



Raíces del Saber Xinachtli Community School
Governance Board Meeting Minutes – **DRAFT-**

December 19, 2019
2211 N. Valley Drive, Las Cruces NM 88007
5:15 pm to 6:57 PM

1. Call to Order – Vice-Chair, Holyaya Ponce Acosta called the meeting to order at 5:15 PM
2. Roll Call

The following Board Members signed in and confirmed attendance via voice Roll Call:

Present: Holaya Ponce Acosta (Vice-Chair), Jane Asche (Secretary), Daniel Ferraro, Ray Reich (Treasurer). *Quorum present for meeting.*

Absent: Emma Armendáriz, Chair, Excused; Alejandro Flores, Excused; Paul Gutierrez, Excused.

Others Present: Angela Stock, Principal: Lucia Carmona, Director of Operations and Community Engagement present for report on the creating a donation link on website.

3. Conflict of Interest Declaration – There were no declarations of conflict of interest.
4. Approval of Agenda*

Motion: Ray Reich moved to approve the December 19, 2019, meeting agenda as submitted. Second by Dan Ferraro. The motion passed unanimously by roll call vote.

5. Public Input – No members from the public were present.
6. Consent Agenda*
The only consent agenda item, Minutes of November 21, 2019, Raíces Governance Board Meeting, were approved unanimously by roll call vote. (No motion needed for this purpose.)

7. Reports from Committees
 - a. Academic Performance Committee by Principal
 - 1) *Discussion on the revisions on the NM Every Student Succeeds Act (ESSA) – Principal, Angela Stock* – Angela is holding regular monthly meetings with the academic committee to keep them informed about ESSA changes and how the Raíces students are doing. The Concilio de Padres Member representative to the committee did not show up for the December 14 Meeting although contacted.

Action: Angela will follow up with the Concilio Representative. The Principal also explained that when report cards come out teachers will give an explanation at parent teacher conferences about ESSA requirements and what the new reporting system on student as well as school progress will look like.

All board members were informed that we have a Raíces email address since the CSD staff asked us to post an email address on the website for each Board Member in case the public or parents want to contact us. The email is the initial for the person's first name followed by the last name @raciesdelsaber.org. For instance for Jane Asche is jasche@raciesdelsaber.org.

b. Finance and Audit Committees by Ray Reich, Treasurer

1) *Review of the Financial Report ending November 30, 2019* – our business manager, Joseph Lucero, from the Vigil Group was present via speaker phone to discuss the November 30 Finance report and answer Board Member questions. After discussion the following actions were taken or discussions followed as reported on item 8. b. 2).

2) *Possible Action on approval of*

i. *Bank Account Register Report & Bank Reconciliation Report*

Motion: Holaya Ponce Acosta moved to approve both the Bank Account Register and Bank Reconciliation Reports. Second by Ray Reich. Motion was approved unanimously by roll call vote.

ii. *Budget Adjustment Request (BSR) for \$23,000 donation fund* – Joseph acknowledged that he failed to send the BAR for approving how the \$23,000 of donations will be spent to cover items in the approved school budget. Therefore, we need to wait until the January 2020 Board Meeting to approve the BAR.

Action: Jane Asche will remind Joseph to prepare the BAR report for a vote at the January Meeting

iii. *Reimbursement out of the Community School Grant funds for travel expenses for Lucia and Angela to the required Community School Summit* – Joseph discussed the fact that the request for reimbursement for such expenses must be submitted, just like a purchase order, before the cost is incurred. Since the paper work was turned in after the travel occurred, this will be written up as an audit finding. Principal Stock indicated that in the future proper procedure for covering such expenses out of the appropriate fund category will be carefully followed. Joseph indicated that this does not take board approval for expensing specific items from a grant budget.

- iv. *The process for setting up a link on the school website for people to make financial donations to the school.* The Director of Operations and Community Engagement, Lucia Carmona, reported that Beverly Sanchez from First Data, a consultant with 1st American Bank discussed with Lucia the cost and process for placing a donations link on the school website. The first step which must be taken is to set up a firewall and encryption system to protect our office internet system, 9 staff computers, and website from hackers. Second, First Data can then set up the link for sending the donation to our bank which will require the following: 1) paying a \$99 fee to start the service and a \$19.95 monthly fee, and 2) the school must have a bank credit card. She described a system called Pay Easy that would act as a mediator between the school and the 1st American Bank.

Action: Ray Reich and Holaya Ponce Acosta will talk to their personal IT provides about setting up the firewall and encryption systems and get quotes for the job. Ray Reich will talk to Joseph about whether the school can acquire a credit card and what is involved as well as look at the budget with the Principal to determine if there is any way to pay for this service.

c. Facilities Committee by Principal

- 1) *Update on any work to be completed yet on new facility* – Principal Stock reported great satisfaction with the new facility for instructional purposes. However, there are still some issues that need to be dealt with and workers are slowly working on these things which include: the need for a more secure front door with a push bar that locks automatically when closed, a window that cannot yet be locked securely in the kindergarten space, water backup in one of the bathrooms, and a leak in the roof.
- 2) *Discussion and possible action on new lease contract for rent* – The first installment for public capital outlay funds for lease payments has now been dispersed by OBMS to the Raíces account. However, Ray Reich has requested that no payment be made until there is an amendment to the contract for the amount to be paid during this school year due to the facility not being ready on time for the opening of school.

d. Governance Board Development Committee by Jane Asche

- 1) *Re-examine Role of Audit Committee* – the two items below have been tabled until the January Meeting since the Concilio de Padres meeting was cancelled in December due to conflicts in meeting time related to holiday schedules
 - I. possible action on approval of parent member of Finance Committee, and
 - II. possible action on approval of parent and community member of Audit Committee

Action: Jane Asche will provide a reminder to the Director of Operations and Community Engagement to have this information ready for the January Board Meeting.

2) *Revisit Principal Evaluation Plan* – Board Members reviewed once again a) the process for evaluating the principal; b) the professional development plan that the Raíces Board Chair, Emma Armendáriz, and Principal Stock developed together; and c) the plan for the chair and Board Member Paul Gutierrez to do the mid-year review with the Principal to prepare for the end of year evaluation and filing of HOUSSE Form D.

3) *Advertising and Recruitment for additional Governance Board Members* – Jane Asche discussed the need for looking carefully for additional board members to round out the complement of skills needed to carry our board responsibilities. She especially emphasized the need for a person with skill and experience in financial audits and someone to take the place of Jane as secretary should her husband’s health require her to step down. We agreed that we need to begin to get our advertising for recruitment for such board members done right away. Jane gave an update on Maria Elena Garza d’ Vargas, a person with audit skills with whom the Development Committee has been in discussions. Her hold-up has been a problem with transportation from El Paso to the meetings.

Action: Holoya has offered to pick her up for the meetings. Jane and Lucia Carmona will proceed with the recruitment interview conducted with potential board members.

Ray Reich noted that everyone should be working on recruiting their own replacement by the time their term ends or they believe they can no longer serve on the board for personal reasons.

8. Raíces Principal Report –

a. Discussion on rewriting the Emergency Drill Plan for our new facility – Principal Stock has now completed a new emergency drill plan for our new facility and explained the various aspects of it in great detail.

Action: Jane Asche will put the revised plan into the Governance Board Policy Handbook and share with the rest of the Board Members for possible action at January Board Meeting.

b. Update on School Safety Plan - Principal Stock informed us that since we have only been in our new building since December 2 of this year (2019), the Bureau of Health and Safety has extended the due date for our school plan to Mid-March of 2020.

- c. January School Open House - The Staff has set a date of January 11 to hold an Open House at Raíces from 10:00 AM to 1:00 PM before the NM State Legislative Session starts. Manny Sanchez, the county commissioner for the district in which Raíces is located, will attend.
- d. Addition of a new school volunteer - Efren Miranda, an outstanding international student from South America, will begin volunteering at Raíces during the Spring Semester.
- e. See Principal Report - Appendix A for a detailed report of the 40th day visit of the staff from the Charter School Division of the Public Education Department (NMPED-CSD) for the items we need to address within 30 days of their formal posting of notes about the visit on the NM Web-EPSS monitoring system.
- f. Need for a good school Copier and other Supplies – Principal Stock reported that the school administrative staff are badly in need of a good copier as well as other supplies like cleaning materials, trash bags, paper towels, and hand sanitizers. The office manager has checked into a monthly service for a copy machine that will cost \$130 a month and will supply the maintenance and ink for that sum. There was general agreement that the following action should be taken before the next board meeting.

Action: The Office Manager should proceed with getting 3 bids and Ray Reich and the Principal will examine the budgets from multiple sources to see where the expense for the copier and supplies can be supported for the rest of the year.

9. Old Business

- a. Review and Update on last month’s discussion of the Yazzie/Martinez Equity Council, – Principal Stock reviewed the process for recruiting members to our equity council and announced that the members along with a description of the process have now been posted on the Raíces website.

10. New Business

- a. Possible Action on approval of the plan for the Principal’s mid-year evaluation review – Based on our earlier discussion in the item 7. d. 2), the Board took the following action.

Motion: Holaya Ponce Acosta moved to approve the 2019-2020 principal evaluation plan and the mid-year review to be conducted by Emma Armendáriz and Paul Gutierrez. Second by Ray Reich. Motion was approved unanimously by roll call vote.

11. Agenda items for Next Meeting

- Official appointment of the Parent member of the Finance Committee and the Parent and Community member of the audit committee.

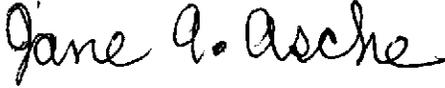
- Update on possibilities of creating a donation link on the school website.
- Possible action on approving the new emergency drill plan.
- Possible action on a contract for an office copier and other supplies.

12. Date of the Next Governance Board Meeting: **January 23, 2019, 5:15 PM, at Raíces del Saber Xinachtli Community School, 2211 N. Valley Drive, Las Cruces, NM.** *Need for recorder for the minutes as our Secretary will be in Albuquerque at the Equity Council Training.* We agreed to ask the Board Chair to take minutes for the January Meeting.

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

Motion: Ray Reich moved to adjourn the Board Meeting at 6:57 PM. Second by Daniel Ferraro. The Motion passed unanimously by roll call vote.

Minutes Submitted by Governance Board Secretary, Jane A. Asche

	12/29/19
_____ Signature	_____ Date

Principal's Report

Attachment A

Raíces Del Saber Xinachtli Community School

October 23, 2019

Academic Performance

We had our monthly Academic Meeting on Thursday, December 12 at 4:00 pm. Our parent assigned to this committee was contacted but did not show.

During the academic meeting we went over the English Language Learner policy 5.15.12. C and D. These policies were specifically emphasized by Karen Woerner as being of utmost importance in having correct. Teachers took notes on what students were in the ELL program and the procedures that followed.

As part of the Meso-American concept of Raíces Del Saber Xinachtli Community School our students and staff visited Tortugas to observe the matachines. Anita Lara, one of our AmeriCorp service providers, is a dancer with the Tortugas matachines. She and a fellow dancer came to our school to provide our students with some prior knowledge on the Tortugas Meso-American culture of the danzas.

Our first 40th day visit from the CSD went really well; their comment is that we were prepared and organized. The following are some suggestions and things they will look for in April.

- Add contact information on the school website for our board members
- Emergency Drills done on time, otherwise out of compliance...repeat as if starting the first day of school
- SpEd service page needs to be redone to show service of student
- Annual site visit in the spring...tentative date, April 1st.
- Copy of all state assessments in the student's cumulative files
- A copy of test security certificates for teachers...Tom Genne
- Evidence of formal SAT process...it will be changing next year
- FERPA documents in all SpEd files
- All first-grade students who are ELL designated and do not have a LUS will have a special form saying we know they have an LUS (and how we know they do)
- Teachers should know who their ELL students are
- Procurement on staff (Lucia) needs to be registered online to make it official (done)
- McKenny Vento training for Luica
- Focus on recruiting
- Have a background check for our Business Manager and a file like we do for our staff
- Teacher PDPs and mentorship logs
- Safety Plan (get extension if needed)

Principal's Report

Raíces Del Saber Xinachtli Community School

October 23, 2019

Financial Performance

On December 17, 2019 a good friend of mine rallied his friends and donated \$850 for toys and clothes for the school. We have determined who has the biggest need as far as clothes, shoes, etc. That money will be divided according to needs.

We are still in need of a copy machine; the cost is about 130.00 per month. See bids.

Community Engagement

Community Partners confirmed:

- Health & Human Services of DAC
- Community Action Agency
- La Piñon
- La Semilla

- Myrna's Children's Village
- Mexican Consulate
- Children's Reading Alliance
- FYI,
- NMSU Cooperative Extension, Family and Consumer Science Dept.
- Department of Health (Children's Medical Services and Circles of Security, health educators, and medical services)
- Dona Ana County Fire Marshall (pending finalize)
- Las Cruces Police Department (pending finalize)

Coats for Kids and Toys for Tots

These agencies donated to our school; however, we were short a few coats, we will use the donated money to purchase them.

Equity Council

The Equity council has been uploaded to the website; because we are such a small school after the note went out we had to specifically ask people face to face if they would like to serve.

Human Resources

We will have a Fulbright student who will volunteer at Raíces this spring. His name is Efen Miranda. He will assist teachers with whatever they need in order to accommodate with interventions. In first grade he will provide Spanish as a second language to students who are not native Spanish speakers.

School Environment

Our school winter/Christmas celebration will take place Friday. In the morning starting at 10:30, students will perform for the parents followed by Carlos Aceves telling a cuento about the Giving Tree. Parents will enjoy hot chocolate and cookies. Students will leave with their parents at 11:45. Immediately following our staff will have their own celebration with food, and a white elephant gift exchange. All board members are welcome, if you'd like to participate in the gift giving bring a wrapped gift of \$25. Make sure it's a gift that someone would love to steal from someone else.