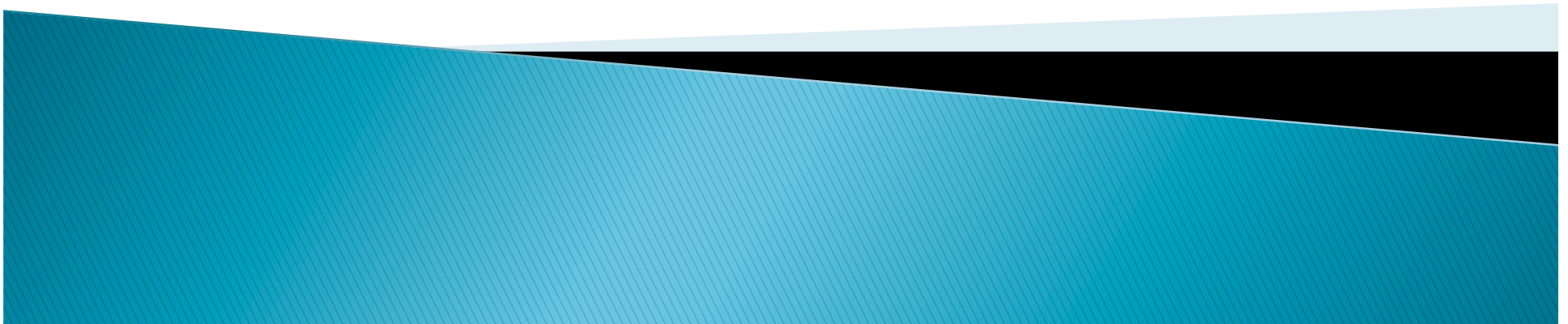




**ANCS Governing Board Committee Reports
November 2012**



Overview of Committee Reports

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

Accountability & Compliance

Information Items

- ▶ Health & Immunization Compliance
- ▶ Student Attendance Data – Term 1
- ▶ Student Discipline Data – Term 1
- ▶ Status of Policy Manual Updates

Accountability & Compliance

Health & Immunization Compliance

- Georgia law requires children attending school to be age appropriately immunized with all the required vaccines at the time of first entry in school and to have on record proof of eye, ear, and dental exam. Additionally, 6th grade students must receive additional vaccines.
- All APS schools had until October 26th to become 100% compliant for this school year
- ANCS was 100% compliant by October 26th deadline

Accountability & Compliance

Student Attendance Data – Term 1

- First 12-week academic term ran from August 6th to October 31st
- During term 1, average daily student attendance K–8 was 96.93%
- ANCS student attendance policy and Georgia compulsory attendance law consider a student “truant” if student has 10 or more days of unexcused absences
- To date, 2 ANCS students fall into truant category, and notification requirements of school’s attendance policy have been followed with students’ families

Accountability & Compliance

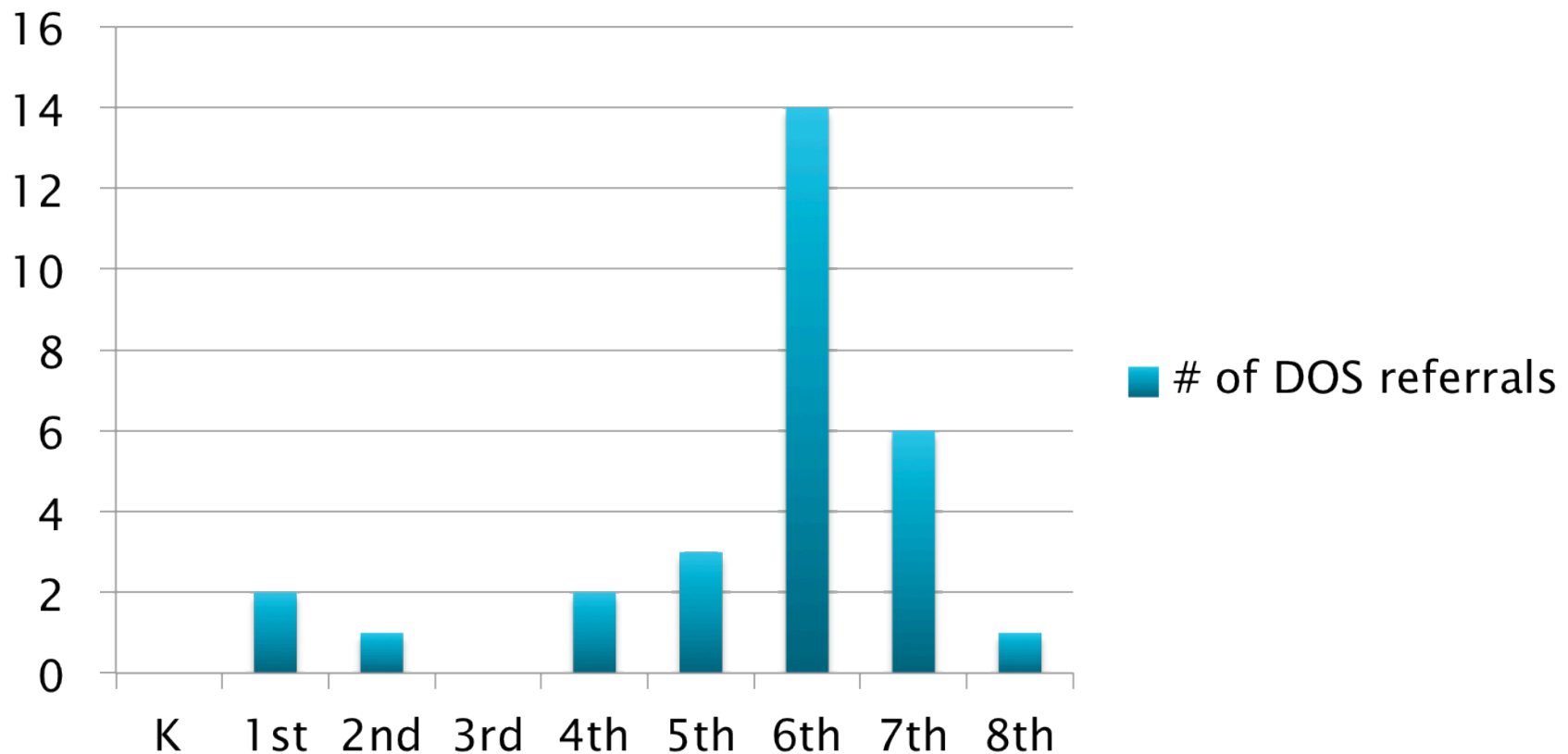
Student Discipline Data – Term 1

- A student receives a Dean of Students/Principal referral for any incident that involves a level 3 or level 4 behavior from the school's discipline policy—behaviors that are unsafe/illegal that impact the school community
- Dean of Students and/or Principal determines appropriate consequences for these behaviors after meeting with teacher, student, and student's family

Accountability & Compliance

Student Discipline Data – Term 1

of DOS referrals



Accountability & Compliance

Student Discipline Data – Term 1

- Of students who received a Dean of Students referral in term 1, 75% received only 1 referral during the term
- Students who received more than 1 referral in term 1 have had different interventions put into place for support, from behavior contract to taking part in Student Support Team process
- Dean of Students has been facilitating introduction of Conscious Discipline strategies with middle campus faculty in various ways as bridge for students coming from 5th to 6th grade

Accountability & Compliance

ANCS Policy Manuals Review

- Goal of Accountability and Compliance Committee for this school year is to bring policy manuals updated post-merger before board for approval
- Personnel – October
- Finance/Operations – December
- Board – March
- Finance and operations policy manual on target for December review by board

Finance

Information Items

- ▶ FY13 YTD Budget to Actual Update
- ▶ FY13 Funding Issues Updates

Finance

FY13 Budget Update

- FY13 budget update as of 10/31/12
- School's cash position *increased* in October as expenses leveled from start of school year and fundraising revenue outpaced projections
- Current cash on hand is approximately \$700,000
- New Teacher Residency Project reimbursable expenses of approximately \$91,000 from previous quarter were not reimbursed from state as of end of October
- Revised increased funding allocation based on new student count will begin in December and will adjust upwards again in spring if new students added between October and March

Finance

FY13 Funding Issues Update

- YTD financial actuals continue to reflect decrease in local/state funding YTD compared to budget based on three major funding issues discussed at August board meeting
- We continue to work to resolve each of these issues in order to restore funding projections to budgeted amount
- Updated finance committee [dashboard](#) reflects probability of different FY13 funding scenarios

Personnel

Information Items

- ▶ Employee Evaluation Process Update
- ▶ Definition of Employee Benefits Eligibility Threshold

Personnel

Employee Evaluation Process Update

- New employee evaluation process has been in effect with start of new school year
- Each employee has had goal-setting meeting with direct supervisor
- All “Level 1” employees—employees new to the school or to their positions—will complete first evaluation cycle by January 2013

Personnel

Defining Benefits Eligibility Threshold

- ANCS employees who meet certain criteria are eligible to participate in different components of the school's benefits package
- All employees of public schools in Georgia must contribute to a Georgia Teachers Retirement System (TRS) account if working at least 20 hours per week or more
- Employer contributions for employees to TRS are also required by law

Personnel

Defining Benefits Eligibility Threshold

- The other major ANCS benefit program with an employer contribution—health insurance—has an eligibility threshold of at least 25 hours or more worked per week
- The Personnel Committee recommends aligning the benefits eligibility threshold across benefits programs to at least 20 hours or more worked per week
- Finance Committee and faculty/staff input will be sought before final recommendation brought to board for approval prior to next open enrollment period

Operations

Information Items

- ▶ State Facilities Grant
- ▶ Program Updates
 - After school and enrichment
- ▶ Environmental Testing Compliance
- ▶ Janitorial Service Update
- ▶ Health Insurance Update

Operations

State Facilities Grant

- Each year the state Department of Education receives funds as part of state budget for competitive facilities grant program to which charter schools may apply for facilities support
- ANCS submitted FY13 facilities grant with requests for:
 - Facility mortgage/lease support – \$30,000
 - Facility renovations support – \$150,000
 - Window replacement in elementary campus auditorium
 - Fencing repair at elementary campus
 - Mortar repair/waterproofing at both campuses
 - Window replacement in middle campus new wing

Operations

State Facilities Grant

- At its November board meeting, state Board of Education approved facilities grant award of \$150,000 for ANCS, the highest amount given to any charter school in the state
- Forthcoming letter from DOE will outline the specific uses from application to which funds must be applied
- All funds must be expended in FY13

Operations

After School Program – Term 1

- ▶ The elementary campus after school program continues to support a consistent number of students as compared to last school year

- ▶ *Elementary Campus*
 - Average daily attendance is approximately 112 students
 - 7 students receive payment scholarship
 - Current revenues outpace expenses by about \$800

Operations

After School Program – Term 1

- ▶ The new middle campus after school program is making staffing adjustments to respond to lower than projected attendance and also to launch stronger advertising for program in term 2 to boost attendance

- ▶ *Middle Campus*
 - Average daily attendance is approximately 12 students
 - 2 students receive payment scholarship
 - Current expenses outpace revenues by about \$1,000

Operations

Enrichment Program – Term 1

- ▶ After school enrichment program at both campuses off to strong start in term 1
- ▶ *Elementary Campus*
 - 229 students enrolled in at least one class
- ▶ *Middle Campus*
 - 47 students enrolled in at least one class
- ▶ Additionally, 27 middle campus students took part in flag football/cheerleading in term 1
- ▶ In term 1, nearly 50% of ANCS students participated in some after school activity at the school

Operations

Environmental Testing Compliance

- ▶ Each year as a condition of its charter, ANCS—like all APS charter schools—must submit proof of inspections for health and safety in the following areas:
 - Fire marshal inspection
 - Grease trap inspection
 - Range/hood inspection
 - Food service inspection
 - GEMA–approved safety plan
- ▶ Outside of these inspections, ANCS uses outside vendors to perform routine maintenance on HVAC and boilers to insure good air quality and follows recommended [public health department](#) and [EPA](#) guidance on indoor air/environmental quality testing

Operations

Elementary Campus Janitorial Service

- ▶ As discussed at last month's board meeting, change was made in janitorial service provider at elementary campus after attempts to address poor service with previous provider were unsuccessful
- ▶ New janitorial service has been effective since starting work at the elementary campus in mid-October
- ▶ Director of Business and Operations (DBO) will continue to monitor service at both campuses and any recommended provider changes will come before board in spring

Operations

Health Insurance

- ▶ School recently changed agency managing our health insurance program in order to gain more robust customer support and potentially larger array of services provided
- ▶ Johnson & Bryan has been the school's broker for liability insurance for several years, and they now handle our health insurance program
- ▶ Johnson & Bryan will work with DBO in coming weeks to conduct needs assessment to put together various benefits packages for school to consider prior to next open enrollment period

Fund Development

Information Item

- ▶ FY13 Annual Campaign Update

Fund Development

FY13 Annual Campaign Update

- Annual Campaign report as of 10/31/12 shows a total FY13 contributions received of over \$54,000 with additional \$20,000 pledges outstanding
- Annual campaign communications push will strengthen again from end of November through beginning of January
 - Letter to school community about funding issues
 - Postcards at Winterfest
 - Reminder mailing to all previous donors who have yet to give in FY13
 - Letter following December 19 funding hearing