



# Raices del Saber Xinachtli Community School

## Governance Board Meeting Minutes

June 24, 2021

*Approved: June 30, 2021 at Special Called Meeting*

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

*The Meeting was conducted in-person at the School with  
some staff and parents joining by Zoom*

Time: 5:15 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	Tonya Hall	Secretary		Excused		
4	Emma Armendáriz	Director at Large	X			
5	Daniel Ferraro	Director at Large	X		6:20pm	
6	Ray Reich	Director at Large	X			

Upon determining the presence of a quorum, the meeting was called to order by Governance Board (GB) Vice-Chair Holaya Ponce Acosta at 5:23 PM, so that GB Chair Jane Asche could serve as secretary for the meeting due to the excused absence of Secretary Tonya Hall.

Others in Attendance: Principal (as of July 1, 2021), Julia Rivera-Tapia; Director of Operations and Community Engagement, Lucia Carmona; Staff – Filo Rigales; Parents – Veronica Lucio, Concilio de Padres Co-Chair.

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
  - a. Agenda for June 24, 2021, Governance Board Meeting
  - b. Minutes of June 10, 2021, Special Called Governance Board Meeting
  - c. The Monthly Finance Report to include:
    - I. Treasurer’s Finance Summary Report
    - II. Monthly Account Summary of Expenses,
    - III. Monthly Account Summary of Revenue,
    - IV. Monthly Bank Statement
    - V. Bank Reconciliation Statement,
    - VI. Monthly Update in Preparation for the Quarterly Cash Report

## VII. Monthly Voucher by Warrant Report

**Motion:** Ray Reich moved to approve the Consent Agenda including all items: 2 a., 2 b. and 2 c.-I-VII. Second by Emma. Vote was unanimous by Roll Call Vote.

3. *Public Input* - See rules for public input at end of agenda -
4. *Review of Authorizer Unique Correspondence* –
5. *Special Recognition of the School Staff by the Raíces Governance Board* - by Jane Asche and Lucia Carmona  
Governance Board Chair, Jane Asche, provided an example of the individually framed letters of recognition that are being done for all staff members, which contain praise provided by the parents of students. These will be sent or delivered in person to all staff members. Then Jane shared with the board members the letters of Jennifer Craig and Veronica Lucio that provided recognition and praise of a broad group of staff members, in total touching on every single staff member. Finally, Lucia Carmona read a special tribute to the two OST Coordinators and the three Indigenous Educator Corps members during the Community Engagement Report under agenda Item 7.
6. *Principal's Report* – From Christy Takacs to be presented by our new principal as of July 1, 2021, Julia Rivera-Tapia  
Mrs. Rivera-Tapia presented the principal's report covering the major points as follows:
  - a. Summer Intervention Program offered to 27 Students by Carlos Aceves, Filo Rigales, Regina Miller, Anita Lara-Beckler, Kayla Martinez, Lupe Hernandez, Briana Mirabel;
  - b. Performance of Final Emergency Drill;
  - c. Review of open staff positions fro SY22;
  - d. Title I, Title II and Title IV Applications approved;
  - e. MOE (Maintenance of Effort) application submitted and approved;
  - f. CLR (Culturally & Linguistically Responsive Education) /BMEP (Bilingual Multicultural Education Program) Grant of \$20,000 received and encumbered for purchase of bilingual instructional materials and PD (professional development) for the principal;
  - g. IDEA – B and FAEA – Fine Arts Applications submitted, but not yet approved;
  - h. Bilingual Application returned to append a copy of certified board vote to approve and then resubmitted;
  - i. ESSER III/ARP (American Recovery Plan) funds are being applied for a total allocation of \$197,890 set aside for Raices. These CAREs Act funds could be used for a school nurse, a reading interventionist and the kind of playground cover that would be safe for protecting against COVID and providing child safety from injuries; and
  - j. Family Income Index \$20,000 allocation received that can be used for quality PD in Math instruction provided by MC<sup>2</sup> – a program offering of NMSU.

[See Addendum A for the full detailed Principal Report](#)

7. *Community Engagement Report (Concilio de Padres did not meet in June)* - By Lucia Carmona

Lucia provided a comprehensive report on the following:

- a. Community School Coordinator, Administrative and Community Engagement Activities;
- b. OST-IEC Program- Out of School and Indigenous Educator Corps staff activities;
- c. Operations and Internal Administrative activities, including current student enrollment numbers (97 total students at the moment);
- d. The Academic Support Intervention Support Week; and
- e. Assistance with Transitioning activities from our Interim Administrator, Christy Takacs, to our permanent Head Administrator, Julia Rivera-Tapia.

**See Addendum B for the full detailed Community Engagement Report**

8. *Reports from Committees* -

- a. Finance Committee – Business Manager Erica Reyes excused from attending due to illness and Finance Committee Member, Ray Reich presented a review of the Finance Committee Summary Report.
  - i. No BARs (Budget Adjustment Requests) for this meeting. All of these were handled at the Special Called GB meeting on June 10, 2021.
  - ii. Discussion of the new regulations with regard to Employer contributions to the ERB (Employee Retirement Board). *This was postponed to the July 22 Governance Board Meeting.*

**See Addendum C for Finance Committee Summary Report**

[GB Member Daniel Ferraro joined the meeting here at 6:20 PM].

- b. Academic Performance Committee – No meeting in month of June.
- c. Governance Board Development Committee
  - i. Introduction of two new potential Governance Board Members, Sabrina Zamora, and Patricia López – As things evolved, Patricia López could not attend the meeting and hopes to be with us at the August meeting. Sabrina Zamora attended the meeting and provided a good overview of her professional background which would make her an ideal member of the Governance Board because of her credentials in Education Administrative Leadership and Evaluation and experience and credentials in business. She is still considering joining the board after the meeting and will let us know in the near future.
  - ii. Report on latest board member recruitment activities - An additional person, Maria Luisa Gonzalez, who had been interviewed by the GB Development Committee attended and shared her excellent background in education which makes her an excellent fit, especially for her credentials in Education

- Administrative Leadership and Evaluation. She did agree to come onto the GB in July and will send her letter of interest within a couple of weeks.
- iii. Board training was suspended for this meeting to give time for our Annual Meeting procedures.

**See Addendum D for complete Governance Development Board Report**

- d. Facilities Committee - by Committee Chair Ray Reich
  - i. Update on Portable permits – Ray reported that our first portable now has all legal permits finalized to make it operable for the beginning of SY22 and permits are in place to add the extra parking on the south side of the school property.
  - ii. Update on purchase of the new portables – Ray has been working weekly with the Hatch Independent School District Superintendent and two of this assistants, Manny Bustamante and Shirley Offutt, to move along the process of obtaining a value for the portables units from the Public School Facility Authority (PSFA) so that the Hatch School Board can give final approval of the sale of the next 3 portables to FYI. Once this happens the 3 portables will be moved onto the school property and the side parking lot will be finished.

**See Addendum E for the full month of Finance Committee Reports plus the steps and time frame for acquiring the next 3 portables from Hatch Independent School District.**

- e. Safe School Committee - No report for this month.
- f. School Development Committee – Leadership for this committee is still pending.

9. *Unfinished Business* - None

10. *New Business* – the slate of proposed officers for SY22 was presented as follows:

- a. Election of Officers – Proposed Slate for SY22:
  - GB Chair, Holaya Ponce Acosta;
  - Vice Chair, Daniel Ferraro;
  - Treasurer, Ray Reich;
  - Secretary, Tonya Hall

Since there was no competition for the GB officer positions, the GB Vice Chair, asked for a motion to approve the slate of proposed new officers by acclamation.

**Motion:** Emma Armendáriz moved to approve the proposed slate of officers: Chair, Holaya Ponce Acosta; Vice Chair, Daniel Ferraro; Treasurer, Ray Reich; and Secretary, Tonya Hall by acclamation. Second by Ray Reich. Voted was unanimous by Roll Call Vote.

b. Election of New Board Members – Proposed Candidates:

- i. Sabrina Zamora for GB Member at Large – Sabrina is going to further consider joining the board and will inform us during the month of July, so no vote was taken.
- ii. Patricia López for Governance Board Member at Large – Since Patricia was not able to attend the June 24 GB Meeting (a requirement for prospective members), the decision was made to vote her onto the board at earliest board member that she is able to attend. She has completed a full candidate packet and is a very qualified prospective member and lawyer. Legal skills are very needed board skills.

c. Discussion and possible action on time of GB meetings during SY22 and whether meetings will be in person, instead of virtual for the foreseeable future – The decision was made for the July 22 GB Meeting to be held in person at the school at the regular 5:15 pm time. Board Members agreed that it is most ideal for all board members to attend in person. However, due to the schedules of some members - especially during the summer, it will be acceptable for board members to occasionally attend the meetings by Zoom with the caveat that the quality of sound projection be improved over the experience of this meeting with the parents and staff members attending by Zoom.

11. *Agenda items for Next Meeting –*

- a. Discussion of the new regulations with regard to Employer contributions to the ERB (Employee Retirement Board).
- b. Place Maria Luisa Gonzalez on the agenda to vote onto the GB at the July Meeting.
- c. Provide an update from Patricia López about when she can attend a GB Meeting.
- d. Discuss plans for collaborative action planning in early August or late July.

12. *Date of the Next Governance Board Meeting – July 22, 2021 at Raíces del Saber Community School, 2211 N. Valley Drive at 5:15 pm.*

*Adjournment* – Vote to adjourn by roll call voice vote and specified time.

**Motion:** Ray Reich moved to adjourn the GB meeting at 7:32 PM. Second by Emma Armendáriz. Vote was unanimous by Roll Call Vote.



\_\_\_\_\_  
Signature, Jane Asche, Governance Board Chair

\_\_\_\_\_  
Date Approved

### Governance Board Principal Report – June 2021

- a) Summer Intervention Program – taught by Carlos, Filo, Regina and help from Anita, Kayla, Lupe, and Briana. ~32 students attended K-2. Meals provided by FYI (breakfast/lunch)
- b) Performed final required emergency drill – Lock down on May 27. Teachers were informed, students were prepared. Julia will be working on procedures for emergency drills for next year.
- c) Review of open positions – 3<sup>rd</sup> grade (filled), .5 Fine Arts, .5 Reading Interventionist, possibly SPED teacher.
- d) Title I Application approved – to include funding a .5 Reading Interventionist, homeless assistance, and parent involvement support.
- e) Title II Application approved – to include funding for new teacher mentorship and school-wide dual-language professional development.
- f) Title IV Application returned/approved – school/OBMS budgets did not align. We have corrected that and resubmitted the application. Approved 6/18/2021. This will fund part of the .5 Fine Arts Instructor.
- g) FAEA (Fine Arts) Application – this has been submitted, but not yet approved. This will fund the other portion of the .5 Fine Arts Instructor.
- h) IDEA B and MOE (Maintenance of Effort) Applications – both have been submitted, MOE has been approved. This will fund contract services to include professional development for SPED/GenEd staff and related services, such as speech, OT, PT, social work. IDEA B returned because approved minutes of application were not uploaded. Tonya sent certification and was uploaded on 6/18/2021. Resubmitted application.
- i) Bilingual Application returned – submitted by Angela. The course codes did not align with dual language program. We have corrected and resubmitted the application.
- j) CLR/BMEP Grant - \$20,000 – Purchased Spanish supplemental reading, science and math materials, PD for Julia with Elia Maria Romero, art and music supplies.
- k) ESSR III/ARP – Total allocation - \$197,890 – Application training Wednesday, June 23. Stakeholder meetings will need to be held for input. Suggestions: Playground, OST support, Social Work, Nursing, Full-time Reading Interventionist.  
From PED Memo: LEAs must use at least 20% of subawards to address learning loss through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, extended school year programs, and ensure that such interventions address the disproportionate impact of COVID-19 on student subgroups.

#### Statewide Priorities

The PED strongly encourages LEAs to consider these priority areas to help schools to return safely to in-person instruction, maximize in-person instructional time, sustain the safe operation of schools, and address the academic, social, emotional, and mental health impacts of the COVID-19 pandemic on New Mexico's students:

☑ Closing the digital divide through the purchase and distribution of digital devices and the support of home internet connectivity, as well as through the professional development and instructional coaching needed by educators to facilitate remote learning;

☑ Accelerated Instruction for all students while addressing the disproportionate impact of COVID-19 on student subgroups.

☑ Supporting the social and emotional needs of students, families, and staff;

## Addendum A

- ☑ Supporting the unique needs of students with disabilities and at-risk students;
  - ☑ Providing personal protective equipment for all staff and students, as well as ensuring that schools are fully cleaned, sanitized, and stocked with cleaning supplies;
  - ☑ Improving indoor air quality including: inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities
- l) Family Income Index – \$20,000 allocation – I have pasted the suggested uses below. Suggestion is to fund quality professional development in math instruction provided by MC2 consistently throughout the school year.

### Section 5: USES OF FAMILY INCOME INDEX ALLOCATIONS

A. Except as provided in Subsection B of this section, a public school shall use its family income index allocation as follows:

- (1) at least one-third for evidence-based, structured literacy interventions that have been shown to improve reading and writing achievement of students;
- (2) at least one-third for evidence-based mathematics instruction and interventions, including educational programming intended to improve career and college readiness of at-risk students, dual or concurrent enrollment, and career and technical education; and
- (3) no more than one-third on the following interventions:
  - (a) case management, tutoring and after-school and summer enrichment programs that are delivered by social workers, counselors, teachers or other professional staff;
  - (b) culturally relevant professional and curriculum development, including those necessary to support language acquisition and bilingual and multicultural education;
  - (c) whole school interventions, including social and emotional learning programs, multi-layered systems of support, student nutrition programs, school-based health centers and community schools;
  - (d) instructional resources and materials;
  - (e) services to engage and support parents and families in the education of students; and
  - (f) services to engage and support tribal communities in the education of Native American students.

B. A public school that receives an allocation that is less than forty thousand dollars (\$40,000) may use any portion of that allocation on any of the uses specified in Subsection A of this section.

## Addendum B

Lucia Carmona's Report  
June 24, 2021

### I. **Concilio de Padres coordination and support**

- There was no Concilio de Padres meeting this month

### II. **Community School Coordinator, administrative, and community engagement activities:**

- Working on last Community Schools Reporting Tool of the year, due date, July 23
- Prepared and delivered in collaboration with our STARS Coordinator, Tom Genne, the last School Level Reporting due date June 21, 2021.
- In conjunction with Concilio de Padres and OST-IEC team and Staff hosted in collaboration with our partners and neighbors The Las Cruces Church of Christ the End of the Year and Kindergarten Graduation Celebration. With a successful turnout of parents, community members, School Board Members, and elected officials such as County Commissioner, Manuel Sánchez; and NM State Senator Dist. 38, Carrie Hamblen who acted as MC of the event. (see page with images of the event)
- Having one on one conversation with partners to provide them some updates and explore a possible planning session before next SY begins.
- In partnership with La Semilla Food Center, we had a successful engagement from 10 students who attend to "The Semillita Sprouts Summer Camp" on gardening (see attachment with photos)
- Preparing with the Concilio de Padres a planning session to call new parents before the new SY starts. Tentative last week of July.

### III. **OST-IEC program, Out of School Time, and Indigenous Educators Corps**

- Worked with OST coordinators before the end of their contracts that happened this June 21, they started an inventory of all fix assets and supplies we started to receive acquired through the CS Implementation Grant to support the OST enrichment activities.
- IEC members. - their contract will be done by July 15. The three of them will return next year to our school.
  1. Guadalupe Hernandez, she will be full-time and will be serving directly in the classrooms in the capacity of EA, she will use her qualifications supporting Teachers under the supervision of Mrs. Filo Rigales, our SPED-Writing Interventionist Teacher.
  2. Briana Mirabal, she will continue as part-time and will dedicate her service to the OST program.
  3. Martin Calva, he will continue as part-time and will dedicate his time as well to the OST program.

NISN, through their AmeriCorps IEC (Indigenous Educators Corps) Program will continue supporting Raices assigning us 3 full-time positions (which could be 6 part-time positions as well). Having Lupe full-time, and Briana and Martin part-time, we will need either one full time or two part-time members to serve in our school. Currently, we are reaching out for two part-time applicants preferable (see flyer).

### IV. **Operations and internal school administrative items:**

- a. **Website maintenance:** Continue uploading crucial documents.
- b. **Google Drive:** I am uploading documents to update the Drive.
- c. **Updating Resumes and Job descriptions**
- d. **Grants:**
  - **WKKF** - Today in a call with Victoria Tafoya, our Grant Officer, she said that in order to moving forward into a new cycle of funding, we need to analyze the budget, and see the amount we have



Addendum B

now and if we will be able to spend that money by the end of the cycle which is December 31, 2021. The new cycle could be again funded in two parts to receive immediately the first part starting January 2022. Victoria suggested to schedule a zoom meeting to discuss where we are at and at the same time meeting our new head administrator Mrs. Julia Rivera-Tapia, by August 16, 2022. She proposed two alternative hours, either at 9:30 am or at 4:00 pm

-

e. **Students Enrolled for next SY up to this day:**

K- 18

1<sup>st</sup> #1 – 18

1<sup>st</sup> #2 – 18

2<sup>nd</sup> – 22

3<sup>rd</sup> – 22 + 2 on waiting list

TOTAL (without the 2 on waiting list) = 98 registered students

V. **Academic Intervention Support week.** – After school was over on June 7, Teachers decided to host an extra week - June 14-18, from 8:00 am to 12:00 pm. - Students received free breakfast and lunch sponsored by FYI - Summer Meals Program.

The objective was to provide Academic Intervention Support to those students who reflected low performance on IStation mainly due to the pandemia. Online classes impacted mostly our English Speaking students. From the three grades (K, 1<sup>st</sup>, and 2<sup>nd</sup>) students were invited to come this week. Out of 32 invited students, 27 participated. Teachers, Staff, and AmeriCorps members committed to this project: Carlos Aceves, Filo Rigales, Regina Miller, Guadalupe Hernandez, Briana Mirabal, Lucia Carmona, and Christy Takacs.

We Served:

10 Kindergarten

8 1st grade

9 2nd grade

27 TOTAL

VI. Helping on this transitioning process of head administrators. Supporting both Christy and Julia with available data, zoom meetings to attend, finalizing calendars, daily schedule, contacting with teachers, putting together resumes from teachers.



BOOM-Box distribution tomorrow at Raices del Saber School  
June 18, 2021

From 6:00pm until 7:30pm in the driveway of the school.  
Come and get a box for everyone in the family!

- Level 0 – Prenatal to 12 months
- Level 1 – 12 months to 3 years
- Level 2 – 4-6 years old
- Level 3 – 7-9 years old
- Level 4 – 10-13 (Middle School)
- Level 5 – 14-18 (High school)



# BOOMM BOX

**Now Available!!**

**NEW REGISTRATION**

**Wealth of Knowledge**

1 2 3

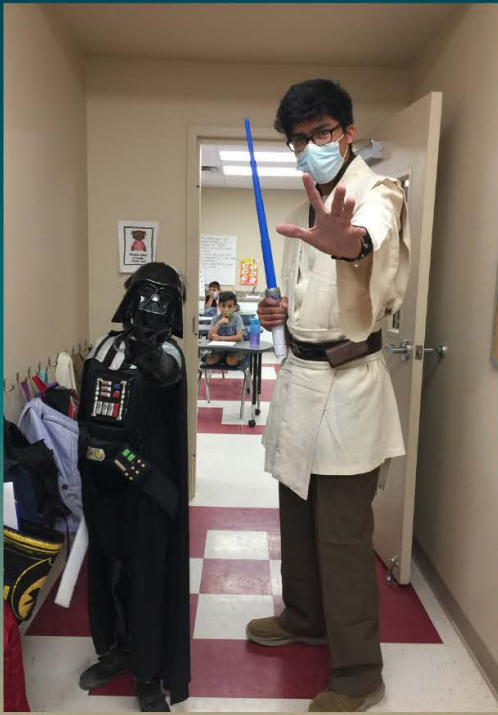


**Prenatal - 18 years old**

**FREE**



Want to make a change in your community?



## JOIN THE INDIGENOUS EDUCATOR CORPS!

We are looking for members to join our AmeriCorps program and provide direct service to students at **Raices Del Saber Xinachtli Community School.**

**Required:** 1 year commitment, strong communication, teamwork, reliable transportation.

**Preferred:** Experience with elementary-aged children, bilingual in Spanish & English, interest in pursuing a career in education.

For more information on Raices del Saber:



Apply now:







# SEMILLITA SPROUTS SUMMER CAMPS

RAICES DEL SABER  
XINACHTLI COMMUNITY SCHOOL

## HYBRID EDITION

OUTDOOR GARDENING WITH VIRTUAL COOKING &  
CRAFTING

- COOKING CON FAMILIA
- STORYTELLING
- GARDENING
- NATURE OBSERVATION AND INQUIRY

FREE GARDEN AND  
RECIPE KIT WITH  
INGREDIENTS &  
CRAFTING  
MATERIALS TO  
PARTICIPATE!

free camp

A week full discovery & exploration!

## DISCOVERY CAMP

week of June 21st

Mon & Tues @ Raices del Saber 8:30am-10:30am

Wed-Fri on Zoom 11am-1pm

1ST - 2ND  
GRADE

Reconnect with nature while learning about native plants, insects, and planting a veggie garden at Raices del Saber Xinachtli Charter School. From home and while guided by local experts over Zoom, campers will also make fresh and delicious recipes, share stories that guide us back to the knowledge and food traditions of our ancestors, and just have fun!



### REGISTRATION INFORMATION

EMAIL: [COMMUNITYED@LASEMILLAFOODCENTER.ORG](mailto:COMMUNITYED@LASEMILLAFOODCENTER.ORG)

TEXT: (915) 701-7164

**Governance Board Development Committee**

June 24, 2021 Board Meeting Report

1. Potential New Board Members – Following is a report at this point in time:
  - a. *Patricia (Patsy) López* – she is now confirmed in her commitment to join the Governance Board (GB). As you know you have her letter of interest, her resume, and letters of recommendation. She cannot be at the June 24 board meeting as she is traveling but plans to be with us at the July Board Meeting.
  - b. *Sabrina Zamora* – will be at the June 24 GB Meeting. However, she would like to have a discussion with the Board about the time she can give and then decide whether to finalize her commitment with the letter of interest. As you can see from her attached resume, she has a strong background in Educational Leadership, Administrative Evaluation and Business.
  - c. *Erica de La O-Medina* –She is still struggling with COVID. Even though we believe that she has some great skills that would complement our board member skills, our committee has advised her to focus on her health and reconsider the board position later.
2. Latest GB Recruitment Activities

*Maria Luisa Gonzalez* – This is a person that Ray and Jane interviewed and have been thinking all along would make an excellent board member. Jane has had yet another visit with Maria and she is going to visit our June 24 Board Meeting with meeting. She has a strong background and experience in Educational Leadership and Administrative Evaluation. See her attached resume.
3. Board Training - Board training will be suspended for this meeting to give time for our Annual Meeting procedures. However, we will ask our new Board Member, Patsy López once she is voted onto the GB, to begin some formal training on EEOE policies as they pertain to public school employees and board responsibilities to comply with state and federal law.
4. Slate of Officers for SY 22 – The slate of SY22 GB Officers will be voted upon at this June 24 GB meeting. The Slate is as follows:  
  
Chair – Holaya Ponce Acosta  
Vice Chair – Daniel Ferraro  
Secretary - Tonya Hall  
Treasurer - Ray Reich

## Addendum E

6.22.21

### Facilities Report

In attendance: Daniel Ulibarri, Lucia Carmona, Julia Rivera Tapia, Fred Mobley, Jane Asche

- Progress on the Purchase of the Portables Units - Fred Mobley will submit to the County Permit Office this week the letter from the Hatch School Board confirming approval of the sale of the Portable to be used by Raices. A woman by the name of Christy has been assigned by Hatch Public Schools Superintendent Michael Chavez to get a price from PSFA (Public School Facilities Authority) for 3 portables that FYI will buy from the School District to finish the build out of the Raices classroom needs during our 5-year lease contract. PSFA has to figure out how to get the portables off their books and set a fair market price for them in order to sell units to FYI. Christy is on vacation and will be back in the office on Wednesday, June 23.  
Action: Ray and Jane need to follow up with Michael Chavez to see where Christy is on this work with PSFA.
- Moving the portables – Once the price is negotiated, Fred Mobley will arrange for the moving and set up of the portables. He has already contracted for services to prepare the foundation that the portables will sit on. Fencing will have to come down temporarily to move the units onto the property. Digging for the Foundations will start on July 28<sup>th</sup>.
- Costs for Establishing Portables on the FYI property – In our contract we are committed to start monthly payments on each portable that is added yearly at a rate of \$1,200 per month per portable in extra lease payment. FYI assumes the burden of purchase and set up. The contract specifies that each portable will have 2 classrooms and a bathroom.
- Progress on Current Portable – This coming week all cabling and the ramps will be installed. The bathroom facilities for the first portable, which are separate from the unit, will need about a week of work for the water and sewer hook-up which will help to prepare for use of the additional units as well.
- Updating of Facilities Master Plan –This needs to be done and turned into the County Permits Office. Fred will work with Raices staff on this.

Notes supplied by Jane Asche for Ray Reich who could not attend the meeting this meeting on June 22.

## Addendum E

6.15.21

### Facilities Report

In attendance: Daniel Ulbarri, Christy Takas, Fred Mobley, Lucia Carmona, Jane Asche, Ray Reich

- Building Permit is granted.
- Landscaping Permit granted
- Facilities Permit Portable #1 granted.
- Purchase 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Portable (Portable Expected soon) FYI will purchase.

No real change from last week. We will renew our efforts and have set a completion target of 7.15.21.

Permitting is looking better and portable purchase is actively being pursued.

Ray Reich



## Addendum E

6.08.21

### Facilities Committee Report

Daniel Ulbarri, Christy Takas, Fred Mobley, Lucia Carmona, Jane Asche, Ray Reich

- Building Permit is granted.
- Landscaping Permit granted
- Facilities Permit Portable #1 granted.
- Purchase 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Portable (Portable Expected soon) FYI will purchase.

Fred is completing landscaping and all issues are permitted. Work will start on the extra parking lot on south side of the building once the portable units have been moved into place.

Ray Reich

## Addendum E

6.01.21

### Facilities Report

In Attendance: Daniel Ulbarri, Christy Takas, Fred Mobley, Lucia Carmona, Jane Asche, Ray Reich

- Grading Permit Granted
- Landscaping Permit Pending
- Facilities Permit Portable #1 Pending. Expected this week
- Purchase 2<sup>nd</sup> Portable (Portable Expected soon) FYI will purchase.

Fred is completing landscaping and all issues as if permitted. Expecting approvals this week but can't be certain. Proceeding as if OK'd.

Ray Reich



## Request for Approval of Property Disposition

A district or charter school needs approval of property disposition.

Sale or Trade of Personal Property less than \$5,000

Approval from the Office of the State Auditor (OSA)

- ◆ The school board or governing council must pass a "Resolution" explaining why it is disposing of the items.
- ◆ The district or charter school must send the resolution to the OSA with a letter explaining the districts or the school's intentions (must be done at least 30 days prior to the actual disposition).
- ◆ Contact OSA at (505) 476-3800 for additional requirements.

Sale, Lease, or Trade of all Personal Property above \$5,000 and any Real Property less than \$25,000.  
Or, lease less than 5 years or lease payments less than \$25,000.

Approval from the Public Education Department (PED)

- ◆ One copy of the PED form 947.
- ◆ Provide board or governing council minutes or resolution indicating it has approved of the proposed disposition and reason.
- ◆ Provide an appraisal indicating the true market value.
- ◆ Provide a copy of the quitclaim deed. Do not use warranty deeds.
- ◆ Provide a copy of the legal advertisement.
- ◆ Provide selection process used, purchase price, and sale agreement, if applicable.
- ◆ Provide a copy of the proposed lease
- ◆ Upon receipt of approval, provide the approval letter to OSA.

Sale, Lease, or Trade of only **Real Property** greater than \$25,000 or lease more than 5 years

Approval from the State Board of Finance (SBF)

- ◆ The SBF, in its discretion, may require the same or additional information as PED that may be relevant to a specific transaction.
- ◆ SBF requires original and 10 copies of the package submitted to it.
- ◆ Complete packages must be submitted to the SBF on or before the meeting deadline.
- ◆ Districts and charter schools should contact the SBF at (505) 827-4980 for specific requirements of the department.