

## 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- April 18, 2017

Location- Anansi Charter School Library

### 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]

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

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

Director: X Michele Hunt

Business Manager: X Mike Vigil, Vigil Group Representative.

Public Attendance: (Teacher for Leadership) , Leadership, Lisa Woolery Emily Ross

I. Call to Order at: 1735

II. Approvals [Agenda/Minutes]

a. Agenda: April 18, 2017

b. Minutes: March 21, 2017

Amendments:

a. To Agenda: none

b. To Minutes: Michele Hunt was present at the 3/21/17meeting

MOTION: I,    Melissa McNulty   , move that the Anansi Charter School Governing Council approve the 1) AGENDA for this meeting on April 18, 2017; noting amendments above and 2)

MINUTES of the regular meeting on March 21, 2017, recognizing the noted amendments as stated above.

*Seconded by*   Roxanne Rane   All Approved {X indicates All Approved}

III. Public Recognition and Comment(s):

a. Public: [Introduction and Comments] Lisa Woolery Emily Ross present a new Leave Policy: that was developed between staff and director: accrue days from 9 to 27, use as needed, sick leave bank: clarified verbiage, does not apply 1<sup>st</sup> year and how it is accrued, legal comparison with Pojaque and template from Vigil group

IV. Reports [Highlights, Questions, Comments]

a. Leadership Team: Presented by Lisa Woolery written and verbal

i. K-2nd: integrated studies of Africa: cooking singing acting and drumming

ii. 3rd-5th: Writing diary of an insect, PARC 4<sup>th</sup> grade garden haiku, test strategies test wise for Parc, science plant experiments variable and control, 5<sup>th</sup> grade simple machine participate in Invent Event by Twirl, business

iii. 6<sup>th</sup>-8th: student led conferences went well; 6<sup>th</sup> grade global social justice unit wrap up, news production, frog dissection, overnight to Explora and natural history museum; 7<sup>th</sup> wrap up social studies, genetics, dissecting fetal pigs, 2 night to Chaco

Canyon, 8<sup>th</sup> grade Anatomy and Physiology, creating math inspired bands (musical) financial documents and create ways to be most successful, committee to plan graduation, field trip TBD

iv. Enhancement: -

v. Additional: Earth Day Celebration on Friday

**b. Financial Report Presented by Mike Vigil and Roxanne Rane**

**i.** Budget Review: by expenditures more than r/t 3 pay period, cash flow ok, budget for next year- reestablished unit value to what it was at the beginning of 2016-2017 school year. Conservative approach for next year. Transition going well.

**ii.** BARs: Budget Adjustment Requests (action) BAR# \_32-\_36 clean up, no new moneys\_\_

MOTION: I, Melissa McNulty, move that the Anansi Charter School Governing Council approve BAR(s) numbers 32-36.

*Seconded by Roxanne Rane \_\_\_ X\_\_\_ All Approved {X indicates All Approved}*

**iii.** Budget Conference: summarized in Director' s Report- no big changes, insurance increasing cost.

**iv.** Audit Committee: Melissa McNulty, Dawn Kittner, Roxanne Rane: no report

**v.** Finance/Budget Committee: Melissa McNulty, Roxanne Rane: Budget reviewed; Roxanne Rane presented 137,000 in hole for next year; looked at 22 students/grade adds 67, 000\$- increase number we would not have to increase staff size. Now Take a close look at budget and expenditures that were one-time expenses to find more money. We might have to cut back on staff. Hoping to have budget to vote on in May so that it can be voted on before June TMS board meeting. Review line by line budget for next year.

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

**i.** Summary from Budget Conference

**ii.** Summary of lottery applications

**iii.** Update on Teacher evaluation progress

**d. Council Committee Reports**

- i. Facility: Sagen Asplund written and verbal – mtg April 12<sup>th</sup> Earth Day: painting tables, fencing and handicap bumps, mulching weeding playground area, clean rake rocks off grass and soccer field, weed grass 6<sup>th</sup> grade area, trash pick up. Parking lot –Alex Henri- three handicap bumpers donated, redress gravel in parking lot over summer, woodchips roof leaks on main building to see if expansion joint to help prevent further leaking landscaping. Bob Colignon contract for maintenance need proposal. Water system: installed front entry way completed. Rest room signs ordered.
- ii. Program: Melissa McNulty-No report
- iii. Council Development: Roxanne Rane, Lisa Bushnell, Melissa McNulty [policy] Rachel Kohlman going to work on finding old policies that were completed.
  - i. a. Social Services Program Development:
    - 1. Idea of creating policy/procedure if specific event would happen where we would want to bring in a specific social service provide i.e. grief or behavior specific
    - 2. Working with what ACS currently have: bulletin board for education or services/resources that address things that effect the education of the child i.e anxiety Spend a year educating on a topic i.e. anxiety
- iv. School Advocacy: Roxanne Rane, Andy Jones –
  - i. Outcomes of the legislative session: see written report/minutes
- v. Parent Advisory (FAC): Melissa McNulty –See written report: Friends Minutes
- vi. Web Coordinator: Andy Jones –Michele Hunt with Perry Penick
 

Michele has a bit of written work to do for the website, then it is just about ready to be launched

**V. New Business**

- a. Resignation of GC member: Cipry Jaramillo via email.
- b. GC Member Commitments: Melissa McNulty, yes; Andy Jones, yes; Roxanne Rane, yes; Sagen Asplund, Dawn Kittner, yes; Lisa Bushnell, absent
- c. Member Recruitment Plan: email and ask to visit meeting
- d. Leave Policy (Action)Discussed

I, Melissa McNulty, move that the Anansi Charter School Governing Council approve ACS Leave Section of the 2016-2017 Handbook Leave Policy [Staff/teacher]

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

- e. Director's Evaluation Form: Michele and Melissa McNulty completed and Parent evaluation sent out, sent to teacher's in later April after Leadership meeting.
- f. Amendment to charter to reduce Teacher In-Service Days from 14 to 13,  
Rationale: we are not using dates prior to the start of school for individualized testing; therefore, less are needed-

No need to amend charter school year as it will meet verbiage of charter and minimum days/hours

**VI. Old Business**

- a. None

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

- a. Personnel matter

To Close: MOTION: I Dawn Kittner move that the Anansi Governing Council convene in closed session as authorized by the limited Personnel matter exception of the New Mexico Open Meetings Act relating to a Personnel Matter. Seconded by Sagen Asplund  
 All approved

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 a Personnel matter specified in the motion for Closed Session.'"

MOTION: I Dawn Kittner move that the Anansi Governing Council approve that statement that the only matter discussed in Closed Session was that of a Personnel matter. Seconded by Andy Jones  All Approved

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

- a. Director's Evaluation (Closed Session)
- b. GC Evaluation Survey

- c. Plan date for special budget approval meeting
- d. Calendar Approval
- e. Enrollment
- f. Board Recruitment

**IX. Roles and Responsibilities**

- a. Refreshments for May 16<sup>th</sup> at Anansi Charter School Library: Roxanne Rane
- b. Melissa McNulty: Agenda, email Rachel and Rommy Dropbox and see if it can be recovered, Required certificates, committee responsibilities. Roles and Responsibilities to training package
- c. Andy Jones: Roxanne meet with Advocacy mtg
- d. Roxanne Rane: Advocacy mtg Andy, Social Service policy, written plan for board.
- e. Dawn Kittner: Lisa discuss board recruitment for next year.
- f. Lisa Bushnell: -none
- g. Sagen Asplund: Facility, GC Training in May
- h. Michele Hunt: parents for GC, website to finish, reminder to Leadership about director feed back form, Roxanne with Budget

**X. Final Comments and Announcements:** Michele Hunt bringing in Tim Burns, brain specialist to work with the different age bands on the brain.

**XI. Adjournment:** MOTION: I, Andy Jones, move that the Anansi Governance Council adjourn.

*Seconded by Roxanne Rane X All Approved {X indicates All Approved}*

**XII. Adjourned at:** 2000

**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\_\_\_\_\_

**XX.** Secretary: \_\_\_\_\_ Date\_\_\_\_\_