



# Raíces del Saber Xinachtli Community School

## Governance Board Meeting Minutes

January 23, 2020

*Approved February 27, 2020*

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

5:15 pm to 7:15 pm

1. Call to Order – 5:05 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), Daniel Ferraro, Alejandro Flores, Ray Reich (Treasurer). *Quorum present for meeting.*

Absent: Paul Gutierrez (Excused)

Others Present: Joseph Lucero, Raíces Business Manager; Monika Tellez, Community Member

3. Conflict of Interest Declaration – Chair Armendáriz asked for declarations of Conflict of Interest and there were none.

4. Approval of Agenda\*

**Motion:** Alejandro Flores moved to approve the agenda with one change, to receive the Finance Committee Report before item 5 to allow the Business Manager to leave earlier to travel back to Albuquerque. Second by Ray Reich. Motion passed unanimously by roll call vote.

Note: The Finance Report business is still reported under Committee Reports 7B. In the future we will move the Finance Report up to become the first committee Report.

5. Public Input - None

6. Consent Agenda\*

Minutes of December 19, 2019 Raíces Governance Board Meeting – The minutes were approved with 4 votes yes, and 2 votes abstain by Board Members Flores and Armendáriz who were not able to attend the December 19 Meeting. (No formal motion needed for the consent agenda).

7. Reports from Committees

- a. Academic Performance Committee – Since Principal Stock is in Albuquerque for a NM PED training on this meeting date, updates from the Academic Performance Committee were included in her principal report, Attachment A of these minutes.
- b. Finance and Audit Committees – Ray Reich & Joseph Lucero
- i. *Review of the December 31, 2019 Finance Report and Audit Report* – Joseph reviewed the December 31 Finance Report and answered Board Member questions about when we will have a final figure for the FY 2019-2020 SEG funds. He reported that OBMS hopes to have this final figure to us by the end of February. Questions also were asked about when the audit committee would begin its work. He stated that this work will start after the close out of 2019-2020 fiscal year when all audit reports are finalized. Once we sign the contract with the state selected auditor(s) who will work with Raíces there will be 3 meetings spaced a month apart from some date in September through December.
  - ii. *Possible action on the following Budget Adjustment Requests (BARs)* - After discussing the following three BARs, a motion was made to approve them.  
ID 577-000-1920-0010-I for \$23,000 in donations for operations  
ID 577-000-1920-0009-IB for \$8,206 for food services reimbursement  
ID 577-000-1920-0011-IB for \$420 donations to an activity fund for supplies.  
  
**Motion:** Ray Reich moved to approve the following Budget Adjustment Requests: ID 577-000-1920-0009-IB; ID 577-000-1920-0010-I; and ID 577-000-1920-0011-IB. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.
  - iii. *Possible action on the Bank Account Register Report and the Bank Reconciliation Statements* – After review of the Bank Account Register Report and the Bank Reconciliation statements the following action was taken.  
  
**Motion:** Ray Reich moved to approve the Bank Account Report and the Bank Reconciliation statements. Second by Daniel Ferraro. Motion passed unanimously by roll call vote.
  - iv. *Report on progress on establishing a donation link on the Raíces website* – Board Member Acosta is looking into the possibility of including the Raíces office network as part of her business contract with the Geek Squad for purposes of installing a firewall and encryption for the internet system so a donation link can be installed on the Raíces website. Ray Reich is working with the consultant to First American Bank, Beverly Sanchez, to make the arrangements for the donation link using a system called *Easy Pay* and will schedule a meeting at the school in the next couple of weeks.

- c. Facilities Committee – *Update from Alejandro Flores and Principal on facilities (see written Principal Report).* Alejandro Flores noted that all updates are included in the Principal’s report and they will be discussed at item 8 in the agenda.
  
- d. Governance Board Development Committee – By Jane Asche
  - i. *Required Board Training updates* - Board Secretary Asche will send the information on board training again to Alejandro Flores and Paul Gutierrez. Once they have finished 8 hours of annual training, we will once again be in compliance on the state requirements for board training.
  
  - ii. *Date for Principal mid-term review* – Board Chair Armendáriz will make sure that she and Board Member Gutierrez complete the mid-term review on the designated date in the Principal Review Evaluation Plan.
  
  - iii. *Training on the Audit Committee role and responsibilities* – The exact role of the audit committee was discussed in in the Finance Report. Board Secretary Asche will send out with these minutes a more detailed description of the role and responsibilities of the audit committee.
  
  - iv. *Update on Potential Board Members*– Due to extra complications in Maria Elena Garza d’ Vargas work and personal commitments, she has decided that she cannot serve on the Raíces Board at this time. Lucia Carmona has indicated that Mary Carter, Director of the Women’s Intercultural Center, is interested in becoming a board member. Board Member Asche will initiate an interview. Ray Reich is also proposing we talk to Nick Nevarez at NMSU as a potential board member. Currently we need board members with accounting and legal expertise and someone willing to take the Board Secretary position. So this should be a screen for looking for new board members.
  
  - v. *Possible action on the addition of a parent representative to the Finance Committee and the audit committee and a community member to the audit committee* – After discussion about the parents in the Concilio de Padres who have been recommended to serve on the Finance and Audit Committees and a potential person to serve as a community member on the audit committee the following action was taken.

**Motion:** Ray Reich moved that Yvonne Lozoya be appointed to the Finance Committee as the parent representative, Guadalupe Delgado be appointed to the Audit Committee as the parent representative; and Monika Tellez be appointed to the Audit Committee as the community representative. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- 8. Raíces Principal Report – The Principal Report which is always submitted in writing ahead of the Board Meeting is found in these minutes as Attachment A.

We reviewed the Principal's report and Secretary Asche pointed out several issues to which Principal Stock is asking Board Members to give careful consideration:

- a. Be aware that the W. K. Kellogg award letter for a \$150,000 grant over a two-year period has arrived and the money will be sent soon with \$50,000 arriving for the first 8 months of the grant period and \$50,000 being sent at the beginning of the two subsequent 8 month grant periods.
- b. Fred Mobley from FYI has now leveled the playground and will be adding some pressure fine gravel to go under the canopy where the lunch tables will set. The tables will be anchored to the ground. The pressure point gravel is essential to having a sound, clean structure underneath the tables where students will eat. The problem of the moment is how to pay for the pressure point gravel. Board Member Asche and Principal Stock will look at the budget to see if there is a way to pay for this.
- c. The school playground equipment is now operable. There is sand underneath the entire playground structure, but it needs to be contained within a border. Principal Stock has obtained a quote from Dr. Phillips. She is wondering if we can instead raise the money to buy the treated 2x4's and use manpower to install them on top of a concrete footing? Board Members Ray Reich and Alejandro Flores will work with Principal Stock to resolve the problem.

9. Old Business –

- a. Report on the interview with the NISN Facilities Survey Contractor, Ryan Marie Decker – Principal Stock and Board Member Asche met with Ryan Marie Decker for three hours on January 14, 2020, to talk about future needs for building out the space for more classrooms each year and the landscaping of the school playground. She has requested that the Board and Staff develop a school expansion plan with timeframes and estimated costs for needed facilities over the next two years. Board Members Ray Reich and Alejandro Flores will work with Principal Stock on developing this plan.
- b. Possible Action on the new Emergency Drill Plan - Board members reviewed the new Emergency Drill Plan submitted by Principal Stock and took the following action.

**Motion:** Daniel Ferraro moved to approve the new Emergency Drill Plan submitted by Principal Stock. Second by Ray Reich. Motion was approved unanimously.

10. New Business –

- a. Request for the County to extend the school zone signage for a safe distance to the north and south of our Raíces School Building - All present agreed that for the safety of children and families delivering and picking up their children at Raíces the school zone signage must be extended to the north and south of the highway running past the our school. Board Member Ferraro has agreed to contact Commissioner Manny Sanchez to discuss getting this done.

- b. Possible action on adding President’s day to our holiday schedule to align with the LCPS schedule. After discussion, the board took the following action.

**Motion:** Ray Reich moved that the Raíces school schedule be made to match the holiday schedule of the Las Cruces Public School system, including President’s Day, while adding the additional days at the end of the school calendar if needed to meet our agreed upon 183 days of instruction in our charter school contract. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

11. Agenda items for Next Meeting:

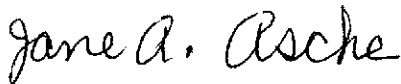
- Holaya Ponce Acosta will report on setting up a meeting with Principal Stock and the President of one of the local Lion’s Club members as potential supporter of Raíces.
- A report from Principal Stock on Student Recruitment to date for the FY 2020-2021 school year.
- Report from Chair Armendáriz and Board Member Gutierrez on the Principal Interim Review.
- 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.

12. Date of the Next Governance Board Meeting – **Thursday, February 27, 2020, 5:15 PM at Raíces School, 2211 N. Valley Drive.**

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

**Motion:** Ray Reich moved to adjourn the meeting at 7:00 pm. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

Minutes submitted by Raíces Board Secretary, Jane Asche:



Signature

1/27/2020

Date

# Principal's Report

Attachment A

Raíces Del Saber Xinachtli Community School

January 21, 2020

## Academic Performance

An academic council meeting has not been scheduled for this month due to the Equity Council Forum being this week.

At last month's academic meeting we discussed bringing our mission and vision to the forefront of every meeting and discussing what the mission looks like in action. We did this to assure all and any new staff and/or volunteers can really understand the true meaning as we continue to align to the Xinachtli curriculum.

During our weekly Friday meetings (once we are all back) will consist of moving forward as a school with the Xinachtli curriculum.

Efren has started volunteering at Raíces as of January 5<sup>th</sup>. I introduced the RtI (Response to Intervention) to both Efren and Issis as a means to provide interventions to students who need extra support and to those who need to be accelerated. Each student has received the CORE diagnostic and IPT Spanish state assessment. The state iStation is also being administered this month. We will use the data to help us guide reading instruction.

We are currently missing a math diagnostic/assessment. Students do not receive math state testing until 3<sup>rd</sup> grade.

## Financial Performance

The Kellogg grant was signed and approved last week; the next step is that the money will be sent. I will communicate when this happens.

## Community Engagement

The community has begun to use Raíces to hold meetings. Our building will be used by a parent and her organization to hold Panic Healing meditation monthly. They will receive donations that will go directly to our school. This weekend's donation was forty-nine dollars.

## Student Support Services

Jessica Helen Lopez, Community outreach coordinator from NISN contacted Raíces about a couple of months ago with the opportunity to participate in Social Emotional Learning NoVo Foundation grant. They were inviting all schools within the NACA Inspired Schools Network to consider becoming a member of their Educator Practice Community. NISN submitted a Letter of Intent to the NoVo Foundation, they were a recipient of a two-year grant from NoVo (which included a Community of Practice of ABQ schools and Kha'p'o of Santa Clara Pueblo) it was written to expand and continue their work in the area of culturally relevant, social emotional wellness and practices across NISN's network. The LOI is the first step to move forward in submitting the grant application. This grant is for \$100,000 for one year and includes all partners committing to cycles of "Plan, Do, Study, Act,"—going deeper than previous SEL partnership work, and collecting/studying data to inform the pathway. The amount per school is dependent upon how many schools join the Educator Practice Community. The whole purpose of the Educator Practice Communities (EPCs), an outgrowth of the Innovation Awards, is to support LEAs that wish to significantly deepen and spread SEL and wish to do so in collaboration with other educators through a modified Network Improvement Community model. In order to deepen the practice of SEL all participatory schools

# Principal's Report

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would need to implement a shared metrics for assessments and results. Data will be important to be transparently shared in this process and NISN will support schools in providing SEL-focused metrics tools. All participants must consider using the same assessment tool for SEL. Also, schools would need to commit to sharing best practices, problems of practices and other measurements with the Educator Practice Community.

Last Friday we had the pleasure of a visit from Jessica, she was here to do an initial visit, gather information and support us as we prepared for our grand opening. This seems like one more thing to do in addition to the Equity Council and Community Grant but I felt that it would help solidify Raíces in conjunction with the Equity Council.

## Equity Council

The Equity Council Forum will be held in Albuquerque this Thursday the 22<sup>nd</sup>. I will attend and bring back information for next steps.

## School Environment

The school playground equipment is now operable. There is sand underneath the structures but needs to be contained with a border. I have obtained a quote from Dr. Phillips (attached), I'm wondering if we can instead raise the money to buy the treated 2x4's and use manpower to install?

Fred Mobley from FYI has now leveled the playground and will be adding some pressure fine gravel to go under the canopy. The tables will be anchored to the ground.

The following is the list of items still needing fixing at school:

- Door by bathroom still needs work so that it will not leak into the hallway
- 4 prong electrical connector for warmer so we can use the warmer
- Heater removed from the hallway closet
- Address issue with window in the old existing kinder classroom so that it's operable
- Roof might still leak?

Fred Mobley came by the school to pick up his rent check I took the opportunity to address a few of the list items, this Sunday he:

- Leveled the playground and ground under the canopy
- Removed a block of cement on the playground left over from the construction
- Covered the sewer manholes in order to stop the foul smell on the playground
- Had the door to the tech room worked on so that it locks and our student files are now safe and secure