

- Information Updates – *Facilities Lease and Loan Contracts*
- Current Initiatives – *State Charter Schools Facilities Grants & Increased Enrollment Options Exploration*

# Operations

## *Lease and Loan Contracts*

- Following the merger, the 688 Grant Street lease agreement between the Atlanta Public Schools and NCS has been amended to be in accordance with updated charter school law
- Upon approval by the Atlanta Board of Education at their next meeting, the 688 Grant Street lease agreement between APS and ANCS will no longer require lease payments

# Operations

## *Lease and Loan Contracts*

- Following the merger, the 820 Essie Avenue loan agreement between the Self Help Credit Union and ACMS required the submission of updated financial statements and an explanation of the school's working capital requirements to remain in compliance with the terms of the loan
- This documentation is currently being prepared for submission to Self Help

# Operations

## *State Charter Schools Facilities Grants*

- The Georgia Department of Education has a competitive grant process annually for charter schools to receive funds for eligible facilities projects up to \$200,000
- The DOE allowed for separate submissions for each ANCS campus, and awards will be announced later in the fall
- [EC Grant Application](#) / [MC Grant Application](#)

# Operations

## *Increased Enrollment Options*

- Operations Committee (in collaboration with members of the Finance Committee) will soon undertake initiative to assess benefits and costs of possible increased enrollment options (adding additional classes of students at either campus or additional campus, adding pre-K program) versus remaining at current enrollment
- Goal is for committee to bring recommendation to board in December along with tentative timeline for implementation if appropriate

# Fund Development

- Current Initiatives – *Launch of FY12 ANCS Annual Campaign*



# Fund Development

## *Launch of FY12 Annual Campaign*

- In July, members of the Development Committee met with Matt Underwood, Executive Director, and Cherie Ferrell, Director of Business and Operations, to discuss the successes and areas of potential improvement in the annual campaign and auction process
- The FY12 ANCS Annual Campaign is set to launch in October with increased staff support and a streamlined approach to managing and tracking donations and recognition of donors