

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

Agenda- September 19, 2018

Location- Anansi Charter School

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

Attendance: "X" indicates present at meeting

Officers: __ President: Andy Jones [2016] X Vice President: Sagen Asplund [2016],

Members: X Leigh Trivino [2017], X Joan Malone [2018], ___ Aaron Livingston [2018]

Director: X Michele Hunt by phone

Business Manager: ___ Mike Vigil, Vigil Group (___ via phone)

Public Attendance:

Student representatives: None

Leadership Team member: none

Community/public: none

Call to Order at: 17:35

II. Approvals

A. Agenda: *MOTION*: I, Sagen Asplund move that the Anansi Charter School Governing Council approve the 1) AGENDA for this regular meeting, September 19, 2018. *Seconded by Joan Malone X All Approved {X indicates All Approved}*

B. Minutes *MOTION*: I, Leigh Trivino move that the Anansi Charter School Governing Council approve the MINUTES of the governance council meeting of August 15, 2018. *Seconded by Sagen Asplund X All Approved {X indicates All Approved}*

III. Public Recognition and Comment(s):

A. Jose Espinosa present to discuss copier and bus purchase options. For details, see New Business Section V. F:copier and V. M:bus.

B. Joan Malone and Aaron Livingston have completed 7 hours of NM PED training and are now officially voting GC members.

IV. REPORTS [Highlights, Questions, Comments]

A. Leadership Team - None

B. Financial Report: Mike Vigil, Jr, The Vigil Group - not present

1. Budget Review - in good condition per Michelle Hunt

2. BARs: Budget Adjustment Requests (action)

a) Bar 6 - E-rate \$ - into general supplies and materials

b) Bar 7 - GRT \$ - put into other services, supply assets

MOTION: I, Leigh Trivino, move that the Anansi Charter School Governing Council approve BARs 6-7 Secoded by Sagen Asplund _ _X_ All Approved {X indicates All Approved}

3. Audit Committee: Amanda Allalunis and Michelle Hunt attended Audit Entrance Mtg. Our audit will begin in late October. First will do district then charter schools. Same auditor. Ready to go, we are completely prepared for audit when it happens.

4. Finance/Budget Committee: Did not meet.

C. Director's Report

1. PARCC Results for 2017-18 school year - slipped a little in # proficient language arts, but improved in other levels. Hope to continue trajectory of growth. In Math, up a bit in meeting expectations. Great year last year, improvement. Blue Ribbon school!! Another A!

- Joan invited to program improvement meetings every other Tues.

2. Orientation outcomes - great attendance, good feedback on parking lot. Format working.
3. Enrollment Update - Balanced M/F ratio. Classes full. Waiting lists for every grade.
4. Zipp Slip - for bill paying and communication- Going to replace OneCall system and will allow mass texts and emails for families. Enrollment ppwk, field trip ppwk, all will be paperless and will allow online submission. Will streamline billing, lunch orders, and Friends' fundraising. Hope to improve on-time and easy payments by parents. Tracy working on spreadsheet for initiation.
5. Powerschool- another online program - grades, attendance and behavior for grades 6-8 for students and parents to check grades and school info. A work in progress
6. ACS Staff EQ Charter - developed by staff with Michelle. May wish to consider developing a GC EQ charter at SWS. Key questions, brainstorming.
7. ACS Mini Handbook of Procedures - review it.

D. Council Committee Reports

1. Facility: Sagen Asplund - met Mon, Sept 17 - staff gate sensors adjusted, need to train staff. bus gate needs shield for chain. parking lot - positive feedback. courtyard re-seeded successfully. SB9 funds for mortgage. GRT funds will be used for copier, bus, irrigation system repairs. Hope to re-plaster and sealing, estimated to cost \$130,000. Perhaps by this summer. Will seek at least 3 bids. Would like 4-6 cameras - possible system w/ cameras, intercom, and front door buzzer. Acoustics in grades 3-6 need work, researching sound science and options, considering cost, safety. Want to re-seed front field but need to establish watering system. Seeking facility

committee member to interact w/ acequia meeting to access our irrigation rights. Possible to re-seed in spring if water and sprinkler system. Garden project, but unclear if resources available. Budget - GRT ~ \$245,000 and SB9 ~ \$68,000.

2. Program: ? no meeting
3. Council Development: Michelle reported 2 potential GC candidates, will try to see if they can attend October meeting.
4. School Advocacy: Andy Jones, Leigh Trivino - did not meet
5. Parent Advisory (FAC): Sagen unable to attend; Joan has volunteered to be new liaison starting next month, thank you Joan !

V. New Business

A. Gifted Education Identification Policy (action) - Verbally reviewed by Michelle. Moving to screening called coGAT, basically an IQ test that can be administered by a teacher. We are screening students with that, if they score ≥ 130 they will be moved for further eval. This is an up-to-date test accepted by NM PED for identifying gifted kids. It serves as screener and diagnostic, saves money and testing time. We will get the official policy at a later time.

MOTION I, Leigh Trivino, move that the Anansi Charter School Governing Council approve the Gifted Education Identification Policy Seconded by Joan Malone X All Approved {X indicates All Approved}

B. Amendment to the Leave Bank Policy (action) - Only 14 faculty members joined the leave bank, so instead of requiring 25 days to keep it alive the members asked if we could reduce the requirement to 14 days in the bank or the equivalent of the number of staff members in the bank.

MOTION_I, Joan Malone_, move that the Anansi Charter School Governing Council approve the Leave Bank Policy Change *Seconded by _Sagen Asplund_ _X_ All Approved {X indicates All Approved}*

- C. Approve Date & Time for New Board Member Orientation to ACS (action) - tabled to next meeting (Andy not in attendance)
- D. Approve place and date for Strategic Work Session (action) - potential date - October 21st 2:00-4:00 pm. Members present advocate for a afternoon meeting.
- E. Approve Agenda for Strategic Work Session(action) - Michelle to write
- F. Approval of Copy Machine Purchase (action) - Jose Espinosa here to report. 3 quotes. Best quote Santa Fe business products. Lease vs. purchase. Lease total \$7,589 vs. purchase \$ ~ 11,000. \$74.50/mo for maintenance (includes ink, toner, etc. We pay staples and paper). Will have warranty.. Have to buy a contract to maintain it. Currently we are leasing 2/2 we did not have \$ to purchase. Per Michelle we need a 2nd machine.

MOTION to approve purchase for \$7,589.34 by Sagen Asplund : I, Sagen Asplund, move that the Anansi Charter School Governing Council approve this purchase of a copier. *Seconded by _Joan Malone_ _X_ All Approved {X indicates All Approved}*

- G. Project Plan for the GRT Funds - under development, tabled to October Meeting
- H. Inventory of items to discard/donate to other non-profit organizations (action) - none at this meeting
- I. Host legislators meeting on accomplishments and goals - tabled to October Meeting
- J. Governance Council Officer Election - *MOTION: I, _Sagen Asplund_*, move that the Anansi Charter School Governing Council approve Leigh Trivino to be Secretary

Seconded by _Joan Malone_ _X_ All Approved {X indicates All Approved}

Election of treasurer tabled to next meeting as insufficient members present at current meeting.

K. Update financial letter to current members - need to decide if all board members allowable signers - DECIDE. Michelle/G drive has a formal letter to type up to remove old signers (Roxanne and Dawn) and add new signers (board proposes: Andy, Sagen, Leigh; Aaron?) and remove old signers (Dawn and Roxanne), take minutes to bank, letter signed by board president and secretary, and take this all to bank and they will advise on process (appointment, with ID, all together or ad lib?).

L. Report GC evaluation for 2017-2018 year and goals for 2018-2019 year - tabled to October Meeting

M. Bus Purchase Approval (action) - Jose Espinosa here to present. in Las Cruces found a Bluebird bus for \$15,000 including delivery to Las Vegas, NM it will get new filters, fluids, belts, inspection (required 2x/yr). Field trip and activity bus, seats 71 passengers. We will have to pay \$1,500/yr insurance on bus. But will save a significant amount of money on cost of field trips. In the end we'll come out ahead. Cost of contracting w/ TMS for a bus is roughly \$8,000/yr. We'll have to hire bus drivers. We can use it for winter sports program. Will NOT replace day-to-day transportation buses. Jose anticipates we'll have it for 10 more years (estimated it will last in good functioning that long). GC Board MOTIONS to approve it contingent upon the bus passing inspection and under the recommendation of Jose Espinosa's personal inspection of bus we would approve its purchase on behalf of the school for \$15,000.

MOTION_I, Joan Malone_, move that the Anansi Charter School Governing Council approve the above motion to purchase a school bus for \$15,000. Seconded by _Sagen Asplund_ _X_ All Approved {X indicates All Approved}.

VI. Old Business

- A. Parking Lot Improvement Proposal (action) – tabled at August meeting.
Question whether this old business relates to improvements already completed.

VII. Executive Session- [Limited to Personnel matters, Student discipline-Director]*
none

VIII. Items for October agenda:

- A. Host Legislators meeting on accomplishments and goals (priority)
- B. Governance Council Officer Election - Treasurer
- C. Potential new board members - Michelle to invite

IX. Roles and Responsibilities

- A. Andy Jones - not present
- B. Sagen Asplund - will email Friends that Joan will be new liaison, will attend Facility Meeting in early October
- C. Leigh Trivino - look for bank signer letter (plan to continue Sagen, add Leigh, Andy, and possibly Aaron, remove Roxanne and Dawn), email Michelle her roles/responsibilities, finish minutes, get approval, post preliminary minutes and final on website, make announcements of next meeting on KTAOS and KNCE
- D. Aaron Livingston - not present
- E. Joan Malone - will be Friends Liaison, Wednesday morning meetings same day as GC mtg; will be attending improvement meetings with Michelle every other Tuesday
- F. Michele Hunt - build SWS agenda, board evaluation, assist facility committee to develop project plan and master facility plan updates, remaining policies (gifted identification).

X. Final Comments and Announcements: none

XI. Adjournment **Adjournment:** MOTION: I, Joan Malone, move that the Anansi Governance Council adjourn. *Seconded by Sagen Asplund. X_ All Approved {X indicates All Approved}*

Adjourned at: 19:11

President: _____ Date: _____

*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 9/15/18

Secretary:  Date 10.22.18