



Raices del Saber Xinachtli Community School

Governance Board Meeting Minutes-APPROVED

Date October 22, 2020

Approved: November 19, 2020

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

The Meeting was conducted via the Zoom Meeting Platform

Time: 5:17 pm – 7:23 pm

1. 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 5:17 pm.

Others in Attendance: Principal, Angela Stock; Business Manager, Vicki Chavez; AmeriCorps Service Member, Guadalupe Aguilar Hernandez; Office Administrator, Elva Varela; Director of Community Engagement, Lucia Carmona

Reading of School Mission by Tonya Hall, Secretary.

1. Conflict of Interest Declaration – None
2. Approval of October 22, 2020 Meeting Agenda – Approved
Motion: Emma Armendáriz moved to approve the agenda for the October 22, 2020, Raíces Governance Board Meeting as submitted. Second by Ray Reich. Motion passed unanimously by roll call vote.
3. Approval of Minutes of September 24, 2020 Meeting – Approved
Motion: Paul Gutierrez moved to approve the Minutes for the September 24, 2020, Raíces Governance Board Meeting. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

* Indicates Action Item

4. Public Input – None
5. Consent Agenda – No items
6. Review of Authorizer Unique Correspondence - None at this time
7. Principal's Report – Angela Stock

Principal's Report covered Academic Performance (including plan for assessments during COVID), Professional Development, MLSS (Mulit-Layered System of Support), Parent Teacher Conferences held week of 10/19, report cards sent out, Testing WIDA WAPT beginning Monday/AVANT STAMP TBD (will need to reach out about the AVANT STAMP replacing the IPT), Enrollment (61 students at 40th day, with an additional student enrolled on October 22 for a total of 62), Understanding Dual Language Education for Parents, Community Implementation Grant purchases, Human Resources, Student Support Services, School Environment, Community Outreach, Re-entry

See Addendum A: Principal's report for additional information

8. Reports from Committees –

a. Finance and Audit Committees – Paul Gutierrez and Vicki Chavez

See Addendum B: Finance Notes for more information

- i. Discussion of September Finance Documents: Summary Reports of Revenue and Expenses, September Bank Statement, September Cash Report, September Bank Reconciliation Report, and Voucher by Warrant Report for the month of September. There are no BARs for the month of September.

PED reviewed SEGs and is taking additional deductions (impacts operating budget). Angela and Vicki to review how to shift some critical line items from the SEG operating budget to grant budgets. Note there is potential to receive more funds after review of February enrollment. At this point we plan to begin building a cash reserve to support the operating budget during growth.

Motion: Emma Armendáriz moved to approve the financial report as presented by the Finance Committee. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- ii. Update on the Audit Process.
Still in review process. Auditors are currently conducting interviews and nearing end (expected sometime in November)

b. Academic Performance Committee – By Angela Stock

- i. Monthly Enrollment Report: See Addendum A: Principal's Report

- ii. Online Learning: Plan to review google classroom, interventions for students who have fallen behind and report on that during the November board meeting
- iii. Hybrid Learning Model: Latest update from the Governor on the possibility of a hybrid school opening relative to the COVID-19 infection levels in our county. We are unable to open at this time in a hybrid model, though we can continue with small groups of 5 students at a time meeting at the school. See Addendum A: Principal's Report for additional information
- iv. Return from Fall Break/ Thanksgiving – Raíces will return fully remote for 14 days after Fall Break/Thanksgiving
- c. Governance Board Development Committee - Jane Asche
 - i. Discussion on Board Recruitment for both additional Board Members and Committees. See Addendum C: Committee Summary Document for additional information.

Tonya and Holaya will be seeking names and sending them to the chair for potential new board members to be encouraged to apply for Board Membership.

Board members to carefully read all relevant sections of the summary regarding committees they serve on and general information for the board.

- ii. Training - (restorative justice by Holoya and/or Carlos).
Discussion of restorative justice training and review of August Training by Holaya Ponce Acosta. See Addendum C: Committee Summary Document
- iii. Discussion on the development of a board mission statement. See Addendum C: Committee Summary Document

We the Raices board are committed to –

Tonya - The success of our school, students and families

Paul – lifelong learning

Holaya - Taking part in the development of healthy communities through the guidance of our children

Emma – supporting the development of bilingualism of our students

Ray – maintaining a safe facility for health and learning, providing a sense of identity and security in who they are

Angela – support and collaborate with staff

Jane – ensure the financial stability and academic success of our students

Lucia – cherish our essential mission and purpose of our school (outside running the school as a business – financial health and sustainability)

We will review a draft mission statement for the board at the November Raíces Board Meeting

- d. Facilities Committee – Ray Reich and Angela Stock
 - i. Portable Unit Update for 2nd grade
Continue to wait on building permit. Fred (FYI) in communication with Fire Marshal and County Permitting to submit corrected plans per their guidance for speedy permit (mid to late December)
 - ii. Status of the HVAC filtration maintenance for COVID-19 compliance.
Continue working on getting MERV-13 filters. Special installations will be completed by FYI, Inc.
 - iii. Discussion and possible action on the facilities maintenance plan.
Not ready for discussion, no action

9. Unfinished Business –

- a. Discussion and Possible action on the SY 2021 MOU with NACA Inspired School Network.
Motion: Ray Reich moved to approve the SY 2021 MOU between NACA Inspired School Network and Raíces. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

10. New Business –

- a. Discussion and possible action on contract for a custodian.
Motion: Ray Reich moved to approve the custodian contract for Carlos Contreras. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.
- b. Discussion and possible action on a school policy related to parental and community involvement in the adoption process of instructional materials and compliance with the state education statutes requiring every child to have their own text books for class and home use.

Discussion:

Recommended Revision 1: Specify when public notice of curriculum adoption meeting by the Academic Committee will take place – 3 school days before the meeting takes place

Recommended Revision 2: Define the process through which parents, students or staff may request an evaluation of specific instructional materials – A form will be provided, available at the office at all times for parent to make a formal request to have curriculum evaluated. School will respond to request within 10 school days. If not satisfied, the school grievance process can be followed.

Motion: Emma Armendáriz moved to approve the school policy on curriculum adoption with recommended revisions. Second by Ray Reich. Motion passed unanimously by roll call vote.

- c. Discussion and possible action on a contract for Raices and SWREC to work together for the purpose of receiving reimbursement for state-specific Medicaid covered medical services provided to Title XIX-eligible students through the LEA's special education program.

Motion: Ray Reich moved to approve the contract between Raices and SWERC. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

- d. Discussion and possible action on the school's confirmation to the NM PED that all staff members received at least a 1% raise as of July 1, 2020.

Motion: Emma Armendáriz moved that the board confirms all staff members received at least a 1% raise of 7/1/20. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

11. Agenda items for Next Meeting –

- a. Discussion and possible action on Issis Inzunza – Teacher Assistant Contract
- b. Discussion and possible action on an IT Contract
- c. Discussion and possible action on Extended Learning Time Program Contract

12. Date of the Next Governance Board Meeting – November 19, 2020, via a Virtual Zoom Meeting beginning at 5:15 PM.

Adjournment – Vote to adjourn by roll call voice vote at 7:23 pm

Motion: Emma Armendáriz moved to adjourn the meeting. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.


Signature, Raices Governance Board Secretary

11/19/2020

Date Approved

* Indicates Action Item

Principal's Report

Raíces Del Saber Xinachtli

October 22, 2020

Academic Performance

Our first BOY iStation assessment was completed...we had some difficulties with having all students complete their assessments by the due date. Parents were given the instructions to sit with students while they took the assessment. At the MOY testing we will put students in small groups and assure the testing is completed correctly.

Xinachtli Professional Development continues to be priority at Raices. The following have been conducted:

- Constructivism
- Eight Curriculum Innovations
- Metaphors to Narratives
- Mesoamerican Calendar

MLSS

PED is preparing a statewide implement of Multi-Layered System of Supports (MLSS) for next summer, they are providing technical assistance and professional learning opportunities, at no cost during the 2020-21 school year. The first MLSS webinar is offered at no cost at 10:00 a.m. November 12. Districts will be required for all districts/schools to appoint an MLSS point of contact. Our school's point of contact will be Laura Hoobler who is presently our SAT chair.

This week is parent/teacher conferences. Teachers have been working hard and staying late every day in order to meet with all parents. Some of our parents have opted for in person meetings with kindergarten doing in person meetings of all parents.

Report Cards went out at the parent/teacher conferences.

TESTING:

WIDA WAPT testing will commence this coming Monday with kindergarteners who will be coming in small groups with the kinder teacher in the afternoon.

AVANT STAMP- I attended a meeting regarding the new AVANT STAMP assessment that will be used to assess all bilingual students in Spanish this year. PED will be paying for the test; we will wait for that test to be implemented.

Financial Performance

enrollment:

To date we have:

Kinder 24

First grade 19 + 1 new one today

Second grade 18

Total 62

We lost a couple of students in kindergarten whose parents were worried about the lack of Spanish spoken in their home and thus felt unable to help their children. The other part was that students were not coming into the classroom.

Raices now has budget authority for the 150K Community Grant. Of importance:

- Shed that will be used to house all gardening supplies and materials and recycled materials used by the OST.
- The Marquee for announcing our Community School.

- Supplies and materials for the OST program.

Human Resource Functions

- Issis Inzunza will be hired as a teacher's assistant starting next week.
- We have three AmeriCorps Service providers who will be tutoring students at different hours of the day.
- We have hired a part time custodian; he is at the school from 3:00 – 6:00.

Student Support Services

- We are presently in search of a Bilingual Diagnostician; we have a re-eval due and a student needing testing.
- We are also in search of an OT. I have contacted Jim Barrentine with CES.
- We are offering tutoring time for students who are in the greatest need academically and socially.

School Environment

- Our portable and outside premises are not completed for occupancy.
- We are ordering a canopy and seating for our outdoor classroom in the garden area.
- A shed to store all equipment.
- FYI is awaiting a permit from the county in order to allow students in the portable.

COMMUNITY OUTREACH

- The first class for parents as teachers first has been established (please see flyer)
- Our parent Concilio president is the process of completing the 8th Spanish as a second language class to parents of Raices students.

Re-Entry

Re-Entry in the Hybrid model was unable to happen for the following reasons.

- MERV-13 filters were not able to be found available, thus were not ordered.
- Not enough PPE available at time of decision to open.
- Portable for 2nd graders not completed.

At the most recent PED meeting with Superintendents and Charter Leaders it was said that no schools may bring students in if they haven't already if their county is in the orange or red.

Our county is in the red.

They stated that we may continue with small groups until (if) the number of infected people continue to rise...then we might have to revert to a remote only model.

Currently:

- We have enough PPE provided by NISN and me
- We still do not have a portable
- Our OST program is up and running
- We still lack MERV-13 filters

Raices Del Saber Xinachtli Community School

Monthly Finance Review and Report to the Governance Council

Fiscal Year: 2020-2021

Month in review: September 2020Date: October 20, 2020Time: 3:10 pm**Members present:**

Paul Gutierrez

Ray Reich

Jane Asche

Vicki Chavez, SWREC

Angela Stock

Elva Varela

Priscilla Cabral, SWREC

Initials	Notes on Item(s) Reviewed
	Bank Reconciliations and Bank Statements Bank reconciliation to bank statement reported a difference of \$176. This was due to an expense incurred in previous accounting, paid in current accounting period and was not properly "rolled over" to current period Invoice had been closed out, inaccurately. Total cash balance is \$158,617.12 before out standings of \$19,852.14, Actual \$138,588.98
	Cash Report N/A as NMPED Cash Report is completed quarterly.
	Revenue and Expense Reports Total revenue received = \$138,085.34 (\$61,696 Adept SEG) Total expenses = \$68,924.56
	Check Voucher Report and Check Review Total checks written for the month = \$64,814.20
	Budget Adjustment Requests (BARs) None to report this month. However, PED is asking for an additional reduction in SEG of approx. \$80,000, in addition to \$39,000 reduction. Angela and Vicki will work on this. Grant funding will help cover some of the reduction
	Other Audit is ongoing at the moment

Notes:

The Finance 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.

Paul H. Gutierrez

Finance Committee Chair Signature

10/20/2020

Date

Summary Report for Governance Board Development Committee

October 22, 2020

1. Board Training and Discussion on Board and School Committees:
 - a. Following this summary page is a report of the status of membership of all Board and School Committees, both those required by the school bylaws and those committed to in the state approved Raices 5-Year Charter Application.
 - b. The listing of members is followed by a description of the role and responsibilities of each committee.
 - c. In terms of membership status of the various committees we are doing except for the 2 committees as follows:
 - I. The Governance Board Development Committee needs 1 to 2 more members. This is important for recruiting at least 2 more board members with skills in finance and legal issues as well as fundraising and for replacement purposes for those board members who will term out next September.
 - II. The School Development Committee needs to be formally established as this has not happened as yet. In the interim Angela Stock, Lucia Carmona and Jane Asche have played this fundraising roll, which takes a great deal of time, especially when for formal grant writing.
2. Restorative Justice Training:

Restorative Justice is a foundational pillar of our Raices curriculum and philosophy. It is important for Board Members and School Staff to understand and model restorative justice practices in all our dealings as leaders of the school. Therefore, the Board Chair has asked Carlos Aceves, our school's lead teacher, and our board member Holaya Ponce Acosta to provide a brief training piece or activity at each board meeting so we might practice the behavior that we need to model.
3. The NM PED informs Board Members in their trainings by experts that not only do we need to fully operationalize our commitment to the school mission, we need to craft a Board mission statement that is presented at the beginning of the agenda along with the school mission. The Board Chair is asking that we spend some time on this for the next several board meetings to craft and refine a board mission statement starting at this meeting. Tonight we asking you to finish this statement:

We the Raices Board are committed to:

- Xx
- Xxx
- xxxxxx