

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 Governance Council

Minutes - April 21, 2021, 5:30pm

Location - Anansi Charter School virtual meeting

I. Call to Order of the Regular Open Governing Council Meeting

Attendance: "X" indicates present at meeting

Officers: X President: Jake Caldwell [2018]; X Vice President: Iris Thornton [2020];

X Secretary: Angela Scarlata [2019]; X Treasurer: Elaine Taylor [2018]

Members: Andy Jones [2016]; Aaron Livingston [2018]; X Amy Trevino [2019];

X Leilani Weiermann Dean [2021]

Director: X Michele Hunt

Business Manager: Jennifer Vigil, The Vigil Group

Public Attendance: none

Student representatives: none

Leadership Team member: Lisa Woolery

CALL TO ORDER of the Regular Open Governing Council Meeting 5:32pm

II. Approvals (Consent Agenda)

A. Agenda, April 21, 2021

B. Minutes, March 24, 2021 Regular Meeting

MOTION: I, Leilani Dean, move that the Anansi Charter School Governing Council approve the consent agenda for April 21, 2021, and the minutes from the March 24, 2021 regular meeting. Seconded by Elaine Taylor. X All Approved {X indicates All Approved}

III. Public Recognition and Comment(s)

Lisa Woolery is here for the Leadership Team Report and Jennifer Vigil is here to give the Financial Report.

IV. Reports (Highlights, Questions, Comments)

A. Leadership Team Report

Lisa Woolery - [Presented the Leadership Team Report (see Addendum 1, pg. 11).]

B. Financial Report: Jennifer Vigil, The Vigil Group Budget Review

1. Budget Overview Summary Report

The revenue report shows what we have budgeted to receive and what we have actually received as of March 31st, 2021. This month we received our monthly SEG as well as our rent from the Anansi Day School. We also received our IDEA-B, CARES Act, PSCOC Q3, and Medicaid Reimbursements.

The expenditure report now reflects what we have paid so far, what we are still planning to pay, and what's left of our budget. A majority of the school's funds and functions are positive. The functions that aren't will be cleaned up with BARs and then result as positive functions.

We can see in our check register report all the deposits and withdrawals for the month of March. This month we had \$216,117.22 in deposits and \$172,877.89 in withdrawals.

Next, we have our outstanding POs report as of April 5th, 2021. There are no POs out of the norm and nothing to really make note of.

Lastly is our bank reconciliation. After all the deposits and withdrawals, the ending balance is \$501,942.55 which ties to the balance sheet.

2. BARs: Budget Adjustment Requests (action)

We discussed BARs #28-33.

BAR #076-006-2021-0028-IB – this BAR is per the award letter received from the District. Award amount is lower due to district withholding indirect costs. The amount is \$27,234.00.

BAR #076-006-2021-0029-I – this BAR is to budget for revenue received of \$12,868.00.

BAR #076-006-2021-0030-I – this BAR is to budget for revenue received of \$7,721.00.

BAR #076-006-2021-0031-M – this BAR is to budget to match current expenditures. We are adding budget to another line item.

BAR #076-006-2021-0032-T – this BAR is to match the budget to current expenditures. There is no effect on the CARES budget amount, we are just moving money around to prepare for our final reimbursement request, because you can't submit a reimbursement request with a negative function.

BAR #076-006-2021-0033-M – this BAR is to match the budget to current expenditures. Again no effect on the budget.

Jake Caldwell - Is the entire BAR 28 for \$27,000? Has the 2% the District is withholding been taken out already? Is the 2% allowed by statute?

Michele Hunt - No, it is not allowed. It is fuzzy territory. The three district charters want to have a serious sit down with the District.

Jake Caldwell - Agreed. We should get clarification on that.

Michele Hunt - We are working on it and the district doesn't like us pushing on them about it.

MOTION: I, Jake Caldwell, move that the Anansi Charter School Governance Council approve BARs #28-33. Amy Trevino seconded. X All Approved {X indicates All Approved}

3. Part-time Employee Resolution (action)

Jennifer Vigil - This is to extend benefits to employees who work between 15-20 hours a week. If the board approves, the resolution would extend benefits to employees working 15 or more hours a week. The downside is they would get a lot of their paychecks taken out to pay their portion for the benefits.

Jake Caldwell - Michele do you recommend that we pass this resolution?

Michele Hunt - I do recommend you pass this. It is a significant cost to the school. But it is good to offer this option. It helps retain the 15-20 hour a week staff.

MOTION: I, Amy Trevino, move that the Anansi Charter School Governance Council approve the Part-time Employee Resolution. Jake Caldwell seconded. X All Approved {X indicates All Approved}

4. Audit Committee

Michele Hunt - It is posted on the state website. We had one audit finding. We had a really good audit. Maybe we should put a discussion of the audit report on next month's meeting agenda. [We all agreed to this.]

4. Budget Committee

Michele Hunt - We had a meeting today at 4:00. Lisa Woolery and Blue MacHardy from the staff, and Elaine Taylor from the governance council are on the committee. Jennifer and Mike reported that the PED has made some errors so we don't know our base budget amount for next year. Next meeting can focus on the budget. There are some encumbrances that can close, so the finance manager will know how much will carry over into next year. We need to gather all proposals for next year. We won't see an increase of cost from the Vigil group. CRSSER funds will fund a family navigator, SAT team negotiator, literacy tutor,

and math tutor. I have some folks in mind for those positions. I'm hoping to extend some contracts into the new year. The rest of funds are for training, and adding a reading intervention program. Lease assistance won't be settled until the summer.

C. Council Committee Reports

1. Facility: Angela Scarlata/Michele Hunt

Michele Hunt - I just got an email during this meeting about the letter, Jake will explain in a minute. On Tuesday we got the next baby step towards the CO (certificate of occupancy) for the addition. We are getting the last smoke detector that was needed. We are on the list for the fire inspection but it is weeks out. We are about 240 days over the substantial completion date. The door hardware is all temporary so we can pass all inspections. We have the final hardware, and should install it before the CO. No work has been done for three months. The area is still blocked off to faculty and students. That's all that's happened except the email that Jake has sent the contractor.

Jake Caldwell - Pursuant to the construction contract, substantial completion was supposed to be achieved in October 2020. We are way over that date. In the contract there are liquidated damages that allows the owner to recover from delays if there are consequential losses from the delay. Alix [Henry], Michele, and I have been talking about how to get the most out of this. We've had conversations with the project manager and contractor. We put together a list of very helpful tasks that would help us complete the addition project. Are we as a governance council okay with pursuing the liquidated damages? They have been easy to work with lately, at first it was a bit harder. We just got an email from the contractor agreeing to the tasks.

Michele Hunt - What we were asking for help with is taking care of our punch list. Since we can't get a timeline on the CO, we can have a crew here. Not high cost items but it would ease the headaches of accomplishing those tasks.

Jake Caldwell - It's a gray area. Do we need governance council approval of this? If we do need approval, we can ask in the next meeting.

Leilani Dean - What I have heard from these reports is there are so many challenges and curve balls. Seems appropriate for you to ask. Thank you for hanging in there.

Jake Caldwell - It's been a game of patience. The quality is good. We will have a great space in the end.

2. Program: Michele Hunt

a) Update on school model

Focus for remainder of this year:

- Students regaining stamina for school day
- Student wellbeing, establishing classroom culture and routines
- Establish baseline for student learning through observation, assessment, and interactions.

Professional development in June:

- Addition of literacy intervention program for grades 4-8: Read 180 and System 44
- Implementation Training: Ready Math Curriculum
- Alignment of Instructional Scope: REading K-8 using priority standards by grade level
- EOY Data Review.

Targets with Federal Funds to Accelerate Learning:

- Increase size of trained team for early literacy to work in smaller instructional groups in grades K-3 with targeted/differentiated instruction
- Implement Read 180/System 44: add a support person to assist with interventions
- Add a family navigator (social worker/counselor) to assist with timely support to families and SAT process.

Fall Balanced Assessment Plan:

- Administer IReady: Math K-8, Reading: 2-8
- IStation: K-2
- IMSSA: Reading & math in fall: 3-8 to set baseline for state standardized test readiness.

Calendar Committee: Plan to meet on three consecutive Tuesdays after school beginning April 27th, May 4th, May 11th to establish the 2021-22 calendar. Three meetings should be enough to set up a calendar plan. [Amy Trevino volunteered.]

Summer: Partner with EVTA to provide targeted tutoring for our most in need students to support learning needed for Fall 2021.

I help with drop off and pick up and help in the classroom when the teachers need it as a fill in role. It has not allowed me to be in an instructional leadership role.

Leilani Dean - I'm wondering if, moving forward, it is required to provide services for remote learners? To look at that, do we have staff available to meet those needs?

Michele Hunt - The Literacy staff will be that person. What a student has to meet when the school is in this model. Pushing for the 100% model right now. The classrooms will have to continue to be socially distanced. We won't be there yet with student vaccines. The PED wants to phase out remote learning. We are required to provide services to remote learners but to focus on in person learning. Keep building student confidence if a student has to be home. Concurrent instruction where students who are home can integrate into the classroom. We have to interact quite a bit with parents at home. My goal is to not have a separate mix of students in school and remote. There is a lack of progress in gaining reading skills.

Iris Thornton - How many students have stayed remote?

Michele Hunt - I have it in my director's report. Let me pull it up now. 155 (soon to be 157) in person, and 34 (soon to be 32) remote. There are 189 total students. So it is 82-83% in person and 17-18% remote.

Leilani Dean - Those who chose 100% online, is there a cultural difference?

Michele Hunt - It is school specific. All native students are at school except two students. We have given them tutors. We are looking for outliers for tutoring this summer. Tremendous needs have been identified. Through EVTA, we have some really great tutors. As the state is moving towards turquoise, they want fluidness with the model as far as an outbreak. Parents have been responsive by keeping kids home if symptomatic, taking tests, sending in results. It has really worked well. Students have done really well. Kids have been asking for mask breaks. The campus is very clean. We are a model of success. Covid medical task force says there is a very isolated case of kids at risk. Once the state provides guidance I will add it into our procedures and protocols. We keep getting clearer and clearer on how to proceed safely. It is a lot to keep track of. Kids are more and more relaxed (and safe) in the school environment.

3. Council Development: Jake Caldwell

Jake Caldwell - Everyone get your hours in. [He helped Leilani Dean on her questions about board trainings.]

4. School Advocacy: Andy Jones/Michele Hunt

Michele Hunt - Form post card from various board and staff feedback that they sent in.

5. Parent Advisory (FAC): Michele Hunt

Michele Hunt - They met this morning. Their focus is on continuing to advocate for the teachers. May 3-7 is teacher appreciation week and they are giving them cash and a folded prayer card. They are revamping their fundraising efforts and meeting with the Taos Community Foundation. They are having their strategic session in June and looking to leverage funds for the next year.

D. Director's Report

1. Lottery Update, drawing set for April 23, 2021

Michele Hunt - [Presented the Director's Report (see Addendum 2, pg. 12).] There were 89 applicants for the lottery, which is low as compared to two years ago. This is either the new paradigm or no one is thinking of it. We will have a waiting list for all grade levels except eighth grade. There are a couple of retentions, we are working through that process. It's a delicate piece. As quickly as we can get those considerations resolved we will fill the spaces.

One percent of our student body have trauma in their lives. They have tele therapy at school.

2. Data update: academic, attendance, wellness

Michele Hunt - This data does not include remote learners. The data from the kindergarten and first grades show that very few are at the level they should be. Only at 30% of phonemic awareness. In first grade we have more students at the lower level. We have a lot of work to do in these areas. Second grade will be testing this week. It is going to take a village to get literacy levels going. Literacy is looking like a very big focus for us.

Jake Caldwell - We are at the point where we can start testing to see where we're at. The kids are lucky to be at Anansi.

Michele Hunt - There is a paradigm shift with kids in what they see as important. Kids are not thinking about their learning, school, and future learning. There is a disillusionment of students towards learning. Clarity of data. How many tools and shortcuts kids have found online, so they are not keeping their skills sharp. In real time, watching them solve problems is eye opening to us. Kids are persevering through loss, how do we rebuild stamina? They haven't had to stick with it in a remote model.

V. New Business

A. Discussion: Terms ending for Board Members & Recruitment for New Board Members

Jake Caldwell - [Shared a spreadsheet on members and their terms.] I shouldn't put words in Andy's mouth, but I think he wants to phase out. Anyone who has been on the board

for two years we should be looking at recruiting someone new. Is it fair to be asking people right now?

Michele Hunt - Yes, I think it is fair to be asking. We can use the Parents as Partners renewal form. If we have some form of introduction to governance council.

Jake Caldwell - When will these packets go out?

Michele Hunt - In the next couple of weeks.

Jake Caldwell - I put a link to the spreadsheet in the chat. The training spreadsheet also. It's a helpful reminder of where we are all at. The key to signing up for these trainings, is to email that address (PED Charter School Division).

Michele Hunt - There is some training happening, I get in my email.

B. Governance Council Review and Reflection

Jake Caldwell - Michele you prompted this one. I know there is an exercise we can go through that we haven't, maybe due to covid and google meets. Can we be really transparent about what you want out of this review and reflection and what you want out of the director evaluation on the agenda later in the meeting.

Michele Hunt - There has been a self evaluation form from when Dan Greenwald was president. I can email you that form as a starting place. I can also email what has been used in the past.

Jake Caldwell - I have been looking through our drive and a template we should use. Should we go over this in the meeting or should we take time individually and go over it in the next meeting. Each governance council members put their x in boxes

Michele Hunt - You can create a google form. I suggest that everyone fills it out in their own time.

Jake Caldwell - I will create a google form so answers can be scaled.

VI. Old Business

A. None

VII. Executive Session - [Limited to personnel matters, student discipline-Director]*

(none):

A. Annual Director Performance Review

Jake Caldwell - I don't think we need to go into Executive Session but we can if you think. Michele can you share your expectations and what you want out of a performance review. Does this need to relate to contract renewal or not?

Michele Hunt - The legislature approved a 1.5% increase to all staff. We can choose to exceed their expectations on that or not. It's a unique year so I don't know how to evaluate. Teachers are not being evaluated. Gather data from all the sources, you always do. We can look at ways we have in the past but also add in how the pandemic has changed things. Feedback from faculty, school community, and board. I'm fine to help guide with the process or Andy knows how to do that. It's important.

Jake Caldwell - We need to do it and we need to make it meaningful. Let's have a discussion. In the past, surveys have been sent out. We can repurpose those surveys. People are pretty fatigued to surveys and forms right now. Is anyone willing to assist in helping to make a covid year appropriate system of evaluation. [Leilani Dean is willing to work with Jake on that.] One of the urgencies of the evaluation is compensation. It would be nice to have some time and do it right. Before the end of the fiscal year.

Michele Hunt - Giving it time is fine as far as the teachers perspective. My evaluation does not need to be tied to financial compensation right now. I'm not so much thinking of that. You have time to take this into June. If I had a contract by the end of June, that would be good because I plan my professional and personal growth for the next school year over the summer.

Jake Caldwell - I don't think it has to take until June but it's nice to know we can. Between me and Leilani we can come to a consensus and share with the governance council. We should discuss compensation soon and we can bring it back to the council.

VIII. Items for May 19, 2021 agenda

- Audit Report
- Board Recruitment
- GC Evaluations
- Director's Evaluation
- Calendar 2021-2022

Leilani Dean - Can we ask the teachers to report on the remote learners in the leadership team report?

Michele Hunt - We could ask the teachers to include information about the remote learners.

IX. Roles and Responsibilities

A. Jake Caldwell

1. Send the current roster of GC members to the PED.
2. Prepare agenda for May.
3. Director performance evaluation.
4. GC evaluations.
5. Get training credits.

- B. Andy Jones (not present)
- C. Aaron Livingston (not present)
- D. Angela Scarlata
 - 1. Work on these meeting minutes.
- E. Elaine Taylor
 - 1. Attend budget committee meetings.
- F. Iris Thornton (left the meeting early)
- G. Amy Trevino
 - 1. Attend calendar meetings.
 - 2. Standby to help with surveys.
 - 3. Get training hours.
- H. Leilani Dean
 - 1. Work with Jake on evaluations.
 - 2. Contact state about training hours needed.
 - 3. Continue with training hours.
- I. Michele Hunt
 - 1. Send Jake director evaluation info.
 - 2. Schedule and facilitate calendar committee meetings.
 - 3. Review former GC member recruitment documents.
 - 4. Work with the budget committee.
 - 5. Ask leadership folks to include remote learners in their report.

X. Final Comments and Announcements

XI. Adjournment (action)

MOTION: I, Angela Scarlata, move to adjourn the Anansi Charter School Governance Council meeting. Seconded by Elaine Taylor. X All Approved {X indicates All Approved} Adjourned at 7:41pm.

President:  Date: 5/19/2021

Addendum 1

LEADERSHIP BRIEFING TO GOVERNANCE COUNCIL FOR MARCH

The Anansi staff is amazing! You should see the work and dedication that is going into getting ready for in person learning next week. I am so proud to work with such dedicated and devoted individuals.

K- Getting ready for in person learning, starting our science curriculum, Animals Two by Two

1st- First Grade is working diligently to create a platform that is successful for all students!!! I am very hopeful in the flexible and loving 1st Grade community that has been established. I'm happy to end my Anansi Career with in person students and colleagues. I respect those choosing remote, and will do my best for continued success both emotionally and academically.
Ms T

2nd- shimmering rainbows and plants are manifesting in the 2nd grade room. Exciting ideas are brewing for back to school. 16 students are set up to attend in person. We will wrap up our New Mexico unit, then continue with Mexico and life science.

3rd grade this past month has been perfecting the 4 different sentence types with some very silly stories! In math we have been having a great time learning about liquid capacity and volume and noticing the MANY different types of containers around our homes that liquids come in!

4th Grade: Created mini short stories about a famous person using the graphic novel style. 20 Students returning for F2F!

5-8 – Working hard to prepare for in person learning and also supporting at home learners.

Addendum 2

**Director's Report
April 21, 2021**

Lottery Update:

Grade	# Students Returning	# Students considered for Retention	# Siblings of currently enrolled students	# Openings in the class	# Applicants in Lottery
Kindergarten	NA	1	10	9-10	31
First	20	1	1	0-2	12
Second	21	1	0	1-2	11
Third	22	0	0	0	14
Fourth	22	0	0	0	8
Fifth	23	1	0	0-1	2
Sixth	22	0	1	1	5
Seventh	22	0	0	1	3
Eighth	19	0	0	3	3
Totals	173	4	11	14-21	89

**Data on Students:
In Person-Remote Learner Ratio**

Grade	# Students On Campus	# Students Remote	Total Students
Kindergarten	16	4	20
First	14	8	22
Second	17 (18 soon)	5 (soon 4)	22
Third	19	3	22

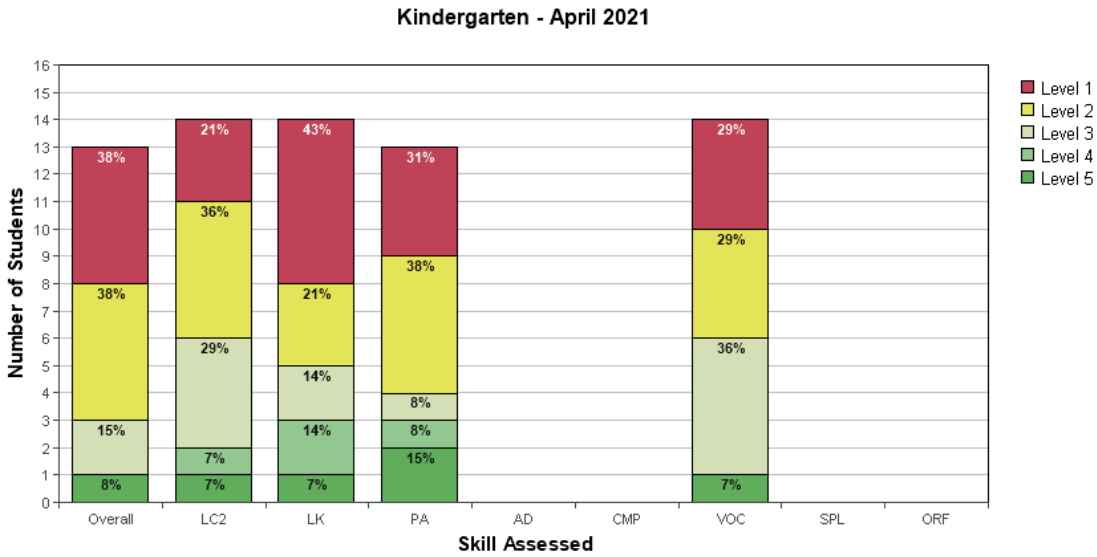
Fourth	20	2	22
Fifth	21 (22 soon)	2 (soon 1)	23
Sixth	19	4	23
Seventh	17 (soon 18)	3 (soon 2)	20
Eighth	12	3	15
Totals	155 (157)	34 (32)	189
Percentages	82% (83%)	18% (17%)	100%

Referrals for Counseling: 1%

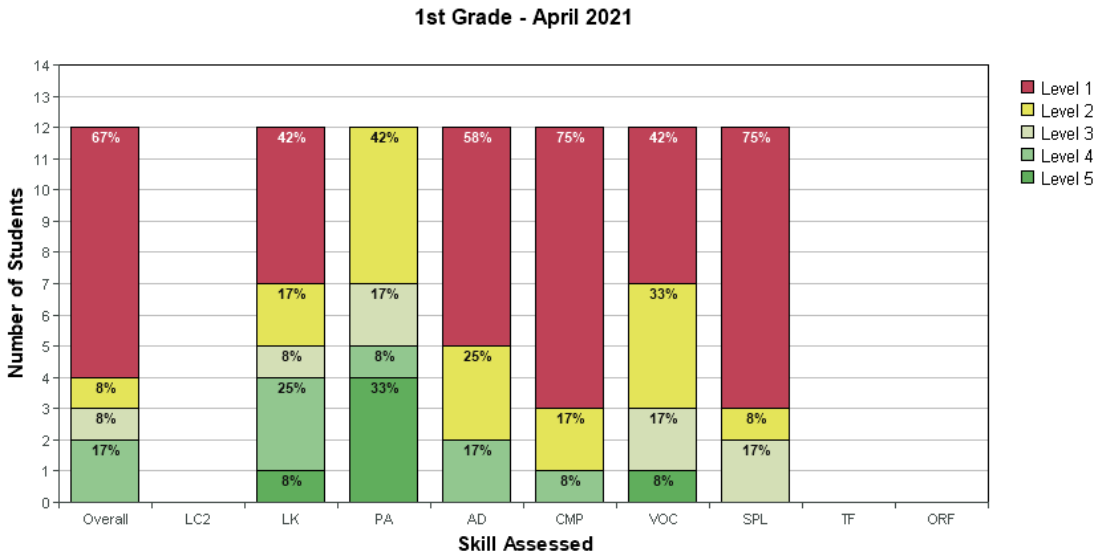
Attendance: Needs to be calculated

Istation Literacy Data: Only on campus learners have been able to be assessed, we do not have data on our remote learner students.

Kindergarten:



First Grade:



Second Grade: No IStation Data at this time