

## 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  
Agenda-December 18, 2024; 5:30 PM

**Location- REMOTE**

**[DRAFT]**

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

### Minutes of the Anansi Governance Council Special Meeting

Held on Wednesday, December 18th, 2024

5:30 – 7:30pm

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

*Called to order at 5:41pm. In Attendance:*

*Officers:*

President: Valerie Higgins [2022]

Vice President: Leslie Mondragon Romero [2021]

Secretary: Hannah Garcia [2023]

Treasurer: Eitan Lewin [2022]

*Members:*

Eileen Horn [2023]

Sophia Seim [2021]

*Director:*  Michele Hunt

*Business Manager:* Seth Mender, The Vigil Group

*Public Attendance:* Margaret Kelly, Ryan Coe

*Student Representatives:* None

*Leadership Team Member:* Iris Thornton (Facilities Committee Member)

#### II. Approvals

A. Agenda: December 18, 2024 Regular Meeting

B. Minutes: November 20, 2024 Regular Meeting

***MOTION:*** I, Eileen Horn, move that the Anansi Charter School Governing Council approve the modified Agenda for the December 18, 2024 Regular Meeting. Seconded by Sophia Seim. GC

***Approval:***

Valerie Higgins:      Yes    \_\_\_ No

Hannah Garcia:      Yes    \_\_\_ No

Eileen Horn:  Yes  No  
Leslie M. Romero:  Yes  No  
Sophia Seim:  Yes  No  
Eitan Lewin  Yes  No

***MOTION:** I, Valerie Higgins, move that the Anansi Charter School Governing Council approve the Minutes for the November 20, 2024 Regular Meeting. Seconded by Eitan Lewin. GC Approval:*

Valerie Higgins:  Yes  No  
Hannah Garcia:  Yes  No  
Eileen Horn:  Yes  No  
Leslie M. Romero:  Yes  No  
Sophia Seim:  Yes  No  
Eitan Lewin  Yes  No

III. Public Recognition and Comment(s)  
*NONE*

IV. Presentation by Cariina re School Management System

*Margaret Kelly presented the Cariina system to the Governance Board, a program designed to centralize information, track data and provide metrics. Michele expressed interest in implementing this system to reduce document-related man hours, create efficiency and support the future development of Anansi.*

V. Board Recruitment

A. Consideration of candidate for Board Membership: Ryan Coe.

*Ryan Coe had previously expressed interest in joining the Governance Board and sent a formal letter of interest to the board. Michele proposed scheduling a meeting to get to know Ryan better. Eileen highlighted that Ryan's engineering background could be a valuable asset to the board and emphasized the importance of diversity in professional expertise among members. Eitan agreed, stating that he also believed Ryan would be a beneficial addition to the board.*

***MOTION:** I, Valerie Higgins, move that the Anansi Charter School Governing Council approve Ryan Coe as an acting board member. Seconded by Leslie M. Romero. GC Approval:*

Valerie Higgins:  Yes  No  
Hannah Garcia:  Yes  No  
Eileen Horn:  Yes  No  
Leslie M. Romero:  Yes  No  
Sophia Seim:  Yes  No  
Eitan Lewin  Yes  No

VI. Reports

A. Financial Report: The Vigil Group

1. Budget Overview Summary Report

*The Finance Committee convened earlier in the day to review the Budget Overview Summary Report. Seth provided a general overview, noting that the account is currently stable. He also mentioned that Paul Davis was paid from the bond funds, as the majority of the Mold Remediation project has been completed. Michele reported that the school has implemented a more effective tracking system for school lunch usage and reimbursement.*

*Eitan inquired about the progress of the bank transition, to which Michele responded that the move has been delayed due to the school's current busy schedule and uncertainties regarding timing. Michele suggested that June would be an appropriate time to revisit the bank transition, but emphasized the need for recommendations from the Vigil Group and their involvement in the process.*

2. BARs: Budget Adjustment Requests

*Two BARs (Budget Adjustment Requests) were presented for review:*

- 1. BAR 076-006-2425-0008-IB LOR Foundation for new school bus: Proof of purchase for the bus and all necessary documentation must be provided for the LOR Foundation in the amount of \$19,150.00.*
- 2. BAR 076-006-2425-0010-I Community Schools Increase from District: Out of the \$10,000 awarded, \$4,000 will be allocated to the professional development account, while \$6,000 will be designated for a coordinator's salary.*

*MOTION: I, Valerie Higgins, move that the Anansi Charter School Governing Council approve BARs BAR 8-1B and BAR 10-I. Seconded by Eitan Lewin. GC Approval:*

Valerie Higgins:      Yes    No  
Hannah Garcia:      Yes    No  
Eileen Horn:          Yes    No  
Leslie M. Romero:    Yes    No  
Sophia Seim:         Yes    No  
Eitan Lewin          Yes    No

## B. Facilities Committee Report

*Iris had previously emailed the Facilities Committee Report to the board for review. She opened the floor to any questions during the meeting. Below is a summary of the Facilities Committee Report received by the board.*

### *Current Facility Projects:*

1. *Mold Remediation & Moisture Control:*
  - *3-6 Building: All classrooms passed post-remediation mold testing. New flooring in the 5th-grade classrooms is installed, HVAC serviced, and classrooms are now occupied.*
  - *4-6 Building:*
    - *Stucco finished, new crawl space venting and insulation installed.*
    - *Gutters cleaned, new downspouts arriving in January. Temporary heat tape may be used.*
    - *Trench north of the building has been filled and asphalted for winter.*
    - *North 5th-grade door ramp ordered; courtyard graded and fenced for winter.*
  - *Cistern: Meeting with Phoenix Mechanical to address unauthorized work and damage to the cistern.*
  - *Moisture Monitoring: Proposal requested for bi-weekly monitoring of crawl spaces through April.*
  - *Long-Term Solution (Summer 2025): Includes heating crawl spaces, installing impervious material in the courtyard, and addressing water infiltration.*
  - *Funding: Anansi has spent \$230,000 to date and requested \$125,000 in capital outlay for the next phase, along with additional loan funding.*
2. *Pre-K Project: On hold while addressing mold and moisture control in the 3-6 building. Stakeholder input and decisions on scope and funding will occur in the new year. Planned work for Summer 2025 includes electrical upgrades, flooring, HVAC, and security upgrades.*
3. *Playground Equipment: Structures need relocation to meet proper clearance. In the interim, children will be supervised.*
4. *Routine Maintenance: Pete Hanson is filling in for Robert, and Brandon Montoya has been hired for winter maintenance. An online system for tracking maintenance requests is in place. Michele and Iris will review the maintenance plan.*
5. *Signage: Broken blinking signs replaced with passive school zone signs.*

### *Decisions and Actions:*

1. *Recommendations for extending the 4-6 building slab and portal, contingent on funding.*

2. *Ongoing monitoring of the mold and moisture control efforts and funding sources.*

C. Audit Committee Report

*TABLED TO JANUARY MEETING*

D. Director's Report

1. Review prior year NM Vistas Report
2. School SEL Climate Report
3. State Charter Conference

*TABLED TO JANUARY MEETING*

E. Parent Advisory Committee Report: Friends Update

*Leslie provided an update on the Friends of the School's recent activities, including noting that \$1,700 was raised from the recent bake sale. These funds are intended to be used for purchasing holiday presents or gift cards for teachers. Additionally, while most of the funds for the ski program have been collected, there is still a shortfall. Next semester's focus will be on the Community Schools program related to tutoring and the Pre-K program.*

VI. Consent Agenda (none)

V. New Business (none)

VII. Old Business

A. Discussion re strategic planning and GC annual calendar

*A decision was made to adopt the calendar presented to the Board by Valerie.*

B. Discussion re potential funding options for water encroachment/remediation project, including update re insurance claim and funding from other sources

*Michele will be drafting an appropriation agreement, as the matter pertains to health and safety concerns for the school. She was informed that the school may be a strong candidate to apply for the new New Mexico Finance Authority, the loan would need to be repaid during the first 3 years at only the 3% interest rate. However, it is unclear whether the appropriation could be used to repay the loan or possibly using county bond funds. The appropriation is expected to be received in September, while the New Mexico Finance Authority funding would be available in or around April.*

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

MOTION: *I, Valerie Higgins, move that the Anansi Charter School Governing Council approve going into Executive Session at 6:42pm. Seconded by Leslie M. Romero. GC Approval:*

Valerie Higgins:      Yes    No  
Hannah Garcia:      Yes    No  
Eileen Horn:          Yes    No  
Leslie M. Romero:    Yes    No  
Sophia Seim:         Yes    No  
Eitan Lewin          Yes    No

*Discussed personal matters, no action was taken.*

MOTION: *I, Valerie Higgins, move that the Anansi Charter School Governing Council approve going out of Executive Session at 7:49. Seconded by Eitan Lewin. GC Approval:*

Valerie Higgins:      Yes    No  
Hannah Garcia:      Yes    No  
Eileen Horn:          Yes    No  
Leslie M. Romero:    Yes    No  
Sophia Seim:         Yes    No  
Eitan Lewin          Yes    No

IX. Items for January 2025 agenda

- A. Establish Budget and Calendar Committees with meeting schedules
- B. Review lottery process and timeline
- C. Review MOY Interim Assessment Data
- D. Review/monitor corrective action plans in connection with audit(s)
- E. Update re annual training status
- F. Discussion re legislative priorities and alignment with NMCCS & other schools
- G. Discussion and possible action re compensation to Michele for off-contract work performed over the summer
- H. Discussion and possible action re Michele's authority to enter contracts without board approval

X. Roles and Responsibilities

- 1. Eileen Horn
- 2. Eitan Lewin
- 3. Hannah Garcia
- 4. Leslie Mondragon Romero
- 5. Sophia Seim
- 6. Valerie Higgins
- 7. Michele Hunt

XI. Final Comments and Announcements

XII. 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  
 Eileen Horn:        Yes    No  
 Leslie M. Romero:    Yes    No  
 Sophia Seim:        Yes    No  
 Eitan Lewin          Yes    No

*Adjourned at 7:52 p.m.*

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