



Raices del Saber Xinachtli Community School
Governance Board Meeting Minutes- APPROVED

Date November 19, 2020

Approved: December 17, 2020

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

The Meeting was conducted via the Zoom Meeting Platform

Time: 5:17 pm – 8:31 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	Jane Asche	Chair	x			
2	Holaya Ponce Acosta	Vice-Chair	x			
3	Paul Gutierrez	Treasurer	x			
4	Tonya Hall	Secretary	x			
5	Emma Armendáriz	Director at Large	x			
6	Daniel Ferraro	Director at Large	x			
7	Ray Reich	Director at Large	x			

Upon determining the presence of a quorum Board Chair Jane Asche called the meeting to order at 5:17 pm.

Others in Attendance: Principal, Angela Stock; Director of Community Engagement, Lucia Carmona; Raices Teacher, Regina Miller; SWREC, Priscilla Cabral; Raices Teacher, Carlos Aceves; Office Administrator, Elva Varela; AmeriCorps Service Member, Guadalupe Aguirre; Veronica Lucio

1. Conflict of Interest Declaration – None Declared

2. Approval of Agenda – Approved

Motion: Holaya Ponce Acosta moved to approve the agenda for the November 19, 2020, Raíces Governance Board Meeting with one change – to move Carlos’ training activity from Governance Board Development to directly after the approval of the minutes and before public input. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

3. Approval of Minutes of October 22, 2020 Governance Board Meeting – Approved

Motion: Ray Reich moved to approve the Minutes for the October 22, 2020, Raíces Governance Board Meeting. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

* Indicates Action Item

Restorative Justice Training by Carlos Aceves – moved from item 4.c.i. Governance Board Development Committee

See Addendum A – Restorative Justice

4. Public Input – None
5. Consent Agenda – No items
6. Review of Authorizer Unique Correspondence - None at this time
7. Principal’s Report – by Angela Stock
 - See Addendum B - Principal’s Report**
 - See Addendum C - Community Outreach Report**
 - a. Report on Academic Performance
 - b. Discussion around the marquee – safety, vandalism, surrounding community, board is okay to move forward
 - c. Discussion around COVID protocols – are we doing enough? Request from board to audit application of protocols onsite.
 - d. Report on Community Outreach
8. Reports from Committees –
 - a. Finance and Audit Committees – by Paul Gutierrez & Business Manager, Vicki Chavez
 - i. Discussion and possible action on Monthly financial reports as of the end of October 2020 to include Account Summary of Expenses, Account Summary of Revenue, Bank Reconciliation Report, Review of October Bank Statement, and Voucher by Warrant Report.
 - ii. Discussion and possible Action on Budget Adjustment Requests (BARs).
 - Motion:** Ray Reich moved to approve BAR -5577-000-2021-0007-IB, Breakfast for Elementary Students. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.
 - Motion:** Ray Reich moved to approve BAR 577-000-2021-0008-I, NISN deposit. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.
 - Motion:** Emma Armendáriz moved to approve BAR 577-000-2021-0009-I, increase bar for Kellogg fund. Second by Ray Reich. Motion passed unanimously by roll call vote.
 - Motion:** Daniel Ferraro moved to approve BAR 577-000-2021-0010-D, decrease BAR due to school budget decrease. Motion passed by 6 Yes [Ponce Acosta, Armendáriz, Asche, Ferraro, Hall, Reich] to 1 No [Gutierrez] by roll call vote.
 - Motion:** Emma Armendáriz moved to approve BAR 577-000-2021-0011-IB, fresh fruit and vegetables. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.
 - iii. Update on the Audit Process – audit exit review scheduled for 11/20 @ 3pm. Audit committee will be present for that.

* Indicates Action Item

- b. Academic Performance Committee – by Tonya Hall
 - i. Update on status of academic testing.
 - ii. Measuring progress on the school’s mission related goal of biliteracy.

- c. Governance Board Development Committee – Jane Asche & Holaya Ponce Acosta or Carlos Aceves

See Addendum A – Restorative Justice

See Addendum D – Board Development

 - i. Training activity on Restorative justice practices. – see above on restorative justice training (moved to after agenda item 3 and before agenda item 4)
 - ii. Short board training on the composition of Board Meeting agendas.
 - iii. Discussion and possible action on a Governance Board mission statement (action moved to December meeting)
 - iv. Discussion and possible action on additional committee member appointees.
 - v. Update from Tonya Hall and Holaya Ponce Acosta on potential new board members.

- d. Facilities Committee – Ray Reich and Angela Stock
 - i. Update on Portable Unit occupancy.
 - ii. Discussion and possible action on the formal ventilation maintenance plan which must be sent to the PED
 - 1. Looking into cost of iWave/UV for portable and main building – Fred Mobley looking into it
 - iii. Discussion of progress on the overall maintenance plan for facilities which will be due to the Safe and Healthy Schools Bureau in the Spring of 2021.

9. Unfinished Business – None

10. New Business –

- a. Discussion and possible action on a return to completely online instruction from the Thanksgiving holiday until the end until end of December due to the strong possibility of COVID 19 spread during the Holidays. Second by Tonya Hall.

Main Motion: Holaya Ponce Acosta moved to return to fully online instruction from Thanksgiving until after Christmas break.

Discussion:

- i. During dicussion of the motion, an amendment was proposed to the main motion as follows:

Motion: Dan Ferraro moved to amend the main motion to insert the words “two weeks" before "after Christmas break”. Holaya Ponce Acosta accepted the amendment to the motion. Motion passed unanimously by roll call vote.

Vote on Main Motion as Amended: To return to fully online instruction from Thanksgiving until two weeks after the Christmas break. Motion passed by 6 Yes [Ponce Acosta, Armendáriz, Asche, Hall, Gutierrez, Reich] to 1 Abstain [Ferraro] by roll call vote.

- b. Discussion and possible action of a new custodian contract.

* Indicates Action Item

Motion: Paul Gutierrez moved to approve the contract for the new custodian. Second by Ray Reich. Motion passed unanimously by roll call vote.

- c. Discussion and possible action on a Teacher Assistance contract for Issis Inzunza.

Motion: Tonya Hall moved to approve the teacher assistant contract for Issis Inzunza. Second by Ray Reich. Motion passed unanimously by roll call vote.

- d. Discussion and possible action on a contract for IT services with Green Tree Technologies.

Motion: Tonya Hall moved to approve the IT contract. Second by Ray Reich. Motion passed unanimously by roll call vote.

- e. Discussion and possible action on PED Extended Learning Contract. – Were not able to get them signed. Possible Action moved to December

- f. Discussion and possible action on Joint Powers Agreement with the New Mexico Charter School Educational Services Association known as ACES which supports charter schools through cooperative procurement and training.

Motion: Daniel Ferraro moved to approve the Joint Powers Agreement with the New Mexico Charter Schools Educational Services Association known as ACES. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

11. Agenda items for Next Meeting –

- a. Possible action on PED Extended Learning Contract.
- b. Discuss state of school and 2021 plans given the current state of affairs in our state, country, world

12. Date of the Next Governance Board Meeting – Thursday, December 17, 2020 via a Virtual Zoom Meeting at 5:15 PM.

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

Adjournment – Vote to adjourn by roll call vote at (8:31).

Motion:

Tonya Hall
Signature/Raíces Governance Board Secretary

12/17/20
Date Approved

The “rigor” at Raíces del Saber Xinachtli Community School

The term **rigor** is widely used by educators to describe instruction, schoolwork, learning experiences, and **educational** expectations that are academically, intellectually, and personally challenging.

Our goal as education facilitators at Raíces is for our students leaving fifth grade to be:

1. Fluent and literate in Spanish and English, applying their **biliteracy** at a level of competency or higher in all academic areas.
2. Versed in two math systems, base 10 and Mayan base 20 with the ability to meet or exceed state standards.
3. Versed in Nahuatl as an enrichment language, using it in their deciphering of the Aztec Calendar, the Mayan mathematical system, simple poetry, songs, mythic stories, and Nahuatl’s relationship to contemporary Spanish language.
4. Able to read, comprehend, and explain two calendar systems, the Gregorian and Mesoamerican (Aztec) and conduct a discourse in their symbology, history, and astronomy.
5. Practice mindfulness (meditation) daily for at least 15 minutes and make this a normal routine in their daily lives.

There is ample research demonstrating that these goals, in and of themselves significantly enrich and enlarge a student’s academic ability. Any language addition to the brain increases and creates new synaptic connections. Learning other math systems besides base 10 has the same effect. Mindfulness has been shown to reduce stress and augment psychotherapeutic treatment in emotional behavioral institutions.

Discussion

Are we doing enough to support our ideas?

Four pillars

1. Biliteracy
2. Community led school
3. Xinachtli
4. Identity formation

Identity formation – not cultural representation

Instead of a traditional family tree – what do we use? A butterfly – demonstrates how we’re connected to our ancestors; children are helped to understand how dependent they are on their past and their parents past and on. When they see the complexity of the people that make them – they come to realize how they can impact the world themselves. This provides a good opportunity to discuss our ancestors and helps to build positive view of self.

How can this be flexible with blended families, adoptions, etc?

Academic Performance

We had our academic performance meeting last month. Tonya will report on this.

Xinachtli Professional Development continues to be a priority at Raices. The following have been conducted:

This past month we have looked at the base 20 counting system.

MLSS

PED is preparing a statewide implementation of Multi-Layered System of Supports (MLSS) for next summer, they are providing technical assistance and professional learning opportunities, at no cost during the 2020-21 school year. The first MLSS webinar is offered at no cost at 10:00 a.m. November 12. Districts will be required for all districts/schools to appoint an MLSS point of contact. Our school’s point of contact will be Laura Hoobler who is presently our SAT chair.

TESTING:

We have 7 identified ELL students at Raices.

We continue to examine istation data with our MLSS team which includes, teacher, myself and Lucia.

Financial Performance

enrollment:

To date we have:

Kinder 24

First grade 20

Second grade 18

Total of 62

We continue to hold steady at 62 students, 2 above our projected 60 for this school year. Bringing students in small groups for tutoring and to kindergarten has helped retain some of our enrollees.

Big purchases this month will be the marquee for Community School announcement and a small shed to store outdoor equipment.

Human Resource Functions

- Issis Inzunza has been tutoring some of our students with the most needs this last month. This coming month she will provide instruction to Ms. Filo’s small group of Sped students. Ms. Filo will provide lesson plans and coordinate with Issis for student data.
- Sergio Pando will be brought on to help Ms. Filo complete this year’s IEPs. He will be contracted through our Kellogg grant.
- Our three AmeriCorps Service providers have been providing tutoring services for small groups.

Addendum B – Principal’s Report

- The custodian we hired last month did not work out and we have hired another custodian. Her first day was Monday, October the 16th but had to stay home after her first day due to illness. We do not presently have anyone to clean and sanitize the school. My next option is to hire a sub but it will take time to get a background check completed.

Student Support Services

- I have contracted a bilingual diagnostician through CES, he will evaluate our potential gifted student and re-evaluate our overdue IEP.
- We are also in search of an OT. I have contacted Jim Barrentine with CES. We are still looking for an OT, I’m hoping once we become members of ACEs we can use that service to find one.
- We are presently tutoring 26 students.

School Environment

- Our portable is not yet completed for occupancy.
- We will be ordering a canopy and seating for our outdoor classroom in the garden area.
- A shed to store all equipment.
- FYI is awaiting a permit from the county in order to allow students in the portable.
- We had our first positive COVID-19

COMMUNITY OUTREACH

- The first class for parents as teachers is a huge success.
- Our parent Concilio president has completed the first 10 Spanish lessons for parents and is ready to start another class.
- ECHO Groups

Re-Entry

Re-Entry in the Hybrid model was unable to happen for the following reasons.

- MERV-13 filters were not able to be found available, thus were not ordered. We now have an approved bar and will order these filters the next week.
- Not enough PPE available at the time of the decision to open. We now have enough PPE.
- Portable for 2nd graders not completed. We are still waiting for this.

At the most recent meeting with the Governor, it was said schools that are open would remain open unless boards choose to close their districts due to the Coronavirus.

Currently:

- We have enough PPE
- We still do not have a portable
- Our OST program is up and running
- We still lack MERV-13 filters

Addendum C – Community Outreach Report

Lucia's Report on Community Engagement
November 19, 2020

1. We launched our Escuela para Padres. Virtual classes, workshops, platicas over the next months. These virtual sessions (via Zoom Meeting) will be permanent and open for our parents and community at large. From 6:00 pm to 7:00 pm, Mondays in English and Fridays in Spanish language.
 - a. Yitzen Lizama-Ceh, is our current president of the Concilio de Padres of Raíces, she just finished her first cycle of 10 Spanish Language Conversation Classes. (a 2nd round of these classes will be started again in mid-January. She is offering to provide English Language classes in the near future as well.
 - b. In partnership with the Children's Reading Alliance, we are implementing the 1st Teacher program (Primer Maestro) It consist in a 6 classes course for parents. We started Last November the 2nd. These classes will be Mondays in English and Fridays in Spanish language. The organization (CRA) is providing the instructors and materials. I am helping them to facilitate logistics, enrollment, outreach, and distribution of materials during meals distribution at our school. Participants include parents from our school and surrounding areas, even from Anthony, Chaparral, and Deming. Some participants are child-care providers at home that our other partner the Community Action Agency (CAA) through their program of "Child Care Providers at Home" are referring to us.

Out of 39 participants -14 in English and 25 in Spanish- 12 are parents from our school. As a result of these collaboration, new potential parents are learning about our school and we got already 2 new tentative students that will enroll in our school. Also, we are securing some Pre-k students that will come next year to our school.

- c. La Semilla Food Center will present the Traditional Ancestral Cooking, Nutrition and Back-Yard Gardening Platicas to parents and community at large, they will provide instructor for 6 sessions or workshop, will provide ingredients for cooking, recipes, and gardening tools, including seeds and an instructional book with the basics for gardening.

These sessions will start in January the 4th, following immediately after the 1st Teacher classes end in December.

- d. La Semilla Food Center also will be instrumental resource to implement our Community Garden. After thanksgiving break, we are meeting with representatives from La Semilla, representation from the parent council, and the school collaborative leadership to start planning our community garden to be ready starting the year.
- e. Casa de Mi Alma Inc. Counseling Services. Alma de la O, is certified on family counseling and her intern student on Social Work, from NMSU, are ready to join to the Social Emotional Learning team in provide support to our students and their families as need it.
- f. Parent Council/Concilio de Padres had their first formal Virtual meeting last November 12, 2020, with the participation of 18 parents. We discussed the purpose and composition of the Concilio. Also, the benefits and responsibilities as an equal partner.
- g. HAZLO Foundation, we were invited to joining to this organization. I am assuming that responsibility in becoming board member. This is a nonprofit organization focused on Educational and charitable purposes. Raíces will receive many benefits from this collaboration.

Governance Board Development Committee Report

November 19, 2020 Governance Board Meeting Report

1. Board Recruitment - As of our last Governance Board Meeting on October 22, 2020, we have identified the following needs in terms of skills needed for recruiting new board members:
 - ✓ Background in accounting and financial management (looking for next year's Treasurer)
 - ✓ Background in legal work (preferably legal aspects of law related to education)
 - ✓ Skills and experience in fundraising and grant writing
 - ✓ Knowledge of academic and dual language curriculum and equity issues

Tonya Hall and Holaya Ponce Acosta are actively scouting for potential board members. We should also put an advertisement on our website where we give information about how potential candidates can send their letter of interest.

We need a good line-up of potential candidates to be ready for on-boarding at our annual meeting in May of 2020.

2. New Members on the Board/School Committees:
 - a. Tonya Hall to chair the Academic Committee and take notes for the group to be used as the Committee Report to the Board.
 - b. Emma Armendáriz will be a Board Representative to the Academic Committee.
 - c. Daniel Ferraro will be a member of the Safe School Committee.

For the time being Jane, Angela, and Lucia will continue to do grant work.

3. Brief Training on the Preparation of Board Agendas – there are three important things for Board Members to remember with regard to the preparation of a Board Agenda:
 - a. It is the job of the Board Chair and Principal to prepare the agenda for monthly meetings.
 - b. The format for the agenda is a template/process that has been approved the Charter School Division of the PED (Public Education Department) during the implementation year training of a new charter school before the school opens its doors for the first year of classes.
 - c. All board members have a right to ask for items to be placed on the agenda. This must be done at least three full days before the meeting (72 Hours). Practically speaking, we should know at least 76 hours ahead to get changes made in the agenda in both Spanish and English.
4. Continuing work on crafting a Governance Board Mission Statement – At the last meeting we inquired about what each board member and staff member present thought the purpose/mission of our board should be to get some ideas to create some trial mission statements. We did this by asking the individual members what they were committing to do for the school as a board member. In creating a mission statement, it is important to agree upon a definition of a mission statement and a vision statement and how the two are different. Following are some common definitions for us to consider:

Mission Statement: A mission statement tells what the purpose or reason for being is for a group, organization or, in this case, the Raíces board of Directors.

Addendum D – Board Development

Vision Statement: A vision statement is what we envision will be in place at some time in the future as a result of working to accomplish our purpose as a board for the school Raíces del Saber Xinachlti Community School.

Following are the commitment statements that suggest what we see our purpose as a board member to be:

Tonya - The **success** of our **school, students and families**

Paul – **lifelong learning**

Holaya - Taking part in the **development of healthy communities** through the guidance of our children

Emma – supporting the development of **bilingualism of our students**

Ray – maintaining a **safe facility for health** and **learning**, providing [the children] a **sense of identity and security** in who they are [the students]

Angela – **support and collaborate with staff**

Jane – ensure the **financial stability** and **academic success** of our students

Lucia – cherish our **essential mission** and purpose of our school, outside running the school as a business – **financial health and sustainability**)

Trial Mission Statement for the Board of Directors:

Trial Mission Statement 1:

To take action to ensure the financial health, academic excellence, and sustainability of Raices in achieving the school mission.

Trial Mission Statement 2:

To ensure the financial health, academic excellence, and sustainability of Raices in pursuit of achieving the school mission.

Trial Mission Statement 3:

To support and collaborate with staff to achieve school financial sustainability, student academic success, development of healthy communities, and successful life-long learners.

Board Assignment: Between now and our December meeting please look at these trial mission statements and come up with improvements, ideas, or revisions to be considered at the December meeting.