

## 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 REGULAR Meeting  
Minutes-October 16, 2024; 5:30PM

Location- **REMOTE**

**[DRAFT]**

Minutes Approved: \_\_\_\_\_

Minutes of the Anansi Governance Council Special Meeting  
Held on Wednesday, October 16, 2024  
5:30 – 7:30pm

I. CALL TO ORDER of the SPECIAL Open Governance Council Meeting

*Called to order at 5:35pm. In Attendance:*

*Officers:*

X President: Valerie Higgins [2022]

X Vice President: Leslie Mondragon Romero [2021]

X Secretary: Hannah Garcia [2023]

X Treasurer: Eitan Lewin [2022]

*Members:*

X Eileen Horn [2023]

X Sophia Seim [2021]- Joined late

*Director:* X Michele Hunt

*Business Manager:* Seth Mender, The Vigil Group

*Public Attendance:* Alix Henry

*Student Representatives:* None

*Leadership Team Member:* Iris Thornton (Facilities Committee Member) Elsbeth Atencio, Annalise Zosel (Faculty Members)

II. Approvals

A. Agenda-October 16, 2024 Regular Meeting

B. Minutes- September 19, 2024 Regular Meeting

MOTION: I, Valerie Higgins, move that the Anansi Charter School Governing Council approve the Agenda for the October 16, 2024 Regular Meeting, the Minutes for the September 18, 2024 Regular Meeting. Seconded by Leslie Romero. GC Approval:

Valerie Higgins:     X Yes   \_\_\_ No

Hannah Garcia:  Yes  No  
Eileen Horn:  Yes  No  
Leslie M. Romero:  Yes  No  
Sophia Seim:  Yes  No- Not yet present  
Eitan Lewin  Yes  No

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

*NONE*

### IV. Reports (presentation, discussion, and potential action)

#### A. Financial Report: The Vigil Group

##### 1. Budget Overview Summary Report

*Seth Mender presented the current financials, noting that he met with the finance committee earlier that day. He reported a healthy balance but mentioned that they are still waiting on food reimbursement. Michele will provide a count of the meals ordered, which is required for the reimbursement. Additionally, there are two uncashed checks that will be followed up on, and Michele is exploring the possibility of becoming a state charter school.*

##### 2. BARs: Budget Adjustment Requests

*No BARs were presented*

#### B. Council Committee Reports

##### 1. Facilities Committee Update Including Update on Remediation Project (Iris Thornton/Alix Henry)

a. Iris Thornton/Alix Henry possible presentation and availability to answer questions regarding the project

*Alix Henry, Iris Thornton and Michele Hunt gave an in depth update on the status of the mold remediation project as well as a status update of other projects at the school.*

#### **Meeting Schedule:**

- *Facilities Committee Meeting: October 21, 5:15 p.m. at Anansi.*
- *Weekly Mold Remediation Meetings: Mondays at 4:00 p.m. at Anansi.*

#### **Current Projects:**

- **Mold Remediation (Buildings 5-6):** *Expected completion by October 17; testing on October 22.*

- **Building Repair (4-6):** Flooring installation pending mold test results, targeted for October 24. Exterior work and insulation estimates are in progress. Move-in tentatively scheduled for November 8.
- **Water Management (4-6):** Short-term solutions underway for winter. Cistern repairs and gutter system updates planned. Recommendations for crawlspace moisture management and long-term ventilation solutions are being developed.
- **Second Grade HVAC Project:** Completed with railing installation.
- **Pre-K Addition:** On hold due to mold issues in the 3-6 building.

#### **Routine Maintenance:**

- Inspections being conducted by Pete Hanson. Angela has created an online tracking system for maintenance requests.

**Signage Update:** Broken blinking signs to be replaced with passive school zone signs.

The board discussed submitting another insurance claim related to the mold situation. It was decided to collect all necessary documents for verification and have a few selected board members review the insurance policy before proceeding with any further steps.

#### C. Director's Report

##### 1. Structured Literacy Plan (Annalise Zosel)

*The demographic snapshot for K-5 reveals a total of 131 students. Of these, 29% have Individualized Education Plans (IEPs), indicating specific educational needs, while 10% are identified as having gifted IEPs. Additionally, 23% of the students have been identified for Multi-Level System of Support (MLSS).*

##### 2. MLSS Plans for supporting students (Annalise Zosel, Elsbeth Atencio)

*Annalise presented that there are three layers of support, the K and 2nd grade are the classes with the highest ELA need. K-5 Layer 1 Literacy Support promotes small center instruction with multiple instructors in each classroom, multiple times a week currently. Anansi is collaborating with the PED's High Intensity Tutoring Program this quarter to intensify layer 1 and layer 2 support. The trend from K-8 of students receiving ELA MLSS support is what we want to see with the amount of students receiving support decreasing as they progress through grades.*

*Elsbeth presented a summary of the MLSS Math support program that has been established for the first time this year. After the beginning-of-year iReady assessments, 27 general education students in grades 2-8 are performing one to three levels below their grade. Most did not reach proficiency in math on the NM-MSSA state test last school year, and overall number sense is low among this group. Teacher observations during the first month of classes further confirmed the necessity for math intervention*

*support. The plan is small layer 2/3 group pull-out sessions for grades 2-8 with a range of 1-4 30-45 minute sessions each week.*

3. Transition plan to support middle school students

*A transition plan is in place for the middle school. A long-term substitute is currently teaching 6th grade through the end of the semester, and interviews are underway for a permanent replacement. Additionally, there are plans for 7th and 8th grade students for later in the school year when one of their teachers is scheduled to take a personal leave.*

4. Next month will focus on Community School, Site Based Leadership Team, and Pre-K Transition

V. Contracts

VI. Other New Business

A. Summary of and discussion regarding Board's role at Anansi for any individuals interested in potentially serving on the Governance Council

*No potential candidates present.*

B. Board's Self-Evaluation

*Valerie went over the results of the board's self-evaluation survey that was sent out for each board member to complete. She stated the areas of concern amongst board members and noted the areas that we can focus on during our Strategic Planning Meeting next week.*

VII. Consent Agenda

VIII. Old Business

A. Continued discussion re board recruitment & election of new members (no action)

*The board discussed that there were no potential new members present at tonight's meeting and more ideas for recruiting. It was noted that there was a conflict of interest in Erika Northrop or her husband joining due to her employment at the school and no one had received follow up from any other potential candidates.*

B. Continued discussion re board strategic planning session – Oct. 25 9:00-12:30, TSV

*Leslie and Valerie have set a meeting for Monday to create the agenda for the strategic planning session at TSV on Oct. 25th. Eileen asked to be a part of the meeting and the offer was given to any other interested board members as well.*

- C. Continued discussion re committee to examine potential funding options for remediation/other projects

*Nothing further to discuss at this time.*

- D. Further discussion and possible action re Michele's authority to enter contracts without board approval

*Michele had not had a chance to send an email to her colleagues asking for information regarding their authority to enter contracts without board approval at a higher threshold, but she added it to her list to complete before the November meeting.*

- E. Discussion and action re compensation to Michele for off-contract work performed over the summer

*Valerie stated that this is still in progress and we should be able to vote on it in the November meeting.*

#### IX. Executive Session- [Limited to Personnel matters, Student discipline-Director]

#### X. Items for November 2024 agenda

#### XI. Roles and Responsibilities

*1. Eileen Horn- Eileen will support the agenda creation for strategic planning and collaborate with Michele on a proposal for procurement threshold extension (if warranted by need and best practice.)*

*2. Eitan Lewin- I will continue my board training and review financials/audit with the finance committee monthly.*

*3. Hannah Garcia- I will attend the Facilities Committee meeting on Monday and the Pre-K Committee meeting on Tuesday and continue with my duties as secretary.*

*4. Leslie Mondragon Romero- I will work on the strategic planning meeting with Valerie & Eileen and follow up on notes from LOR meeting RE: funding opportunities for current needs.*

*5. Sophia Seim- I will consider ideas for a retreat and send them to Valerie as well as*

*attend the facilities committee meeting on Monday.*

*6. Valerie Higgins- I will finalize memo re: summer compensation for Michele; prep for strategic planning meeting; continue to participate on facilities committee meetings.*

*7. Michele Hunt- Send the insurance policy to the governing board members who requested it and mold team; email about the contract approval amount for the board; meet with the executive team.*

## XII. Final Comments and Announcements

*Sophia asked to clarify the plans for the strategic planning meeting on Friday, October 25th, 2024. Eitan clarified the location as the Lake Fork building at Taos Ski Valley and that food and drinks will be provided.*

## XIII. Adjournment

*MOTION: I, Valerie Higgins, move that the Anansi Charter School Governing Council adjourn the regular meeting. Eitan Lewin seconded. GC Approval:*

Valerie Higgins:      Yes    No  
Hannah Garcia:      Yes    No-Not Present (left early)  
Eileen Horn:          Yes    No  
Leslie M. Romero:    Yes    No  
Sophia Seim:         Yes    No  
Eitan Lewin          Yes    No

*Adjourned at 7:40 p.m.*

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