



# Raices del Saber Xinachtli Community School

## Governance Board Meeting Minutes-DRAFT

Date October 25, 2021

*Approved: (date of meeting here when approved)*

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

*The Meeting was conducted via the Zoom Meeting Platform*

Time: 5:36 PM – 7:47 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	Holaya Ponce Acosta	Chair	X			
2	Daniel Ferraro	Vice-Chair	X			
3	Tonya Hall	Secretary	X			
4	Ray Reich	Director at Large	X			
5	Patricia Lopez	Director at Large		Excused		
6	Maria Luisa Gonzalez	Director at Large	X			
7	Sabrina Zamora	Director at Large	X			

Upon determining the presence of a quorum Board Chair, Holaya Ponce Acosta called the meeting to order at 5:36 PM

**Others in Attendance:** Terrance Hester, Business Manager SWREC; **Staff:** Julia Rivera-Tapia, Head Administrator; Lucia Carmona; Elva Varela; Jessica Castro-Buelna; Carlos Aceves; Kayla Martinez; **Parents:** Norma Orrantia, Heather Beard, Maria Realzola, Vero Lucio

### 1. *Conflict of Interest Declaration* – None Declared

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

- a. Agenda for October 25, Governance Board Meeting
- b. Minutes of the October 11 Special Governance Board Meeting
- c. The Monthly Finance Report to include:
  - I. September 2021 Account Summary of Expenses Monthly Account Summary of Revenue,
  - II. September 2021 Bank Statement
  - III. September 2021 Bank Reconciliation Statement,
  - IV. September 2021 Update in Preparation for the Quarterly Cash Report
  - V. September 2021 Voucher by Warrant Report

\* Indicates Action Item

VI. September 2021 Finance Committee Meeting Notes from Finance Committee Chair (The notes are for the actual month of the Meeting)

**Motion:** Sabrina Zamora moved to approve the consent agenda. Second by Maria Luisa Gonzalez. Motion passed unanimously by roll call vote.

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

- a. Discussion of any GB member questions on the Finance Report.
- b. Discussion and possible action on Budget Adjustment Requests (BARs).
  - i. Currently have no BARs for approval

4. *Public Input* –

a. **Head Administrator, Julia Rivera Tapia:** Use of Grants

Grants can only be used for what they are assigned. For example, if we get a grant for COVID testing, that is all we can use it for. We are waiting for a letter that goes along with the COVID testing grant because it comes with a nurse. If anyone has any questions about grants you can reach out to the school or our business manager Terrance Hester, SWREC.

b. **Head Administrator, Julia Rivera Tapia:** COVID Testing at School

Children are not being forced to be tested. Only students with signed consent forms from parents/guardians are being tested.

c. **Head Administrator, Julia Rivera Tapia:** NMPED COVID Toolkit

COVID Toolkit updates will be sent out this week with new guidelines

d. **Parent, Norma Orrantia:** COVID Testing Question

How much longer will students be tested. Ms. Orrantia reports that students are tested in front of other students and are frightened.

**Response from Head Administrator, Julia Rivera Tapia:** A nurse and doctor administer the tests. Principal Rivera Tapia acknowledged some necessary changes to the testing procedure one week and commits to further evaluate the process. Parents are reminded the students are not being forced as parents must opt in.

**Ms. Orrantia** shared her concerns about how COVID testing and precautions are messaged at the school.

**Response from Board Secretary, Tonya Hall:** Ms. Orrantia is thanked for her observations. Ms. Hall further clarified that the decisions regarding COVID practices and precautions are made in a committee and under board approval. While some families may make different choices in the community or home, the school admin and board must follow the PED guidelines. As a member of the COVID task force, MS Hall committed to work with the task force to review COVID messaging and potentially conduct training around messaging during the pandemic.

5. *Review of Authorizer Unique Correspondence – None at this time*
6. *Principal’s Report – By Head Administrator, Julia Rivera-Tapia **See Addendum A***
7. *Concilio de Padres and Community Engagement Reports – By Concilio Co-Chair, Veronica Lucio, and Director of Operations and Community Engagement, Lucia Carmona (to include Community School Updates) **See Addendum B***
8. *Reports from Committees -*
  - a. *Governance Board Development Committee – By Committee Chair, Holaya Ponce-Acosta*
    - i. Brief discussion about how this differentiates from the school development committee. The Governance Board Development Committee trains and develops board members in roles and responsibilities
    - ii. Board Chair, Holaya Ponce-Acosta requests the board members to consider who might join this committee. Brief discussion over who might be the best fit. Board Member, Maria Luisa Gonzalez was put forward as a possibility and it was noted by Ms. Gonzalez that she would love to be of assistance but feels that the committee should be run by someone who has been on the board longer. Board Secretary, Tonya Hall mentioned it should be board members with some experience as it is a training committee. Board Treasurer, Ray Reich reminded us that though we have a development committee, it is the responsibility of every board member to review board documents for themselves. Documents can be reviewed on the website and by asking the Board Secretary, Tonya Hall.
  - b. *Facilities Committee - By Committee Chair, Ray Reich*
    - i. Ray continues to work with FYI and city officials/contractors to complete work at the facility
    - ii. Permits have been secured for the necessary work at the school and the committee is confident that it will be completed.
    - iii. The board is reminded that the pandemic and supply chain continue to impact the pace of work, but it will get done. The hope is for the current projects to be complete by mid-Feb
  - c. *Safe School Committee – By Committee Chair, Tonya Hall*
    - i. No updates as relevant information was covered during public input and principal’s report.
  - d. *School Development Committee - This committee is still under development.*
    - i. Ray Reich and Maria Luisa Gonzalez expressed interested in helping with this committee.

\* Indicates Action Item

9. *Unfinished Business* – None.

10. *New Business*-

- a. Requesting approval to waive Canvas teacher evaluation. Raices would develop its own evaluation. (Julia)
  - i. Board Secretary, Tonya Hall ask how much of a commitment would it be to create our own evaluation? Principal River-Tapia explained the Canvas evaluation is new and requires a tremendous amount of effort for the staff. As the staff and board have experience with evaluations and additional resources to assist, the effort will not be tremendous. It is doable. We would develop an evaluation in house. Due to our uniqueness, Principal Rivera-Tapia believes this is necessary for the school to showcase the curriculum and staff.
  - ii. Board Member, Sabrina Zamora asks will the PED accept an evaluation we created in house? Principal River-Tapia responds in the affirmative. She has heard from the PED they will accept these evaluations.

**Motion:** Sabrina Zamora moved to approve the request to waive the Canvas teacher evaluation and for Raices to develop its own evaluation. Second by Maria Luisa Gonzalez. Motion passed unanimously by roll call vote.

- b. AIR Quality Funding III approval (Julia)
  - i. Filters cost around \$2000. With the additional funding, we could swap out on a 6-month basis. Additionally, we could possibly acquire fans/filters for the portables.

**Motion:** Daniel Ferraro moved to approve the AIR Quality Funding III application. Second by Ray Reich. Motion passed unanimously by roll call vote.

- c. Lottery update from the STATE (Julia)
- d. Annual Determination for the 2020-2021 School Year (Julia)
  - i. We received and meet requirements
- e. Black Education Act update (Julia)
  - i. Update on developments and reminder of deadlines. HB43 – Black Education Act. By Nov 30, we need to let them know we have scheduled the web-based training to satisfy the requirements outlined in HB43. Two organizations have been approved by the NMPED to complete these trainings. Principal Rivera-Tapia has reached out to A Long Talk. Training consists of two 2-hour Zoom sessions or three 90-minute – weekly sessions. Principal Rivera-Tapia recommends the staff and Governance Board take the trainings together. Principal Rivera-Tapia is currently looking into whether we can use a grant to pay.
  - ii. Principal Rivera-Tapia is requesting the board respond to an email with their preference for times

- iii. The board will need to consider implications for the Open Meetings Act
- f. Discussion and possible action on forming an executive committee of board members (Tonya)
  - i. Explanation of what an executive committee might be
  - ii. This is different from a closed meeting in that this committee will not make up a quorum of board members, and will not vote or make decisions for the board.
  - iii. Board Chair, Holaya Ponce Acosta notes she is in favor of an executive committee - the more heads the better.
  - iv. Maria Luisa Gonzalez requested a clear definition of what the committee roles would be. Board Secretary, Tonya Hall will provide descriptions of current committee roles and write a description for the executive committee to be reviewed and discussed at the November meeting
- g. Discussion and possible action on COVID policy (Tonya)
  - i. Quick review of the most relevant updates – still tracks with the COVID Toolkit provided by the NMPED. The biggest difference from the currently approved policy is the updates to in person learning. Formerly, the policy laid out plans for hybrid learning. Since the state of NM approved and required in person learning to be offered to all students beginning in April 2021, the school adjusted its plans to accommodate. The new policy includes the updated learning plans.
  - ii. Reminder to the board that the school procedures are determined by the staff, so the principal will be able to adjust the procedures as necessary as we receive new information from the CDC and new requirements from the PED in the form of the COVID toolkit. The policy states that the principal will inform the board of process changes at the school (i.e. updates to mask use or quarantine, etc)

**Motion:** Ray Reich moved to approve the updates to the COVID policy as presented. Second by Sabrina Zamora. Motion passed unanimously by roll call vote.

11. *Agenda items for Next Meeting –*

- a. *Governance board development committee*
- b. *School development*
- c. *Executive committee*

12. *Date of the Next Governance Board Meeting – November 15, 2021 @ 5:30 PM*

**Motion:** Tonya Hall moved to adjourn the meeting. Second by Maria Luisa Gonzalez. Motion passed unanimously by roll call vote.

Adjournment – Vote to adjourn by roll call voice vote at 7:47 PM



Signature, Raíces Governance Board Secretary

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

**Raíces Del Saber Xinachtli**  
**October 2021 Principal Report**  
[Julia Rivera-Tapia](#)

Academic Performance

1. School instructional Calendar – Many of the absences of children with siblings coincide on the days when LCPS are in session. We will go back to a traditional calendar next year. We are planning to offer a solid summer program.
2. Links for report cards were sent on Wednesday or Thursday the 21st, unless the parent requested a printed copy. Parent Teacher conferences were held online on Friday October the 22nd.
3. Student Enrollment- There are 93 children enrolled  
Kindergarten, 18  
Insunza first grade 15  
Hoobler first grade 18  
Ribail second grade 21  
Castro-Buelna 3rd grade 17
4. BOY Istation was administered- see attachment  
Dyslexia screening was entered in to the state portal
5. We have contracted a SAT coordinator- she has begun to schedule with the teachers and has reached out to parents

Human Resource Functions

1. Teacher observations; Canvas Observations have been submitted. We are requesting that the State Evaluation is waived and we create our own.
2. There was a discrepancy in one of the teachers' salaries. The previous administration made a change in a contract with an amendment, but there was no record of why it was made. We will have to pay the teacher a certain amount to match what her contract stated last year.
3. NISN donated 10 bookshelves (for the library in the near future), 4 mobile whiteboards and a hot laminator.

Student Support Services

1. Attendance tracking updates and any problems with truancy; Sibling absences coincide with LCPS schedule. Lucia and I have done one wellness check for a child who has chronochly been absent and have reported it to CYFD.
2. 50% of the school is getting covid tested. All staff are tested on a weekly basis.
3. Lucia is providing help for children who are having emotional trouble through connecting the families with the right organizations.
4. POMS and associates conducted a lockdown PD. We had one lockdown drill this month.

Addendum A  
School Environment

In this category, would include reporting on some of the following things:

1. Facilities Issues; Cement in the back parking lot is done.
2. Building changes; The Connex bathroom is up and running



Lucia Carmona's Report  
October 24, 2021

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

**Concilio de Padres/Parent's Council - Monthly Meeting**

**Date:** October 21, 2021 **Time:** 7:00 pm

(no later than 8:00 pm)

**Location:** Via Zoom Meeting

**A. Call to Order/by Chair Mrs. Verónica Lucio.**

- **Welcome and remarks, objectives and agreements/**
  
- **Adoption of previous meeting minutes from August 16, 2021/**
  
- **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 total time to be spent on this item is not to exceed 30 minutes. The CEC cannot take action nor have any discussions or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action.**
  - Katie - Finding a way to represent the class. Parents have reached back about communication. We love the letters of what is happening in the month of October. Can it be on the website? Snack and support for the school.
  - Lucia - We will continue to address the meeting you had with your cohort. I will bring something more to the report about the snacks. Maybe Elva can give us more details.
  - Veronica - The whiteboard is great. The newsletter was great because all the information was on there and all grades are there.
  - Julia - The newsletter has been uploaded on the website since the beginning of school. Has anyone been able to see them on there?
  - Lucia - That is what my report is going to be about and is part of my presentation. I've been receiving emails about this, and it will be talked about later.
  - Roberto - I was able to send my group and will try to get new responses about emails and numbers for the parents so they aren't missed.
  - Lucia - I took time last weekend and called parents one by one and many of the emails and phones need to be changed. We are working on that and it's an ongoing process.
  - Julia - Yes, that was great. We are working on this and if you know of someone who has moved have them call us so we can update the information.
  - Veronica - Thank you Robert. That is what we are trying to do with the representatives to help in this way. If some representatives have the time to call parents and if they want them to change it, it would be great. Also, we are going to be working on a survey about the climate of the school.
  - Lucia - We will be having a community School Strategy meeting coming up in November. We will be working side by side with the principal, teachers, and parents. We are working together to make sure the students are not left behind. Please let me know if you can come so we can get you the material you will need. This will be a great learning opportunity and bring us closer together. I will provide more information about it.

**B. Participants (a list will be taken by Lucia during the arrival to the session in silence)**

- **Parents and guardians/:** Veronica Lucio(Chair of the Concilio Executive Committee), Gladislay Mendoza(1st grade-H), Katie Daw(1st and 2nd grade), Maria Realzola(1st grade-I), Daniel Rivera(2nd grade), Roberto Moctezuma, López(1st grade), Irma Lopez(3rd grade), India Hernandez(1st grade), Karla Martinez(3rd grade), Ivonne Varela(2nd grade)
- **School Staff, faculty member**
- Jessica Castro-Buelna3rd, Lucia Carmona, Julia Rivera-Tapia, Elva Varela,
- **Governance Board Liaison member or any other Board Member present:** none
- **Parent Board member who represents the Concilio at the GB/**  
Dr. Daniel J. Ferraro
- **Other community member/none**

**C. Discussion item 1. Updates on COVID Test pilot project by Premier Medical Group (PMG) in collaboration with NMPED for testing weekly at Raices students and staff/. By Julia Rivera-Tapia**

- Julia - I wanted to give some updates on the school being tested. We have at least half of our school testing. We have had some misconceptions about this, and I wanted to bring this up. The testing is through the grant, and we never see the money. This not taking anything from us. 50 students/teachers tested, and all came back negative. All of the teachers were getting tested and were negative. This is good information because it shows us if someone was to test positive.
- India Hernandez- What kind of testing, if it helps the school to have students opted into the testing? how often,
- Julia - the students who were opted in will be tested on a weekly basis. It takes 45 seconds, and the students are done. Of course, the first week was just getting used to it but now it's so quick. If you would like for the students not to get tested, you just let us know. It does help the school, right now like I said we have 50% of the school. The soft swab is in the nose and like I said it takes 45 seconds.
- Katie - My student was absent the day the sheet was sent. Can I receive another one?
- Julia - Like I said if you don't want the student being tested anymore you can contact them and say no more.
- Veronica - Are the results being shared with school staff or only the parents?
- Roberto - What is the possibility of a high false negative?
- Julia - Dr. Daniel - can you help me with that?
- Dr. Daniel - Is it the PCR?
- Veronica - I think it is the PCR because it's sent to the lab
- Lucia - That is why we looked into this pilot program. Right now, everyone has precautions about students doing these. There is a lot of confusion on this.
- Dr. Daniel - Just to give you information on this if it is done correctly in the lab it is 5%

**D. Discussion item 2. Escuela para Padres-School for Parents, will start Spanish and English classes for those who are interested in learn these languages/. By Lucia Carmona**

- Lucia - I want some input on this. What does everyone think and if you can give me some suggestions.
- Julia - Maybe they can bring this to their constituents and ask if they would like to do Spanish or English classes.
- Lucia - The chat has more information: some ideas: technology classes, GED study sessions

**E. Discussion item 3. Brief presentation on where to find key information for parents on Raíces website/.  
By Lucia Carmona**

- Lucia - Here we have the homepage, and we have the most important information here. Contact information to the school and how to donate and other important information. If we click on the top, there is the tool kit about what is happening from the PED. Here is a space where the mandates are from the state. Here we have all the signs saying we don't have school on Friday for parent teacher conferences. Some parents are telling us that when we send the information on PDF, parents will tell us it's hard to see on the phone. If you need copies, please let us know. We go to the tab where it says invite Xinachtli and have the monthly topic here. In October we are talking about day of the day and you can see all the different interdisciplinary activities we are doing based on their level. The entire thing is in both Spanish and English.
- Julia - you can see all of the teachers' emails, that is the fastest way you can get them. Of course, you can call the front office. Like I said before the portables are far and we are working on getting them phones. But the fastest way of getting in touch with them is through email right now. The bigger documents need a computer. If you need one we have them at the school and we can let you use one there. Maybe we can check it out to you if you would like to take it home.

**F. Discussion item 4. Brief description of the use of Grants/. By Julia Rivera-Tapia**

- Julia - We have had some misconceptions about this and I wanted to bring this up. The testing is through the grant and we never see the money. This is not taking anything from us. The grants are listed on the website. You can always ask Mr. Ferrero or just simply log on to the website and you can see it there.

**G. Dialogue/Diálogo/Tlahtocan / Positive and Constructive Reflections/**

- Thank you, Carlos, at the parent/teacher meeting was great to see where my daughter is in English and Spanish, Moctezuma descendent and Carlos provided information about my Aztec heritage.
- Katie - Thank you for the information about navigating the website on the cellphone. Will parents have an opportunity to also get this?
- Lucia - Yes, we can rerecord it.

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

- o Working on the 40D reporting.
- o Participated in the NMOST fall into Place Community School post-conference