

## 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- October 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:  President: Andy Jones [2016]  Vice President: Open

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

Members:  Sagen Asplund [2016],  Leigh Trivino [2017]

Director:  Michele Hunt via phone

Business Manager:  Mike Vigil, Vigil Group Representative

Public Attendance (Teacher for Leadership): None

I. Call to Order at: 1745

II. Approvals [Agenda/Minutes]

a. Agenda: October 18, 2017

b. Minutes: September 20, 2017

Amendments

a. To Agenda: none

b. To Minutes: none

MOTION: I, Roxanne Rane, move that the Anansi Charter School Governing Council approve the 1) AGENDA for this meeting on October 18, 2017; noting amendments above and 2) MINUTES of the regular meeting on September 20, 2018, recognizing the noted amendments as stated above.

Seconded by Andy Jones   All Approved {X indicates All Approved}

III. Public Recognition and Comment(s):

a. Public: [Introduction and Comments] none

IV. Reports [Highlights, Questions, Comments]

a. Leadership Team: No member present

i. K-2nd:

ii. 3rd-5th:

iii. 6<sup>th</sup>-8th:

iv. Enhancement:

v. Additional:

b. Financial Report: Presented by Roxanne Rane

i. Budget Review: Vigil group has not made requested changes at present.  
Waiting to have Rents and Lease monies {BAR 4}

ii. BARs: Budget Adjustment Requests (action) BAR# 4

MOTION: I Roxanne Rane move that the Anansi Governing Council approve BARS #4 \$134,734.00 addressing rents and lease monies . *Seconded by Dawn Kittner. X All Approved {X indicates All Approved}*

**iii. Budget Conference:**

**iv. Audit Committee:** Dawn Kittner, Roxanne Rane, Michele Hunt, Amanda Allalunis (Friends of Anansi), and Serena Brown (Friends of Anansi): Dawn Kittner present (verbal and written report) Met 10/18/17 discussed roles, and schedule: Auditors coming 10/23-27 set up meeting right after that to address any findings, then meet another time to make sure that the findings are being corrected

**v. Finance/Budget Committee:** Roxanne Rane, Report presented by Roxanne Rane: Vigil group has not made requested changes at present as BAR was created for Rents and Lease monies. Mike Vigil will be present at November meeting, need one more person on finance committee, ask potential new members to be present at the budget meeting so that they understand how monies are used at Anansi. Look at budget need to increase in special education for 5 students that are in process with IEPs. Streamlining administrative funds, looking for places to stream line revenue and increase funds: contractor for Medicaid reimbursement, contractor for STARS reporting, and systems for better collecting of fees for services (credit card).

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

- i. Update from Charter Coalition**
- ii. BOY Student performance data**

**d. Council Committee Reports**

- i. Facility: Sagen Asplund written and verbal**
  - a. Inventory of items to discard/donate to other non-profit organizations – no action needed**
  - 6<sup>th</sup> grade roofing, cracks in expansion points and parapets
  - next meeting will be October 25<sup>th</sup>
- ii. Program: {Andy Jones} [5 min]**
  - Beginning of the Year Performance Data verbal report with Director Report
  - Andy Jones, to be member
- iii. Council Development: Dawn Kittner, Michele Hunt: Report presented by Dawn Kittner {verbal/written}**
- iv. School Advisory: Andy Jones, Leigh Trivino, Presented by Andy Jones [verbal and written report]**
  - Roxanne Rane stepping down so there is not a quorum

- Legislation representation: Bobby Gonzales and Carlos Ciseneros, plan to come to school
  - Michele meet with NM Charter Coalition to be on the same thought
- v. Parent Advisory (FAC): Sagen Asplund verbal and written report
- School Zone Lights sign slow down vehicles during morning and afternoon drop of and end times
  - parents as partner forms and fees
  - Meeting with Michele in mornings going well.
  - Endowment funds for councilor, administrative assistant. Contractor appointments
  - \$8,000 from parent fees
  - Teacher bank cards for class room supplies
  - Crosswalk with in parking lot of school
  - Removing chamisa in front of 1<sup>st</sup> grade
  - Reader log drawing occurred
  - Art cards, in process
  - Truffles meeting: Nov 30<sup>th</sup> ganache making perhaps at TSV. Making Dec 2<sup>nd</sup> 09-1700. Food and child care available for volunteers
  - Bingo at brewery in spring/ separate from kid art show.
  - Request a GC wish list for school needs by Oct. 27<sup>th</sup>
    - a. Differ the wish list

**V. New Business**

- a. Board Training Debrief: reviewed thought it was better than Coalition training, appropriate for GC
- b. Board Training Opportunities for untrained members: 11/4 in Taos 12/8 & 9<sup>th</sup> in ABQ
- c. State Charter Conference: 12/8<sup>th</sup> and 9<sup>th</sup> Agenda is not on website
- d. Publish GC Officers and what we do in ACS Director Newsletter: Advocacy committee to draft for newsletter
- e. Transportation negotiations- Covered with Director Report
- f. Amend Bylaws to update Mission and Vision (action): Discussion, no action delay after formatting changes and verbiage for accuracy, Dawn to work with Andy Jones for review
- g. Check signers for ACS fiscal year 2017-18 (action): update signers to current members
  - i. Remove: Melissa McNulty
  - ii. Add: Sagen Asplund
  - iii. Keep: Roxanne Rane and Dawn Kittner

**MOTION:** I *Dawn Kittner* move that the Anansi Governing Council approve the above noted GC members as check signers for Anansi Charter school for the 2017-2018 year. *Seconded by Roxanne Rane. X All Approved*

**VI. Old Business**

**a. Governance Council Member Recruitment:** continuing; Taos community foundation suggested a person; Brooke Zantell next, Peggy Nicamp, Heather Nelson all for next year.

**b. SWS Review:**

- i. template for all of the committees to use: for purpose and roles and responsibilities and follow through on meeting notes.
- ii. Committee folder / timeline or frame work so that
- iii. Goals for each committee: being addressed
- iv. Director Strategic plan to be made and followed by Andy and Leadership committee
- v. Address Governance Council Goals as standing item
  1. Enhance Board Diversity
  2. Solidify and Organize School and Governance Council Policies and Reports
  3. Develop Strategy for shorter more productive meetings
  4. Strengthen committees to be more productive and focused
  5. Support Michele in developing a plan for long term leadership and sustainability for Anansi
  6. Community Representation

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

**a. None**

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

- a. Alignment with NMCCS and other schools
- b. 90-day plan for Director
- c. Legislative Priorities
- d. Amendment to the Bylaws

**IX. Roles and Responsibilities**

- a. Refreshments for November 15, 2017 meeting: Sagen Asplund
- b. Andy Jones: Bylaws, newsletter blurb to Michele, agenda, meet with Leigh for Advocacy

- c. Roxanne Rane: Audit, meet Nov 2<sup>nd</sup>, Finance committee prior to next meeting, work on Finance policies, bylaws, check signing with Sagen
- d. Dawn Kittner: Audit next week, Check signing with Sagen next, Bylaws formatting and verbiage changes, Work on Policy committee obligation, Templates for committees,
- e. Sagen Asplund: go to Bank for signer, chair facility and grounds meeting, coordinating for Truffles,
- f. Leigh Trivino: -
- g. Michele Hunt: going to work on policies for Employee section, meeting on Friday with Coalition leaders, become Procurement Officer by Friday, meeting with Jen Scott, 90-Day plan with Andy Jones, progress feeder school relationship with district high school

X. Final Comments and Announcements: none

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

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

a. Adjourned at: 1933

\*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...

XII. President:  Date 11/15/17

XIII. Secretary:  Date 11/15/17