



Raices del Saber Xinachtli Community School

Governance Board Meeting Minutes

July 22, 2021

Approved: August 26, 2021

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

The Meeting was conducted in person with the public joining by the Zoom Meeting Platform

Time: 6:21 PM to 7:40 PM

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		Excused		
2	Daniel Ferraro	Vice-Chair	X			
3	Tonya Hall	Secretary	X			
4	Ray Reich	Treasurer	X			
5	Emma Armendáriz	Director at Large		Excused		
6	Jane Asche	Director at Large	X			

Upon determining at 5:15 PM the lack of a quorum, Governance Board (GB) Secretary Tonya Hall, who was asked to facilitate the meeting on behalf of the GB Chair, called for the start of the meeting to be delayed so that Daniel Ferraro could join the meeting to constitute a quorum. *Upon Daniel’s arrival, meeting was then called to order at 6:21 PM.*

Others in Attendance: Principal, Julia Rivera-Tapia; Elva Varela, Office Manager; Parents - Habiba Salahuddin, Natasha Garza-Swindle, Veronica Lucio; Potential New GB Members – Maria Luisa Gonzalez and Sabrina Zamora. Parents attended via Zoom.

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

2. *Consent Agenda* – includes approval of the following:
 - a. Agenda for July 22, 2021, Governance Board Meeting
 - b. Minutes of the June 30, 2021, Special Called Governance Board Meeting [the words “Special Called” to be changed to “Emergency”. See motion below.]
 - c. The Monthly Finance Report to include:
 - I. Monthly Finance Committee Meeting Notes Approved by Committee Chair
 - II. Monthly Account Summary of Expenses,
 - III. Monthly Account Summary of Revenue,
 - IV. Monthly Bank Statement
 - V. Bank Reconciliation Statement,

VI. Monthly Update in Preparation for the Quarterly Cash Report

VII. Monthly Voucher by Warrant Report

Motion: Ray Reich moved that the consent agenda be approved with a change to the title of the June 30, 2021, meeting minutes from a “Special Called” GB Meeting to an “Emergency Meeting” GB Meeting. Second by Dan Ferraro. Motion passed unanimously by roll call vote.

3. *Finance Committee and Audit Committee Report* by John Richmond from SWREC
Terrance Hester, SWREC CPA, attended the meeting in place of John Richmond on Zoom. Since he had another meeting yet to attend, the Board excused him from waiting for a quorum and Raices Treasurer Ray Reich provided information on the items below.
 - a. Discussion of any GB member questions on the Finance Report – Ray noted that there were a number of federal sources of fund this year that did not get completely spent down and so most of those cannot be carried over. The Principal and Board need to note carefully in the upcoming year budget items from federal funds and make full use of those funds early in the year. This will allow the funds to be used to cover as many of the instructional and operational needs for which the funds can be legally used. These funds are very critical to have the resources needed to run an effective charter school.
 - b. Discussion and possible action on Budget Adjustment Requests (BARs) - No BARs this month.
 - c. Discussion of the new ERB regulations related to employer contributions to ERB (Employee Retirement Board) – Terrance will review these new regulations at the upcoming August GB Meeting.
4. *Public Input* – Natasha Garza-Swindle reported that she had questions about the upcoming year. However, she talked to Principal Julia Rivera-Tapia and received all the information she needed. Other parents commented later in the meeting about how pleased they were with our new principal for answering all their questions with good, clear easy to understand answers.
5. *Review of Authorizer Unique Correspondence* - None at this time.
6. *Principal’s Report* – by Head Administrator, Julia Rivera-Tapia to include the following:
 - a. Plans for the opening of School on August 2
 - b. Enrollment at present time
 - c. Response to the Modified School Site Visit**See Addendum A for detailed report, including a. to c.**

Principal Rivera-Tapia provided several more items not included in her written report:

- Principal has spoken to Dr. Erwin Smith of Purdue University and learned that Raices’s proposal for the university to do a *Bio-Diversity Project* with the students and teachers has been accepted.

- Principal is requesting that a *Student Retention Policy* be developed for the school to determine if students who are performing poorly academically will be retained at grade level and, if so, what will the procedure will be for doing this.
- There is a need to identify a *School Resource Officer* to ensure the Safe School Plan is being implemented effectively.
- Principal would like to institute a procedure to allow staff to give evaluation feedback to her on how she is performing in her role.

7. *Concilio de Padres Report* (No Concilio Meeting in the Month of July)

8. *Community Engagement Report* – (No Report the month of July – Director of Community Engagement on Summer Break for 10 days.)

9. *Reports from Committees* -

a. Academic Performance Committee – Tonya reported that the Academic Committee did meet in July and reported the following highlights of the meeting:

- Review of the testing schedule for the year,
- Development underway for a process to review the quality of instructional materials which will involve parents, and
- Principal reported that i-Station tests were completed for all students at the end of SY21.

b. Governance Board Development Committee by Committee Chair Jane Asche

- i. *Discuss application packet of new potential Governance Board Member* – GB Members briefly discussed the board application packet for Maria Luisa Gonzalez whose credentials show her to be an eminently qualified education professional who will bring important skills to the Raices GB work.
- ii. *Information on required GB training during SY 22* – There are new rules on training of GB members as of the last legislative session when state codes were revised. New members will no longer be required to have completed their 10-hours of training before becoming a voting member of the GB. They will also have the full year to complete the 10-hour training for new members.
- iii. *Training on Role of the Governance Board Development Committee and discussion of the Committee Chair replacement* – In the interest of time since the meeting started an hour late, the Committee Chair did a very brief review. **Action Item:** All GB Members are asked to look very carefully at the GB Development Committee written report which discusses the role of this committee and decide who will consider being a committee chair for this committee since the Chair will leave the board at the end of September.

See Addendum B for a detailed report and the Information on Role of this Committee.

c. Facilities Committee - by Committee Chair, Ray Reich

- i. *Update on acquisition of Additional Portables* – Progress is being made. The Hatch Independent School District Superintendent’s Office has submitted to the State Auditor’s Office a request, along with their school board resolution, to sell the portables to FYI. They are now waiting for the Auditor’s Office to give permission and be apprised of next steps.
- ii. *Report on Facilities Improvements and Maintenance* – The first portable unit is ready for occupancy and we are just waiting for approval from the Fire Inspector. The separate restroom structure which will serve the 2nd and 3rd grade students is not completed, but hope it will be completed soon. Fred Mobley has slated for the sidewalk to be completed to the portable and restrooms the last week of July. It is not likely that the restrooms will be fully completed for the start of school.

See Addendum C for more detailed report from the Facilities Committee

- d. Safe School Committee by Committee Chair, Tonya Hall
 - i. *Discussion of changes needed to the School’s COVID policy/procedures based on updated guidelines from the CDC and the NMPED* – Chair of the Committee reported as follows:
 - Currently DOH/PED are requiring all students and teachers to wear masks when school opens.
 - So far there are no clear COVID guidelines beyond mask wearing from the DOH/PED for the opening of school.
 - There is discussion among the medical research community that there may be a vaccine for children 5 to 12 years old within the year.
- e. School Development Committee – This committee is under development.

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

11. *New Business* –

- a. Discussion and possible action to vote Maria Luisa Gonzalez onto the GB at this meeting.
Motion: Ray Reich moved to approve that Maria Luisa Gonzales be brought onto the Raices GB for a three-year term beginning immediately. Second by Dan Ferraro. The motion passed unanimously by roll call vote.
- b. Update from Patricia López about when she can attend the GB Meeting. Ms. López plans to attend the August GB Meeting at which time we will take action on her membership on the Raices GB. Jane Asche will resend her application package to review closer to time for the August GB Meeting.
- c. Discuss plans for community school Collaborative Action planning in early September. On Friday September 10 (from 1 to 5 PM) and Saturday September 11 (from 9am to 1 PM), facilitators from Shankland and Associates will facilitate a Community School Strategic action planning session for the SY22. GB members are being asked to attend

either on Friday or Saturday. *Please put these dates on your calendar.* All staff members will be participating as well as parents and community partners.

- d. Discussion and possible action on the removal of Angela Stock as a Bank Signatory at First American Bank, Mesilla Branch, with a review of who has been removed as a signatory, the new signatories that have been added, and those persons who will have online banking access to the school's bank account for accounting purposes.

Motion: Jane Asche moved to do the following with regard to the Raices del Saber Xinachtli Community School bank account number 325958710 at First American Bank: 1) *Remove as signers* Angela Stock and Emma Armendariz; 2) *New signers* for SY22 will be Julia E. Tapia, Head Administrator; Tonya Hall, Governance Board Secretary; Ray Reich, Governance Board Treasurer; and Lucia Carmona, Raices Director of Operations; 3) For *Business Online Banking*: Vicki Chavez will no longer be with SWREC (Southwest Regional Education Cooperative) and no longer the online banking manager. Her replacement will be Erica Reyes with SWREC. Erica Reyes's add-on contacts will be John Richmond and Terrance Hester, SWREC CPAs. We are also removing Christy Takacs as interim online banking contact. Second by Ray Reich. Motion passed unanimously by roll call vote.

- e. Discussion and possible action on the ESSER III Application (American Rescue Plan Act). Action on this will be postponed to the August meeting. The application for these final Cares Act funds is still a work in progress.

- f. Discussion and possible action on teacher and other staff contracts. After review and discussion of the teacher and other staff contracts for SY22 a motion was made as follows:

Motion: Ray Reich moved to approve the following teacher and staff contracts: Carlos Aceves (Kinder Teacher), Laura Hoobler and Issis Inzunza (1st grade teachers), Juanita Ribail (2nd Grade Teacher), Jessica Castro-Buelna (3rd Grade Teacher), Filomena Rigales (SPED Teacher), Regina Miller (Kinder EA), Karla Martinez (Art Teacher), Anita Lara (OST Coordinator), Lucia Carmona (Director of Operations and Community Engagement), Elva Varela (Office Manager), Ramona Esparza (Custodian). Second by Jane Asche. By roll call vote there were there were 4 (four) Yes votes: Tonya Hall, Jane Asche, Maria Luisa Gonzalez, Ray Reich and one abstention by Daniel Ferraro.

- g. Possible action on changes to the School's COVID Policy – Tonya Hall, Chair of the COVID Taskforce Team, reported that a revised policy will not be completed until there is more guidance from the DOH/PED.

12. Agenda items for Next Meeting -

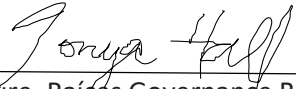
- Discussion of new regulations related to Employer Contributions to ERB
- Discussion and possible action on the Annual Open Meetings Resolution Act
- Discussion and possible action on bringing Patricia López onto the GB

- Discussion and possible action appointing a Chair for the GB Development Committee
- Discussion and possible action on the ESSER III application for Cares Act Funds
- Discussion and possible action for changing the time and/or day that the board meets.

13. *Date of the Next Governance Board Meeting* – August 26, 2021, at Raices del Saber Community School, 2211 N. Valley Drive at 5;15 pm.

Adjournment – Vote to adjourn by roll call voice vote at 7:40 PM.

Motion: Ray Reich voted to adjourn the meetings at 7:40 PM. Second by Maria Luisa Gonzalez. Motion passed unanimously by roll call vote.



Signature, Raices Governance Board Secretary

Date Approved

Addendum A

Format for the Principal Report July 24, 2021

Academic Performance

This category of the report would cover the following kinds of information (not every single item will be relevant each month and some might). The numbers below do not indicate the priority of the items in any way.

1. School instructional Calendar – I have created five google calendars that are shared with the appropriate staff for clarity. Our school calendar has been posted and is in PDF format so families can print or they can ask us for a copy
 - Staff only calendar
 - testing calendar
 - Executive leadership calendar
 - Lucia only
 - Julia only
2. Anything relevant about implementation of the educational program
 - There was a week long Xinachtli professional development that was hosted by Carlos, all staff attended.
 - Math PD has been scheduled for the year
 - Waiting on a grant to schedule Bilingual PD for the entire year
 - I have received two days of PD
 - We have a testing and technology coordinator for the year
3. Monthly enrollment numbers
 - Kindergarten 21 students and I have requested a waiver up to 27 in case we get an influx of students.
 - First 36 students two teachers
 - Second 22 students
 - Third 22 students
4. Updates on the school assessment plan (like various kinds of screening and assessment tests taking place in a given month and results);
 - First grade teachers and admin will be taking 10 hours of dyslexia screening training- this was not done last year
 - Julia will be taking a 10 hour course on the new Canvas teacher evaluation platform, without these hours I can't evaluate the teachers.
 - Julia will also take a 10 hour dyslexia training course.
5. Progress on the school's mission specific goal and how that is being measured and tracked
 - We are printing big posters for every class and this is something that we will be discussing at the first week of teacher PD
6. Steps that are being taken to meet individual learning needs;

Addendum A

- ~~We have had zero applicants~~ for the special education position, Filo has been graceful to remain in that role until someone is hired. (Have interviewed one now)
 - I have talked to two potential teachers
7. Any key discussions in the Academic Performance Committee meetings.
- testing schedules were discussed at the meeting and how some have specific windows where they can be administered.
 - This committee will serve as the team that will review books to make sure they align with the mission of the school

Financial Performance

In this category, the board is responsible to see finances are in order, but you oversee that Elva is entering all the appropriate data and that either Lucia, or eventually Elva, is following the correct procurement procedures. So I think you might give some general information from time to time about who is responsible on the school side for financial reporting and getting information to Erica Reyes for the moment. She is saying that there will be a different person in charge of our account soon.

1. Updates on student recruitment;
 - Doing well on student recruitment
2. Explain materials and staff costs that are required by law when necessary as well as things that would greatly enhance instruction if funds can be found;
 - I am looking for the Bilingual Differential monies to pay the teachers this year
3. A listing of items that were procured during the month;
4. How various grant funds are being managed on the school side; and
 - The family Index Fund Grant 20,000 is being used for PD
5. Might report the dates that you meet with the finance and audit committee to work collaboratively on financial management matters; and.

Human Resource Functions

In this category, since the principal makes the decisions and has the information, 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. Employee contracts;
 - I am planning to have the teachers sign these on the 26th when the teachers return.
 - Elva and I have worked on getting very clear language in them and making them transparent. They will now all be in the same format

Addendum A

2. Sub-contractors;

3. Background checks;

- We are still waiting for an ORI number- if anyone here could help expedite that, that would be wonderful. The school is waiting on results for Jessica and I to be returned. **The ORI has been approved at the state level. We are now awaiting the FBI to review, approve and assign the ORI. Once they have made a determination they will notify DPS and then they will notify Raices.**
4. Teacher observations and NM TEACH Evaluations, not actual data, but when these things are being done and required information being submitted;
 - There is a calendar and all the dates have been added to the google staff calendar
 5. School Employee salary changes for any reason during the year.
 - Elva and I are working on salary schedules for EA's and custodians. Once we have these done and approved by the board we will upload to the website.
 - Salaries will be adjusted once we find out where bilingual monies can be pulled from

Student Support Services

1. Report on all emergency drills and practice evacuations;
 - I have made an emergency fire evacuation plan- scheduled the drills for the entire year and we will practice together as a team during the first week of school.
 - I am looking to schedule POMS to come and do a training on active shooter
2. Report on the changes in the school's safety plan.
 - We will reopen the school with the same guidance from the last toolkit. The PED is still waiting for DOH and the WHO to release an updated toolkit.

School Environment

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

1. Facilities Issues;
 - Bathroom for portables is not done
 - school needs to be rekeyed entirely
2. General School Climate.
 - For this I would like to suggest that an anonymous survey be sent out from the board to know how I am doing/what the climate in the school is like.

Additional information

- I have created several procedures to make the school run more efficiently
- We now have a process for requesting time off
- I am teaching the teachers how to take their own attendance, they were relying on administration to enter this for them

Addendum A

- We will be using APTA, as soon as it is up, to enter their own absences
- We have created very specific teacher descriptions
- We are taking a 4 hour CPR course before school starts
- We will be signing the teacher

Addendum B

Governance Board Development Committee

July 22, 2021 Board Meeting Report

1. Application Packets of Potential New Board Members – Following is a report at this point in time:
 - a. *Patricia (Patsy) López* – she is now confirmed in her commitment to join the Governance Board (GB). As you know you have her letter of interest, her resume, and letters of recommendation. She will attend the August GB Meeting where we will vote her on at the end of the meeting
 - b. *Sabrina Zamora* – has decided that she would like to join the board. We now have her letter of interest, resume, and are only lacking the two letters of recommendation. She has a strong background in Educational Leadership, Administrative Evaluation, grant writing, fundraising and Business.
 - c. Maria Luisa Gonzalez - will be will be voted on at this meeting, and Patsy López at the August Meeting which will make 9 board members, our legal highest number as per our bylaws, Emma has agreed to step off the board at the end of August. That way we can bring Sabrina onto the board to start her term in September and we will vote her onto the board at the August meeting if that is agreeable. We will have a full complement of our allowable number of board members.
2. Information on Required Board Training – The CSD-PED has informed us that now board members will still be required to take the 10 hours of training, but they do not have to take it all in 30 days. They must complete it all within the first year. Furthermore, as soon a member is voted on the GB, they may become a voting board member.
3. Training on the Role of the Governance Board Development Committee – Currently Jane Asche serves as the chair of this committee. Ray Reich is also on the committee. Since Jane will be leaving the board at the end of the September meeting, the Chair of the GB needs to be recruiting a replacement. Volunteers are being solicited. For our training this evening we will take a look at what our bylaws and our charter school application say about the role of this committee. See the following pages for this information.

Governance Board Development Committee

(As Described by the Raíces Bylaws, Page 11, Section 5.2 a.)

The Governance Board Development Committee is 3rd Standing Committee Identified in the Bylaws

Governance Board Development Committee: There shall be a standing committee composed of 2-4 people recommended by the Chair and elected by the Board at its annual meeting. Each person shall serve a term of two (2) years and the terms shall be staggered. The committee shall elect its own chair.

The duties of this committee shall be to

1. study the needed qualifications of candidates for Board positions
2. advertise and recruit potential Board Members that can demonstrate the necessary qualifications,
3. screen applications and present a slate of the best qualified nominees to replace outgoing members on the Board,
4. present a slate of nominees at the Annual Meeting for Officers and new Board Members,
5. recommend candidates for the board to fill vacancies that occur outside the regular nominating process, and
6. provide ongoing orientation and supervision for “onboarding” of new members to the Board and monitor board members completion of training which is required in the NM Statutes for all school board members.

This committee will also be responsible for ensuring that an annual plan is developed for conducting ongoing development of Board knowledge and skills as needed, and that the plan is in alignment with board training requirements in the New Mexico State Statutes (NMSA 1978, 22-8B-5.1) and as indicated by the Board self-evaluation or the assessment of an outside developmental evaluator.

On-boarding Process for New Members as Specified in our Charter Application [Pages 81-82]:

Part II - Organizational Framework - SECTION A.(3) – A clear and appropriate process for selecting new Board Members that is focused on selecting quality leaders who have the identified skills necessary to govern the proposed skill.

Action Steps for Recruiting Plan	Timeframe	Responsible
1. Create chart of needed skills and characteristics for a well-rounded board.	By March 30, 2019 Update annually in July	GBD Committee

2. Use chart to survey and record current members' skill areas and characteristics to create a composite picture of skills, characteristics, and gaps at a glance.	By March 30, 2019 Update annually in August	Committee Chair
3. Use data from step 2 to determine the current needed qualifications of candidates for Board positions in consultation with the school Principal and the Parents Council.	By May 30, 2019 Update annually in September	GBD Committee
4. Design and post the initial application form for persons to be considered for appointment to the Raíces Governance Board.	By May 30, 2019	GBD Committee & Principal
5. Begin advertising for potential new board members as an ongoing process and post ads <ul style="list-style-type: none"> a. In the Doña Ana county Interagency Council Daily Newsletter. b. On the Raíces website (www.raicesdelsaber.org) c. In the Ngage New Mexico Monthly Newsletter 	Start in September and advertise ongoing throughout the entire year	GBD Com. in coordination with the Director of Operations & Community Outreach
6. As new applications are received, begin the vetting and evaluation process (see the vetting and evaluation process described below). This provides a pool for adding additional Board Members with needed qualifications/skills at any time during the year.	Monthly throughout the school year.	GBD Committee
7. For Board vacancies and new Board terms, draw from the current vetted list of candidates as well as advertise and recruit additional applicants that demonstrate the necessary qualifications <ul style="list-style-type: none"> a. within 15 days of a vacancy so that the board member can be replaced within 45 days of a vacancy on the board if the Board number should drop below the required 7 members, and b. within no less than 90 days before the annual meeting in July for new board members to fill expired terms. 	As soon as vacancy occurs or no less than 90 days before annual meeting	GBD Committee
8. Screen applications and then vet and screen those applicants that appear to have the necessary skills through personal interviews and present a slate of the best qualified nominees to replace outgoing members.	Within a week of receiving applications	GBD Committee Chair and Principal

9. Recommend candidates in writing to fill vacancies due to resignations and removals that occur at times other than the regular annual nominating process.	No later than 10 days before next Board Meeting	GBD Committee
10. Board votes in an Open Public Meeting on nominee to fill vacancy	No more than 45 days from official vacancy	All Board Members
11. Board votes in an Open Public Board Meeting to elect new members at the annual meeting.	At annual meeting in July	All Board Members
12. Provide ongoing orientation and supervision for “onboarding” of new members to the Board	Begins before 1 st Board Meeting & Ongoing	GBD Committee

Vetting and Evaluation of Board Member Applicants [Expansion of the details on page 96 of application]

The founding Governance Board believes that recruiting, retaining, and continuously developing a dedicated group of Board members that is committed to the mission and vision of Raíces is vital to the success of the school. To that end, the Board Development Committee will fully implement its board member recruitment plan as soon as the Principal contract has been signed (by the end of May, 2019). The ads for Board Members will list the skills, experience, and background currently needed on the Board from the list that has been agreed upon by the founders:

- Academically competent and experienced professionals
- Mesoamerican historians, artists and anthropologists
- Bilingual and biliterate educators, parents, and business and community leaders
- Financial and business expertise
- Legal expertise and/or linkages to legal expertise
- Educators with a background in curriculum and administration
- Expertise in facilities design and management
- Experience/expertise in marketing, public relations, fundraising, and human resources
- Experience/expertise in organizational management and strategic planning
- Background in community organizing, outreach, and relationship building
- Community leaders representing various cultural backgrounds of school’s student population

The following procedures will be implemented to carry out the action steps in the recruitment and vetting process for new Board Members:

1. Ongoing Meetings of the Governance Board Development Committee (GBD committee) – Each year the GBD Committee will review the Board bylaws to make sure that they are in compliance with the rules and regulations of the NM State

Statutes and Codes. Then the committee will conduct a needs assessment on the skills and background of current Board Members using the chart designed to identify the skills, characteristics, and experience needed on the Board. In addition, data will be reviewed on term expiration dates of current members. Once the gap between desired board skills/background and the current Board Members has been assessed, a list of recruitment priorities will be developed.

2. Share Recruitment Priorities with the Board – The GBD Committee will share the results of the needs assessment and recruitment priorities with the entire Board. This process will allow Board Members to begin to think about persons who fit the current needs of the Board that they might approach and encourage to apply for a Board position.
3. Develop an Initial List of Prospective Candidates – As applications are received, the GBD Committee will develop an initial list of prospective candidates which will be vetted against the priorities list.
4. First Round of Contact with a Prospective Candidate – Once a decision has been made that a potential candidate is a good fit, a Committee member or another Board Member who may have a personal relationship will reach out to the candidate by phone or electronic communication and share with the candidate that the principal and a board member from the GBD Committee would like to arrange an in-person meeting. The candidate will be sent a brief overview of the school mission, vision, values and the unique aspects of the curriculum along with the Board Job Description. If the candidate is interested in exploring the position further, a meeting time will be set for the interview.
5. Second Round of Contact with a Prospective Candidate – The principal and community member will meet with the candidate, briefly share the history of the school, and answer the person's questions and pose the following questions to the candidate:
 - a. What would you say your primary areas of experience or expertise are with regard to governing a charter school (will share the matrix of needed skills, characteristics, and community linkages)?
 - b. In the event that you or a relative has a child that applies to and does not receive a spot in a class at Raíces, what would be your course of action as a Board Member?
 - c. What contribution do you think Raíces makes to public education? Why is that important?
 - d. What other priorities do you have, personally or professionally, and about how much time do those involve per week/month? Are there other boards to which

you belong?

If the candidate expresses interest in becoming a Board Member at the interview, the candidate will be asked to provide a resume, a letter of interest, and provide two references (one personal and one reference from an employer if possible). The person will be informed that we do require a criminal background check for Board members if they are approved to serve on the board.

6. Candidate Attends a Board Meeting – Any candidate who has passed the background requirements, including checking out the references, and is interested in becoming a Board Member will be asked to attend a Board Meeting to get an idea of how the Board makes decisions and conducts business and will have an opportunity to ask questions. The full board will be asked to fill out a rubric after the meeting to assist the CBD Committee in making a final evaluation of the candidate's fit with the organization and apparent commitment to the school mission.
7. Final Selection of Candidates – The GBD committee will meet to make a final evaluation of all candidates who have participated in the recruitment process. Recommendations will be made to Board Members in writing for three different purposes:
 - a. To recruit additional Board Members beyond the minimum of 5 members required by the bylaws who will bring needed skills, background and experience to the Board to enhance the accomplishment of the school mission and academic goals. As per the bylaws, the board will not exceed nine members.
 - b. To replace any board member which has resigned or been removed from the Board, or
 - c. To recruit Board Members to replace those who are finishing out a term and have not applied to the Board to fill another term.
8. Presentation of Slate of Candidate(s) in Open Meeting for Formal Approval – After all vetting and evaluation is complete, the GBD Committee will place an item on the agenda to approve any candidate that is being recommended to become a board member. Board Members will vote by voice roll call vote to approve new members at a regular Board Meeting, or at the Annual Meeting, or at a Special Called Meeting. In all instances, the agenda with this item for approval will be posted 72 hours before the meeting on the Raíces website and in one other widely distributed source of public information.

Addendum C

Facilities Committee Report for the Month of July 2021

07.22.21

Update on portables: I have kept in constant contact with the administration at Hatch Independent School District. We have just received word from Sheila Offutt in the District Administrative Office as follows: "We (Superintendent's Office) have submitted our request and board approved resolution (to sell the portables to FYI) to the Office of the State Auditor and are waiting for their response and next steps."

Other Facilities Committee Items: Chair has been working with our Principal Julia River-Tapia and Fred Mobley from FYI to get the following things done for the start of school:

- A request to get the second AC unit working in the portable #1 and to get the bathroom unit to be used by the 2nd and 3rd graders in working order before the start of school.
- Principal has requested that all locks for the school be changed and Fred Mobley says that will be done for the beginning of school.
- HVAC provider will submit invoice and change out COVID-19 Merv 14 filters before school starts.
- Report from Fred Mobley that the portable unit #1 where the 2nd and 3rd graders will be housed will all be in working order by the beginning of school.

7.06.21 Facilities Report from NISN Convened weekly Facilities Zoom Meeting

Daniel Ulbarri, Julia Rivera Tapia, Christy Takas, Fred Mobley, Lucia Carmona, Jane Asche, Brian Cavanaugh, Ray Reich

- I spoke to Fred Mobley this morning and we agreed that a facilities meeting this morning would not be of benefit.
- Fred spoke to Michael Chavez Superintendent of Hatch Public Schools, who made it clear that pricing and availability of portables will be deferred until July 14, 2021 Hatch Public School Board meeting at which time we will be informed of their decision and processes to acquire portables. Once sale is clarified, movement from Hatch to Raices will be scheduled. Let us realistically consider this to be completed tentatively by 10.01.21
- Fred will consult with Coyote Cable for timeline on electrical cable work required on portable number one, which is currently in place at Raices. Additionally, Coyote was to visit Hatch to ascertain if cabling could be piggybacked for portables 2,3 4.
- Side walks and outside toilet facilities to be in place for school reopening
- Landscaping Permit granted and Fred to schedule heavy equipment prep on parking lot prior to Kiddos first day of school. Completion of Parking Lot Pending.

Please let me know if additional needs have not been addressed in this update. Our goal is to have Raices ready including First Portable fully operational by school opening for fall semester.

Regards,

Ray Reich (See Excel Spreadsheet for a timeline on construction work from Fred Mobley.)