

## Educating Hearts and Minds

The mission of Anansi Charter School is to develop the academic potential and emotional intelligence of each learner. We strive to promote the love of learning through student engagement, innovative educational practices and family and community partnerships.

Anansi Charter School Governing Council (AGC)

Minutes- January 12, 2017

Location- Anansi Charter School Library

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### I. CALL TO ORDER of the Regular Open Governing Council Meeting

*Attendance: "X" indicates present at meeting*

*Officers: \_X\_ President: Melissa McNulty [2014], \_X\_ Vice president: Andy Jones [2016]*

*\_\_\_ Treasurer: Roxanne Rane [2016], \_\_\_ Secretary: Dawn Kittner [2012]*

*Members: \_\_ Cipry Jaramillo [2011], \_X\_ Lisa Bushnell [2015], \_X\_ Sagen Asplund [2016]*

*Director: \_X\_ Michele Hunt*

*Business Manager: \_\_*

**Public Attendance: (Teacher for Leadership)**

**Call to Order at: 5:41 p.m.**

### II. Approvals {Agenda/Minutes}

a. Agenda: January 12, 2017

b. Minutes

i. December 8<sup>th</sup>, 2016

ii. December 12, 2016 Special meeting

iii. December 22, 2016 Special meeting

c. Amendments:

i. To Agenda:

Added Michael Vigil Sr. to public introductions and comments

ii. To Minutes:

1. December 8, 2016:

2. December 12, 2016:

3. December 22, 2016:

***MOTION:*** I, Melissa McNulty, move that the Anansi Charter School Governing Council approve the 1) AGENDA for this meeting January 12, 2017; noting amendments above and 2) MINUTES of the regular meeting on December 8<sup>th</sup>, 2016, and special meetings December 12, 2016 and December 22, 2016 recognizing the noted amendments as stated above.

*Seconded by Sagen Asplund*

*\_X\_ All Approved {X indicates All Approved}*

**III. Public Recognition and Comment(s):**

a. Student Leadership: None

b. Public: [Introduction and Comments] Teacher: Michael Vigil Sr. introduced to Anansi Charter School Governance Council. Vigil called in on Face Time to be present at meeting.

Vigil's Report: Transition to take over finance management almost complete. He says his team will soon be able to run payroll, and that they have almost completed the transition of the vendor files, and open purchase orders. He said he was confident it would be finished by beginning of next week, pending materials from previous business manager that they are still waiting on. Once everything is in place, they'll have a complete database and be able to make reports to the governance council.

look forward to working with administration.

He said his organization was glad to customize the reports to suit our needs and provide us with the information we deem most appropriate.

Michele Hunt suggested that the governance council treasurer, Roxanne Rane, would get a report with the full details and then summarize that for the rest of the council.

Vigil responded by saying that schools with strong treasurers do well, and that Anansi's knowledge is his protection.

Discussion about timing ensued and Vigil said he could be prepared for a special finance meeting of the governance council by the week after next. Everyone agreed to look at calendars and find a suitable date.

## Reports

### c. Leadership Team: Presented by Michele Hunt.

i. K-3<sup>rd</sup>:

ii. 4<sup>th</sup>-6<sup>th</sup>:

iii. 7<sup>th</sup>-8<sup>th</sup>:

iv. Enhancement:

v. Additional: Everyone's focus is on completion of report cards and setting up a pro-development menu. The team is just off holiday vacation, and will be meeting a second time next week. Teacher reps from the leadership team will attend the February, March, April and May meetings of the governance council.

Plans are being made to have a couple of members of leadership team, another faculty member, a representative from the governance council policy committee and Michele to look at employee leave at school.

Board reduced leave in 2008-2009. Staff members have requested reexamining leave policy, and looking at how other schools manage that in order to find out what is reasonable and financially prudent.

Group will look at other schools' policy handbooks — primarily charter schools — though it appears that none of the other charter schools in our community have policies currently in place. The current ACS policy is 9 days a year, 6 of which can be carried into the next year.

Items to be examined include "pooling" leave for emergencies and looking at the Family Medical Leave Act. The Leadership Team wants to conduct research to make decisions based on the best use of public funds.

**d. Financial Report Presented by —Tabled due to transition, until later in the month.**

i. Budget Review

ii. BARs: Budget Adjustment Requests (action) BAR# \_\_\_\_ - \_\_\_\_

iii. Audit Committee

**e. Director's Report presented by Michele Hunt (verbal report/written report)**

i. Short Cycle Assessment Data: MAP

Michele presented a slide presentation to the council (Provided to Governance Council as Google Document):

Map Goal:

80% of students will make growth

All students will be in 40th percentile or greater. (scoring higher than 40 percent of children across the nation in same age group)

Math Status:

83 % of the students in grades 1st-8th made some growth

84 % meet the 40 percentile or higher. (all those who aren't are in response to intervention, or other special education programs).

Reading Status:

73% of students in grades 1st-8th grades made some growth

81% of students in grades 1-8 grade meet or exceed the 40th percentile.

Language Usage:

70% of students in grades 3-8 made some growth

83% of the same students meet or exceed 40th percentile

High Points:

In 3rd Grade: 100 % of students made growth on the math assessment.

**In 8th Grade: 100 % of our student exceed the mean score on all assessments.**

**In 7 of 8 grades: We reduced the number of students below the mean in reading**

**Next steps to improve student learning and increase academic success as measure by MAP:**

**Use the Learning Continuum to Target Instruction & Differentiate**

**Continue & /or Modify RTI Plans**

**Identify Students with disabilities**

**“Student Success is in Our Reach”**

**Anansi Charter School Governance Council Meeting Director’s Report  
(Attached in Email)**

**ii. Professional Development Update**

**None**

**iii. Middle School Next Step Plans**

**None**

**f. Council Committee Reports**

**iii. Finance: Melissa McNulty, Roxanne Rane**

**Finance and audit committees made separate due to state statute.**

**Otherwise, nothing new during transition. Will make budget calendar with Vigil Group.**

**iv. Audit: Melissa McNulty, Dawn Kittner**

**Nothing new due to transition.**

**v. Facility: Sagen Asplund**

Heat tape done/ 6th grade gutter fixed/

Biggest piece is replacing roof over the summer.

Quotes have been gathered, local contractor selected (Collignon - \$43,000).

Replaced damaged thermostats.

Need to put more gravel in driveway areas

Front entryway, tearing up flagstone, replacing concrete. Will replace at spring break.

Getting transgender bathroom signs.

Looking at options to move drainage from cafeteria roof to somewhere other than grassy yard.

**vi. Program: Cipry Jaramillo**

Cipry not in attendance

**vii. Council Development: Roxanne Rane, Lisa Bushnell, Melissa McNulty**

Committee should be involved in recruitment and orientation. Dawn and Melissa want to put together a training manual for council and recruit new members in the spring.

Discussion about updating the policy binder:

Melissa wants to compare binder to junk drives to see if policies are all up-to-date. Michele to look for junk drive.

**1. Social Services Program Development**

Nothing new

**viii. School Advocacy: Roxanne Rane, Andy Jones**

Andy and Roxanne should reach out to Greta and Kelly with NMCS.

Michele shared responses to legislative survey.

**ix. Parent Advisory (FAC): Melissa McNulty**

Discussion about Spring fundraiser: bingo at the brewery.

Discussion about having someone in the ACS parking lot to enforce safety.

Compare mission and vision to by-laws.

**x. Web Coordinator: Andy Jones**

Talked about getting information that Perry had promised. Andy sent an email to Perry to find out about progress.

**V. New Business**

**a. Establish Budget and Calendar Committees with meeting schedules**

Tabled

**b. Review Lottery Process and Timeline**

Michele working with Tracy to prepare tasks to start lottery. Putting notice in newspaper and other outlets. April 21 is final submittal date. 26th of April is lottery, May 5 is the acceptance date. A tighter schedule than previous years. Flyers will be delivered to all head-start programs, daycares.

c. Legislative session begins- How can we monitor and support?

Will reach out to NMCC to find out how to best support.

d. GC Training Recap and Discussion

i. Parent Advisory Council

Melissa discussing change of bylaws to have Parent Advisory Comm roles better match actual roles. Decided it can be left as is for the time being.

ii. Separate Finance and Audit Committees

Done per statue, put on paper. Should update bylaws to reflect change.

iii. Training New Members

Dawn and Melissa will head up this effort and ask council development committee to provide finishing touches.

#### **VI. Old Business**

a. None

#### **VII. Executive Session- [Limited to Personnel matters, Student discipline, Director]\***

a. None

#### **VIII. Items for next month's agenda**

a. . Review of Open Meetings Act

b. . Begin review of next school year's budget

c. . Charter school day at legislature

d. . Budget and calendar committees with meeting schedules was tabled

e. . Approve updated bylaws for finance, and audit committees.

f. .

g. .

#### **IX. Roles and Responsibilities**



- a. Refreshments for February 9<sup>th</sup> Meeting at Anansi Charter School: Michele
- b. Melissa McNulty: Making agenda, updating bylaws for finance and audit committees, read resolution, come up with standing refresher portion of meetings. Move forward with information that Michele finds on junk drive. Working on training manual. Helping Sage set up email. Contact Powlis about materials that were never sent for training.
- c. Andy Jones: Reach out to NMCC to find out about legislative goals. Check in with Roxanne. Followup with Perry on the website. Possibly attend school choice day on Jan. 23. Keep up with training dates.
- d. Roxanne Rane:
- e. Dawn Kittner:
- f. Cipry Jaramillo:
- g. Lisa Bushnell: Create new email and check it. Research employee leave policy and meet with members of the leadership team. Look at other school's governance policies and looking at potential for updates to our own policies.
- h. Sagen Asplund: Look at zip drive and review. Set up email. Organize and work on personal development. Keep up with training dates.
- i. Michele Hunt: Get update on website from Perry Penick, get photography done on website. Prepare for school choice day. Looking at junk drives. Refreshments.

**X. Final Comments and Announcements:**

**XI. Adjournment:** *MOTION:* I, Lisa Bushnell, move that the Anansi Governance Council adjourn. *Seconded by Melissa McNulty*

*X All Approved {X indicates All Approved}*

*Adjourned at: \_\_8:10 p.m.\_\_*

**\*Closing an Open meeting- THE LAW:** if any meeting is closed pursuant to the exclusions contained in Subsection H of the section, the closure: 1) if made in an open meeting shall be approved by a majority vote of a quorum of the policy making body; 2) the authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote in an open meeting; 3) the vote shall be taken in an open meeting; and 4) the vote of each individual member shall be recorded in the minutes. Only those subjects announced or voted upon prior to the closure by the policymaking body may be discussed in a closed meeting.


To Close: MOTION: I \_\_\_\_\_ move that the Anansi Governing Council convene in closed session as authorized by the limited \_\_\_\_\_ exception of the New Mexico Open Meetings Act relating to \_\_\_\_\_.

Opening session: Upon reconvening into Open Session, the Council Chair shall state that, "Let the minutes reflect that 'The only matter discussed during the Closed Session was the limited \_\_\_\_\_ specified in the motion for Closed Session.'"

MOTION: I \_\_\_\_\_ move that the Anansi Governing Council approve that statement that the only matter discussed in Closed Session was that of \_\_\_\_\_

Any ACTION regarding any items discussed in Closed Session needs to be motioned in open session

MOTION: I, \_\_\_\_\_, move that the Governing Council approve...

President:  Date 2/9/17

Secretary:  Date 2/9/17