



Raíces del Saber Xinachtli Community School
Governance Board Meeting Minutes-APPROVED

Date March 18, 2021

Approved: April 8, 2021

Raíces del Saber Xinachtli Community School, 2211 N. Valley Drive

The Meeting was conducted via the Zoom Meeting Platform

Time: 5:20 PM – 7:40 PM

Roll Call and Call to Order:

The following Board Members confirmed attendance and stated their full name via Roll Call:

Governance Board Members						
	Name	Office	Present	Absent	Arrived Late	Departed Early
1	Jane Asche	Chair	X			
2	Holaya Ponce Acosta	Vice-Chair	X			
3	Paul Gutierrez	Treasurer	X			
4	Tonya Hall	Secretary	X			
5	Emma Armendáriz	Director at Large	X			
6	Daniel Ferraro	Director at Large	X			
7	Ray Reich	Director at Large	X			

Upon determining the presence of a quorum Board Chair, Jane Asche called the meeting to order at 5:20 pm.

Others in Attendance: Principal, Angela Stock; Director of Community Engagement, Lucia Carmona; Business Manager, Vicki Chavez; Staff, Juanita Ribail; Staff, Issis Inzunza; Staff, Elva Varela; Staff, Laura Hoobler; Staff, Anita Lara; Staff, Filo Rigales; Staff, Kayla Martinez; Parent, Karen Chavez; Parent, Yitzen Litzama; Parent, Guadalupe Aguirre-Hernandez

1. Conflict of Interest Declaration – None Declared

2. Agenda – date of next regular board meeting needs to be included (item 12). Also see the revised wording of item 10a.

Motion: Paul Gutierrez moved to approve the agenda for the March 18, 2021 meeting as revised. Second by Holaya Ponce Acosta. Motion passed unanimously.

* Indicates Action Item

3. Consent Agenda – includes approval of the following:
 - a. Agenda for March 18, 2021, Governance Board Meeting – Removed from the consent agenda for revisions
 - b. Minutes of the February 25, 2021 Governance Board Meeting
 - c. The March Finance Report to include:
 - I. Monthly Account Summary of Expenses,
 - II. Monthly Account Summary of Revenue,
 - III. Monthly Bank Statement
 - IV. Bank Reconciliation Statement,
 - V. Monthly Update in Preparation for the FY 21-3rd Quarter Cash Report
 - VI. Monthly Voucher by Warrant Report
 - VII. March Finance Committee Meeting Notes from Finance Committee Chair

Motion: Emma Armendáriz moved to approve the consent agenda as it now stands. Second by Paul Gutierrez. Motion passed unanimously.

4. Public Input – Public input welcome. See procedures for public input at the end of this agenda.

No Public Input Requested

5. Review of Authorizer Unique Correspondence - Our Governance Board needs to be in compliance with the requirements of the Public Education Department (PED) with regards to the training requirements before the end of this school year.

The board notes that all board members who have yet to complete training hours plan to complete required hours by the end of May

6. Principal's Report – by Angela Stock
See Addendum A for more details.

Principal Stock notes the professional development plan will be sent to the board when it has been completed. To be completed by Carlos Asceves.

Principal Stock notes that while testing requirements have been waived due to the COVID pandemic and its impacts on schools, the PED still recommends testing is done so that the school has data. Students will be at school so students will be able to take end of year assessment.

At risk students are being assessed every 10 days in order to plan interventions so that we can meet the state requirement to have fluent readers at 3rd grade.

Principal Stock notes that the library funds have been partially spent, the Capital Outlay Grant requires approval, and that the business manager has a cutoff of mid-April for purchase orders.

Principal Stock notes that while the custodian cannot start until the summer, she recommends that we wait for her as there are only 1.5 months left in this school year and staff feels that they can keep up with the cleaning efforts necessary to satisfy our COVID policy.

The number of students wanting to stay online vs coming back continues to change. Number is now 6 instead of 9. This should not significantly impact reopening plans. Principal Stock would like the board to weigh in on Plan B & Plan C (see Addendum A). Board notes that we would like to be flexible and leave it up to administration and staff. Board notes a preference for Plan B but would allow other options to be pursued (church or rotating students) as necessary with the understanding this would be a temporary solution as we expect the portable to be available beginning April 9. Board requests a review of risks if we use the church building.

Rave button – provided by state department. Needs to be added to Safe Schools Application.

7. Concilio de Padres and Community Engagement Reports – by Concilio Co-Chair, Veronica Lucio, and Director of Operations and Community Engagement, Lucia Carmona March Concilio Meetings focused on re-entry. **See Addendum B.**

Ray suggests the board members attend the Concilio meetings as available in order to maintain an understanding of our parents/students thoughts and needs. Anita notes that board members are welcome to school activities and OST time as well.

8. Reports from Committees -

- a. Finance and Audit Committees – by Finance Committee Chair, Paul Gutierrez & Business Manager, Vicki Chavez
 - i. Discussion and Possible action on March Budget Adjustment Requests (BARs)
 - ii. Update on final results of the SY 2020 Financial Audit if available – not yet available.

Motion: Paul Gutierrez moves to approve BAR 577-000-2021-0021-T. Second by Holaya Ponce Acosta. Motion passed unanimously.

Motion: Ray Reich moved to approve BAR 577-000-2021-0023-T. Second by Emma Armendáriz. Motion passed unanimously.

- b. Academic Performance Committee by Committee Chair, Tonya Hall, and Angela Stock
 - i. Enrollment update
 - ii. Updates on testing and academic measures of progress

Note: Above i & ii discussed in principal's report. **See Addendum C** for notes on diagnostic testing for dyslexia in 1st grade

- c. Governance Board Development Committee – by Committee Chair, Jane Asche & Holaya Ponce Acosta.
 - i. Restorative Justice Training/Activity by Holaya on the 4 directions or Medicine Wheel
 - ii. Discussion and possible action on Governance Board Mission Statement
See Addendum D for Mission Statement Options

Motion: Ray Reich moved to approve the following Governance Board Mission Statement: To collaborate with staff to promote school financial sustainability, student academic success, healthy communities, and life-long learners in pursuit of the school mission. Second by Emma Armendáriz. Motion passed unanimously.

- iii. Update on Board Recruitment Activities
- d. Facilities Committee – by Committee Chair, Ray Reich, & Angela Stock
 - i. Status of occupancy of the portable unit – covered in principal's report
 - ii. Discussion on the preparation for the PED examination of facilities to approve opening the school to full student attendance - Facility examination will be done by the fire chief's office.

9. Unfinished Business – None

10. New Business –

- a. **Note:** the wording of this item was changed at the beginning of the board meeting prior to approval of agenda to the following. After discussion it will be understood why this

* Indicates Action Item

change is necessary (pay stated in original item was incorrect and substitute pay is lower than teacher's current pay).

Revised: Discussion and possible action to reclassify Issis Inzunza as a substitute teacher to accommodate the online instruction of children who will not return to the school this year and to keep her pay at her current salary instead of paying the Raíces substitute teacher wages.

Board is in agreement.

- b. Possible action on the contract addendum for an increase in the office manager hourly wage which was approved at the February 25 Governance Board meeting.

Addendum has been prepared and is under review by the Business Manager. It will be forwarded to the board when it is ready. No action needed.

- c. Discussion of the resignation letter of Principal Angela Stock and setting of a date for a closed meeting to discuss the principal resignation and personnel issues relevant to finding a replacement in compliance with the Open Meetings Act, NMSA 1978, Chapter 10, Article 15, Section 10-15-1.H(2).

Motion: Ray Reich moved to hold a closed meeting March 23, 2021 at 7:30 PM to discuss the principal resignation and personnel issues relevant to finding a replacement in compliance with the Open Meetings Act, NMSA 1978, Chapter 10, Article 15, Section 10-15-1.H(2). Second by Daniel Ferraro. Motion passed unanimously.

The board expresses their thanks and admiration for Principal Stock. We recognize the challenges Principal Stock faced in making this school successful as well as the amazing effort put forth. We could not have done it without her and her tireless efforts. Those of us who are parents cannot express how appreciative we are of the efforts of Principal Stock for her part in creating a wonderful school and community for our students. We believe our success as a board and the school's success is due in large part to her unconditional support and effort. We hope for only good things in her future.

The staff in attendance also shared their appreciation.

Principal Stock thanks the board for supporting her and believing in her. Hopeful that she has left the school in good standing for the next administrator. Adelante caminante.

- d. Discussion on the resignation letter of Board Member Paul Gutierrez as of April 30 of this year.

The board thanks Paul for his service and his tremendous amount of work. We have learned so much from him and has been a rock for us. We will miss you. We wish him the best of luck on his new journey. Happy retirement.

- e. FYI – The custodian will not be available for a full time position until the month of June so discussion of her contract revision will be delayed a month or two.

11. Agenda items for Next Meeting –

- a. Discussion and possible action on raising substitute salary
- b. Discussion and possible action on annual meeting and staff retreat

12. Date of the Next Governance Board Meeting – April 22, 2021 at 5:15 PM via Zoom meeting (unless we find that it is practical to change to regular meeting at the school).

Motion: Ray Reich moved to adjourn at 7:40 pm. Second by Emma Armendáriz. Motion passed unanimously.

Adjournment – Vote to adjourn by roll call voice vote at 7:40 pm.



Signature, Racines Governance Board Secretary

4/8/2021

Date Approved

Principal's Report for March

Academic Performance

Every Friday is ½ day of Professional Development. For the April, Carlos will set the PD development follows:

April 9

April 16

April 23

April 30

TESTING:

- Test Security Training took place on March 12th by Tom Genne our District Test Coordinator. This training was to replace training that should have taken place last year.
- Testing waiver that PED submitted for approval was accepted, however, the state department is requiring districts to reach out to parents and survey who would still like their students to receive testing.
- Diagnostician has completed re-evals for Sped and is working on the gifted eval. All IEPs have been entered into Tyler and are now up to date.

Financial Performance Enrollment

To date we have:

Kinder 28

First grade 20

Second grade 19

Total 67

The CRRSA ESSER II Grant has now been submitted to the state department, it is a continuation of the ESSER grant that was awarded last fall, we were awarded, 43,323.39. The timeline calls for expending the first grant ESSER before expending this new grant ESSER II since they will be available for a longer period. The first CARES grant was used to hire our part-time custodian to help keep the school sanitary and disinfected. 100% of this fund has been allocated

The grant was written to purchase the following:

- 100 new chrome books and charging unit for the chrome books-24,374.00
- Extra PPE, cleaners, disinfectants-- 6,192.11
- Canopies for outdoor classrooms--12,757.28

Community School Grant: (150,000)

- The grant is being spent down by 60%
- Collaborative Leadership meetings are needed in order to review the original budget and resubmit.
- Communication with Marangellie.

NISN/Kellogg Grant-

CARES ACT- (10,773.00)

- This grant is currently being used for the part time custodian.

Addendum A

Special Capital Outlay Grant: 9,233.00

- A canopy was purchased to cover the playground structure. (\$6,306.20)
- Individual desks are needed for 2nd grade; a plan to use the remaining for chairs. 2,926.80.

Go Bond Library (2427.00)

- None of this money has been expended

Human Resource Functions

- Hire our existing custodian full-time, leverage SEG budget. The custodian cannot start until after this school year.
- With all of Elva's duties...Breakfast and lunch program food service manager, assists principal with completing DATA for PED reports, assists community engagement and director of operations, in charge of attendance and oversees all purchase orders. Currently her hourly pay is 14.43 per hour, I would like to increase it to 18.00 per hour. This addendum was completed and sent to Vicki just yesterday, her pay will be retroactive.
- Proposal to move Issis into a full-time substitute teacher to teach the online students until June 4th.

Student Support Services

- Kindergarten began small groups on the 16th of February, they are going well.
- 1st grade began small groups on 22nd of February, they are going well.
- 2nd grade began small groups on the 1st of March and they are going well.
- We are still offering tutoring time for students who are in the greatest need academically and for students who are 100% online. The CORE diagnostic is being used to assess student progress.
- OST is providing SEL and Xinachtli activities for 30 minutes of the 3 hours students are in school. They also provide activities for those students who are strictly online.

58 students are interested to come in-person at school and 9 will stay on-line until the end of the year.

Facilities:

- Our portable and outside premises are not completed for occupancy.
- Four people including the Head Administrator at Raíces have now inquired with the county about the portable delays. Manny Sanchez, John Munoz, and Gabriel Lopez (parent who works at the county assessor's office).
- The timeline of events our landlord has presented is correct. The building permit has just now been submitted this month; it takes 30 days to complete. The permit is in revision and should be finalized on April 9th.
- We can expect some setbacks if for any reason some of the inspections fail.
- I will continue to be in contact with Oscar Loya at the county building department.

Plan B:

Moving Ms. Issis to a permanent substitute teacher position to teach the nine students who will stay at home. Teachers will provide Ms. Issis with complete lesson plans for her groups.

Twenty-four Kindergarten students can continue to use the kindergarten classroom while safely distancing 3ft apart. As per CES director, the desk shields can provide a barrier for students sitting across from each other provided they are wearing masks.

Addendum A

Plan C: The Head Administrator will have a meeting with The Church of Christ to acquire permission us use one other rooms as a classroom

Addendum: We have obtained permission from CES director to stagger the full re-entry throughout the week.

Other:

QUAD:

The QUAD is a designed by NISN to conduct a school review.

Quad Survey will be conducted again, the date is forth coming.

NISN School Review will be conducted between April 13-14th.

What will be reviewed:

School Mission: Raíces del Saber Xinachtli Community School Implements a developmentally appropriate rigorous academic program through an interdisciplinary curriculum that is experiential. Participatory, biliterate, childcentered, and culturally responsive.

Our students learn Spanish and English, achieving academic proficiency in all subjects in both languages as they develop critical and creative thinking skills.

Raíces creates an environment where students and parents are valued as participants in the construction of knowledge and the creation of a learning community that promotes high academic performance, positive identity formation, and the reclaiming of cultural heritage.

What gains can we demonstrate to show development in Spanish language acquisition?

What gains can we demonstrate that show positive changes in self-identity?

School Review Team

- o Kenaba Hatathlie
- o Anai Pulido
- o Karen Ware
- o Jessica Helen Lopez
- o Pandora Watchman

The school review goals have shifted. With everything happening with the sudden start of reentry at 100%, NISN has shifted to allow schools to focus at reviewing one focus item instead of looking at everything. This is what will be reviewed during the school review visit.

Addendum A

- That teachers have what they need in order to be successful at following the mission and vision of the school where the Xinachtli curriculum is concerned.
- Do all teachers have everything they need, materials and PD in order to properly integrate the Xinachtli curriculum throughout the day?

Rave Panic Button:

The Rave Panic Button helps keep everyone safe before, during, and after an emergency. With a one-push activation for any type of emergency, Rave Panic Button app can simultaneously send out a notification to other teachers and staff on campus while alerting authorities to an active shooter, medical emergency, a fire, or other crises. Offering key features and functionality that result in faster response times, improved collaboration, increased situational awareness, and more.

Addendum B

Lucia Carmona's Report

March 15, 2021

- I. Concilio de Padres coordination and support
 1. Working with parents to facilitate the Concilio de Padres (Concilio) meetings.
 - Meetings with parents per grade, facilitated by Parents Representatives per grade to discuss reentry plan back to school on April 6. o Kindergarten meeting – March 16 o 1st grade meeting – March 17 o 2nd grade meeting – March 15
 - Concilio Executive Committee (CEC) monthly meeting – March 10thHighlights from meetings, were focused to discuss the re-entry plan back to school on April 6:
 - Updates provided by Mrs. Angela Stock, Principal o Students who want to stay online will receive classes online o Testing: ACCES test, iStation (diagnostic)
 - o We have ready all what it is in the checklist that PED sent us to re-start in classes in person, the only that it's not ready is the portable.
 - o We are exploring the possibility if the portable is not ready, asking our neighbor (The Las Cruces Church of Christ) for a space for students while we have the portable ready.
 - o Kindergarten class will be separated into two groups, one of 18 students that will stay with Mr. Carlos and his Assistant Mrs. Regina and the other 10 students will be taken by Ms. Issis.
 - o Almost a 100 % of parents want to send their child to school o We will have two canopies to have outdoor classes
 - o Pending to schedule the Collaborative Leadership committee to discuss about budget for Community School funds o We will transition meals distribution when we came back to school, March 31 will be the last day when we provide meals to families, after that day, when students come back students will receive their meals at school including diner. Students that will stay online will receive their food as well.
 - o New guidelines on distancing in the classroom is 3 feet
- II. Community School Coordinator administrative items:
 1. Preparation of the Community School 120D report and attending to several workshops to understand reporting process. o 120D report due to re-entry back to school on April 6, decided to reschedule the due date till the end of the SY, however, the SharePoint is open to be send it any time.
- III. OST-IEC program, Out of school Time and Indigenous Educators Corps
 1. Coordinating with OST-IEC team to shift their schedules to provide After School in-person from 3:00 pm to 6:00 pm Monday through Thursday.
- IV. Internal school administrative items:
 1. Facilities: I am working on the Lease Assistance Application for SY 2021-2022
- V. Grants Opportunities:
 1. 21st Century CLC Grant – Angela, Anita, Kayla and Lucia prepared data and a tentative schedule for next SY 2021-2022 After School activities requested by Wanda Tamez to finalize the grant proposal.

Addendum C

Academic Committee Monthly Meeting Notes

Month in Review: February 2021

Date: March 17, 2021

Time: 5:00 pm – 6:05 pm

Attendees : Lucia Carmona, Tonya Hall, Carlos Aceves

Topic	Notes	Actions
Re-entry	<ul style="list-style-type: none"> • Current enrollment – 67 • 28 – Kinder, 20-1st, 19-2nd • Number online – 9 total online (4-Kinder, 2-1st, 3-2nd) • Issis as online instructor – teachers will not have to provide online and in person. 	<ul style="list-style-type: none"> • Angela to provide update on space at board meeting • Need to send information out to parents about materials needed, reminders on COVID safety, any other specifics about first day.
Xinachtli	<ul style="list-style-type: none"> • Encourage teachers to use eurythmy – body language exercises (also recommended in structured literacy workshop). Video teachers can access • Learning the same content through different frameworks increases academic ability and makes more synaptic connections in your brain (multi modal learning). With Xinachtli, students learn 2 math systems, 2 calendars, learn to apply their brain and rest their brain (meditation), learning 3 languages. 	Prepare for NISN School Review (rescheduled for May 11-12) – will be a part of PD in April
Structured Literacy	<ul style="list-style-type: none"> • Working to implement structured literacy. Reiterating that we are teaching skills within context. Skills support knowledge construction not vice versa. • We won't need to make big changes, we are being asked to be more targeted in instruction. • Carlos has taken the structured literacy training. 	<ul style="list-style-type: none"> • Required to have a plan for screening every 1st grade student for dyslexia – due by start of 21-22 school year. • Recommending “The Gift of Dyslexia” to all staff
Books to purchase	`Carlos submitted list of books to Elva for library (will cover library needs for K-3) – Purchase Order will go out prior to 4/15 deadline	
Testing Updates	State Required Testing – ACCESS Test (Language Test) must be done in person. Won't be as much of a challenge with the	

	<p>students coming back. Will ask parents of students who remain online if they want to participate (it is optional). iStation – children who remain online will take it at home, returning students will take it in class (state will really look at this one)</p> <p><input type="checkbox"/> Each teacher will do their own testing.</p>	
OST	<p><input type="checkbox"/> Covered in Concilio Report</p> <p><input type="checkbox"/> Preparing curriculum – still reviewing how it will work with online students (see calendar).</p>	<input type="checkbox"/>
Other	<p><input type="checkbox"/> Parents still asking about lesson plans. Asking for translations into English for Spanish materials.</p>	<p><input type="checkbox"/> Going forward – each legend will be sent out in English & Spanish.</p> <p><input type="checkbox"/> Will need to identify someone who can assist with translations from Spanish to English.</p>

The Academic Committee Chair’s signature denotes that the committee has reviewed the stated information and the outcome has been summarized and agreed upon by this committee.


 Academic Committee Chair Signature

3/17/2021
 Date

Governance Board Development Committee

March 18, 2021 Board Meeting Report

1. Board Training by Holaya Ponce Acosta: This is a continuing series of brief board trainings alternated between Board Member Holaya Ponce Acosta and Raices Lead Teacher, Carlos Aceves. They have been asked to demonstrate to the board the principles of Restorative Justice and special aspects of the Xinachtli Curriculum respectively. These two concepts are integral to the mission of the school and so it is important for all board members to understand as fully as possible these practices and concepts.
2. Discussion and Possible Action on Our Board Mission Statement: Over the past month Board members were asked to pick one of the three trial Governance Board Mission Statements that resulted from the Brainstorming Session over the past month. Five members responded that they trail Mission Statement 3 which reflected both board and staff input. One member suggested that it be slightly shortened by the removing the words at the – “in support of achieving the school mission.”

Choice 1

To collaborate with staff to promote school financial sustainability, student academic success, and the development of healthy communities and successful life-long learners in support of achieving the school mission.

Choice 2

To collaborate with staff to promote school financial sustainability, student academic success, and the development of healthy communities and successful life-long learners.

After discussing Choice 1 and 2 above at this March 18 Board Meeting, the board reached consensus on the following wording for the Governance Board Mission Statement:

To collaborate with staff to promote school financial sustainability, student academic success, healthy communities, and life-long learners in pursuit of the school mission.

3. Discussion on Board Recruitment: Committee members Ray Reich and Jane Asche have received suggestions already to contact for three potential Board Members: Sabrina Zamora, Maria Luisa Gonzales, and Erica De La O. Elva Varela will be asked also to put the announcement about Board Recruitment on the office window, Lucia Carmona to share it with the Concilio de Padres, and it will appear soon in the Las Cruces Bulletin. Ray and Jane will be scheduling interviews starting next week.