

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
DRAFT Minutes- September 18, 2019
Location- Anansi Charter School

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

Attendance: "X" indicates present at meeting

Officers: X President: Andy Jones [2016]; *X* Vice President: Sagen Asplund [2016], Secretary: Vacant Interim Treasurer: *X* Aaron Livingston [2018], Members: *X* Joan Malone [2018], *X* Jake Caldwell (Acting Secretary) [2018], *X* Elaine Taylor [2018], *X* Angela Scarlata [2019]

Director: X Michele Hunt

Business Manager: __ Mike Vigil, Vigil Group

Public Attendance: Amy Trevino; Rhea Fulbright;

Student representatives: none

Leadership Team member: Kelly Farewell (4th Grade teacher)

Call to Order at: 17:35

II. Approvals (Consent Agenda)

A. Agenda September 18, 2019

B. Minutes August 21, 2019 and September 9, 2019 (Strategic Work Session)

*MOTION: I, Angela Scarlata move that the Anansi Charter School Governing Council approve the agenda for the September 18, 2019 meeting and the minutes for the August 21, 2019 Regular Meeting AND the minutes for the September 9, 2019 Strategic Work Session. *Seconded by Sagen Asplund. X All Approved {X indicates All Approved}**

III. Public Recognition and Comment(s):

A. Public- Introductions and Comments

1. Introduction of newly interested board members

Amy Trevino and was introduced. (Rhea Fulbright arrived later)

IV. REPORTS [Highlights, Questions, Comments]

- A. Leadership Team (See attached)
- B. Financial Report: Mike Vigil, Jr, The Vigil Group (No Report)
 - 1. Budget Review (By Michele)

High-level overview of budget; Revenues in line with anticipated expenditures with some exceptions yielding total \$119,604.58 deficit in Operational budget (the bigger items in operations are \$37,285 deficit in Instruction, \$30,556.23 deficit in Support Services-Students, \$29,915.21 in Central services) and total overall deficit of \$41,890.55. Michele will identify where gaps in budgeted vs. actuals are coming from.

- 2. BARs: Budget Adjustment Requests (action)

MOTION: I, Aaron Livingston, move that the Anansi Charter School Governing Council approve BAR 076-006-1920-006-I (Bar #6), an increase in cash carryover of \$5,450 as determined by final submitted Cash Report and school's reconciled trial balance. *Elaine Taylor seconded; X All Approved {X indicates All Approved}*

- 3. Audit Committee:

Just held audit entrance meeting; Audit process will actually commence in mid-to-late October and should last about 3 days; Should have audit results beginning of November.

- 4. Finance/Budget Committee:

(No report)

- C. Director's Report

1. New Alignment of Science Curriculum, grant to fund updates

We worked to develop an understanding of the conceptual shifts in the science standards, particularly in grades kindergarten through fifth grade. We then looked at the standards tools on the Next Generation Science Standards website, and then we looked at the upgrades and recommendations for our FOSS science curriculum for the K-5 classrooms. We committed to a plan to upgrade the science curriculum over the next two years, see the attached updated curriculum topic map by grade levels. I submitted a \$2,500 grant to the LANL Foundation to assist in the purchasing of the upgrades.

**Anansi Charter School
K-8 Science Curriculum Map**

FOSS Kit for Science Units per grade level. Yellow = the unit that would like to upgrade with its FOSS Next Gen Components for the 19-20 School Year. Orange= the unit that would like to upgrade with its FOSS Next Gen Components for the 20-21 School Year.

| Grade | Life Science | Earth Science | Physical Science |
|--------------|--|--|--|
| Kindergarten | Animals Two by Two NEW | Trees and Weather NEW | Materials in Motion |
| First | | | |
| Second | Insects and Plants upgrade | Pebbles, Sand, and Silt upgrade | Solids and Liquids new |
| Third | Structures of Life (New Purchase) | Weather and Climate aka Water and Climate (new purchase) | Forces and Interactions aka Motion and Matter (new purchase) |
| Fourth | Environments - upgrade (but requires a bunch of animals, and an aquarium!) | Soils, Rocks and Landforms - upgrade | Energy -New Purchase |
| Fifth | Living Systems | Solar Energy | Mixtures and Solutions Levers & Pulleys |
| Sixth | | Geology Planetary science | Energy/electricity |
| Seventh | | | |
| Eighth | | | |

<https://www.deltaeducation.com/foss/next-generation>

2. Instructional coaching cycles

We are using a portion of our Title II Funds this year in order to provide 8-week coaching cycles for the following purposes:

- Streamlining lesson planning to get the most out of student assignments
- Differentiating in lesson planning to meet the needs of diverse learners using the curriculum and the I-Ready Tool
- Increasing interactivity in the direct instruction model
- Creating clear curriculum maps and lesson plans in preparation of a semester long substitute

3. New teacher evaluation system summary

- Each teacher shall receive three walkthroughs that are focused on feedback around the elements and domains of the rubric. The scores from the walkthroughs will not be used in the teacher's summative evaluation.
 - Timeline for walkthroughs are as follows:
 - Walkthrough #1: Within the first forty-five days of school
 - Walkthrough #2: Complete by December 10, 2019
 - Walkthrough #3: Complete by May 8, 2020
- Teachers are required to develop a Professional Development Plan within the first forty-five days of school and upload it to the Frontline tool.
- Domain 1 Scoring Form: Complete by December 10, 2019
- Domains 2 & 3 Observation: Complete by May 8, 2020
- Domain 4 Scoring Form: Complete by May 8, 2020
- End of year Summary by Evaluator: Complete by May 8, 2020

4. Update on new short cycle assessment

Students are in nearing completion of the Beginning of Year Short Cycle Assessment, I-Ready. The instructional platform that is connected to the assessment tool is extremely helpful to teachers for planning individualized and small group support for each student regardless of level. A baseline report will be provided at the October meeting. We have a professional development day planned for September 27th to learn to navigate the many tools included in the program.

5. Items to look forward to in October meeting

- Director's PDP
- School-Wide Strategic 90 Day Plan
- Summary of Teacher Evaluations for FY19
- Baseline Data Report for short cycle assessments

D. Council Committee Reports

1. Facility (Angela Scarlata):

Next meeting Monday from 3:30-4:30

2. Program: Michele Hunt (See Director's report above)

3. Council Development: (needs leader)

Jake will propose some issue areas/disciplines/subjects to discuss in future board meetings to develop GC capacity

4. School Advocacy: Andy Jones

No update

5. Parent Advisory (FAC): Sagen Asplund

No update

V. New Business

A. Communicate with Legislators regarding loss of small school size funding, inadequate funding to meet mandates, rural status for Taos (priority for September)

The perception from legislators is that the Charter School voice is too small. Need to work in concert with other northern charters to develop a stronger voice. Obviously, with the very sad loss of Senator Cisneros, it's even more important to develop a unified voice. As the legislature inevitably considers an adjustment to the small school size funding, it will be important to develop educational materials/messages about the value of small schools.

B. Governance Council Officer Election

General discussion about Officers and roles across Board. Aspiration of GC is that the Treasurer position would meet with Mike Vigil in advance GC meetings and come to meetings with an impression of strengths/weaknesses/issues in budget. Secretary role will be offered some training in Open meetings act, other processes integral to that role. Vice President will work with Director on policies and evaluation. President will develop agendas and run meetings.

***MOTION:** I, Joan Malone, move to appoint Aaron Livingston as Treasurer; Angela Scarlata as Secretary; Jake Caldwell as Vice President, and Andy Jones as President of the Governance Council. *Seconded by Sagen Asplund. X All Approved {X indicates All Approved}**

C. Approval of contract with Henry Architects for bid document preparation and facility project management (Action)

Consideration of contract with Henry Architects to provide schematic design, design development, construction documents, bidding and negotiating and construction contract administration and oversight services in the amount of \$19,336.00 for architects fee (exclusive of GRT) plus \$18,975.00 for Engineers fees (exclusive of GRT for a combined Total Design Fee of \$41,112.50 (inclusive of GRT)

MOTION: I, Jake Caldwell move to approve the Contract with Henry Architects with the condition that the exclusion #9 regarding bidding, negotiations and construction administration be removed as an exclusion. *Seconded by Sagen Asplund. X All Approved {X indicates All Approved}*

D. Increase pay for substitutes to \$13/hour

MOTION: I Joan Malone move to improve the increase for substitute pay from \$11.00 to \$13.00 per hour. *Aaron Livingston seconded. X All Approved {X indicates All Approved}*

E. Potential new board member introduction

Amy Trevino has substantial experience in charter school finance, management and governance. She is prepared to commit to serving on GC. Rhea wants to get more involved in Anansi. Will consider the prospect of serving on the GC or on a committee to get to know better.

F. Taos Governance Council Training Date moved to Nov. 2

Just a reminder among GC members to register for that training

G. By-Law Review: Jake

Jake indicated that there is no pressing need to update bylaws (last updated June 2018)

H. Council development plans

See Council Development notes above. Each GC member has been asked to submit subjects of interest to cover as part of council development.

VI. Old Business

A. Approval of Staff handbooks, Parent Handbooks, Mini Handbook of Procedures (action, with recommendations)

Tabled to next meeting

B. Anansi Day School lease and 5 year plan discussions

Friends Board representative along with Sage, Angela and Michele will arrange to meet with Day school representatives.

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

VIII. Items for October agenda:

A. Reconsider date of December GC meeting

B. Consider adding/removing GC committees

C. Appointment of GC members to committees

D. Policy Review and discussion of GC capacity-building approach; GC member interests in subjects; policies; issues to cover

E. Staff, Parent and Mini Handbook review, discussion and possible approval

F. Possible addition of new members, particularly Amy Trevino to GC

IX. Roles and Responsibilities

A. Andy Jones

1. Agenda

2. Identify interests for council development

3. Review staff, parent policies

B. Sagen Asplund

1. Identify interests for council development

2. Liaise with Friends Group

C. Joan Malone

1. Identify interests for council development

D. Aaron Livingston

1. Meet in advance with Mike/Michele to discuss budget

E. Jake Caldwell

1. Policy review (come and retrieve external drive)
2. Council development framework
3. Meet to discuss Anansi Day school
4. Minutes

F. Angela Scarlata

1. Identify interests for council development
2. Facility meeting Monday
3. Meet with former secretary
4. Meet regarding day school

G. Elaine Taylor

1. Identify interests for council development
2. Be available to get to know the budget
3. Register for Nov. 2 Taos training

H. Michele Hunt

1. Schedule Preliminary day school meeting
2. Schedule meeting with day school representatives
3. Set up liaison roles between Friends/Governance Council

4. Email Aaron and Mike re: financial
5. Email Dawn/Engela re: Secretary roles
6. Send Jake the Anansi Day School Lease
7. Find a computer Angela can use as Secretary
8. Continue updating handbooks

X. Final Comments and Announcements

XI. Adjournment

MOTION: I Andy Jones, move to adjourn. *Seconded by Sagen Asplund. X All Approved {X indicates All Approved}. Adjourned 19:58*

President: _____

Date: _____

Am *10/15/15*