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
  - 1st – Late Letter Name Alphabetic
  - 2nd – Middle Within Word Pattern
  - 3rd – Early Syllables & Affixes
  - 4th – Late Syllables & Affixes
  - 5th – 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

6th Grade: *Reading* | *Math*

7th Grade: *Reading* | *Math*

8th 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