

# Atlanta Neighborhood Charter School

Principal/Executive Director Report  
January 17, 2012

*Submitted by Matt Underwood & Lara Zelski*

# Overview

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

# Accountability & Compliance

- Academics
  - *Elementary Campus: Winter Universal Screeners*
  - *Middle Campus: Winter Academic Progress Report*
- Discipline Policy Implementation
  - *Elementary Campus Surveys*
  - *Faculty and Student Education and Activities*
- Annual Surveys
  - *Family*
  - *Alumni*
  - *Current Students*

# Accountability & Compliance

## *Elementary Campus Winter Screeners*

- Students in grades 1-5 participated in the STAR assessment in math and reading screeners
- Teachers assessed students using the Words Their Way spelling inventory to determine each child's word knowledge level
- Teachers completed behavior screeners in order to track student progress with attention and other work and study habits

# Accountability & Compliance

## *Middle Campus Academic Progress Report*

- Current academic progress report data shows student performance in each performance area at end of term 1 and midway through term 2
- Click here for [January academic progress report](#)

# Accountability & Compliance

## *Elementary Campus School Climate Survey*

- Elementary campus teachers took a school climate survey to determine the number and type of bullying-type incidences that are occurring at school
- The survey provided insight into the frequency teachers perceive these behaviors are happening and helped us to pinpoint where these behaviors occur most often

# Accountability & Compliance

## *Elementary Campus School Climate Survey*

- Survey responses revealed several points:
  - Teasing and name calling are the behaviors that teachers reported occur most frequently
  - Students report behaviors to teachers and parents
  - Behaviors occur most frequently in the classroom and during recess
  - Teachers perceive our students feeling safe or very safe around the school
  - Teachers perceive students not being inclusive as an issue
  - Teachers feel that they collaborate well and support each other with behavior concerns
  - Teachers feel safe at school and enjoy working here
  - Teachers perceive some inconsistency in behavior expectations and following the new discipline policy across classrooms

# Accountability & Compliance

## *Elementary Campus School Climate Survey*

- During the next week, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders will also complete a survey that is similar to the one teachers took
- Student responses will be compared to the teacher data to gain a better understanding of our school climate
- This data will allow us to make school-wide decisions about specific work we do with our students as well as additional programs we may need to provide



# Accountability & Compliance

## *School Climate Education & Activities*

- All teachers and staff took part in a bullying workshop to clearly define what bullying behavior is and what our actions are going to be to document and redirect it
- It was led by Leslie Jo Tottenham, Dr. Mary Helen Hunt, and Alcine Mumby
- Elementary campus teachers have continued work connecting Conscious Discipline and the school's discipline policy

# Accountability & Compliance

## *School Climate Education & Activities*

- The week of January 23<sup>rd</sup> is National No Name Calling Week.
- We are using this week to hold age-appropriate activities to clearly define bullying and how to prevent it with our students
- Students will engage in activities in classes and in advisory
- We will focus on the “caring majority” as a preventive measure and strategy to stop bullying, an approach that aligns with Conscious Discipline

# Accountability & Compliance

## *School Climate Education & Activities*

- We are tying our focus on Dr. Martin Luther King, Jr. to helping students find peaceful, meaningful, and thoughtful ways to resolve conflicts and treat each other with respect
- Elementary campus is beginning an initiative to “link up” the school with a paper chain to recognize students and teachers who are practicing peaceful resolution and caring, loving behaviors

# Accountability & Compliance

## *Annual Surveys*

- Each year the school distributes surveys to help assess progress towards our charter goals and to improve the school
- Parents/guardians, faculty and staff members, current students, and alumni students and their parents/guardians are solicited for their feedback and overall satisfaction with the school, a requirement of our charter agreement

# Accountability & Compliance

## *Annual Surveys*

- These surveys will go out in the next six weeks and the summary results and analysis will be reported to the board and school community
- As an additional component, these surveys will contain questions to help in the process of the board's annual update of the ANCS strategic plan, another requirement of our charter agreement

# Finance

- Information Updates
  - *FY12 Budget*
  - *Health Benefits Costs*
  - *FY13 Budget Timeline*

# Finance

## *FY12 Budget*

- ANCS received its revised funding allocation amounts from the state and APS based on our fall 2011 student enrollment
- These amounts are very close to our projected funding in the FY12 budget
- Click here for [December FY12 Budget Update](#)

# Finance

## *Health Benefits Costs*

- As mentioned at the December board meeting, rate increase for the school's employee health benefits will take effect in February
- Increase is approximately 16% compared to current costs
- Finance and operations committees have begun exploring various options to address rising health benefits costs—for the school and for employees—and will provide update at February board meeting



# Finance

## *FY13 Budget Timeline*

- The process of developing the FY13 budget is now beginning and finance committee discussed the projected timeline:
  - *February*
    - Meeting with APS CFO to discuss district funding projections
    - Finance committee reviews major budget assumptions (student enrollment, staffing)
  - *March*
    - Finance committee works on draft of FY13 budget
    - Finance committee provides FY13 budget update at board meeting by reviewing major budget assumptions
    - K-8 leadership team reviews and discusses budget update and assumptions

# Finance

## *FY13 Budget Timeline*

### ➤ *April*

- Finance committee completes draft of FY13 budget
- Presentation of tentative FY13 budget at board meeting for board discussion

### ➤ *May*

- Finance committee updates draft of FY13 budget in light of board discussion
- Presentation and adoption of final FY13 budget at board meeting

# Personnel

- Information Updates

- *K-8 Dean of Students*
- *Elementary Campus Principal Position: Midyear Review and Interim Status Process*
- *Director of Business and Operations Midyear Review*

# Personnel

## *K-8 Dean of Students*

- Position posted across country prior to winter break
- Over 40 applications for position received
- First round phone interviews conducted by school and board leadership
- Second round of school visits and in-person interviews of top candidates by interview team
- Final round candidates invited for opportunity to meet with students, faculty, and parents from both campuses
- Targeting last week of February to make offer to top candidate

# Personnel

## *K-8 Dean of Students*

- Prior to her departure, Alcine Mumby completed several projects and trainings with faculty members on both campuses, and she has also agreed to provide training over the summer to new Dean of Students
- During this transition period, Matt Underwood and Lara Zelski are handling all major Dean of Students responsibilities
- Oversight of the middle school Student Support Team previously coordinated by Alcine Mumby is now being handled by Morgan Potts, middle campus school psychologist

# Personnel

## *Elementary Campus Principal Position*

- As a part of the midyear review of Lara Zelski as interim elementary campus principal, three surveys were distributed in December:
  - Board members
  - Elementary campus faculty/staff and K-8 leadership team
  - Elementary campus parents/guardians
  
- Additionally, Leslie Jo Tottenham, elementary campus counselor, facilitated elementary student focus groups with Matt Underwood to gather student feedback about Lara Zelski as interim principal

# Personnel

## *Elementary Campus Principal Position*

- Matt Underwood has completed midyear review of Lara Zelski and discussed review with her

# Personnel

## *DBO Midyear Review*

- With Cherie Ferrell having started as the school's Director of Business & Operations (DBO) after the start of last school year and given the importance of the position in the first months of the merger, a midyear review was scheduled as a part of the DBO review process last spring
- Matt Underwood has completed midyear review of Cherie Ferrell as DBO



# Operations

- Information Update
  - *Increased Enrollment*

# Operations

## *Increased Enrollment*

- Presentation regarding increased student enrollment capacity was made at the December board meeting
- In light of the facilities needs that any substantive enrollment increase would necessitate, a small facilities research group will be formed to explore various facilities options, such as:
  - *Construction at one or both current campuses*
  - *Additional facilities available through APS*
- Group will report findings back to board prior to start of next school year

# Fund Development

- Information Update
  - *ANCS Annual Campaign*

# Fund Development

## *ANCS Annual Campaign*

- As of December 31<sup>st</sup>, the ANCS Annual Campaign has received total contributions/pledges of over \$54,000
- Monthly meetings of Lucy Fry, Bibbi Ransom, Cherie Ferrell, and Matt Underwood held to review campaign progress and logistics
- For a breakdown of contributions by type, see the [monthly annual campaign report](#)