



Raices del Saber Xinachtli Community School
Governance Board Annual Meeting Minutes

June 27, 2020

Approved: July 23, 2020

Raices del Saber Xinachtli Community School
2211 N. Valley Drive
8:10 am to 9:00 am

1. *Roll Call and Call to Order* – at 8:10 AM

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 | Emma Armendáriz | Chair | ✓ | | | |
| 2 | Holaya Ponce Acosta | Vice-Chair | ✓ | | | |
| 3 | Ray Reich | Treasurer | ✓ | | | |
| 4 | Jane Asche | Secretary | ✓ | | | |
| 5 | Daniel Ferraro | Director at Large | ✓ | | | |
| 6 | Paul Gutierrez | Director at Large | ✓ | | | |
| 7 | Tonya Hall | Director at Large | ✓ | | | |

Upon determining the presence of a quorum Board Chair Armendáriz called the meeting to order at 8:10 am.

Others in Attendance: Principal, Angela Stock

2. *Conflict of Interest Declaration* – None were declared.

3. *Approval of Agenda* – There was a call for a correction on candidates for Treasurer and Secretary, which were reported in reverse order of names for the respective offices.

Motion: Ray Reich moved to approve the agenda as corrected. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

4. *Approval of Minutes of June 10, 2020 Governance Board Meeting*

Motion: Ray Reich moved that the minutes of the June 10, 2020, Governance Board Meeting be approved as submitted. Second Dan Ferraro. Motion passed unanimously by roll call vote.

5. *Public Input* - None was requested.

6. *Principal's Report -*

- a. Update on opening of school in August – Principal Stock reported that the current thinking of the Governor is to order a hybrid opening plan which means that half the students will be at the school at any one time. Students will alternate in attending either between days or between morning and afternoon sessions to allow for social distancing. Both teachers and students will be required to wear masks and a sanitizing routine for all classrooms, hallways and offices will be carried out throughout the day. Any parent who is concerned about the safety of their child attending school can ask for a distance learning plan for their child. The principal will survey all parents before the school starts to address their concerns and preferences. The principal stated that the latest research indicates that there is more risk of infection for children who are identified as obese according to current health standards.
- b. Review of I-Station Scores – Principal Stock showed on a shared screen the scores on the I-Station assessments and shared that at mid-year the students on average were performing better on language arts skills than might be expected. Since testing was waived at the end of the year by the NM PED, there are no scores to show final progress for the year. The waiver was announced due to the dismissal of on-site attendance as a result of the Covid-19 pandemic making it impossible to do testing.

7. *Reports from Standing Committees*

- a. Finance and Audit Committees – Ray Reich and Joseph Lucero
 - I. *Discussion of monthly finance report* – Business Manager, Joseph Lucero, provided a detailed report of the finance report for the month ending May 31, noting the school has ended the year in the black financially, but the report shows that OBMS overpaid the school by \$43,016 based on the 40-day student count. Secretary Asche pointed out that once the proper adjustments are made to the community school grant which was not shown as spent down, we will have approximately \$50,000 still left in SEG that can be used to repay OBMS.
 - II. *Discussion and possible action on the a) Account Register Activity Report & b) Bank Reconciliation Report* – Joseph provided a review of these items and responded to Board Member questions.
 - III. *Discussion and Possible Action on the BARs: 577-000-1920-0027-M; 577-000-1920-0028-M; and 577-000-1920-0030-I* – After discussion of the three BARs, the following action was taken:

Motion: Paul Gutierrez moved to approve the May 13 Account Register Activity Report, the Bank Reconciliation Report and the following Budget Adjustment Requests: 577-000-1920-0027-M; 577-000-1920-0028-M; and 577-000-1920-0030-I. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- IV. *Brief discussion on the Audit Process* –Joseph Lucero discussed briefly the audit process that will begin on July 8th with a 30-minute virtual conference with the state appointed auditors, members of the audit committee and the business manager. He pledged to work with the business manager for the upcoming School Year 2021, Vicki Chavez, to assist with any questions the auditors might have.
- V. *Brief overview of the Business Manager Transition Plan* – Joseph Lucero explained that he and Vicki Chavez have now had a virtual conversation to make plans to transfer all necessary permissions for business management services to Vicki Chavez, an employee of the Southwest Region Education Cooperative 10. She in turn will work with Joseph to make sure that all end-of-year tasks have been completed with OBMS.

b. Facilities Committee - Ray Reich, Facilities Committee Chair

- I. *Portable unit status* – Ray reported that he has been communicating with both Brian Kavanaugh and Fred Mobley from FYI to ensure that a 2-room double wide portable unit will be positioned on our school site and will be ready for occupation by the opening day of school.
- II. *School zoning status* – Ray reported that he and 4 members of the Raices staff were present to speak at the June 25 meeting of the Doña Ana County (DAC) Commissioners with the DAC Planning and Zoning Committee. The vote was unanimous to approve school zoning for Raices at its location at 2211 N. Valley Drive for next 5 years with the qualification that enrollment should not exceed 220 students.

8. *New Business*

- a. Discussion and Possible Action on Principal Contract - Paul Gutierrez presented a report and recommendation for the contract for principal Stock with a salary of \$90,000 with 15 paid vacation days. The following action was taken.

Motion: Ray Reich moved to approve the principal contract for Angela Stock for the 2021 School Year at a salary of \$90,000 with 15 days paid vacation. Second by Dan Ferraro. Motion passed unanimously by roll call vote.

- b. Election of Officers – Discussion and Possible Action on slate of Governance Board Officers for the 2020-2021 School Year. Jane Asche, Chair of the Governance Board Development Committee, explained that the committee developed the following slate after asking for board members to volunteer for board officer positions for the 2021 School Year. The following slate was presented:

Proposed Slate of Officers by Governance Board Development Committee

Chair: Jane Asche

Vice-Chair: Holaya Ponce Acosta

Treasurer: Paul Gutierrez
Secretary: Tonya Hall

Motion: Ray Reich moved that entire slate of officers be approved for the 2021 School Year. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

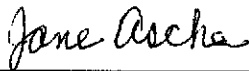
9. *Agenda items for Next Meeting*

- Suggestions on new actions for programs that will be codified for the following year.
- Any items that are critical to approve for the upcoming school year.
- Any current directions from the Governor and NM PED on school opening for the upcoming year.

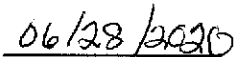
10. Date of the Next Governance Board Meeting: **July 23, 2020, by Virtual Zoom Meeting**, unless otherwise permitted to be at the school by that date.

11. *Adjournment* – Vote to adjourn by roll call voice vote

Motion: Paul Gutierrez moved that the meeting be adjourned at 9:00 am to move forward with the Board Retreat for the next 3 hours. Second by Ray Reich. Motion passed unanimously by roll call vote.



Signature, Governance Board Secretary (2019-2020 SY)



Date

