



Raíces del Saber Xinachtli Community School

Governance Board Meeting Minutes

February 27, 2020

Approved April 23, 2020

Raíces del Saber Xinachtli Community School

2211 N. Valley Drive

5:15 pm to 8:02 pm

1. *Call to Order* – at 5:20 PM

2. *Roll Call*

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

Present: Emma Armendáriz (Chair), Holaya Ponce Acosta (Vice-Chair), Jane Asche (Secretary), Paul Gutierrez (arrived at 5:37 pm), Ray Reich (Treasurer). *Quorum present for meeting.*

Absent: Daniel Ferraro (Excused), Alejandro Flores (Resigned from Board February 13, 2020).

Others Present: Angela Stock, Principal; Lucia Carmona, Director of Community Engagement; Yitzen Lizama, Chair of Concilio de Padres, Daniel Rivera; Mary Carter, Tonya Hall; Anita Lara.

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

4. *Approval of Agenda**

Motion: Ray Reich moved that the February 27, 2020, agenda be approved with one change, that item # 7 be presented when Anita Lara, AmerCorps Volunteer, arrives from her training session in Albuquerque later this evening. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

5. *Public Input* – Chair of the Concilio de Padres, Yitzen Lizama, asked for time to present to the plan of the Concilio for raising money to provide a graduation for the Kindergarten children. The parents are planning food sales on Sunday March 8th and Sunday March 22nd at the Celebrate Event Center at 522 E. Idaho St. Their plan is to raise enough for the money to purchase the caps and gowns online which can be used for the kinder graduations in subsequent years and pay for lunch for the families following the graduation ceremony. They are asking each parent to sell five tickets. The Board also discussed how the concilio could open a bank account for keeping records of their fundraising. Yitzen reported that all banks they checked with required a large minimum deposit to maintained at all times in order not to charge a monthly fee. **Action:** Angela Stock, will check to see if a local credit

union she is familiar with might host a checking account without the minimum balance requirement.

[Board Member Paul Gutierrez arrived at 5:37 PM]

6. *Consent Agenda**

- a. Approval of Minutes of January 23, 2020 Meeting
- b. Notice from the PED approving the change in Raíces School calendar to accommodate aligning our calendar with the LCPS Holiday schedule for President's Day.

A vote was taken to approve each of the two consent agenda items by roll call vote. The vote was unanimous in favor of approval of both items.

7. *Presentation by AmeriCorps members on proposed Summer Camp* – See agenda item 11 d.

8. *Reports from Committees*

a. Finance and Audit Committee – Ray Reich

- I. *Possible Action to be taken on the February Financial Report, including: 1) Bank Account Register Report, and 2) Bank Reconciliation Report.* After a thorough discussion of the Finance report ending January 31, 2020, with the Business Manager, Joseph Lucero, the following action was taken:

Motion: Ray Reich moved to approve the January 31, 2020, Finance Report, including: 1) Bank Account Register Report, and 2) Bank Reconciliation Report. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- II. *Possible Action on the following BARs (Budgets Adjustment Requests): 577-000-1920-0012-D; 577-000-1920-0013-IB; 577-000-1920-0014-T.*

Motion: Paul Gutierrez moved to approve the following budget adjustment requests: 577-000-1920-0012-D; 577-000-1920-0013-IB; 577-000-1920-0014-T. Second by Ray Reich. Motion passed unanimously by roll call vote.

- III. *Progress Report on developing the FY 2020-2021 School Budget, including the plan to landscape the playground and add the portable units for next year's enrollment:* Ray Reich reported that he and Principal Stock have begun discussions and have conferred with the Business Manager in the February 27 Business meeting and agreed that Joseph Lucero will provide a budget template based on last year and the two new anticipated teachers that will be added. Principal Stock has begun a list of budget items based on curriculum needs for the additional second grade class. Monies in the current NISN grant will be used for the furniture and technology infrastructure needs. The estimate for phase 1 landscaping is \$3,157 and money will have to be factored into the budget for at least one portable unit for 2nd grade, and maybe two units, should we be able to recruit a second first grade class. Teachers are developing a list of books to be purchased with the current year library grant.

IV. *Discussion on the progress of getting a donation button on the Raíces website:* Ray Reich reported about his meeting with the consultant, Beverly Sanchez, from Easy Pay who works with First American Bank where our checking account is located. The one-time fee to set up the direct deposit into the bank account will be \$99 and then there will be a \$30 per month fee and a 1.6% charge on all donation transactions. Mary Carter, who was in attendance at the Board meeting suggested that Ray check into Act Blue as a potential vendor for this service as they do not charge a monthly fee. **Action:** Ray Reich will check out Act Blue as a vendor to set up the donation button on the school website.

b. Academic Performance Committee – Principal

See Principal Report, Attachment 1 for detailed information. Principal Stock explained that ACCESS testing is underway to assess the progress of English Language Learners (ELLs) and that she is seeing improvement for these students in their English language development. In Spanish the testing and analysis is showing that the kindergarten students are coming along very well. In the first grade, 54% are at a level that shows difficulty in learning Spanish. However, 46% are acquiring skills at grade level or are advanced in Spanish.

c. Facilities Committee –

Discussion on need to find a new Facilities Committee Chair - due to the resignation of Alejandro Flores from the Governance Board. Due to the numerous items on the agenda, the Chair asked that we revisit this item in the March Board Meeting.

d. Governance Board Development Committee – Jane Asche

I. *Possible action on accepting the resignation of Alejandro Flores from the Board.* – After reviewing the resignation letter of Board Flores' due additional family responsibilities, the Board took the following action:

Motion: Paul Gutierrez moved to accept the resignation of Alejandro Flores from the Raíces Governance Board. Second by Ray Reich. Motion passed unanimously by roll call vote.

II. *Introduction of two potential new Governance Board Members* - Mary Carter and Tonya Hall have both submitted a letter of interest as well as resumes as applicants to serve on the Raíces Governance Board. Each made a presentation on the skills they will bring to the Board. All board members present agreed that they hold the potential to make valuable contributions to the Raíces Governance Board. A formal vote must be taken at the March Board Meeting since the agenda did not state possible action on this agenda item at this meeting.

III. *Possible Action on the addition of at least one more Board Member to the Governance Board Development Committee* – Ray Reich volunteered to serve on

the Governance Board Development Committee and Board Chair Armendáriz asked the board to approve his appointment to this committee.

Motion: Paul Gutierrez moved to approve Ray Reich as a member of the Governance Board Development Committee. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- IV. *Review of the school's McKinney-Vento Homeless Assistance Act policies and possible action on revisions of these two policies* – Committee Chair Jane Asche presented a Board Training on the requirements of all public schools to provide an equitable education and services to any homeless student that applies for enrollment at the school. She also emphasized the extensive rights of the student and the grievance process if a parent, caregiver, or other representative of a homeless student believes any of those rights are being denied. The two current Board policies related to carrying out the McKinney-Vento Act are now being revised as requested by the PED Charter School Division staff. She is waiting for some clarification by Dana Malone, the NM PED State Coordinator for Education for Homeless Children, before making the final revisions, which should be ready for possible approval at the March Board Meeting.

9. Raíces Principal Report – Principal, Angela Stock

See Attachment A for Principal's Stock's February principal report. Principal Stock also presented a list of purchases that will be made before the end of the year from the Furniture, Technology Infrastructure, and Classroom Technology categories of the NISN-Community School Program federal flow through grant totaling \$18,493.79.

10. Old Business

- a. *Report on setting up a meeting with Principal Stock and the President of one of the local Lion's Club members as a potential supporter of Raíces* - Holaya Ponce Acosta reported that she has spoken with the a local Lion's Club President who has an interest in Raíces but the person has asked for some print materials about Raíces before setting up a meeting. **Action:** Jane Asche will consult with Principal Stock to put together materials for Holaya to share.
- b. *Report from Chair Armendáriz and Board Member Gutierrez on the Principal Interim Review.* The interim principal review will take place tomorrow, February 28, 2020.
- c. *Report from Lucia Carmona, Director of Community Engagement, on the Community School Partnerships and the role Holaya Ponce Acosta will play as one of those partners.* Lucia Carmona provided an in-depth report of the meeting with Community Partners on January 22, 2020 and additional follow-up steps with those partners not in attendance. She now has established partnerships to assist with needs assessment and mapping of community assets/resources with 19 community organizations or agencies which

includes participation by 37 individuals. Lucia will be working hard during the month of March on finalizing the needs assessment and assets mapping activities, with data analysis and planning for a three-year implementation plan finalized in the month of April.

11. New Business

- a. *A report from Principal Stock and Lucia Carmona on Student Recruitment to date for the FY 2020-2021 school year.* A detailed report was shared on recruitment activities to date. With the assistance of parent and community volunteers 1,470 recruitment flyers, 36 posters, and 390 enrollment brochures have been distributed in strategic locations and at group meetings and churches around town. Lucia has met with parents from Myrna's Children Village and she and Angela have been invited to speak at El Calvario United Methodist Church on Campo St. Lucia will be working to line up presentations with Doña Ana County Head Start programs. A total of 9 new students have been enrolled for next year.

- b. *Discussion of Draft Policy and possible action for the use of private vehicles to transport school children at Raíces* – Principal Stock reported that discussions with FYI about providing transportation during the next school year have ended with no possibility of this working because of liability issues for FYI and Raíces. However, she is now in discussion with LCPS about the possibility of the District furnishing transportation for some Raíces Students.

- c. *Discussion and possible action on the School Wellness Policy which now includes the federal nondiscrimination policy and complaint procedure with regards to food services* – No action taken during this meeting.

- d. *Discussion and possible action on new rates for travel reimbursement including per diem for meals, lodging, and mileage for staff training:* After examination of state approved rates provided by the PED, we took the following action:

Motion: Ray Reich moved to approve reimbursement for staff travel to training at the rate of \$.46 per mile for car travel expenses and \$45 per diem/per day for meals. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- e. *Discussion and possible action on a one to two-week Summer Camp proposed by the AmeriCorps members who assist with the Raíces After School Program* - Anita Lara, the AmeriCorps Volunteer, who works with the Raíces afterschool program, made a formal presentation on a plan being proposed by the AmeriCorps Volunteers to assist in hosting a one to two-week summer camp at Raíces in the month of June. If

done in one week it will be an all day camp from 7:30 to 5:30 pm. If done in two weeks, it will be a half-day camp from 7:30 am to noon. Anita supplied a written proposal from the NISN Indigenous Educators Members (our after school AmeriCorps Volunteers) to the Board Members. The proposal included goals, needed resources and supplies, a proposed fee, and a daily schedule of activities. The camp which is called the Tloke Nauoke Summer Program will be focused on language, indigenous cultural immersion and emotional growth through the exploration of nature, land connection and activities. Board Members agreed this was a good idea as well as a good recruitment strategy for fall enrollments and instructed the AmeriCorps Volunteers to proceed with further planning with the following action:

Motion: Ray Reich moved to instruct the AmeriCorps Volunteers to move ahead with developing a plan for a one to two-week summer camp at Raíces with a fee of no more than \$200 as a maximum charge. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

12. Agenda items for Next Meeting

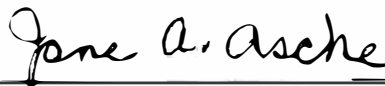
- Presentation by Beverly Sanchez, Easy Pay Consultant, about donation button on website.
- Possible action on Mary Carter and Tonya Hall joining the Raíces governance board
- Possible action on appointment of a facilities chair.
- Possibly action on the school wellness policy.
- Possible action on the School Safety Plan

13. Date of the Next Governance Board Meeting: **March 19, 2020, 5:15 – 7:15 PM, 2211 N. Valley Drive**, Las Cruces, NM 88007.

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

Motion: Emma Armendáriz moved to adjourn the meeting at 8:02 PM. Second by Ray Reich. Motion passed unanimously by roll call vote.

Submitted by:


Raíces Governance Board Secretary

Date: February 29, 2020

Raíces del Saber Community School is an equal opportunity provider.

Principal's Report

Attachment 1

Raíces Del Saber Xinachtli Community School

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Academic Performance

ACCESS testing is underway at Raíces. ACCESS assesses ELL students in the four domains of listening, speaking, reading and writing. Students are given a number rating 1-5. A student is considered fluent English both BICS and CALPs when they reach level 5, at which time they are not considered an ELL student any longer. Our bilingual model is crucial to the development of their English language (spoken and academic) as well as their Spanish. ELL students are developing their first language academically which they will then transfer their skills to their second language which is English. I have already seen improvement in ELL students' spoken language of English

SPANISH

Kindergarten has a big advantage as they learn foundational skills (Spanish) for the first time in school. First graders have some prior experience learning the foundational skills in English and are having to learn them in Spanish. As expected, some students are doing better than others. The first-grade teacher, Efen and I are carefully analyzing student foundational skill data to assure they are ready to become fluent readers. Currently we have 54% of our 13 students at an intensive level meaning they are having difficulties acquiring Spanish foundational skills. The rest of the 13 students 46% are acquiring those skills at grade level or are advanced. What I have learned from looking at this data is that those students who are at the intensive level are mainly those who are first comers to the language. Our ELL students are flourishing in foundational Spanish skills meaning our 90/10 model is working well for them!

Financial Performance

After working with Jane and looking closely at the budget it was discovered that there are funds available in furniture, curriculum and technology infrastructure from NISN. Nate has advised us to have that money spent before June in order to show need for our school. This is different from SEG money where we want to try and save carryover for the following school year. There are things the school is in need of that will have to be prioritized. These include: Tables and chairs for the new second grade, curriculum for the second grade, a water fountain for the kindergarten room, a bell system for the front gate in order to ring parents in and screen our visitors, adding more Chromebooks, (currently we have 20, they are used daily by both classrooms, I anticipate we will need another set and a charging cart for the portables).

Community Engagement

On February 20th we visited NMSU and met with interim dean Dr. Susan Brown. Possibilities of having student teachers and principals come through Raíces was discussed as well as us becoming partners in the 21st century grant they extend to LCPS in order to promote STEM education. Both of these subjects are very exciting for our school as far as keeping Raíces integrated with LCPS, accessing our community resources, AND giving back to the community by allowing student teachers and principals to learn from us.

Equity Council

As I write this, the first Equity council meeting is scheduled for this Wednesday at 5:00 p.m. More to report at the Board Meeting.

SHAC

A School Health Advisory Council (SHAC) is designed to integrate family, school and community approaches for enhancing the health and well-being of students by establishing a SHAC that is responsible for making recommendations to the governance council regarding the development or revision, implementation and evaluation of the wellness policy.

The family, school and community involvement component promote long-term effective partnerships between families, schools, and communities in the planning and implementation of health promotion projects and events, both within the school and throughout the community. The partnership can encourage and

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sustain environmental changes that support healthy lifestyles for children and their families. All staff, students, and community members will be allowed to participate. We are starting our SHAC council this month.

Facilities

Fred Mobley has been working with us to get things fixed that were left over after the remodel the Raices facility. Those things include: Fixing the door by the 1st grade bathrooms so that water does not flood the bathrooms when it rains. Removed the heating unit by the office so that we can use it as a storage closet. Fixed the terrible smell coming out of the sewer manhole. Fred has located some better doors and jams for our office rooms that he is willing to donate to our school. Still pending is the leak in the kindergarten room, it returned with the last snow/rain fall; though it's smaller, it is still there. The windows in the kindergarten room are still inoperable, and I still do not have an estimate for framing in a door in the conference room.