

## 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- October 16, 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]; X Vice President: Jake Caldwell [2018]; X Secretary: Angela Scarlata [2019], X Treasurer: Aaron Livingston [2018], Members: X Sagen Asplund [2016] \_\_ Joan Malone [2018], X Elaine Taylor [2018],

*Director:* X Michele Hunt

*Business Manager:* \_\_ Mike Vigil, Vigil Group

*Public Attendance:* Amy Trevino;

*Student representatives:* none

*Leadership Team member:* Lisa Woolery

*Call to Order at:* 17:40

### II. Approvals (Consent Agenda)

A. Agenda October 16, 2019

B. Minutes September 18, 2019

*MOTION:* I, Sagen Asplund move that the Anansi Charter School Governing Council approve the agenda for the October 16, 2019 meeting and the minutes for the September 18, 2019 Regular Meeting. *Seconded by Andy Jones. X All Approved {X indicates All Approved}*

### III. Public Recognition and Comment(s):

A. Public- Introductions and Comments (None)

### IV. REPORTS [Highlights, Questions, Comments]

A. Leadership Team (see attached)

B. Financial Report: Mike Vigil, Jr, The Vigil Group (No report from Mr. Vigil)

1. Budget Review

- While there is not any new information Michele did provide some clarification based on the conversation at the last GC meeting.
  - Ed Tech cannot have a revenue line yet so it looks like it's coming out of the general fund, this is a new funding process (by reimbursement) so it appears as a shortfall.
  - Medicaid reimbursement is also not clearly reflected in the budget as a revenue item but it is anticipated at \$20,000 or so.
  - Idea B not fully approved yet but anticipating \$60,000 revenues in that line item.
  - Overall, budget with all of that in mind is whole albeit tight.
  - There should be a better picture at next month's meeting.

2. BARs: Budget Adjustment Requests (action)

Consideration of Bar #7

*MOTION:* I, Andy Jones, move that the Anansi Charter School Governing Council approve BAR 076-006-1920-0007-IB (Bar #7), an increase in PSCOC (Public School Capital Outlay Committee) for lease reimbursement in the amount of \$144,601. *Aaron Livingston seconded; X All Approved {X indicates All Approved}*

3. Audit Committee:

Auditor will begin audit October 3, striving for 3-day audit and will be present at Anansi those days.

4. Finance/Budget Committee: (no report)

5. ACS GC Ongoing Education: Mike Vigil will make a presentation on charter school finances and budgeting.

Mike Vigil was not available. Instead, he will conduct a training at 4:30 p.m. prior to the November Governance Council meeting (Nov. 20).

C. Director's Report

1. Director's PDP (deferred to executive session)
2. School-Wide Strategic 90 Day Plan

Michele made a presentation (see attached). The action plan is broken into trimesters, Michele will be in a position to report about 1st trimester findings in January, 2020.

3. Summary of Teacher Evaluations for FY19

State report template and methodology does not provide super-helpful information. Percentile scores range from 1-97% in domains 2&3 ("creating an environment for learning") and 0-92% in domains 1&2 ("Planning and Preparation and Professionalism"). The "Opportunity to Learn Survey" proved more valuable.

4. Baseline Data Report for short cycle assessments

- IReady (reading) assessments: Overall: 61% in tier 1; 30% Tier 2; 9% at risk for tier 3; This is consistent with the level of progression anticipated for Grades 2-8
- IReady (math) assessments: Overall; 36% in tier 1; 53% Tier 2; 11% at risk for tier 3.

Some more concerns in math; especially in numbers/operations and algebra and algebraic thinking disciplines. Staff will conduct a deeper analysis and hit IReady hard using a more hands-on approach

- IStation (K-2); Strong start for school year; Only 9% at level one in Grades 1-2; 20% in K.

5. Grant Proposal

Michele reported that an application was submitted for a Professional Development Grant for charter school leaders and directors for Cultural and Linguistically Responsive Instruction. The grant would provide professional development in three chunks and then requires that the school create a strategic plan for implementing the framework of CLR instruction. Should find out in November.

6. T & E Audit

The T & E (training and experience) audit requires follow up documentation on twelve of fifteen teachers. ACS will benefit from developing very clear policy on the acceptance of prior employment that is credited for experience for our teachers. While almost all findings are resolvable, at least one will stick and could lead to an adjustment to the T&E multiplier. Learnings from findings will be incorporated into HR/Personnel policy.

D. Council Committee Reports

1. Facility: (Angela)

- Rhea Fulbright will chair the Facility Committee which held a meeting 9/22/19; Next meeting is 10/17/19.
- Meeting re: Anansi Day School attended by Sage Asplund (ACS GC), Angela Scarlata (ACS GC), Kimberly Hammill (ADS board), Amanda Dean (ADS board), Michele Scott (ADS director), Michele Hunt (ACS director); Outcomes and next steps:
  - Review safety plan additions that will benefit ADS and their estimated costs with ADS, Alix Henry will present
  - Review cost increases that are shared with ADS
  - Review ADS request for improvements
  - Propose reasonable and adequate ADS rent increase in next lease

2. Program: Michele Hunt

(see Director's Report)

3. Council Development: (Jake)

Jake has put all the files that were previously on a hard drive into the google drive.

There is a November 2, all-day GC training in Taos.

4. School Advocacy: (Andy)

No update

5. Parent Advisory (FAC): Sagen Asplund

Sage and Brit (from FAC) are now sharing minutes and insight from respective meetings. Friends have moved some money (\$5,000) to the Taos Community Foundation to build on the endowment fund that TCF holds. Still working on collecting the school donation fees but compared to last year, collections are up.

Nancy Burt is the FAC facilities liaison.

Let's move event went well, slightly low attendance with other events like PASEO happening.

Priority is beginning to organize fundraisers (art cards, truffles, etc.)

## V. New Business

A. Reconsider date of December GC Meeting (tabled to November meeting)

B. Consider adding/removing GC committees

Brief discussion but consensus to leave committees the way they are

C. Appointment of GC members to committees

No new action (maintain status quo)

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

Brief discussion and an expressed focus and priority on creating an HR manual.

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

Tabled as a committee matter

- F. Possible addition of new members, particularly Amy Trevino to GC (potential action)

Amy expressed interest/willingness to serve on GC.

*MOTION: I, Aaron Livingston, nominate Amy Trevino as a member of the Governance Council of Anansi Charter School. Seconded by Elaine Taylor. X All Approved {X indicates All Approved}*

## VI. Old Business

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

This is staying as an agenda item because of its importance. GC will continue to strategize a way to educate the legislature regarding the importance of small school size funding.

- B. Anansi Day School lease and 5 year plan discussions

Discussed in facilities above.

- C. Discards (action)

List [available on request] including 7 Dell Optiplex PCs and 1 HP Printer (all obsolete)

MOTION: I, Andy Jones, move to approve the disposal of items shown on the discard list pursuant to standard practices and requirements. Seconded by Aaron Livingston. *X All Approved {X indicates All Approved}*

VII. Executive Session- [Limited to Personnel matters, Student discipline-Director]\*  
(Director's PDP)

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

Governance Council then went into closed session.

MOTION: I, Andy Jones, move to come out of Executive Session. *Sagen Asplund. X All Approved {X indicates All Approved}*

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's Professional Development Plan and that no other items were discussed and no decisions were made nor any action taken.

MOTION: I, Andy Jones, move to accept Jake Caldwell's report. *Seconded by Elaine Taylor. X All Approved {X indicates All Approved}*

VIII. Items for November agenda:

A. Set December board meeting date

IX. Roles and Responsibilities

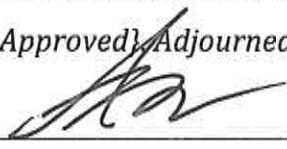
A. Andy Jones -

1. Draft agenda
2. Come to school and sign stuff
3. Nov. 2 training

- B. Sagen Asplund -
  - 1. Continue as liaison to FAC
  - 2. Nov. 2 training
- C. Joan Malone
- D. Aaron Livingston
  - 1. Check in with Mike Vigil
- E. Jake Caldwell
  - 1. Meet with Michele and regarding policy, handbook development.
  - 2. Nov. 2
- F. Angela Scarlata
  - 1. Attend Facility meeting Oct. 17
  - 2. Review Open Meetings Act
  - 3. Follow-up about water
  - 4. Look at Google Drive
- G. Elaine Taylor
  - 1. Attend meeting(s) with Jake and Michele re: handbooks
- H. Michele Hunt
  - 1. Get computer to Angela
  - 2. Complete T&E audit responses
  - 3. Keep working on Strategic plan
  - 4. Submit discard list to PED
- X. Final Comments and Announcements
- XI. Adjournment



MOTION: I Jake Caldwell, move to adjourn. *Seconded by Andy Jones. X All Approved {X indicates All Approved}* Adjourned 19:56

President:  Date: 11/20/19