



Raíces del Saber Xinachtli Community School

Governance Board Meeting Minutes

Thursday, August 22, 2019

400 Bell Ave, Las Cruces

Raíces Office Portable Unit

5:00 PM

Call in # (605) 472-5314 - Access Code: 273462

1. Call to Order – at 5:05 PM
2. Roll Call

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

Present: Emma Armendáriz, Jane Asche, Alejandro Flores, Irene Oliver-Lewis, Ray Reich. *Quorum present for meeting.*

Absent: Rocio Benedicto, (Excused); Paul Gutierrez (Excused).

Others Present: Angela Stock, Principal; Lucia Carmona, Director of Operations and Community Engagement; Joseph Lucero, Business Manager; Carlos Aceves, Issis Inzunza, Teachers; Karla Martinez, Regina Miller, Education Assistants; Holaya Ponce Acosta, Potential New Board Member; Selene Mendoza, Yvonne Lazoya, Yitzen Lizama, Raíces Parents.

3. Conflict of Interest Declaration – None were declared.
4. Approval of Agenda*

Motion: Ray Reich moved to approve the agenda as submitted for August 22, 2019, meeting of the Raíces Board of Directors. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

5. Public Input - Selene Mendoza indicated that the salutes to the US and NM flags were not being done at the beginning of the day's activities and asked if they were going to be incorporated soon. The Principal stated that the flags have been ordered for each classroom and the pledges will begin as soon as they arrive. Yitzen Lizama asked for a discussion at a future meeting about how children keep up with English in the 90/10 dual language model and how Spanish Speakers learn English. Principal Stock said that there will be several presentations and discussions about how this all takes place at future board meetings.
6. Introduction of Raíces Staff Members - The following teaching staff members were introduced to the Board: Carlos Aceves, Kindergarten teacher; Issis Inzunza, 1st grade teacher; Karla Martinez and Regina Miller, Education Assistants. Each made a brief statement to the Board about their background and commitment to the Raíces mission.
7. Brief Comments from Parents about their children's school experience at Raíces -

All mothers expressed that their children like school so much that they are anxious at night to get to school the next day and some are even disappointed that they cannot go on Saturday. One said her child verbalizes constantly that he loves school.

8. Consent Agenda*

- a) Approval of Minutes from August 9, 2019 Board Meeting

Motion: Irene Oliver Lewis moved to approve the consent agenda including the August 9, 2019, Board Meeting minutes. Second by Ray Reich. Motion passed unanimously by roll call vote.

9. Reports from Committees

- a. Academic Performance Committee:

There will be an in-depth discussion of this committee at the regular September Board meeting. Two parents expressed their interest and willingness to serve on this committee as follows: Yvonne Lozoya and Yitzen Lazama.

- b. Finance Committee – presentation of monthly finance report by Treasurer Ray Reich. Both Ray Reich and Joseph Lucero, business manager from the Vigil Group discussed the monthly financial reports which included the following:

- i. Budget to Actual Revenue Report as of July 31,
- ii. Outstanding Purchase Orders,
- iii. Bank Account Register Activity,
- iv. A Budget Adjustment Request for the State Equalization Operational Funds, and
- v. A Budget Adjustment Request for the NACA Inspired Schools Network (NISN) Funds.

Joseph explained that the State Budget Office had made a mistake by including K-5+ and Extended Learning funds in our budget because we had requested these funds and then discovered we would not be eligible for them in the first year of operation. The reductions in the SEG budget created a need to shift some line items in NISN funds, all of which must be encumbered by September 30. These are federal CSP funds that flow through and are administered by NISN.

Action: Board Members asked the Finance Committee to discuss with FYI how they plan to make restitution for the damage caused by not having the building ready for occupancy by August 8, resulting in a loss of students which affected the budget. Pros and Cons were discussed as to the responsible party such as the effect that the NISN and FYI lawyers had in delaying construction work as they went back and forth for nearly 2 months on the agreement between NISN and FYI on the lease contract and what each organization would cover in construction costs. This in turn held up getting required permits to continue on renovations for another month, losing three months of construction time in all. Lucia Carmona, Raíces Project Coordinator, repeatedly informed the Raíces lawyer and NISN staff that this was creating a problem. However, the FYI supervisor of the construction contractor testified to the Public Education Commission on June 14 that the building would be done on time. It is hard to say where blame falls. Some of this was simply beyond the control of Raíces or FYI.

- Possible action on BARs (Budget adjustment requests) - After discussion of the two BARs, action was taken by the Board to approve submitting these requests to State Budget Office as follows:

Motion: Irene Oliver Lewis moved to approve the Budget Adjustment Request #577-000-1920-0002-D reducing the SEG funds by \$95,294 and Budget Adjustment Request # 577-000-1920-0003-1B with an increase in flow through funds of \$5,070 in the #1000 Instruction function for the 2019-2020 fiscal year. Second by Ray Reich. Motion passed unanimously by roll call vote.

- Discussion of how the federal food reimbursement funds are secured - Lucia Carmona reported that Raíces has now been approved for federal reimbursement for food for eligible students and will get the first reimbursement mid-September. The staff has now documented that 86% of our students are eligible for free and reduced lunch. This means that in the 2020-2021 fiscal school year, we will be eligible for Title I funds if we continue to have more than 70% of our students eligible for free and reduced lunch.

c. Facilities Committee – Report on Facilities Update by Alejandro Flores

Facilities Committee Chair, Alejandro Flores reported on his most recent visit of today, August 22, to check on progress on the renovations to our permanent school site on Valley Ave. He reported that good progress is being made on electrical wiring, utility hook ups, pouring of concrete for the new addition, painting of rooms, leveling and preparation of outside grounds for the playground and student drop-off area. Principal, Angela Stock, reported that an investigation is under way to choose between landlines or cellular hook ups for IT communications which will be determined by what will work best with the fire alarm system.

d. Governance Board Development Committee – Jane Asche, Board Secretary provided a brief Board Member training on the following two subjects:

- Role and Responsibilities of the Finance Committee, and
 - Role of each board member with regard to school finances.
- A training handout was prepared for review of 1) what is required in our Bylaws with regard to the role of the Finance Committee, and 2) the responsibilities of the Committee and Board Members with regard to fiduciary responsibilities as spelled out in the Raíces’ approved charter application. Ray Reich requested that the training materials that are presented at each Board Meeting be placed in a folder in the Google Drive within the 2019-2020 school year files. **Action:** Jane Asche, Board Secretary will see that this is done.
- Letter of resignation from Irene Oliver-Lewis – Irene provided her letter of resignation so she can return to her commitments on the Las Cruces City Fine Arts Council. She has contributed tremendously to the development of Raíces over the past 2 years and will be very missed. **Action:** Jane Asche will file the Board Member Change form with the Public Education Commission within 30 days.
 - Introduction of New Potential Board Member – New potential Board Member, Holaya Ponce Acosta, was recommended by the Board Development Committee to

join the Board. Holaya attended the Board Meeting and shared with the Board her background and why she believes she can bring special assets to the Raíces Board.

- Possible action on adding a new Board Member – The board invited Holaya to come to the September 26 meeting at which time the Board will go into a closed session to discuss her qualifications and reconvene the public meeting to take a vote.
Action: Jane Asche will see that the closed session is added to the Agenda for the September 26 meeting.

10. Principal's Report – See Appendix A and B, pages 7-9 for a detailed report.

- A report on the Parent Bienvenida Breakfast – Ms. Stock reported a good turnout for the special breakfast that parents were invited to with their children on August 14. The parents participated in the Community Circle morning gathering, ate breakfast with the children and then spent time in the classrooms for some special activities.
- Report on the recruitment of families/students – Ms. Stock explained that two promotoras are making contacts with families in the surrounding neighborhoods to the current and future location and she is following up with phone calls. Parents were asked to talk to neighbors and friends to get leads on new students. **Action:** Board Chair Emma Armendáriz and Jane Asche will meet with Principal Stock to discuss putting into place multiple strategies over the next few weeks.

11. Old Business

Possible action on Cravings Catering to revise contract for a full year vs. half a year. After discussion of a) the uncertainty of food services with LCPS and b) the excellent quality of food and tremendous savings of time and labor for staff as a result of the Cravings Catering delivery of individually prepared meals, sealed in disposable serving containers, action was taken to approve a formal contract that will extend the contract to a full school year of service. This revised contract will replace the one approved at the August 9th Board Meeting.

Motion: Irene Oliver-Lewis moved to approve a revised contract with Cravings Catering to provide food services for Raíces students commencing on August 5, 2019 and ending on June 30th of 2020 using the contract template recommended by the NM Student Success and Wellness Bureau. Second by Ray Reich. Motion was approved unanimously by roll call vote.

Motion: Irene Oliver-Lewis moved to approve the following food prices to parents that do not qualify for free and reduced lunch: Breakfast for \$2.25, Lunch for \$3.50 and snack for \$.80. Second by Ray Reich. Motion was approved unanimously by roll call vote.

Update on the Community School Grant – Jane Asche gave an update on progress in the development of a Community School Planning grant made available by the NM PED with federal flow through funds. A request of up to \$50,000 may be made by an individual school. Cecilia Peterson of the Grant Plant is working with Jane in consultation with Principal Stock and Lucia Carmona. After a discussion of how those funds would be budgeted, the Board took the following action.

Motion: Irene Oliver-Lewis moved to approve the submission of the Community School Planning Grant to the NM Department of Education no later than August 30, 2019. Second by Alejandro. Motion was approved unanimously by roll call vote.

12. New Business

Possible action on the purchase of Playground Equipment. Principal Stock reviewed with the Board the need to get started purchasing the playground equipment for the Raíces permanent location. She asked for parent volunteers to work with her on this project. The following parents volunteered: Selene Mendoza, Yvonne Lazoya, and Yitzen Lizama. **Action:** Alejandro Flores will send the information about the company used by the Las Cruces City Parks and Recreation Department and Irene Oliver-Lewis will send information for Dr. O. Phillips company. Both companies are reputed to have very reasonable prices for quality equipment. Information from these two groups will be used to get the bid process going (3 bids must be submitted for equipment purchased with state education funds),

13. Agenda items for Next Meeting:

Discussion about childcare when parents attend Board Meetings.

Discussion on new grant opportunities from W. K. Kellogg Foundation.

Update on final submission of the Community School Planning Grant.

Board Training on the composition, role, and responsibilities of the Academic Performance Committee.

14. Date of the Next Governance Board Meeting - **September 26, 2019, at our Temporary location at La Academia Dolores Huerta, Portable Office Unit**

15. Adjournment – **Motion:** Ray Reich moved to adjourn the meeting at 7:31 PM. Second by Jane Asche. Motion was approved unanimously by roll call vote.

Principal's Report

August 19, 2019

Raíces Del Saber Xinachtli Community School opened its doors without incident on August 8, 2019.

We continue to order items: Furniture issue has been resolved, we were able to borrow enough tables and chairs from LADH. Our chairs and tables have arrived. Computers that will be used for testing are on their way; our biggest needs are supplies and materials.

Zoom calls with Fred from FYI and Ron (the contractor) have been scheduled weekly on Thursdays with Daniel Ulibarri from NISN heading them.

Zoom calls with Corina, Josh and myself from NISN are happening every Thursday to plan Professional Development on Fridays.

All paperwork the CSD asked for in reference to our move to the temporary location has been submitted except for the report from the fire marshal saying the portables square footage is adequate for the number of students we have in each.

We had a set of parents respond negatively to the morning community circle, in response Carlos composed an explanation of the community circle that will be sent to parents along with curriculum descriptions of the rest of the subjects. The explanation is attached.

We have a couple of students on an IEP and a few with speech and language services. I have contacted a nurse, a sped teacher and a speech and language pathologist for contracting services.



Raíces Del Saber Xinachtli Community School - **Community Circle**

After breakfast at Raíces del Saber Xinachtli Community School parents, teachers, administrative staff, and students gather outside for a socially centering exercise which involves musical instruments and acknowledgment of the four cardinal directions (East, West, North, South), the sky above, and the ground below.

Besides this being an uplifting activity to foster a sense of community, it serves the purpose of following the New Mexico Public Education Department (PED) Social Studies (Geography) Performance Standards which state that students “define relative location...in terms of over, under, near, far, up, and down; Define personal direction of front, back, left, and right; Identify and use the four cardinal directions.”

We face and name each direction in Spanish and Nahuatl turning in circular motion, announcing a basic fact about each direction. The children acknowledge each turn with drums, rattles, rain sticks, and blowing a sea conch shell. This way of greeting the day is part of our Native American heritage which the New Mexico PED has included in its Social Studies (Civics and Government) Performance Standards: “Recognize and name symbols and activities of the United States, New Mexico, and tribes.”



RAICES DEL SABER XINACHTLI COMMUNITY SCHOOL

Círculo Comunitario de Raíces del Saber Xinachtli Community School

Después del desayuno en Raíces del Saber Xinachtli Community School, los padres de familia, maestros, personal administrativo y estudiantes se reúnen afuera para realizar un ejercicio para centrarnos socialmente el cual incluye el uso de instrumentos musicales y el reconocimiento de los cuatro puntos cardinales (Este, Oeste, Norte y Sur) el cielo arriba, y la tierra abajo.

Aparte de ser enriquecedora esta actividad fomenta el sentimiento de comunidad, sirve al propósito de cubrir los Estándares Educativos del Departamento de Educación de Nuevo México (NMPED por su siglas en inglés) de Estudios Sociales (Geografía) el cual indica que los estudiantes “definen la ubicación relativa...en términos de por encima, por abajo, cerca, lejos, arriba, y abajo; define dirección personal de frente, atrás, a la izquierda, a la derecha; y a identificar y usar los cuatro puntos cardinales.”

Damos la cara y nombramos cada dirección en español y Nahuatl girando en movimiento circular, enunciando aspectos básicos sobre cada dirección. Los niños reconocen cada vuelta tocando los tambores, las sonajas, el palo de lluvia, y soplando el caracol de mar. Esta manera de recibir el día es parte de nuestra herencia Nativa Americana la cual el Departamento de Educación de Nuevo México (NM PED por sus siglas en inglés) ha incluido en sus Estandares Educativos de Estudios Sociales (Civismo y Gobierno): “Reconocer y nombrar símbolos y actividades de los Estados Unidos, de Nuevo México, y de las tribus”.