

## 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.

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Anansi Charter School Governing Council  
DRAFT Minutes- June 18, 2019  
Location- Anansi Charter School

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

*Attendance: "X" indicates present at meeting*

*Officers: X* President: Andy Jones [2016](arrived 17:36); *X* Vice President: Sagen Asplund [2016], Secretary: Vacant Interim Treasurer:    Aaron Livingston [2018], Members: *X* Joan Malone [2018], *X* Jake Caldwell (Acting Secretary) [2018], *X* Elaine Taylor [2018] (arrived 18:14).

*Director: X* Michele Hunt

*Business Manager:*Mike Vigil, Vigil Group

Public Attendance: Angela Scarlata

Student representatives: none

Leadership Team member: none

Call to Order at: 17:38

### I. Approvals (consent agenda)

A. Agenda June 18, 2019

B. Minutes May 15, 2019

*MOTION:* I, Jake Caldwell, move to amend the Agenda to move item VII (Executive Session: Director's Evaluation) up to item III and to approve the Agenda for June 18 with that Amendment as well as to approve the Minutes of the May 15, 2019 meeting: *Seconded by Joan Malone. X All Approved {X indicates All Approved}*

### II. Public Recognition and Comment(s): (NO COMMENTS)

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

A. Director Evaluation

MOTION: I, Jake Caldwell, move to go into executive session pursuant to NMSA 10-15-1(H)(2) to discuss limited personnel matters. No other matters will be discussed and no action will be taken. *Seconded by Andy Jones. X All Approved {X indicates All Approved}*

Governance Council then went into closed session.

REPORT: Jake Caldwell made a report that the Board went into executive session pursuant to NMSA Section 10-15-1(H)(2), and discussed the Director Evaluation and that no other items were discussed and no decisions were made.

MOTION: I, Elaine Taylor, move to accept Jake Caldwell's report and to come out of Executive Session. *Seconded by Joan Malone. X All Approved {X indicates All Approved}*

OPEN SESSION

IV. REPORTS [Highlights, Questions, Comments]

A. Leadership Team (No report (summer))

B. Financial Report: Mike Vigil, Jr, The Vigil Group

Mike Vigil not present, report delivered by Michele Hunt

1. Budget Review. In the process of final reconciliation of FY2019 Budget. Ending the year with \$27,000 in cash reserves (having anticipated \$6,000); In Instructional budget, likely will reconcile at 100% expended. Still hopeful to receive Medicaid reimbursement for SE services. Admin budget had one unforeseen expenditure to reimburse School District for bond election costs. No major variances otherwise.

2. Legislative action implications (No Report)

3. BARs: Budget Adjustment Requests (action)

Discussion about BAR approval. GC approved BAR 28 at the prior meeting and Michele will clarify the reconciliation of Bar 28 with Mike Vigil.

4. Audit Committee: (No update)
5. Finance/Budget Committee (No Update)

C. Director's Report

1. Safe School/ Facility Plan

The plan is 90% complete. Following aspects still being updated:

- a) Pest extermination practices
- b) Egress for active shooter through back of campus
- c) responsibilities for documentation
- d) re-location plan for evacuation of campus

2. Short Cycle Assessments Data

a) IStation:

(1) 65% of students (56) met the grade level expectations for overall reading

(2) 19% (16) are approaching grade level and will need classroom intervention

(3) 15% (13) in grades K-3 require intensive support (77% of these have IEPs for reading disabilities)

(4) At the start of the year, 38% of the students (31) were at grade level benchmarks, 29% were nearing benchmarks, 33% required intensive interventions

b) MAP:

(1) Math results: 64% met growth targets; 73% scored above mean

(2) Reading: 66% met growth targets; 76% scored above mean

(3) Language Use results: 64% met expected growth targets; 73% scored above mean

c) Other notes: 85% of 8th grade students passed Algebra I assessment and majority placed into spanish avant

3. Fiscal Year 2020 Strategic Plan

Board and Director plan to meet in August/September

4. Staff Evaluations

Current average days missed is 7 days for Anansi staff. Director is conducting an impact study to determine impacts.

5. Extended Year Program Update

Jump-start summer program filled easily and has a short waiting list. Staffing is complete and program planning is in progress.

6. Focus Area Plan Update

Focal points for next year:

a. Building upon increasing student engagement through lesson planning structures

b. Strategies to support students recovering from trauma/stress

c. Direction instruction in the middle school ELA/Social Studies

d. Implementation of IReady

e. Resources for students recovering from trauma

f. Considering a collaborative community school approach with Arroyos del Norte

7. Enrollment Advertising

a) Letter to parents on the waiting list at Taos Charter School

b) Weekly Anuncios in the Taos News until vacant spots (2in Grade 7)) are filled

D. Council Committee Reports

1. Program: Joan Malone (no update)
2. Council Development: (no update)
3. School Advocacy: Andy Jones (No update)
4. Parent Advisory (FAC): Joan Malone

Friends Committee meeting is June 26th. Joan reported she will no longer be able to serve on the committee in FY2020.

V. New Business

A. Technology Discard

Review of list of discarded technology handled by Tech Solutions.

MOTION: I, Andy Jones, move to approve the discard of technology (23 Dell computers) as well as Edition 2007 addition of 3rd grade math books pursuant to all required procedures; *Seconded by Elaine Taylor. X All Approved {X indicates All Approved}*

B. Approval of new board member for 2019-2020, Angela Scarlata (Action)

MOTION: I Andy Jones, move to approve Angela Scarlatta as new Governance Council member whose term will commence in July, 2020. *Seconded by Sagen Asplund. X All Approved {X indicates All Approved}*

C. Review GC member terms and recruitment plans; Tabled

D. Parent Engagement

Discussion about one member of Governance Council attending committee meetings for purposes of planning for the school orientation on August 14 and developing deeper parent engagement plan. Andy Jones offered to play that role.

E. Strategic Work Session Date

Jake sending out a doodle poll for late August/early September

F. New member on-board training

Joan to connect with Angela

G. Approval of IT Contract (action)

Presentation of Community Tech Solutions Contract for 3 years (Through FY2023); Annual contract for \$23,000 plus GRT to manage technology equipment and create technology strategic plan, E-rate support, professional development and support to users, equipment updates and maintenance.

MOTION: I, Jake Caldwell, move to approve the proposed contract with a 1-year term and the right to renew for two additional one-year terms and on the condition that procurement officer verify compliance with procurement policies and requirements. *Seconded by Joan Malone. X All Approved {X indicates All Approved}*

H. Approval of Cleaning contract (action)

Presentation of Contract for \$259 per day for 16 hrs per day, a total of \$46,620 plus GRT for FY2020, with vendor Anna Acosta.

MOTION: I, Joan Malone, move to approve the contract with vendor Anna Acosta contingent on verification by procurement officer that procurement requirements have been met. *Seconded by Elaine Taylor. X All Approved {X indicates All Approved}*

I. Approval of Facility Maintenance Contract (action)

Presentation of renewal of prior contract for \$14,000, from July 1 to June 30 for facility maintenance.

MOTION: I, Jake Caldwell, move to approve Contract for \$14,000 with Jose \_\_\_\_\_ for FY2020. *Seconded by Joan Malone. X All Approved {X indicates All Approved}*

J. Approval of Vigil Group Contract (action)

MOTION: I, Joan Malone, move to approve the renewal of contract for \$55,620 (Plus GRT) to the Vigil Group for Financial Management services. *Seconded by Sagen Asplund. X All Approved {X indicates All Approved}*

K. Approval of Director Contract (action)

Discussion regarding compensation environment, Director's length of service, and experience. The Board provided very positive feedback regarding Director performance and discussed ways to bring salary in line with all of the above while staying fiscally conservative in an era of lots of unknowns.

MOTION: I, Andy Jones, move to approve contract with Michele <sup>Hint</sup>Hint with an annual salary of \$82,000, for FY2020. *Seconded by Sagen Asplund. X All Approved {X indicates All Approved}*

VI. Old Business

- A. Safe School Plan Update (See IItem IV(C(1) above)
- B. Onboarding of new members update (no new update)
- C. School mortgage refinance update (no longer being pursued)

VII. Items for August agenda:

- A. Open Meetings Act Resolution
- B. Appointment of GCs as Officers and to Committees

VIII. Roles and Responsibilities

A. Andy Jones

Agenda for next meeting; Join Committee for planning the engagement fair

B. Sagen Asplund

Take care of signing for bank

C. Aaron Livingston

D. Joan Malone

Help Angela figure out training options

E. Jake Caldwell

Doodle Poll

Work with Michele on Procurement

F. Elaine Taylor

G. Michele Hunt

- investigate procurement procedure requirements for contracts, cleaning, finance, IT services
- Communicate with School Tech to shift their contract to a 1 year with option to renew annually
- type up the board calendar for 19-20 school year, and send out to members
- set up meeting for parent engagement fair committee
- get an email address in the Anansi google platform for Angela Scarlata
- prepare the open meetings act resolution
- pick up docs from Andy on friday
- scan and send all documents to Perry to update our website with GC minutes and agendas

IX. Final Comments and Announcements



A. Angela Scarlatta investigated the cost to fill the water storage tank. For 20,000 gallons would be \$1,600.

X. Adjournment

*MOTION: I, Andy Jones move to adjourn. Seconded by Jake Caldwell. X All Approved {X indicates All Approved}*

Adjourned at 9:45 pm.

President: \_\_\_\_\_



Date: \_\_\_\_\_

7/30/15