

# Executive Director's Report

- ▶ 2014–15 SY Proposed Calendar and Weekly Schedules
- ▶ 2014–15 SY Enrollment Process Update

# 2014–15 SY Calendar

- ▶ ANCS leadership would like to propose two changes to the 2014–15 school calendar we feel will have a big positive impact on teaching and learning:
  - Create two balanced breaks during school year by ending school 4 days later on Friday *after* Memorial Day (rather than Friday *before* Memorial Day)
  - Add 2 faculty/staff work/professional development days

# 2014–15 SY Calendar

- ▶ Calendar changes would help provide:
  - Longer new employee orientation session
  - Increased days for faculty/staff planning, collaboration, and development
  - Reallocation of school breaks for rejuvenation and targeted support and enrichment for students during weekdays

# *Longer new employee orientation session*

## *Why?*

- ▶ Onboarding of new teachers/staff at ANCS requires more time to complete effectively

## *What would it look like?*

- ▶ Add 1 day to new employee orientation session (July 21–22)

# *Increased faculty/staff planning, collaboration, & development*

## *Why?*

- ▶ Curriculum planning needs, opportunities for K-8 collaboration, professional development related to new Common Core standards and evaluation requirements=need for more and consistent time
- ▶ Traditional calendar scatters these days infrequently throughout year
- ▶ Nearly all other APS charter schools have more faculty/staff work days as compared to ANCS

## *What would it look like?*

- ▶ Continue with faculty/staff retreat day
- ▶ Shift March work day to November to align with conferences and end of term
- ▶ Add 2 faculty/staff days to calendar:
  - Planning/development day in October
  - Planning/development day in February

# *Reallocation of break days for rejuvenation and targeted instruction*

## *Why?*

- ▶ Long stretches between breaks in traditional school calendar
- ▶ More balanced spread of breaks allows for rejuvenation of students and faculty/staff and for other, more targeted activities to take place during breaks
- ▶ Experience of several ANCS faculty/staff members with balanced calendar in other districts (Cobb, Decatur) shows its benefits

## *What would it look like?*

- ▶ Shift break days to create October and February break weeks:
  - All students off 2 days of both weeks (faculty/staff report during those days)
  - Optional support/enrichment activities available to students during 3 remaining days of both weeks (see next slide for details)
  - School year ends Friday after Memorial Day to accommodate these break days during school year

# *Targeted support/enrichment for students during breaks*

## *Why?*

- ▶ Wide range of academic ability levels requires periods of “pause” on regular classes and targeted instruction, especially for remediation
- ▶ Currently offer many such activities, but after school and on Saturdays in midst of regular school
- ▶ Allows for flexibility to meet diverse needs of students at ANCS without increasing instructional days for all students

## *What would it look like?*

- ▶ Provide for 10 “support/enrichment” flex days during school breaks throughout year:
  - 3 days of October break
  - 2 days of Thanksgiving break
  - 3 days of February break
  - 2 days of spring break
- ▶ Activities run by ANCS faculty members (and possibly outside providers)
- ▶ *Note:* Activities during Thanksgiving and spring breaks could possibly shift to other times based upon feedback from families and faculty

# *Targeted support/enrichment for students during breaks*

## *What would it look like? (cont'd)*

- ▶ Draft schedule during these optional “flex days”:
  - 8:30–11:00 | Support and enrichment activities
  - 11:00–12:00 | Recess and lunch
  - 12:00–4:00 | Aftercare
- ▶ As now, students recommended for academic support activities strongly encouraged to attend and costs covered by ANCS
- ▶ Enrichment activities run by ANCS teachers and/or outside vendors at costs not to exceed current enrichment rates, and, as now, with scholarships offered to those in need
- ▶ Aftercare offered at regular daily rate and with scholarships offered to those in need



# 2014–15 SY Calendar

- ▶ What would this change mean for families?
  - Only significant change to calendar is shifting of 4 days to create fall and mid-winter break
  - Several other APS charter schools use “balanced calendar” and it has worked well for their students, teachers, and families
  - As well, Decatur City Schools uses balanced calendar and [APS is considering moving to balanced calendar starting in 2015–16 SY](#)

# 2014–15 SY Calendar

- ▶ How would we help families manage this small calendar change?
  - Still aligning as much as possible with [just approved APS calendar for 2014–15](#):
    - *Same start date for students: August 5*
    - *Start and end major holiday breaks at same time*
    - *Two days of both fall and mid–winter breaks overlaps with days off for students in APS calendar*
  - Continue to cover academic support expenses for families
  - Provide enrichment activities during breaks at low cost and with scholarships for families in need
  - Offer aftercare at each campus during break days at same rate as regular days and scholarships for families in need

# 2014–15 SY Calendar

- ▶ What budgetary implications are associated with these proposed calendar changes?
  - School already covers expenses of “Saturday School” activities at each campus in its annual budget: approximately \$12,000–15,000, so no additional new expense would come from these activities
  - Anticipate small expenses for possible increased scholarships offered for other enrichment activities and for lunch during support and enrichment flex days: approximately \$5,000–7,000
  - *Limited budget implications for these changes*

# 2014–15 SY Calendar

- ▶ Proposed changes to calendar were developed and discussed by K–8 leadership team, then presented for initial feedback to each campus leadership team
- ▶ Next steps suggested for review and feedback:
  - *To board: January 21*
  - *To full faculty/staff: February 5*
  - *To families:*
    - *January 29 Courier*
    - *Following morning meeting at EC on February 7*
    - *Prior to Bingo Night on February 7*
- ▶ Final discussion and approval of 2014–15 SY calendar at February board meeting

# 2014–15 SY EC Weekly Schedule

- ▶ ANCS leadership also proposes two changes to weekly schedule for elementary campus:
  - Weekly earlier release day
  - Daily schedule adjustments to increase instructional time

# *EC weekly student schedule – proposed draft (week one)*

Time	Mon	Tues	Weds	Thurs	Fri
8–8:15	Morning Mtg	Morning Mtg	Morning Mtg	Morning Mtg	Morning Mtg
8:15–9	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS
9–10	Related Arts	Reading/ ELA/Math/SS	Related Arts	Reading/ ELA/Math/SS	Related Arts
10–11:55	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS
11:55–12:40	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:45–1:30	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS
1:30–3:00	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS	<i>Dismissal at 1:30 – after school activities</i>	Reading/ ELA/Math/SS	Reading/ ELA/Math/SS

# *Weekly early release day*

## *Why?*

- ▶ Weekly time for EC fac/staff to collaborate:
  - Vertical grade level alignment
  - Support & related arts teachers plan with grade level teams
  - Professional development
- ▶ Aligns with middle campus weekly schedule=allows for K-8 collaboration
- ▶ Several other APS charter schools have early release day for increased faculty/staff time

## *What would it look like?*

- ▶ Increase instructional time by 10 minutes each school day except Wednesday (student dismissal begins at 3:00 PM)
- ▶ Earlier release on Wednesdays (student dismissal begins at 1:30 PM)
- ▶ EC aftercare begins earlier on Wednesdays at same daily rate as all other days of week
- ▶ Faculty/staff meetings begin after dismissal

# *Daily schedule adjustment to increase instructional time*

## *Why?*

- ▶ Longer related arts classes
- ▶ Longer, uninterrupted grade level time=more flexibility for support schedules and better instruction
- ▶ Consistent grade level and related arts planning time
- ▶ Time each week for grade levels to have extended project time, technology instruction, etc.
- ▶ Creates room for Spanish to be easily re-incorporated into schedule once staffed

## *What would it look like?*

- ▶ 1 hour related arts classes on rotation during each week
- ▶ Grade levels have day each week without a related arts class session
- ▶ Earlier last lunch block each day
- ▶ Begin student dismissal at 3:00 rather than 2:50 PM



# 2014–15 SY EC Weekly Schedule

- ▶ How would we help families manage the early release day?
  - In April 2013 survey, 70% of EC parents said they would support early release day for faculty planning so long as there were high-quality options available at school following dismissal time
  - Offer aftercare on Wednesdays at same rate as others days and scholarships for families in need
  - Provide enrichment activities from outside vendors (art, music, wellness) on Wednesdays at low cost and with scholarships for families in need

# 2014–15 SY Calendar & Schedule

- ▶ Proposed changes to calendar and schedule were developed and discussed by K–8 leadership team, then presented for initial feedback to campus leadership teams
- ▶ Next steps suggested for review and feedback:
  - *To board: January 21*
  - *To full faculty/staff: February 5*
  - *To families:*
    - *January 29 Courier*
    - *At each campus at start of day (EC February 7, MC February 6)*
    - *Evening event at EC on February 11*

# 2014–15 SY Enrollment Update

- ▶ Enrollment process for 2014–15 SY has begun
- ▶ “Pre-enrollment” period runs through 1/27:
  - Re-enrollment for current students in grades K–7
  - Applications for new students who are:
    - Siblings of current students
    - Students of current employees
    - Students of current board members
- ▶ Applications for all other new students accepted through 3/10

# 2014–15 SY Enrollment Update

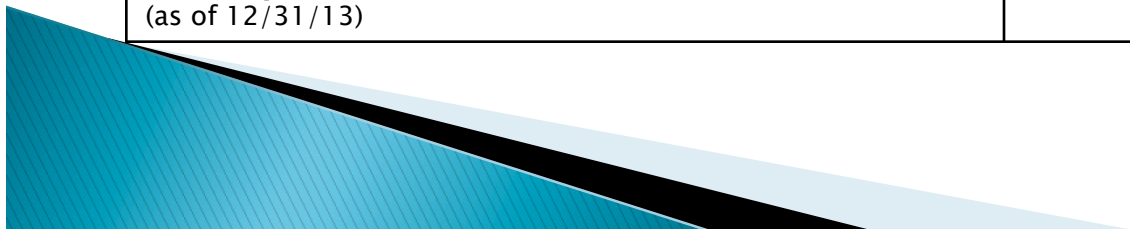
- ▶ Public lottery scheduled for 3/27 at 6:00 PM at elementary campus
- ▶ Maximum spaces available at each grade level for SY 2014–15 will remain same as current SY:
  - K–5<sup>th</sup>: 72 students per grade level
  - 6<sup>th</sup>–8<sup>th</sup>: 81 students per grade level
- ▶ New student information sessions scheduled at each campus:
  - *EC*: 2/20 at 6:30 PM & 3/8 at 10:00 AM
  - *MC*: 2/11 at 6:30 PM & 3/1 at 10:00 AM

# 2014–15 SY Enrollment Update

- ▶ Outreach efforts during new student enrollment include:
  - Information flyers posted around city
  - Yard signs announcing enrollment process
  - Contacting preschool/preK programs in southeast Atlanta
  - Participation in GCSA enrollment fair
  - Personal visits by parents and faculty/staff to neighborhoods and community organizations around southeast Atlanta

# Business Operations Dashboard

Finance "Big Rocks"	Operations "Big Rocks"
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Pension Funding resolution (Q4 2013)</li> <li><input checked="" type="checkbox"/> Established cash reserve (Q1 2014)</li> <li><input type="checkbox"/> FY15 Budgeting Model (Q1 2014)</li> <li><input type="checkbox"/> Refinancing Plan for MC (Q2 2014)</li> <li><input type="checkbox"/> Fixed Asset Audit completion (Q2 2014)</li> <li><input type="checkbox"/> Policy Manual Updates (Ongoing)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Building Service Request System (Q1 2014)</li> <li><input type="checkbox"/> Virtual File Cabinet (Q1 2014)</li> <li><input type="checkbox"/> Technology Plan (Q2 2014)</li> <li><input type="checkbox"/> Building &amp; Grounds Plan for MC (Q2 2014)</li> <li><input type="checkbox"/> Policy Manual Updates (Ongoing)</li> </ul>
<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Completed</li> <li><input type="checkbox"/> In Progress</li> <li><input type="checkbox"/> Not Started</li> </ul> </div>	
<b>Operating Cash (Checking + MMA)</b> (as of 12/31/13)	\$471K
<b>Cash Reserve</b> (Cash + Investments as of 12/31/13)	\$656K
<b>Line of Credit</b> (as of 12/31/13)	\$0K
<b># Students</b> (as of 12/31/13)	669
<b>YTD Operation Income or (Loss )</b> (as of 12/31/13)	\$141K



# Business Operations Report

- ▶ YTD Financials through 11/30/13
  - Profit and Loss Statement (see statement)
  - Cash flow Statement (see statement)
- ▶ FY14 APS Allocation:
  - Current APS allocation reflects 669 FTEs update allocation started in December
  - FY14 APS Funding for ANCS @ ~\$9,120 per FTE
  - FY14 APS Allocation is ~\$28.5K a month higher than budgeted
- ▶ Other highlights
  - Starting FY15 Budgeting (schedule to generate v1 in early February)
  - Building & Ground Plan “In Development”
  - Established Cash Reserve Approach
  - Technology Planning & Strategy Report Completed (see next slide)

# Business Operations Report

- ▶ First draft of current inventory done
  - Many functions standard or similar across both campuses
    - Teacher laptops (MacBook) and office suite (MS Office for Mac)
    - Email and cloud storage (Google; also includes Google Apps office suite)
    - Website (WordPress site created by Biscuit Studios)
    - Internet and telephone provider (Comcast)
    - Library management (Destiny)
    - Copier contract (EDGE Business Systems)
  - Some functions using campus-specific solutions
    - Student work station / laptop cart hardware, operating systems and office suites
    - Computer network
    - Student gradebook / narrative program



# Business Operations Report

- ▶ Taskforce will develop mission-drive multi-year strategic plan
  - **Multiple constituencies**
    - Technology specialists
    - Teachers
    - Business office
    - Parents
    - Board
  - **Diverse points of view and experiences**
    - Linux
    - Mac
    - Microsoft
  - **Will benchmark best practices, explore competitive offerings and make recommendations**
    - Staffing
    - Standardization v. flexibility
    - Operating systems and infrastructure
    - Support and professional development
  - **Update at April Board Meeting**

# Fund Development

## *Informational Items*

### ➤ Annual Campaign Report Update:

- December Earnings: \$ 24,547.52
- 2013/2014 YTD: \$ 67,976.65

### ➤ Foundation Work/ Grant work

- NTRP was awarded a \$27,000 “Teacher Quality” grant from UGA to support the critical friends group at ANCS beyond the end of the Innovation Fund Grant. The money is for ANCS/GSU

### ➤ Auction Update/ Auction Committee Work

- Donor letters have been mailed out
- The first volunteer meeting will be on January 23, 2014

### ➤ Phone Campaign

- The Call center will be at Adams realtors
- Date TBD/ last week of January or first week in February
- We will be contacting families within the school who have not yet donated

# Personnel, Jan 2014

- All teachers/staff will complete first evaluation cycle by early Feb
- Evaluators have completed observations in pairs in order to establish the norms for evaluation
- Evaluators will work together during first teachers conferences in order to set standards for giving and receiving feedback
- School leaders will continue to attend DOE trainings on different elements of TKES and LKES

