



Raices del Saber Xinachtli Community School

Governance Board Meeting Minutes-DRAFT

Date September 27, 2021

Approved: (date of meeting here when approved)

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

The Meeting was conducted via the Zoom Meeting Platform

Time: 5:30 PM – 7:53 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	Holaya Ponce Acosta	Chair	X			
2	Daniel Ferraro	Vice-Chair	X			
3	Tonya Hall	Secretary	X			
4	Ray Reich	Director at Large	X			
5	Patricia Lopez	Director at Large	X			
6	Jane Asche	Director at Large	X			
7	Maria Luisa Gonzalez	Director at Large	X			
8	Sabrina Zamora	Director at Large	X			
9	Emma Armendáriz	Director at Large	X			

Upon determining the presence of a quorum Board Chair, Holaya Ponce Acosta called the meeting to order at 5:30 PM

Others in Attendance: Terrance Hester, Business Manager SWREC; Staff: Lucia Carmona, Elva Varela, Jessica Castro-Buelna; Vero Lucio, Co-Chair Concilio de Padres; Parents: Robert Moctezuma; Maria Realzola; Karen Chavez; Daniel Rivera; Georgina Badoni

1. *Conflict of Interest Declaration* – None Declared

2. *Consent Agenda* – includes approval of the following:

- a. Agenda for September 27, 2021, Governance Board Meeting
- b. Minutes of the August 26, 2021 Governance Board Meeting
- c. The Monthly Finance Report to include:
 - I. August, 2021 Account Summary of Expenses,
 - II. August, 2021 Account Summary of Revenue,
 - III. August, 2021 Bank Statement
 - IV. August, 2021 Bank Reconciliation Statement,
 - V. August, 2021 Update in Preparation for the Quarterly Cash Report

* Indicates Action Item

- VI. August, 2021 Voucher by Warrant Report
- VII. September Finance Committee Meeting Notes from Finance Committee Chair

Motion: Sabrian Zamora moved to accept the consent agenda. Second by Patricia Lopez. Motion passed unanimously by roll call vote.

- 3. *Finance Committee and Audit Committee Report* by Terrance Hester, SWREC, and GB Treasurer, **See Addendum A**
 - a. Discussion of any GB member questions on the Finance Report.
 - b. Discussion and possible action on Budget Adjustment Requests (BARs). No BARs at this time.
 - c. Still working on dates for SWREC training for board
 - d. Thank you to SWREC for bringing policy manual up to date – from Jane Asche and Governance Board

- 4. *Public Input* – None Requested

- 5. *Principal's Report* – Head Administrator, Julia Rivera-Tapia. Presented by Jessica Castro – Buelna in Principal Rivera-Tapia's absence. **See Addendum B**
 - a. Update on COVID Protocols, mask requirements
 - b. Additional information shared about COVID testing <https://cv.nmhealth.org/public-health-screening-and-testing/>, may be helpful to send to community or give handout to parents at pick up/drop off

- 6. *Concilio de Padres and Community Engagement Reports (to include Community School Updates)* by Veronica Lucio, Co-Chair of Concilio de Padres, and Lucia Carmona, Director of Operations and Community Engagement
 - a. September 10-11 Strategic Planning Sessions – **See Addendum C**
 - b. Note – Question by Board member Ray Reich, noting the lengthy conversation about communication from the Concilio notes: Are there any parents that may be falling through the cracks? This led to many comments from parents in attendance. It was noted by additional board members that it may be worthwhile to continue this conversation. It was also noted by the board that notice should be given of this discussion so that the community has a chance to participate. Board Chair, Holaya Ponce Acosta, agreed this is an important conversation and time should be given to work together with parents to find a solution.

- 7. *Reports from Committees* –
 - a. *Academic Performance Committee* –No meeting this month- State mandated tests are in progress
 - b. *Governance Board Development Committee* – By Committee Chair, Jane Asche **See Addendum D**
 - i. Importance of ongoing Recruitment to keep maximum number of board positions filled.
 - ii. Board Training

* Indicates Action Item

- Role of the GB Chair
- GB Recruitment Process
- iii. Recommendations for GB Development Committee Future Trainings
 - EEO (Equal Employee Opportunities) Rules and Regulations regarding rights of Employees
 - HIPAA Compliance Rules and Requirements which all school employees must practice
- c. *Facilities Committee* - By Committee Chair, Ray Reich **See Addendum E**
 - i. Site work and Portable 1 expected completion Oct 1
 - ii. Approval of plan for Portables 2,3 & 4 expected Oct 1
- d. *Safe School Committee* – No meeting this month
- e. *School Development Committee* - This committee is still under development.
 - i. Board Secretary, Tonya Hall, requested a reminder of what this committee is. Board Member, Jane Asche, provided a summary. The plan is for this committee to raise funds to help the school to raise funds and have the facilities tools we need to be really successful. We will eventually outgrow our location – where can we get money (and there is a lot) from grants to get these kind of resources.

8. *Unfinished Business* – None at this time.

9. *New Business* –

- a. Discussion and possible action on approval the Revised Internal (Financial) Controls Handbook

Motion: Jane Asche moves that the board approve the revised internal financial controls handbook for this year. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

- b. Discussion and possible action on eliminating section 2.5 of the Governance Board Bylaws, which requires board members to have a criminal background check.
- c. Discussion and possible action for amending Governance Board Bylaws to permit virtual meetings with the accompanying rules and regulations

Discussion of proposed changes: Change 1) Eliminating Section 2.5 Background checks – The Governance Board has previously agreed that we eliminate background checks for board members. 2) We update attendance section in the bylaws to clarify expectations around remote attendance for board meetings.

* Indicates Action Item

Motion: Ray Reich moved to eliminate section 2.5 of the Governance Board Bylaws and to further amend the Governance Board Bylaws to permit virtual meetings as presented. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

- d. Discussion and possible action on appointing a new chair for the Governance Board Development Committee.
- e. Discussion and possible action to appoint the 3rd required GB Member to serve on the Finance Committee since Jane Asche is going off of the Committee. (See Bylaws section 5.2 b. on composition of the Finance Committee)
- f. Discussion and possible action on the updated COVID Policy.

Discussion: Board Secretary, Tonya Hall, gave a summary of the actions needed prior to possible action on the updated COVID policy. Attempt to gather staff and parent feedback on the policy have been unsuccessful. Further attempts will be made and the policy will be sent out prior to the next Governance Board meeting for the board to review. The Governance Board was reminded that it is a requirement of our Esser III grant that we obtain public input on this policy.

- g. Discussion and possible action on approval of a date for the December Governance Board Meeting since the 4th Monday falls right in the middle of the Christmas break

Discussion: New calendar has been circulated by Operations Director, Lucia Carmona.

Motion: Emma Armendáriz moved to table items d, e, f, and g until the next Governance Board meeting. Second by Ray Reich. Motion passed unanimously by roll call vote.

10. Agenda items for Next Meeting –

- a. Discussion and possible action on appointing a new chair for the Governance Board Development Committee.

- b. Discussion and possible action to appoint the 3rd required GB Member to serve on the Finance Committee since Jane Asche is going off of the Committee. (See Bylaws section 5.2 b. on composition of the Finance Committee)
- c. Discussion and possible action on the updated COVID Policy.
- d. Discussion and possible action on approval of a date for the December Governance Board Meeting since the 4th Monday falls right in the middle of the Christmas break
- e. Add a standard question for any documentation or communication from the PED that the board should be aware of

11. *Date of the Next Governance Board Meeting* – October 25, 2021, will held virtually via Zoom at 5:30 PM

Motion: Ray Reich moved to adjourn. Second by Jane Asche. Motion passed unanimously by roll call vote.

Adjournment – Vote to adjourn by roll call voice vote at 7:53



Signature, Raíces Governance Board Secretary

Date Approved

**SCHOOL NAME: Raices Del Saber Xinachtli Community School
Monthly Finance Review and Report to the Governance Council**

Fiscal Year: 2021-2022

Month in review: August 2021

Date: September 21, 2021,

Time: 3:00 pm

Members present: Jane Asche, Julia Rivera-Tapia, Elva Varela, Ray Reich, Karen Chavez, Lucia Carmona, Terrance Hester

Initials	Notes on Item(s) Reviewed
	Bank Reconciliations and Bank Statements <ul style="list-style-type: none">• Statement balance \$334,740.39, less outstanding/uncleared checks of \$26,332.93, ending cash position = \$308,407.46• Checks that were outstanding are all less than 30 days from issued.• Payroll & liabilities payments made on time.
	Cash report <ul style="list-style-type: none">• \$0.00 in discrepancies found and reported for the month.
	Revenue and Expense Reports <ul style="list-style-type: none">• Revenue, YTD = \$185,950.73• Expenses, YTD = \$209,534.69
	Check Voucher Report and Check Review <ul style="list-style-type: none">• Reviewed checks showing outstanding and cleared items
	Budget Adjustment Requests (BARs) <ul style="list-style-type: none">• No BARs presented at this time• Two BARs are still pending PED approval in OBMS from last meeting's submissions
	Other <ul style="list-style-type: none">• This will be Jane Asche's final meeting as member of the committee.

The Finance Committee Chair's signature denotes that the committee has reviewed the stated information and the outcome has been summarized and agreed upon by this committee.


Ray Reich (Sep 23, 2021 09:51 MDT)

Governance Board Chair Signature

Sep 23, 2021

Date

Signature: 
Ray Reich (Sep 23, 2021 09:56 MDT)

Email: rreich@raicesdelsaber.org

Raíces Del Saber Xinachtli
September 2021 Principal Report

Academic Performance

1. Anything relevant about implementation of the educational program
 - I-sation was paused because of the school closure. Test was resumed the Thursday we returned.
 - Dyslexia screening was administered to all first graders
 - WIDA has been administered to the children that were
 - KOT was administered to all kindergarten students
 - 3rd grade will be teaming up with Spaceport America on projects that research; *plant growth in space, CuRE - Cancer Microgravity Research Experiment, Butterflies in Space and Silicate Gardens In Space.*
 - The 21st Century afterschool program began last week
 - The Literacy Plan for the year was turned in to the NMPED
 - The Bilingual program application was turned in to the NMPED
 - The state is securing free racial equity training for schools, as soon as those are available I will schedule those for our GB and staff. After we get the training we will share with the community.
2. Monthly enrollment numbers;
 - There are 93 children enrolled
 - Kindergarten, 18
 - Insunza first grade 17
 - Hoobler 17
 - 2nd-22
 - 3rd grade 19
3. Progress on the school's mission specific goal and how that is being measured and tracked;
 - The Community School meeting was rescheduled due to school closure. We are looking into an alternate date to meet- November looks like it will be a good time. More information will be shared when dates are confirmed.
 - Kindergarten, First grade, special education, and the third grade teacher are all taking the LETRS 8 month training. They will all be trained on how to administer the dyslexia screener.
 - 4 Staff members are taking a health assistant course offered by the NMPED

Financial Performance

1. This will be covered by the report that Terrance will share

Human Resource Functions

In this category, since the principal makes the decisions and has the information, I it is helpful, and required by law in some cases, for you to report periodically on some items and monthly on others such as:

1. Teacher observations and NM TEACH Evaluations

- Informal walkthroughs have been done
- Formal walkthroughs have been entered into the Canvas system
- Teacher Self-reflections have been entered into the Canvas system

School Environment

In this category, would include reporting on some of the following things:

1. General School Climate

- A new toolkit came out Sep 14, 2021
- School was closed for ten days. I shared all the communication that was sent to parents with the board.
- Any new case reported during the time we were closed will require 10 days of quarantine.
- All cases were reported within 4 hours to the NMPED and the DOH
- Per the Covid-19 Toolkit- Under FERPA (The Federal Education Rights and Privacy Act), it is permitted to share names with “appropriate parties” such as public health officials whose knowledge of the information is necessary to protect the health or safety of students or other individuals. An individual’s right to privacy is always considered.
- Plan for Implementing Covid Safe Practices was turned into the state
- I am in communication with PMG covid testing- they will be providing service at school. We will proudly be one of the first schools in Las Cruces to have this on campus service. Consent forms will be sent out, the first day to have on campus testing will be October 8th for all students (whose parents consent) and staff. We will be a model for the rest of the State, because we will be the first site to offer this, there will be media coverage.
- We were featured in the Las Cruces Newspaper, in the community section.

Lucia Carmona's Report
September 27, 2021

I. Concilio de Padres coordination and support

Concilio de Padres/Parent's Council - Monthly Meeting

Date: September 16, 2021 **Time:** 6:30 pm (no later than 8:00 pm)

Location: Via Zoom Meeting

- Call to Order (CEC) Chair Mrs. Veronica Lucio.
 - Welcome and remarks, objectives and agreements
 - Adoption of previous meeting minutes from August 16, 2021.
 - Public Comment: This is an opportunity for parents to address the Concilio Executive Committee (CEC) for up to two minutes with comments or issues, whether or not they are posted on the agenda. The maximum total time to be spent on this item is not to exceed 30 minutes. The CEC cannot take action nor have any discussions or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action.
- **Participants (a list will be taken by Lucia during the arriving to the session in silence)** Parents and guardians/Padres de familia y tutores(as) - Yvonne Lozoya, Roberto Moctezuma, Danny Rivera, Crystal Robles, Veronica Lucio, Heather Beard, Jessicalin Robles, Diana Godinez,
- **School Staff, faculty members/** - Julia Rivera-Tapia, Carlos Aceves, Lucia Carmona, Jessica Castro-Buelna,
- **Governance Board Liaison member or any other Board Member present/** Tonya Hall,
- **Parent Board member who represents the Concilio at the GB/** - Dr. Daniel Ferraro
- **Other community member/** -

- a. Discussion item 1.** Information and updates on current outbreak, steps and actions are taken to confront situation, following regulations, and all school staff and parents close collaboration.
- **Julia** - First confirmed case was 09.09. We have individual cases that have occurred. From the last close contact, we can return back to school on Thursday Sep 23, 2021.
 - **Julia** - Anything that has been notified to us has been reported in the four hour time frame.
 - **Julia** - The students whose test came back afterward they will have to quarantine for 10 days
 - **Julia** - Please come to school and pick up your child's work on Monday. Many packets have not been picked up yet, so all day Monday we will be at school to give these out. Students will receive a Tiahui when their packet is returned on Monday.
 - **Lucia** - After students receive five Tiahuis they will receive a prize.
 - **Dr. Ferraro** - Julia how many confirmed cases?
 - **Julia** - There have been 7 confirmed cases.
 - **Tonya** - How many students and staff?
 - **Julia** - Cannot release that information. Yes, we are our own district and have chosen not to release the information.
 - **Veronica** - Those seven cases, were they during the school time?
 - **Julia** - It was during the week time if that is the question
 - **Julia** - We have received a grant for onsite covid testing. We are one of the first schools to showcase this. During this time we have been working on the chromebooks with inventory so we can be prepared for next time.
 - **Veronica** - Will the onsite covid testing be for only staff and students or will it be for the community?
 - **Julia** - good question, I will call and contact and ask.
 - **Dr. Ferraro** - Be really cautious because with the rapid response test if you have the vaccine it will come out as positive.

- b. Discussion item 2.** Explore best ways of communication to ensure all parents are on the same page and respond immediately to any communication-

- **Lucia** - For the communication it has been by text and emails which has worked. Right now it has been hard because phones are lost and information is not getting to you. With the email it has been difficult because people are not checking the spam. We need to be in communication because parents are not receiving the information and it has been hard like Monday. There were kids there waiting when they were not supposed to be there. If the children are not at school we need to be informed. Also, some kids are not being picked up until 4 and we need to know. We want to find ways to serve everyone as an equal opportunity. We find different ways to communicate with all parents. We are going to prepare the technology training for parents and will be coming soon. That is what I am working on at the parent concilio.
 - **Tonya** - I am very concerned to hear that many parents did not receive the communication. I just heard suggestions about what we should do. We cannot exactly spread a lot of information among us because we have not been able to come in. I am concerned we are having communication issues.
 - **Lucia** - Everything is on the website. We update it with all the information, (there was a tour through the webpage that Lucia presented to see how everything was updated).
 - **Tonya** - I don't need training for this. As a parent this is hard to digest
 - **Lucia** - When you open the website it is right on the top of the page all what it is happening.
 - **Dr. Ferraro** - Is it truly updated?
 - **Lucia** - Yes, I will take off the date but all of the information is accurate. The principal, Mrs. Tapia has all the information that is happening, teachers newsletters are up, and the bulletins are also here on the website. You can find the part of the Newsletter, governing board, the only part that needs to be worked on is the Concilio de Padres Page. Last year we had per grade meetings and those were very effective. It is hard to attend big zoom meetings, for these reasons we decided to host meetings per grade nominating representatives per grade as well. We will start to activate that way of information. We will start to implement those sessions and establish permanent days so parents can be ready ahead and come to participate with their possible concerns, or questions.
- c. Discussion item 3. Have you seen our website?** News letter from the principal and latest news.
- **Vero** - Me as a parent. If I don't hear from the school I am the one who needs to call. I see the school is sending emails and texts. I see that the school is trying to accommodate everyone. I as a parent will call and not be waiting for email or text from the school. I think we should have one way to communicate and not have all these sources. If it is something that needs to be addressed individually then there should be a call or text but you are not being compensated for your cell phone.
 - **Julia** - Lucia, Elva, and I are outside with a big white board with the information.
 - **Danny Rivera** - The whiteboard is too close to the driveway. If you can move it closer to the wall by the mural it would be better. With the information about the packet pickup time can we be consistently updated on the website? I totally missed it and didn't know there was another time.
 - **Lucia** - here is the website, give me some suggestions, tomorrow there will be changes and please send me your input if that is ok with you all.
 - **Julia** - the pickup time was decided by me because I thought it would be easier to pick up and it may have not been easy now.
 - **Tonya** - My suggestion: don't assume that it was a bad time. I didn't see the time until pickup time. Lucia moves all the pictures and puts your information there so parents can see them immediately.
 - **Jessicalyn Robles** - A banner for the weekly update that is constantly there. The banner doesn't need to be updated just the information inside.
 - **Lucia** - We have the banners here of After School Enrollment and it will now be changed to the parent council site

- **Lucia** - I will work on this. Is there any other comments or suggestions?
- **Roberto** - Julia I want to thank you all. I am a first-year parent (kindergarten) and I want to thank you for all that you are doing. I have seen a great response through the text and the email. I don't want any additional apps, it's not necessary we all always have our phones with us. I appreciate everything you all are doing, and I appreciate you all and count on whatever we need to do to support the school.
- **Tonya** - Thank you Robert. This would not be bickering, but I would like everyone who is having trouble with it.
- **Daniel Rivera** - I have an iPhone and I have missed messages that Tonya has gotten. Maybe it is our carrier or the phones, but a messaging app would be good, so the information stays there.
- **Robert** – Yes, I understand. But it needs to be across the board. If we go email everyone needs to be on their email across the board so everyone is receiving information or if it all via text, or calls the same, that is something we can do
- **Lucia** - I will be working on this. We are all humans and we need to work together to get all the ideas out. We love coming to the school to see the smiles on their faces. We just don't want to be another "galleta" (cookie) we want to be a different model of school where we value individuals that are more than numbers or a cold statistic.
- **Yvonne** - We don't come from the same generations and since the beginning of school you have been sending all the information in all manners, I appreciate that.
- **Lucia** - We are from different generations and that is why we have asked for suggestions. We will continue to try and we need to communicate with the parents the way they need. Some parents don't like to handle the group text but that is how some understand. There is a pattern that we don't have the habit to read and sometimes people get upset because after one message some understand while others don't. Some parents pretend they are understanding but they don't understand English and are afraid to ask. Please give us support because it has been hard to give all this information with just Julia Elva and I.
- **Heather** - There is a group at the church that is offering the beginning and advanced English course
- **Daniel Rivera** - We are not considering dropping a Spanish translation on the communication, correct?
- **Lucia** - No, of course not, we are not dropping it.
- **Tonya** - We have been hearing this, but we have community partners but don't know how we tie them into this. I know we may not be able to answer this but just wanted to ask.
- **Lucia** - We have helpers but sometimes the translation is not what is said. Most of the times it's better for me to do it from the beginning to the end then receive a translated document from someone who is not professional and even with all well-intentioned culture it is crucial when we translate a document. It creates more jobs for me than if I do it from scratch directly.

d. Dialogue/Diálogo/Tlahtocan / Positive and Constructive Reflections.

- **Heather**.- Sadie, my daughter likes to learn new things, and in few weeks she is grasping Spanish, singing, and having fun.
- **Robert** .- Julia I want to thank you all. I am a first year parent (kindergarten) and I want to thank you for all that you are doing. I am ready to help the school as much as I can

Non-Action Discussion Items

Discussion Items with Possible Action

e. Adjournment and Current Meeting Schedule Reminder- /Next meeting- October 21, 2021.

- f.** A note out of the Concilio's meeting, I sent to Representative Parents per grade and some voluntary parents that offered to take a look to send their comments to the last updated proposal to the "School Policy and Procedure during COVID-19 presented on August 10, 2021. Some of them will express their opinions during Public Input opportunity at Monday meeting. (see attached highlighted comments by one of the parents from 1st grade).

II. Community School Coordinator, administrative, and community engagement activities:

- The Community School Strategy Gathering was postponed and re-scheduled to re-convene on November 12 and 13, 2021. These sessions will continue as originally were planning, in-person and will be facilitated by Shankland and Associates. We expect to be held at the Las Cruces Church of Christ (our neighbors) engaging our partners, parents, and staff to work in two sessions, November 12, from 1 to 5 pm and November 13, from 9 am to 1 pm. Food will be served.
- One of our partners, Success Partnership/Ngage NM, offered to Raíces a space in the Sun News, as part of their plan to support to promote partners’ stories about success on Education. Our school is started to get attention from the public at large with a perception of a replicable model. See attached article about After School Program by Anita Lara, our OST Coordinator (<https://www.lcsun-news.com/story/news/local/community/2021/09/18/raices-after-school-program-cultivates-young-community-leader/8398380002/>). The next article for October will be about our Community School strategy, targeting in recruiting volunteers; the article for November-December will be focus on our curriculum model and constructivist approach and Xinachtli concepts, targeting to recruit and attract instructors-interims and promote the need of bilingual teachers in our region; and the last one offered for January, will be focusing on student enrollment.

III. OST-IEC program, Out of School Time, and Indigenous Educators Corps

- In collaboration with Anita Lara, our full-time OST Coordinator the “all school event” related to our Xinachtli Enrichment Calendar, for these months of October-November Will be *Flowering and Honoring the Ancestors -Day of the Dead- (Xochimiqueh Micailhuitl)*

IV. Operations and internal school administrative items:

- **Website maintenance:** Covid-19 updates Tab, Updated the Concilio de Padres section, and improved the access to Urgent message to Parents utilizing our website.
- **Grants:**
 - **WKKF** – Julia (our head administrator), Jane (board member), and I are had a session with Program Officer Victoria Tafoya, on September 17, 2021 at 1:00 pm to touch base and learn about due dates and new reporting format. We received instructions to prepare our next LOI (Letter Of Intent) to be submitted before November 1st, 2021. The grant will consist in two years with a total of \$120 K, 60 K per year.
 - **PSFA Lease Assistance granted-** We received the Award letter this week for lease assistance for the amount of \$48,021

a. Students Enrolled for next SY up to this day:

K- Aceves -	18
1 st #1 Hoobler –	18
1 st #2 Inzunza –	17
2 nd Ribail –	21
3 rd Castro-Buelna–	<u>19</u>
<u>TOTAL =</u>	<u>93 students</u>

Governance Board Development Committee

September 27, 2021 Board Meeting Report

1. Importance of Ongoing GB Member Recruitment – In order to achieve all of the work legally expected of the GB it is important to work toward keeping the maximum number of GB positions filled. Our bylaws require a minimum of 5 members, the legal number required by the state, and a maximum of 9 members. The work carried out by this committee is critical to keeping adequate GB Members to get all the committee work done. This is a standing committee required by our bylaws in addition to the Finance Committee and Audit Committee.
2. Board Training – The guidelines of the PED (Public Education Department Charter School Division) state that the charter school governance body should spend a minimum of 30 minutes at each meeting on the following 3 kinds business: 1) discussion of financial reports, 2) discussion of academics reports on student progress, and 3) some kind of *board training* on school policies and commitments made in our charter application with regard to achieving our mission and our mission related academic goal(s) as specified in our charter agreement.

This meeting we will focus on the *Role of the GB Chair* as specified in the GB Bylaws and charter application and the *GB recruitment process* as specified in our charter application.

a. *Role of GB Chair* – as specified in bylaws

The Chairperson shall

- Preside at all meetings of the Board and conduct the meetings in adherence to Robert’s Rules of Order.
- Has the right to discuss questions and to vote.
- May not act for or on behalf of the Board without prior specific authority from a majority of the Board to do so.
- Consider all communications addressed to him/her. Consideration may include consulting with legal counsel.
- Sign legal documents as required by law and perform such other duties as may be prescribed by the Board.
- In collaboration with Principal, be responsible for compiling the topics for business to be placed on the Board meeting agenda.
- Consider the request of any member of the Board to offer items to be heard or discussed at any meeting of the Board.
- Be compelled to put an item on the agenda if the same item is requested by any two Board members.
- Serve on the Finance Committee.
- Oversee a Board self-assessment process to ensure optimal Board performance (Quad Survey provided by NACA Inspires Schools Network).

Role of GB Chair – as specified in Charter Application

- Serves as Chairperson at all monthly open meetings and adheres to Robert’s Rules of Order for management of meetings and serves as Chairperson of the Executive Committee.
- Is the chief spokesperson before agencies, groups, and individuals.
- Assists in the appointments of Board members to committees with the approval of the Governance Board.
- Signs legal documents and business checks.
- Serves as ex-officio member of the Standing Committees and other Board appointed committees.
- Attends all required Board training sessions or workshops as designated by the NM Public Education Department.
- Serves as the direct line of communication with the principal on behalf of the Governance Board members (PED best practices).

b. *GB Recruitment Process* – All GB Members need to be aware of the major steps in GB Member recruitment as follows:

- Publicly advertise the search for new GB Members.
- Also seek out and follow leads from other board members, the principal, staff and community partners.
- Interview any interested parties and orient them to the job description of a GB Member, the GB Bylaws, and the roles of various GB committees and school committees on which GB Members serve.
- Ask anyone interested to submit the following
 - ✓ A letter of interest telling why they are committed to the school mission and what skills and experience they will bring to the GB.
 - ✓ A copy of their Resume/Vida
 - ✓ At least 2 letters of recommendation, one from a personal associate and one from a person with whom they have worked directly either in their professional job or a community volunteer role. (More Detailed information in Feb 25, 2021 GB Committee Report)

3. Recommendations for Future GB Trainings – Now that we have a very experienced attorney as a GB member, the Chair of this committee advises that it would be important to have her conduct some basic training on the following two sets of federal laws listed below:

- a. *EEOC (Equal Employment Opportunities Commission) Regulations* – this commission enforces federal laws against a job applicant or employee during a variety of work situations including harassment, hiring, firing, promotions, training, wages and benefits.
- b. *HIPPA (Health Insurance Portability and Accountability Act) Compliance* – these are federal laws governing the health information privacy rights of individuals. In the case of a school they pertain to the health information privacy rights of staff and students.

- c. *Refinement of the Staff Grievance Policies* – more work is needed to provide a better policy for the process for staff grievances.
4. Key Documents all GB Members Need to Understand –
- a. ***NM Open Meetings Act*** – this document is key for to conducting GB meetings that comply with NM laws that ensure full transparency with the public in all GB business.*
 - b. ***NMSA (New Mexico Statutes Annotated) 1978, Chapter 22.***** This chapter contains all laws related to public schools. The following sections of Chapter 22 are the laws pertaining to Charter Schools: Section 8B – Charters Schools, Section 8C – Charter School Districts, and Section 8E –Charter School District Act of 2005.
 - c. ***NMAC (NM Administrative Codes)*** – this is the official collection of current rules (regulations) written and filed by state agencies to clarify and interpret laws passed by the NM Legislature that appear in the NMSA 1978.***
 - d. ***Official Charter Contract*** – This is the official contract that the Raíces founding board signed with the PEC.
 - e. ***Raíces PEC Charter Performance Review and Accountability System*** – this a description of how the performance of the school will be evaluated. This will be used to determine if the PEC will renew Raíces charter at the end of the 5th year of operation.
 - f. ***School Policy Handbooks*** – The following handbooks contain the policies required by the Public Education Department (PED). The PED requires the GB review and approve these each school year.
 - 1) Financial Internal Control Policies
 - 2) Governance Board Policies
 - 3) Staff-Employee Policies
 - 4) Special Education Policies and Procedures
 - 5) Student & Parent Policies

*Below is the link for obtaining a copy of the **NM Open Meetings Act**

<https://www.nmag.gov/uploads/files/Publications/ComplianceGuides/Open%20Meetings%20Act%20Compliance%20Guide%202015.pdf>

Below is the link to the **NMSA 1978 Chapter that pertains to education statutes that is accessible to Legal Professionals

<https://codes.findlaw.com/nm/chapter-22-public-schools/#!tid=N0B3E6C70911611DBA2F4F7F5ABD6B58F>

***Below is the link to the **NM Administrative Codes** pertaining to Education

<https://www.srca.nm.gov/nmac-home/nmac-titles/title-6-primary-and-secondary-education/>

Facilities Committee Report for the Month of September 2021

09.27.2021

From: Fred Mobley/FYI

TO: Ray Reich, GB Facilities Mgr. Raices del Saber

We are making progress, but we are behind schedule due to delays from subcontractors, County inspectors and County permitting.

Status of Phase II - (Site work and portable #1)

1. Parking Lot and site grading is complete except for stripping and wheel stops which will be done on Wednesday.
2. Bathroom in Connex will be completed on Wednesday.
3. Fence along the driveway will start tomorrow and be completed by Friday.
4. Electric work will be completed on Wednesday. Holguin Electric to set parking lot lights and hook up the monument sign in front of the building.
5. Work inside the Portable has been completed.
6. Landscaping has been started but the bulk of the landscaping will be pushed off until phase III
7. We will call for final inspection on phase II on Friday

Status of Phase III - (Portables 2,3 &4)

1. Landscape architect to complete revised plans today
2. Plans will be resubmitted tomorrow.
3. Plan is to have plans approved by Friday.
4. Portables are cleared and ready to be purchased from Hatch Public Schools
5. Construction on foundations and movement of portables will be scheduled once we have the permit
6. Updated schedule of Phase III will be provided once permit is obtained from the County

Please note that completion may be delayed due to availability of Cement & Other Sub-Contractors

Regards,

Ray Reich