



Raíces del Saber Xinachtli Community School

Governance Board Meeting Minutes

November 21, 2019

Approved December 19, 2019

400 Bell Ave. in Raíces Office Portable

Located at East End of La Academia Dolores Huerta

5:15 pm to 6:55 pm

1. *Call to Order* – at 5:09 PM
2. *Roll Call*

The following Board Members signed in and confirmed attendance via voice Roll Call:

Present: Emma Armendáriz (Chair), Holaya Ponce Acosta, Jane Asche (Secretary), Daniel Ferraro, Alejandro Flores, Paul Gutierrez, Ray Reich (Treasurer). *Quorum present for meeting.*

Absent: Rocio Benedicto, Vice-Chair (Excused?)

Others Present: Angela Stock, Principal

3. *Conflict of Interest Declaration* – None were declared.
4. *Approval of Agenda**

Motion: Paul Gutierrez moved that the agenda for the November 21, 2019, Governance Board Meeting be approved as submitted. Second by Ray Reich. The Motion passed unanimously by roll call vote.

5. *Public Input* – None was requested.
6. *Possible Action for bringing on a Potential New Board Member* – After discussion of the candidate's qualifications, his commitment to meet the expectations for a Raíces Board member presented in the Governance Board Development Committee interview, and his presentation of what he believes he brings to the Board, the following action was taken:

Motion: Alejandro Flores moved to approve Daniel Ferraro as a member of the Raíces del Saber Xinachtli Community School Governance Board as the official representative of the School Concilio de Padres. Second Paul Gutierrez. The Motion passed unanimously by roll call vote.

Since Daniel has completed the first 7 hours of training for new members, he was qualified to vote on all business henceforth in today's meeting following the vote.

7. Consent Agenda*- Board Chair, Armendáriz requested that item b) of the consent agenda being voted on separately from Item a) in order to have an open discussion with all Board Members.

- a) Approval of Minutes of the October 24, 2019

Motion: Ray Reich moved to approve item a) of the consent agenda including the minutes of the October 24, 2019, Raíces Governance Board Meeting. Second by Alejandro. The Motion passed unanimously by roll call vote.

- b) Revised Contracts for Lucia Carmona and Angela Stock – a discussion took place to explain why the Finance Committee asked Lucia and Angela to each take a pay cut of \$10,000 and \$3,500 respectively. The Finance Committee explained that they have spent hours trying to balance the SEG budget and this was the only way we could do it in spite of donations and grant money we had raised. They explained that as soon as more money can be raised, we will apply that to the recovery of their salaries and other Board Members pledged to help. The following action was taken:

Motion: Paul Gutierrez moved to approve the revised contracts for Principal, Angela Stock, at a salary of \$80,000 with 26 paid leave days and for Director of Community Engagement, Lucia Carmona, at a salary of \$45,000 with 26 paid leave days; and as additional funds become available, the first priority will be to use those funds toward recovering, as much as possible, the salaries offered in their original contract. Second by Holaya Ponce Acosta. The Motion passed unanimously by roll call vote.

8. Reports from Committees

- a. Academic Performance Committee - See Principal's Report in Attachment A for full details. The Principal reported that we will soon have all our students tested on the IPT which is the test used to track progress on the mission related goal that we contracted with the PEC to measure to show academic achievement in student's proficiency in Spanish language development.

- I. Possible action on the School's IDEA B Application – Angela reported that she is prepared to submit the IDEA B application to qualify for \$1,032 of funds to be used to serve the needs of students with disabilities.

Motion: Ray Reich moved to approve the submission of the IDEA B Application by the Principal to the Special Education Bureau of NM PED for funds to serve students with disabilities. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- b. Finance and Audit Committees –

- I. Possible action on revised SEG (State Equalization Guarantee) budget – We were joined by our Business Manager, Joseph Lucero, from the Vigil Group for

the discussion on financial issues under consideration during this meeting. After a review with Joseph of his latest conversations with OBMS (NM Operating Budget Management System) he confirmed once again that the final expected SEG budget for 2019-2020 school fiscal year is \$303,689.12. The Finance Committee presented a balanced budget based on this SEG figure, Public School Capital Outlay Office grant for lease reimbursements and State Legislative Capital Outlay grant for school equipment, a PED community school grant, NISN (Federal CSP) funds, and anticipated funds of another \$150,000 from another foundation, plus \$23,000 of donations raised by Raíces Board Members.

Motion: Ray Reich moved to approve the balanced SEG budget that the Finance Committee presented to Joseph based on a SEG figure of \$303,689.12 subject to updates of changes by OBMS in SEG funding. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

II. *Possible Action on the BARs (Budget Adjustment Requests) for the Community School Grant funds and IDEA B funds.*

Motion: Paul Gutierrez moved to approve that the following Budget Adjustment Requests: 1) DOC ID 577-000-1920-0008-IB for Community School Grant of \$50,000 and 2) DOC ID 577-000-1920-0004-IB for IDEA B funds of \$1032. Second by Ray Reich. Motion passed unanimously by roll call vote.

III. *Possible action on November Finance Report items*

- a. Bank Account Register Report
- b. Bank Reconciliation Statement

Motion: Ray Reich moved to approve both the Bank Account Register Report and the Bank Reconciliation Statement presented in the October 31 Finance Report from the Business Manager, Joseph Lucero. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

c. Facilities Committee –

Update on the building renovations at 2211 N. Valley Drive by Principal, Angela Stock, and potential move in date. Angela reported that all renovations and inspections are done on the building and the E-Occupancy certificate was delivered to Ms. Stock at 4:55 PM today. So the building is ready to occupy and the official keys to the building will be turned over within a few days. The current plan for the opening day is Monday, December 2.

d. Governance Board Development Committee –

- I. *Possible Action on the Evaluation Plan for the Principal* – Emma Armendáriz reported that she and Angela are working on the plan that was created for the charter application and recently reviewed by the Governance Board. No

official action was taken tonight, but they will have an update at the December 19 Board Meeting.

Action: Paul Gutierrez has agreed to serve on the Principal Evaluation Committee.

- II. *Update on Maria Elena Garza d Vargas as potential board member* – We have not further word from her about when a board interview can be re-scheduled with her.
- III. *Possible Action on making Rocio Benedicto an honorary, nonvoting board member* – Since we have not yet received her resignation and Rocio has now missed four board meetings due to her serious health issues, it was proposed to make her an honorary nonvoting member of the Raíces Governance Board.

Motion: Alejandro Flores moved to approval the removal of Rocio Benedicto as from the Board as a voting member and make her an honorary nonvoting member of the Raíces Governance Board. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

Note: Rocio did send her resignation letter a couple of hours before the Raíces Governance Board meeting, but we were in a Finance meeting and did not see it before this vote. She declined to accept an honorary nonvoting board position.

Action: Board will need to vote to accept the resignation at the December 19, 2019, Governance Board Meeting and revoke the honorary nonvoting membership as she has expressed the need to devote her whole energy to health recovery.

- IV. *Possible action on appointing a Board Vice Chair to replace Rocio's position as vice-chair* – Board Chair, Emma Armendariz asked for a volunteer to replace Rocio Benedicto as Vice-Chair of the Board and Holaya Ponce Acosta said she would be willing to do the job.

Motion: Paul Gutierrez moved to appoint Holaya Ponce Acosta to finish Rocio Benedicto's current term as Vice-Chair of the Raíces Governance Board. Second by Ray Reich. Motion passed unanimously by roll call vote.

- V. *Board Training* – “Building an Effective Charter School Board” – Chair of the Governance Board Development Committee, Jane Asche, sent all Board Members a copy of Chapter 1, *Common Governance Problems Facing Charter Schools*, from the book “Building an Effective Charter School Board” published by Management Cornerstones, Inc., Milwaukee, WI. She asked all Board Members to give this chapter a serious read for further discussion by the

Board at a future meeting, since there is so much business to transact at this November 21 meeting.

9. *Raíces Principal Report* – See attachment A

- a. *Possible action on approving the move and occupancy of the permanent school site at 2211 N. Valley Drive* – the Board discussed the one last hurdle to be accomplished to meet legal requirements to move into our permanent school site, the NMCI Letter from Public School Facilities Authority (PSFA). Board Member Asche has been working with this Bureau to expedite this process. Bureau staff member, Alyce Ramos, who works with charter schools on this process has promised to try to have the letter to us no later than November 27. With this information in mind, the Board took the following action:

Motion: Daniel Ferraro moved to approve the relocation of the school to the FYI Building at 2211 N. Valley Drive as soon as the NMCI Letter from PSFA has been received. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

- b. Discussion on the Site visit of the PED-CSD on Tuesday, December 3, 2019 – Angela discussed that the staff of the Charter School Division will be making their first site visit to Raíces on Tuesday, December 3. Both Board Members and staff are working to make sure that we have finished all check list items that should be in place for their visit.

10. Old Business – Jane Asche reported that there will need to be a few more revisions on the Kellogg grant which will be re-submitted within the next three days. The application is being revised to meet the requirements of what the foundation calls a core support grant which will give us great flexibility in how we spend the \$150,000 over the next two years.

Action: Emma Armendáriz will work on exploring funding possibilities from La Raza for school supplies for next semester.

11. New Business

- a. Possible action on closing school on November 25 and 26 (during the Thanksgiving week to coincide with LCPS break) and to make the move to our permanent school location – After discussion, it was decided that this plan will be dropped for several reasons: 1) too many important curricular activities and health screenings going on that day, and 2) uncertainty of when the NMCI Letter will arrive from PSFA.

12. Agenda items for Next Meeting

- Report on putting a donation link on the Raíces website,
- Try to get the School registered for Giving Tuesday, the first Tuesday in December,
- Look into getting a registration set up with “Amazon Smiles”
- Register with Office Depot for anyone using our code so we get 5% of the sale,
- Report on the PED – Charter School Division visit.

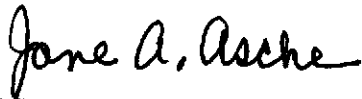
13. **Date of the Next Governance Board Meeting: Thursday December 19, 2019, 5:15 pm, at 2211 Valley Drive.**

- a. Possible action on moving the Board Meeting time to 5:15 PM to give those who are work up to a 5 PM schedule leeway to get to the meeting – There was consensus about moving meetings to start 15 minutes later at 5:15 to give our working Board Members a little more time to arrive. Board members agreed this does take a formal motion, but we will advertise the time change in our various media sources.

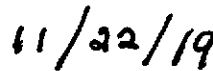
14. Adjournment – Vote to adjourn by roll call voice.*

Motion: Ray Reich moved to adjourn the meeting at 6:55 pm. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

Minutes Submitted by Governance Board Secretary, Jane A. Asche



Signature



Date

Principal's Report

ATTACHMENT A

Raíces Del Saber Xinachtli Community School

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Academic Performance

IPT tests were ordered after not getting assistance from the DTC Tom Genne. We are behind schedule on administrating the assessments. I personally trained myself to download the system and input information into it. For a person with no experience this step took longer; it is all done except for the testing. I was able to test three kindergartners all who did very well. I was able to enlist the help of a teacher from La Academia Dolores Huerta to come and help me finish with the testing.

Teachers' first walk-through was completed in our evaluation portal front-line. Teacher submitted their PDPs, and self-evaluations. The next walk-through is due on December 10th along with the first evaluation on Domain 1.

Our school is gaining attention. This month we received visitors from New Zealand, and Denmark after Lucia attended the International Conference RECE (Reconceptualizing Early Childhood Education) and Teachers from Oaxaca were here as a recommendation from Dual Language Education of NM and La Cosecha; they came to our school, observed and presented their pedagogical techniques. Parents, board president and elected officials all attended. All of them are interested in our Indigenous foundation model and our Dual Language 90/10 model. Some of their comments were that they could not believe how much we were doing with so little resources and space.

We also received 3 invitations to present about our school:

- International Conference RECE Reconceptualizing Early Childhood Education
- Native American and Indigenous People's celebration on the border
- Panel on November 21 regarding the Yazzie/Martinez ruling.

Financial Performance

We are in need of a copier to perform our Xeroxing needs; our office manager is currently getting bids. We are looking at around \$145.00 a month. We have a limited number of supplies that we are trying to make them last. Those include copy paper, cleaning supplies, etc.

Human Resource Functions

We kept our office manager at half-time, we really need her full time. She has begun to take over more of the secretarial type work that the Director of Community Engagement attended to along with becoming certified as the food manager.

The salary of the Director of Community Engagement was cut, I hope to increase her salary as soon as we are able to.

We are our own janitors and will continue to be so until we can afford a janitor

Principal's Report

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Student Support Services

As our population increases so does the need for special services. Currently we have a sped teacher contracted at 12 hours a week and a speech pathologist at 30 minutes a week. I see these hours increasing soon since we are putting some of our students through the SAT process. I also see the need for a diagnostician come into play as some of our students who have a medical diagnosis need testing.

School Environment

The Community Engagement Coordinator has started Pre-production of a video-clip to promote enrollment and raise awareness about our school produced by a graduate student from NMSU Media Department, Carlos Carlos Jr. Who will be under the supervision of his teacher Ilana Lapid. Next month for Governance Board Meeting will present the concept and the script.

Community School Partners confirmed:

Health & Human Services of DAC

Community Action Agency

La Piñon (provide Sexual Assault victims service)

La Semilla Food Center

Myrna's Children's Village

Mexican Consulate

Children's Reading Alliance

Families and Youth, Inc.

NMSU Cooperative Extension, Family and Consumer Science Dept.

Department of Health (Children's Medical Services and Circles of Security, health educators, and medical services)

Dona Ana County Fire Marshall (pending finalize)

Las Cruces Police Department (pending finalize)