

## 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  
Minutes- February 9<sup>th</sup>, 2017  
Location- Anansi Charter School

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

Attendance : "X" indicates present at meeting

Officers:   X   President: Melissa McNulty [2014],    Vice President: Andy Jones [2016]

  X   Treasurer: Roxanne Rane [2016],   X   Secretary: Dawn Kittner [2012]

Members:    Cipry Jaramillo [2011],   X   Lisa Bushnell [2015],   X   Sagen Asplund [2016]

Director:   X   Michele Hunt

Business Manager:   X   Sean Fry Vigil Group Representative. Via video conference/facetime [2017]

Public Attendance: (Teacher for Leadership) Nancy Stotts, Leadership

I. Call to Order at: 5:40

II. Approvals [Agenda/Minutes]

a. Agenda: February 9, 2017

b. Minutes: January 12, 2017

Amendments:

a. To Agenda: none

b. To Minutes: January 12, 2017: Michael Vigil, Sr. of 'The Vigil Group', new Anansi Business Manager to Public Comment to clarify, indicate that he was present for meeting

MOTION: I,   Dawn Kittner  , move that the Anansi Charter School Governing Council approve the 1) AGENDA for this meeting February 9, 2017; noting amendments above and 2) MINUTES of the regular meeting on January 12, 2017, recognizing the noted amendments as stated above.

Seconded by   Melissa McNulty   X All Approved {X indicates All Approved}

III. Public Recognition and Comment(s):

a. Student Leadership: None

b. Public: [Introduction and Comments] Teacher: Nancy Stotts

IV. Reports [Highlights, Questions, Comments]

a. Leadership Team: Presented by Nancy Stotts

i. K-3rd: K 100<sup>th</sup> day celebration, Blu went to Literacy and Math conference, 1-2<sup>nd</sup> grade unit studies on Canada and Mexico, Celebration of Learning March 1<sup>st</sup>/Dr. Seuss. Fun with Literacy night was positive, a bit rushed, go turn out. 3<sup>rd</sup> grade Spanish celebration of Learning, Legends of north lights project I-Station, best results in NM per Read to Lead Specialist, Dr. Mitchell

ii. 4th-6th: 4<sup>th</sup> biography, geology project, 5<sup>th</sup> grade

iii. 6<sup>th</sup>-8<sup>th</sup>: science fair, 13 students qualified for regional science fair. 7-8<sup>th</sup> grade working to strengthen the curric. Schedule change to front load morning w/positive energy which has improved outcomes. Afternoons electives. New behavior plan implemented and has been successful, if enforced.

iv. Enhancement: -no report

v. Additional: positive results for evaluations, RTI continuing to be evaluated or maintained, ski program going well,

**b. Financial Report Presented by Sean Fry and Roxanne Rane**

i. Budget Review: tight but positive, requested standing meeting for finance meeting to answer Q/A as new group. SB 114 passed may need to readjust /decrease budget. Audit officially released, reviewing or answering issues for audit.

ii. BARs: Budget Adjustment Requests (action) BAR# 26

**MOTION:** I, Roxanne Rane, move that the Anansi Charter School Governing Council approve BAR(s) number 26.

Seconded by Dawn Kittner X All Approved {X indicates All Approved}

iii. Audit Committee: Audit officially released 4 findings, one policy travel request already addressed, spending before we had a budget authority for a dollar, 2 other minimal findings and Friends of Anansi had no findings.

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

i. Short cycle assessment report: IStation reviewed shows improvement across K-3<sup>rd</sup> grade from First and second testing

ii. Quarterly report provided to the TMS Superintendent: go to 4 day work week proposed to reduce cost of staff, enhancement menu on Friday. Istation and assessment data added and presented to the Quarterly report. Good standing. In compliance. Attendance dipping for Anansi, Michele Hunt working with a couple of families regarding truancy

iii. Literacy Night: Nancy Stotts reported. Improve literacy through games, reading with child, understanding importance of literacy, make and take book mark and book walk.

iv. Professional Development Progress Report: Growth as mindset. Discovery Ed. Data around vocabulary to improve. Provide 4 hours of tech training for teachers to improve.

Success with Teacher Leadership to date; enjoy working together even when overwhelmed at times. Michele to establish a meeting once a month or so to touch base with teachers.

**d. Council Committee Reports**

- i. Finance: Melissa McNulty, Roxanne Rane: with Budget Review. Finance group establish finance meeting prior to GC meeting for planning to establish school and finance group. Come up with a standing meeting.**
- ii. Audit: Melissa McNulty, Dawn Kittner, Roxanne Rane: need to come together as a group to review audit so that can present at next GC meeting. Michele Hunt to link or send download to members of committee. Audit committee to meet 2/27 at 2:30 at school**
- iii. Facility: Sagen Asplund - reported see written report.**
- iv. Program: Cipry Jaramillo- Overall discuss of this committee dissolve or come up with role and responsibility of committee of committee so that not micromanage of director, but still have oversight of evaluation of overall Anansi program.**
- v. Council Development: Roxanne Rane, Lisa Bushnell, Melissa McNulty**

Melissa McNulty have policies from what past members worked on. Missing Folder D- Fiscal Management, Fiscal folder form 2011-2012.

**i. i. Social Services Program Development- pending**

- vi. School Advocacy: Roxanne Rane, Andy Jones**  
Small school Size adjustment passed through Senate Education committee going to finance committee then House Education Committee. Michele to speak to committees. Bill on Lease for charter schools. Bill has overall problems. Watch for letters and notices from school to address needs.

Andy and Roxanne to come up for roles responsibilities for School Advocacy Committee.

- vii. Parent Advisory (FAC): Melissa McNulty**  
Friends spoke of holiday sales of truffles and cards: \$10, 294. Spent \$3,037 for bus and \$5, 154 for scholarships.  
April 8<sup>th</sup> Saturday for Magic Show and bingo at Taos Mesa Brewery as a fundraiser. Try to have art show there as well.

**viii. Web Coordinator: Andy Jones**

Michele Hunt revised and have submitted facilities section, staff board directory with email, Title IX and Special Ed noted as well. Letter from Director completed. Photos submitted

**V. New Business**

**a. Change Governance Council meeting dates for remainder of 2016-17 school**

*year: new finance office has conflict with current date (action) Third Tuesday 5:30-7:30 noted as March 21<sup>st</sup>, April 18<sup>th</sup>, May 16<sup>th</sup> and June 20<sup>th</sup> Anansi as last meeting of the year.*

***MOTION:*** I, *Dawn Kittner* , move that the Anansi Charter School Governing Council approve new governance council meeting date to Third Tuesday for rest of school year. March 21<sup>st</sup>, April 18<sup>th</sup>, May 16<sup>th</sup> and June 20<sup>th</sup> as last meeting of the year at noted locations

*Seconded by*  *Melissa McNulty*   *X*  *All Approved {X indicates All Approved}*

**b. Establish Budget and Calendar Committees with meeting schedules: Budget committee and finance committee meetings will be at 4:00 prior to Governance Council meeting. Calendar committee Kelly Farewell as staff member and Lisa Bushnell as member**

**c. Approve Bylaws for Finance Committee and Audit Committee (action)**

See written drafts.

***MOTION:*** I, *Melissa McNulty* , move that the Anansi Charter School Governing Council approve the amendment to the Anansi Charter School Bylaws for the role responsibilities of the Finance Committee and Audit Committee

**d. Review of Open Meetings Act [Tabled]**

**e. GC Organization and Data Discussion Facilitated by Dawn set up Google Driver folders**

**VI. Old Business**

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

**a. None**

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

**a. Director Evaluation Survey**

**b. Begin review of next year budget; 2017-2018**

**IX. Roles and Responsibilities**

**a. Refreshments for March 21<sup>st</sup> at Anansi Charter School Dawn Kittner**

- b. Melissa McNulty: Agenda, establish budget review meeting for 2017-18 with Michele, Audit committee to review report 2/27<sup>th</sup> at 2:30. Budget meeting 21<sup>st</sup> 4:00
- c. Andy Jones: -
- d. Roxanne Rane: Budget meeting 21<sup>st</sup>, Finance Meeting 21<sup>st</sup>, report from Advocacy meeting and description of roles responsibilities, Social service policy truancy with social service
- e. Dawn Kittner: set up Google Drive for committees, reestablish PSA for GC meeting changes, publish new meeting to parent board and website. Discuss policy for attendance with Cipry Jaramillo
- f. Cipry Jaramillo:
- g. Lisa Bushnell: set up Anansi email, review Open Meeting Act, Review Google Docs, Leave policy review staff data,
- h. Sagen Asplund: read open meetings act, learn how to use Google documents and trainings or interested in a workshop.
- i. Michele Hunt: Leave policy data from staff to Lisa Bushnell, Leave donation bank state requirements to update, Vigil group change in calendar, State auditors website link, attend meetings, Vigil group training on budget March 21<sup>st</sup>.

**X. Final Comments and Announcements:**

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

*Seconded by Sagen Asplund All Approved {X indicates All Approved}*

**XII. Adjourned at: \_2016\_\_\_\_\_**

**XIII. \*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.

**XIV. 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 \_\_\_\_\_.**

- XV. 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."
- XVI. MOTION: I \_\_\_\_\_move that the Anansi Governing Council approve that statement that the only matter discussed in Closed Session was that of \_\_\_\_\_
- XVII. Any ACTION regarding any items discussed in Closed Session needs to be motioned in open session
- XVIII. MOTION: I, \_\_\_\_\_, move that the Governing Council approve...

XIX. President:  Date 3/21-17

XX. Secretary:  Date 3/21/17