



Raices del Saber Xinachtli Community School
Governance Board Meeting Minutes-APPROVED – August 8, 2022

Date: July 28, 2022

Approved: August 8, 2022

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

The Meeting was conducted via the Zoom Meeting Platform

Time: 6:15 PM – 8:23pm

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	Holaya Ponce Acosta	Chair	X			
2	Aldair Marquez	Vice-Chair	X			
3	Sabrina Zamora	Interim Secretary		X		
4	Ray Reich	Treasurer	X			
5	Patricia Lopez	Director at Large	X			
6	Maria Luisa Gonzalez	Director at Large	X			

Upon determining the presence of a quorum Board Chair, Holaya Ponce Acosta called the meeting to order at 6:15 pm

Others in Attendance:

Staff: Michael Brewer, Head Administrator; Lucia Carmona, Director Community Engagement and Operations Director ; Terrance Hester, Finance Manager; Elva Varela, Office Manager; Roberto Moctezuma, Parent and EA Student Fellow, Regina Miller, Kinder EA;
Parents: Yvette Lopez, Lizette Perez, Veronica Lucio, Yadira Soriano, Gladys Garcia, Erika Romero, Carrie Shaver, Carla Walton, Marisa & Kevin Deval, Kaela Salcedo, Janet Quintanilla, Irma Lopez, Martha Aguirre, Karla Martinez, Tasha Kreger, India Hernandez, Karla Walton, Elisa Avila, Diana Godinez, Marissa DeWolf, Alma Bermudez, Iris Hernandez, Jessica Lynn, Georgina Badoni.

1. *Conflict of Interest Declaration* – None Declared by Michael Brewer, Head Administrator

2. *Consent Agenda* – includes approval of the following:

- a. Agenda for July 28, 2022, Governance Board Meeting
- b. Minutes of the July 11, 2022 Governance Board Meeting
- c. The Monthly Finance Report to include:
 - I. Account Summary of Expenses,
 - II. Account Summary of Revenue,
 - III. Bank Statement
 - IV. Bank Reconciliation Statement,
 - V. Update in Preparation for the Quarterly Cash Report
 - VI. Voucher by Warrant Report
 - VII. Finance Committee Meeting Notes from Finance Committee Chair

Motion: Aldaír Márquez moved to approve the consent agenda. Seconded by Patricia López. Motion passed unanimously by roll call vote from all governing board members present (María Luisa González).

3. *Finance Committee and Audit Committee Report* by Terrance Hester, SWREC, and GB Treasurer,

- a. Discussion of any GB member questions on the Finance Report.
- b. Discussion and possible action on Budget Adjustment Requests:
 1. Bar number 577-000022230001-IB
 2. Bar number 577-000022230002-I

Motion by Patricia López to approve all BARS.

Second by Aldaír Márquez. Motion passed unanimously by roll call vote from all governing board members present (María Luisa González).

4. *Public Input* – called out but no one signed up.

5. *Review of Authorizer Unique Correspondence* - “None at this time”

6. *Principal’s Report* – By Head Administrator, Mr. Mike Brewer

See Addendum A

Discussion with the Interim Head Administrator covered topics of school health and safety. One parent asked about the Covid Tool Kit provided by the state and Mr. Brewer reported that masks were not required but that social distancing was as well as asking parents to keep their children at home if they showed any symptoms of illness. There is currently an outbreak within the Las Cruces Public Schools.

Discussion was raised about school shooting safety relative to Uvalde School. The parents wanted to know if a police officer had been assigned to the school. Mr. Brewer was not sure and will work with the Safety Committee to address more in detail.

Another parent was concerned about the safety practices involving the Church space being used as classrooms. Mr. Brewer reported that the children practice with drills and doors are kept locked-- teachers keep the area secure. Lucia Carmona invited interested parents to visit the facilities to see how

safe they are kept. Another parent wanted to advice on having a close relationship with the Sheriff to ensure safety. Lucia also added that active shooter drills for the faculty and staff were taking place and that fire drills were being practiced. Parents were also reminded that the school perimeter is fenced and that the only way into the building is if the buzzer is used.

Other issues from parents involved the new school calendar and Lucia Carmona assured parents that all instructional time was accounted for.

Some parents were also concerned about the number of children in the second-grade classrooms. Lucia Carmona explained that there were 31 children in second grade in total and will be split into two classrooms. Mr. Moctezuma explained that the second grades would be divided with each teacher having his/her own space.

Another question from a parent related to concern about the children being outside and having enough shade during this hot season.

A parent asked if something could be done to help them coordinate their two children's different calendars. Lucia Carmon said that it would be brought up at the Concilio Meeting and that discussion would be held as to how to help those parents out.

7. Concilio de Padres and Community Engagement Reports – By Concilio Co-Chair, Veronica Lucio, and Director of Operations and Community Engagement, Veronica Lucio (to include Community School Updates) –

See Addendum B

8. Reports from Committees

- a. Academic Performance Committee – No report. Chair being sought.
- b. *School Development Committee*- No report. Chair being sought.
- c. *Safe School Committee* – This committee is still under development.
Discussion on need for committee chairs- Lucia Carmona named the list of different committees from the bylaws to have parents as equal partners of the school. She explained that the composition of the committees can be staff, parents, community members and the like. Chair Ponce Acosta added that a list of the committees be sent out to the parents with an explanation of each committee for parents to better understand the role and responsibilities of each committee.
- d. *Governance Board Development Committee* –
Mrs. [Holaya Ponce-Acosta](#) invited the community to join and to recommend someone to head the committee
 - i. GB Chair Holaya Ponce- Acosta also introduced Ms. Veronica Lucio as a potential governing board member. Ms. Lucio was asked to introduce herself and Ms. Lucio brought up the fact that she is a parent of Raices student and is Chair of the Concilio de Padres. She explained how she

- wanted to be the voice for the parents. She is also very willing and ready to help the school because she likes to help her community.
- ii. Aldair Marquez interviewed Ms. Angela Murray who opted not to serve as a GB member.
 - iii. Ray Reich interviewed Maria Elena Garza. Her resumé was sent out to all interested parties. He explained how she is very accomplished and would be a great contribution to the Board. She is also very willing to participate in supporting the school.

Motion by Ray Reich to approve Veronica Lucio as a Governing Board member.

Seconded by Maria Luisa Gonzalez.

Motion passed unanimously by roll call vote from all governing board members present (María Luisa González).

Motion by Ray Reich to approve Maria Elena Garza as a Governing Board Member.

Seconded by Maria Luisa Gonzalez.

Motion passed unanimously by roll call vote from all present governing board members present (María Luisa González).

e. *Facilities Committee* –

Report by Committee Chair, Ray Reich.

The Church has helped Raíces out throughout the first years of operation by providing space for the school's many events and activities. Currently, all facilities will be ready within the next 14 days and the space at the Church will no longer be needed. We hope to be finished with the contractors by mid-August with specific items that would be legally compliant. Chair Reich mentioned that he wanted to have the Governing Board meet with all parents to brainstorm ideas together as a community. Governing Board member Lopez explained that such a meeting would not be legally possible. Lucia Carmona added that a meeting through the Concilio de Padres could be held to bring in the Governing Board Members. More discussion to follow.

9. *Unfinished Business* - - No unfinished business was presented.

10. *New Business* –

- a. Discussion and possible action to approve was delayed allowing GB members to study the teacher and staff contracts. Patricia Lopez moved to table item 10.1. Second by Ray Reich. Motion passed unanimously by roll call vote from all governing board members present.
- b. Discussion and possible action to approve minutes to update the school calendar. Motion to approve by Patricia Lopez. Second by Aldair Marquez. Motion passed unanimously by roll call vote from all governing board members present.

11. Agenda items for Next Meeting

Concilio meeting with parents and governing board members to discuss different topics of interest together.

Mr. Brewer will report on the status of a police officer being assigned to the school and connections with the Sheriff's office.

12. *Date of the Next Governance Board Meeting* –

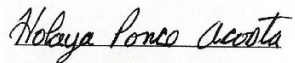
Thursday, August 25, 2022, through Zoom Platform.

Adjournment – Vote to adjourn by roll call voice vote at 8:23 PM.

Motion: Ray Reich to adjourn,

Second by Maria Luisa Gonzalez.

Motion passed unanimously by roll call vote from all governing board members present.



Signature, Raíces Governance Board Chair
Holaya Ponce-Acosta, Chair

August 8, 2022

Date Approved

Raíces Del Saber Xinachtli
July 25, 2022 Principal Report
Michael Brewer

1. The portables continue to be readied for our delayed start of school, August 1, 2022. They are working on getting the electrical lines installed from the existing portable to the 3 new portables. All other lines, water, sewer, have been installed and trenches covered. They will also put in a fiber-optic line for fire, communications, and Internet services to the existing portable. We may be able to start moving stuff to the portable as early as Tuesday but not set up until Friday when HVAC and electrical will be ready.
2. Worked on the Instructional Calendar to make up the 9 instructional days that we missed due to the portables not being ready.
3. This year there will be 2 - Kindergarten, 2 - 1st Grade, 2 - 2nd Grade, 1 - 3rd grade, and 1 - 4th grade classes. 2 - Kindergarten EAs, 3 Ed Fellows (2 in 1st Grade and 1 in 2nd Grade). We have all positions filled except for 1 in 1st grade due to a resignation. We are interviewing today, July 25, and hope to hire this week. We have also hired a new custodian and have a parent that will help us serve lunches. We were able to interview and hire a candidate from Albuquerque. She will have to give her two weeks notice and can start on August 8th. We will need to start with a long term substitute in the class for the first week. She said if they released her earlier, she would start earlier. There is an Ed Fellow in that class that can help the substitute teacher.
4. I have been trained on Tyler SIS 360. I am awaiting all new staff and students to be uploaded and then I can complete the Master Schedule. Courses are updated.
5. I continue to work on SY22 STARTS reporting data to be compliant with NMPED.
6. I will work on a new Covid protocol to be implemented for this school year based on the NMPED toolkit and input from staff and parents.
7. We will continue to work with NISN, NACA Inspired Schools Network, this year and have had 2 zoom meetings with them. One is the Growing Together Fellowship to meet with other NACA schools to work together to improve all schools. This program also helps to grow a leader from the existing staff. I have asked staff to think on this and let me know if they are interested. We will be using the book [Street Data](#) to help us work together to improve all the NISN schools.
8. I will continue to work on staff training, Istations, Xinachtli, 90/10 Bilingual Immersion, Bridges Math, Community Schools, and required POMS training to ready staff to start the year off smoothly. Teachers have had time to work on lessons and preparation for students without all of them having a classroom.
9. We are having to change our Instructional Calendar once again. We were informed that we could not use the early release Fridays to make up instructional time since they were already counted as full instructional days even though students are only at school in the morning. We have moved vacation/PD days to instructional days in the Spring to make up the 10 instructional days we are missing.



**Concilio de Padres/Parent's Council - Special Meeting
Concilio's Executive Committee
AGENDA – NOTES**

Date/Fecha: July 21, 2022

Time: 6:30 pm

Location: Join Zoom Meeting

<https://us02web.zoom.us/j/89106790034?pwd=QzQ1RnA3aUl4amFGTVFjbEJuR1o2QT09>

Meeting ID: 891 0679 0034

Passcode: RaicesX22

1. **Call to Order, by Mrs. Veronica Lucio, Chair of the ECE Concilio/Llamado al Orden por Concilio's Executive Committee (CEC) por Chair Mrs. Verónica Lucio**
 - **Welcome and remarks, objectives, and agreements/Bienvenida y mención general sobre la reunión, su objetivo y acuerdos**
 - **Adoption of previous meeting notes from May 19, 2022/ Aceptación de las notas de la última reunión del Concilio de Padres del 19 de Mayo, 2022.**
 - **Public Comment: This is an opportunity for parents to address the Concilio Executive Committee (CEC) for up to two minutes with comments or issues, whether or not they are posted on the agenda. The maximum time spent on this item is not to exceed 3 minutes. The CEC cannot act nor have any discussions or deliberation on any presentation concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action/ Esta es la oportunidad en que los padres de familia quieran presentar algún asunto al Comité Ejecutivo del Concilio (CEC por no más de dos minutos con comentarios o algún asunto, que esté o no en la agenda. El tiempo máximo total no debe exceder de 3 min. El CEC no podrá tomar acción ni tener alguna discusión o deliberación relacionado a algún asunto que no esté en la agenda. Cualquier asunto presentado será atendido en futura agenda para deliberación o acción.**
 - There were some comments questioning lack of communication or updates of changing things
 - Karla Martinez said that she has been able to take notice of the meetings; she is welcoming all new parents, everybody here is going to participate in the meetings, and she is happy to restart and see many parents participating.
 - Mr. Moctezuma, it is sometimes difficult some emails tried to contact parents last year as representative Kindergarten class, and he was able to call all his group members.
 - Lucia provide information about how the communication will flow, accepting parent representing their classroom, this way everyone receive the information they need.
 - **Participants (a list will be taken by Lucia during the arrival to the session in silence)/ Se irá formando una lista de participantes conforme van llegando a la reunión por Lucia Carmona.**
 - **Parents and guardians/Padres de familia y tutores(as):** Veronica Lucio Concilio's Chair, Maria Realzola 2nd grade rep, Yvonne Lozoya, Yvette Lopez, Tasha Kreger, Falon Graff, Silvia Silva, Luz Rivera, Kayla Salcedo, Guadalupe Gutierrez, Iris Hernandez, Shawna Dayish, Karla Martinez, India

Hernandez, [Daniel Aguilera](#), Aide Olivas, Crystal Robles, Mayela Gonzalez, Samuel Hernandez & Katie Hernandez, Carrie Shaver, Luz Rivera, **School Staff, faculty member**/Miembros del Personal: Carlos Aceves 2nd. Regina Miller EA K, Edward Martinez 3rd, Roberto Moctezuma Fellow Educator, Sarah Herrings SPED and Interventionist, Kelly Martinez ED Fellow, Mike Brewer head administrator, Anita Lara OST/PE, Elva Varela, Jonathan Kreger Mayra mama de Delany, Nahtasha Garza, Karen Chavez, Elisa Avila

- **Governance Board Liaison member or any other Board Member present**/representante de la mesa directiva como enlace entre el CEC: Holaya Ponce-Acosta GB Chair, Aldair Marquez GB member,
- **Parent Board member who represents the Concilio at the GB**/ Padre de familia representando al Concilio de Padres en La Mesa Directiva: Mr. Aldair Marquez
- **Other community member**/otros miembros de la comunidad:

2. Discussion item 2. Introduction and administrative-staff updates, including the implementation of the Xinachtli Curriculum and updates about the possible return of Mr. Carlos Aceves, Kindergarten Teacher, by Mr. Mike Brewer, Interim Head Administrator/Presentación y actualización de información sobre asuntos administrativos y el nuevo personal, incluyendo la implementación del Curriculum de Xinachtli y el posible regreso del Maestro de Kindergarte, Carlos Aceves, por el Sr. Mike Brewer, el Director temporal.

- Welcome parents; it is nice to see so many parents involved, we have full staff, and one 1st teacher resigned this morning. We have back Mr. Carlos Aceves, who will be in 2nd grade, and Ms. Filo, SPED teacher, returning. I just started recently, and I am sorry portables were not ready since the beginning. The name of the Teacher who resigned was Patricia Bellman.
- A new thing for next year is we have three Educator fellows supporting the classrooms and students who need intervention.

3. Discussion item 3. Recap on the New Schedule and how will recover academic gaps as a result of the opening delay and if there it will be a Tutoring Program or something like that to catch up with students after pandemic time, by Mr. Brewer/Recapitulación en el nuevo Calendario Escolar y explicación en como se recuperara la parte académica debido al retraso en comenzar clases y el retraso que los estudiantes experimentaron después del aislamiento pasado por la pandemia, por el Sr. Brewer.

- The teacher will have small groups, using Istation for intervention in Spanish and English Reading and Math, Also, the 9 days will recover during the Early Release time Fridays.

4. Discussion item 4. New plan for pick up and drop off students, by Mr. Brewer/Plan para dejar y recoger Estudiantes, Por el Sr. Brewer.

- See the Map will be sent it out.

5. Discussion Item 5. Updates on construction-portables installation, by Mr. Brewer/Información sobre construcción o instalación de los salones portables, por el Sr. Brewer.

- The cover for gas, electricity, and water is done; right now, they are working inside the portables, and it is possible they will be ready by the scheduled day.
- There are plans B and C in case portables are not ready. B- have online classes; C- Ask the Church next door to use some of their classrooms. Just will need approval from PED.

6. Discussion Item 6. Updates on Covid-19 protocol and what safety measures will be taken by the school, by Mr. Brewer/Información nueva sobre el protocolo para el Covid-19 y que medidas de seguridad serán tomadas por la escuela, por Mr. Brewer.

- PED just released a newly updated toolkit; I will work on this. We want to keep the school open, taking safety measures. Bring staff and try to put together the best plan. Lucia suggests reactivating the COVID Taskforce committee to work on protocol and safety measures that everyone will implement.
- There is no longer funding for testing as last year. However, we will examine how schools can continue implementing that identifying funds. There are still many places making free tests available.

Also, the school will look to be able to distribute home tests; they just need to sign an assurance sheet of the result.

7. **Discussion Item 7. In preparation for transition for the new Executive Committee of the Concilio's members, need volunteers. It could be self-nominated or nominated by someone. Positions: Chair, Vice-Chair, Secretary, Treasurer, including another person as alternative, By Mrs. Veronica Lucio, Chair of the Concilio EC/En preparación para nominar a los siguientes miembros del Comité Ejecutivo del Concilio de Padres. Se necesitan voluntarios. Pueden ser auto-nominados o nominados por alguien. Las posiciones son: Presidente(a), Vice-Presidente(a), Secretaria(o), Tesorera(o), incluyendo suplentes para cada posición, por la Sra. Veronica Lucio, Presidenta del Comité Ejecutivo del Concilio.**
 - Nominations and/or self-nominations will be open over the month; contact Lucia Carmona.
 -
8. **Discussion Item 8. Updates on the After School Program "Tloke Nauoke" by Anita Lara OST Coordinator/Información actual sobre el programa después de escuela, por Anita Lara.**
 - Starting Aug 8, 2022, Limited amount starting, will send registration email or paper forms. 2 classes on Monday and 4 on Tuesdays and Fridays.
9. **Dialogue/Diálogo/Tlahtocan / Positive and Constructive Reflections, por Mrs. Veronica Lucio /Diálogo – Reflexiones Positivas y Constructivas, por La Sra. Veronica Lucio.**
 - Ms. Holaya wants to acknowledge the participation of parents and staff; this is an amazing year, and you all are connected. Thank you for all that you all do.
 - Mr. Aldair, GB member, echo on Ms. Holaya, the transition will make a better handle; it is exciting working with parents to improve the school.
 - Ms. Lucio, Lo que no nos mata nos hace mas fuertes, what don't kill us make us strong. Our school has been through many challenges. however, the school is moving forward in working together with the community. In my experience, this is the school where all my comments are considered and valued the same as with any other parent.
 - [Daniel Aguilera](#), the question on the notes from the agendas, and he wants to go back to number 2, on the possibility of returning Mr. Aceves if there are some issues. Ask for clarification.
 - Ms. Holaya.-

Non-Action Discussion Items/No-Acción o Discusión de Asuntos

The Concilio Executive Committee shall receive report outs on these items and engage in possible general discussion. No action may be taken on any of these items/El Comité Ejecutivo del Concilio recibirá reportes fuera de estos asuntos y podrá tener alguna breve discusión. Aunque no habrá ninguna acción en ninguno de dichos asuntos

Discussion Items with Possible Action/Discusión de asuntos y Posible Acción

The Concilio Executive Committee shall discuss and consider possible action under its authority as an advisory body to the Governance Board and the School Principal as well/ El Comité Ejecutivo del Concilio discutirá y posiblemente tome alguna acción bajo la autoridad como cuerpo consejero de la Mesa Directiva así como de la Directora.

Discussion and Possible Action (type requester name/nombre de quien lo solicita):

Discussion and Possible Action (type requester name/nombre de quien lo solicita):

Adjournment and Current Meeting Schedule Reminder- /Next Meeting-Próxima Reunión: August 18, 2022.

Lucia's Report

Lucia's Updates. –

