



# Raíces del Saber Xinachtli Community School

## Governance Board Meeting Minutes

September 26, 2019

**Approved October 24, 2019**

400 Bell Ave, Las Cruces

Raíces Office Portable Unit

5:05 PM – 7:03 PM

Call in # (605) 472-5314 - Access Code: 273462

1. Call to Order – at 5:05 PM
2. Roll Call-  
The following Board Members signed in and confirmed attendance via voice Roll Call:  
  
Present: Emma Armendáriz, Jane Asche, Alejandro Flores, Paul Gutierrez, Ray Reich.  
*Quorum present for meeting.*  
  
Absent: Rocio Benedicto (Excused)  
  
Others Present: Angela Stock, Principal; Lucia Carmona, Director of Operations and Community Engagement; Holaya Ponce Acosta; Daniel Ferraro, Joseph Lucero
3. Conflict of Interest Declaration – None were declared by those present.
4. Approval of Agenda\*  
  
**Motion:** Ray Reich moved to approve Meeting Agenda as submitted. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.
5. Public Input – No requests for public input
6. Consent Agenda\*
  - a. Approval of Minutes of August 22, 2019, Board Meeting  
  
**Motion:** Paul Gutierrez moved to approve the consent agenda. Second by Ray Reich. Motion passed unanimously by roll call vote
7. Introduction of Potential New Board Member Martha Toltecatl – Martha was not able to attend the Board Meeting.
8. Possible Action on approving a potential new Board Member.

**Motion:** Paul Gutierrez moved that the Board approve Holaya Ponce Acosta as an official member of the Raíces Governance Board. Second by Ray Reich. Motion passed unanimously by roll call vote.

9. Reports from Committees

a. Academic Performance Committee –

- 1) Possible action on approving the members for this committee – Since the Governance Board Development Committee will be doing a training later in the agenda, the decision was made to wait until the October Board Meeting to complete selections for the Academic Performance Committee.
- 2) Update on academic performance information will be included in the Principal's report (See Appendix A).

b. Finance Committee

- 1) Monthly financial report – Raíces Business Manager, Joseph Lucero, discussed the monthly finance statement and answered Board Member questions. The following action was taken on the report:

**Motion:** Ray Reich moved to approve the Bank Register Activity Report (page 9) and the Bank Reconciliation Statement (page 10). Second by Alejandro. Motion passed unanimously by roll call vote.

- 2) Discussion of Budget Cuts – The Board discussed the need to make some major budget cuts due to the 40<sup>th</sup> day enrollment numbers being lower than anticipated. This is due to the loss of students because of the need to start school in a temporary location. The Finance Committee will meet within 4 to 5 days and begin to study where cuts can be made and come up with final recommendations as soon the 40<sup>th</sup> day student numbers are known.
- 3) Discussion of sources of possible financial assistance this year –The finance committee reported that in addition to SEG (state equalization guarantee) money we have the funds from NISN, plus the possibility of the Community school grant and a possible small grant from the W. K. Kellogg Foundation.  
**Action:** Jane Asche begin work on a small discretionary grant application to be submitted to the McCune Foundation. Additionally we now have funds approved from Capital Outlay for Lease Reimbursement.

c. Facilities Committee –

- 1) Update on facilities - Alejandro Flores and Principal, Angela Stock, reported on the FYI building renovations. Both gave detailed reports on their walk through of the FYI permanent building site at 2211 N. Valley Drive. Alejandro believes that a move in date of October 11 is unrealistic given the present state of unfinished work.

**Action:** Angela, Ray, Jane and Alejandro will try to set a time to talk to the Project Manager Fred Mobley and FYI Executive Director, Brain Kavanaugh, to see what can be done to speed up the work.

- 2) Plans for an October 5 Open House Event – Angela Stock reported that the school is planning on hosting an open house event at our permanent location in the FYI Building as part of a recruitment strategy. It will give parents an opportunity to see the site even if not completely finished on Saturday October 5<sup>th</sup> with registration offered for new students. There will be many door prizes which have been donated and three performances: the LADH Mariachi Band, LADH Folkórico Dancers, and an Aztec Ceremonial Dance.

d. Governance Board Development Committee –

- 1) Possible action on final approval of all policies as revised - After final approval by the Charter School Division (CSD), we need to once again approve all Board policies developed over the year to include the suggested revisions by the CSD. Jane Asche is working on compiling the very final versions in one document. She reported that the document is not quite done because of working on other time sensitive matters.  
**Action:** Jane will have it to Board Members to study for at least a couple weeks before the October Board Meeting.

- 2) Training on the role, composition and responsibilities of the academic committee – Jane Asche presented a training on the role, composition, and responsibilities of the Academic Performance committee, originally called the Curriculum and School Performance Committee in our charter application.  
**Action:** While there are already volunteers identified from the Concilio de Padres to serve on the committee, the consensus was that we should continue this discussion at the October Meeting to fill out the board appointments to this committee.

10. Raíces Principal Report – Angela Stock, Principal discussed in detail the written principal’s report for the month of September. (See Appendix A)

11. Old Business

- a. Update on final submission of the Community School Planning Grant – The Community School Planning Grant was submitted before the deadline of September 3 by the grant writer, Cecily Peterson, who assisted with the proposal. The PED (Public Education Department) was hoping to let school recipients know by the beginning of the 3<sup>rd</sup> week of September. However, that timeline has been extended.
- b. Discussion on new grant opportunities from W. K. Kellogg Foundation and possibly McCune Foundation – Angela, Lucia, and Jane have been in conversation with the Kellogg Foundation and based on what Kellogg staff members have told Lucia, we are hopeful that we will be receiving \$50,000 in the near future. We will have to fill out an

application and the proper forms will be sent to Lucia soon. **Action:** Jane will begin work on a small discretionary grant from McCune within the month.

## 12. New Business

- a. Discussion about childcare when parents attend Board Meetings – We discussed the possibility of providing childcare for parents who attend the Board Meetings. There was a consensus among the Board Members that we cannot afford to pay a childcare provider this year. Neither is it reasonable for staff to stay to do this and it would not be legal without paying overtime.
- b. Discussion on preparing for the Principal’s evaluation at the end of the Fall Semester – We agreed that before our next meeting, the Secretary will share with the Board and Principal the plan for the Principal evaluation as laid out in our application for the evaluation process.
- c. Discussion and possible action on appointment of Board Member to serve as co-chair on the Concilio de Padres – Board Members agreed to table this decision until the October Board Meeting to give Board Members time to consider this appointment.
- d. Possible Action on approval of the 2019-2020 Board Resolution to uphold all regulations of NMSA 1978 Sections 10-15-1 to 10-15-4, the NM Open Meetings Act. Board Members received a copy of this year’s resolution to comply with the open meetings act in their board packet of meeting materials and the following action was taken:

**Motion:** Alejandro Flores moved to approve the 2019-2020 Board Resolution to uphold all regulations of the NMSA 1978 Sections 10-15-1 to 10-15-1-4, the NM Open Meetings Act. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

## 13. Agenda items for Next Meeting –

- Possible action on the Revised Board Policies
- Possible action on appointments to the Academic Performance Committee
- More in-depth discussion on the Principal Evaluation Process
- Possible action on a revised budget.
- Possible Action on Board Member to serve on the Concilio de Padres

14. Date of the Next Governance Board Meeting: **October 24, 2019 at 400 Bell Ave.**

15. Adjournment – Vote to adjourn by roll call vote.

**Motion:** Alejandro moved that the meeting be adjourned at 7:03 pm. Second by Ray Reich. Motion passed unanimously by roll call vote.



# Principal's Report

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## Academic Performance

Our students were assessed via iStation, BOY for the first time. I have attached data on how our students fell as far as percentiles go. Students falling in the red area are reported as intensive, these are the students who require intense interventions in order to be able to make progress towards proficiency. The students in the yellow area are strategic and may be close to proficiency but still require small group interventions. Students in the green are meeting proficiency at or above the seventy-fifth percentile. Purchasing the iStation intervention program would be helpful since it would permit students more practice in the classroom and at home. Corina looked into having NISN purchase the iStation but was not approved.

Our report cards have been chosen and are being translated at this moment. The last day to add grades will be October 12<sup>th</sup> and report cards will be out on October the 22<sup>nd</sup> same as LCPS.

## Financial Performance

We gained a student in 1<sup>st</sup> grade last week. We have 1<sup>st</sup> grade twins waiting to enroll as soon as an IEP is served to one of the twins, I have been in contact with mom she seems very interested in bringing her twins to our school. My neighbor was supposed to bring her daughter to our kindergarten last Friday but didn't. I'm still talking to her and encouraging her. I recruit every chance I get; our very last chance is the open house at the new school on October 5<sup>th</sup>. I need everyone's help!

We have slowed purchasing way down based on two reasons: 1) We have the bare minimum of what we might need. 2) Our budget might have to be reduced.

### Bigger Purchases made:

- 2 smart boards
- 4 staff laptops
- 20 student chrome books
- 1 office printer
- 1 secretary desktop
- 15 student tables
- 2 locking cabinets
- 1 locking file system

Purchasing smart boards was a tough decision based on the cost, however, they will allow teachers to access books online for students. We currently do not have storybooks for students to read.

## Human Resource Functions

Two new teachers have been contracted. Holly Doss our sped teacher was contracted for 12.5 hours a week at \$25.25. She will also need to provide compensatory services to make up the time when school began on August 8<sup>th</sup>. Maria Rubio has been hired for speech services for .30 minutes a week at \$46. an hour. She too will need to provide compensatory services. Both teachers have provided required paperwork, they are highly qualified, their files are up to date and have been added to Tyler SIS.

The teachers are now signed into the Frontline evaluation system. The 1st walkthrough of 3 is due in early October and the teacher's PDPs (Professional Development Plans) are also due at the same time. During last Friday's PDP the teachers and I discussed due dates. More information and due dates are being sent to them in the weekly principal newsletter.

## Student Support Services

We do not have KOT assessments or ACCESS assessments done due to the delay in information being input into our system. We were lacking kindergarten state id numbers and finally got them last week. We

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continue to work towards meeting those goals with Tom Gene who is our district DTC (District Test Coordinator).

I attended a training in Albuquerque last week for our school's Safety Plan. A committee will need to be established that consists of our staff, a parent and a board member. The completed plan is due in December. It is counterproductive to begin the plan right now since we are not in our building and it revolves around how we keep students safe in our building.

## **School Environment**

I continue to make visits to the new school site weekly and meet with Fred Mobley and Daniel Ulibarri. Last week's visit consisted of walking around with the technician from Coyote Cabling and letting him know where we would need future cameras. The school will have two secure locked gates that the office manager will unlock in order to allow people in. The conversation revolved mainly around safety. The school is on track for second week of October. On the 26<sup>th</sup> of September I will meet Comcast at the new site for installation of internet access points and telephones. The estimated costs are \$258. Per month.