



Raices del Saber Xinachtli Community School Governance Board Meeting MINUTES

May 16, 2022

2211 N. Valley Drive, Las Cruces, NM 88007

This Meeting will be Conducted via Zoom

(Please contact Lucia Carmona at

lcarmona@raicesdelsaber.org or call 575-571-2177 for Zoom Link)

Time: 6:30 PM

Mission Statement of the Raíces Governance Board

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

Mission of Raíces del Saber Xinachtli Community School

Raíces del Saber Xinachtli Community School implements a developmentally appropriate rigorous academic program through an interdisciplinary curriculum that is experiential, participatory, biliterate, child-centered, and culturally responsive. Our students learn Spanish and English, achieving academic proficiency in all subjects in both languages as they develop critical and creative thinking skills.

Raíces creates an environment where students and parents are valued as participants in the construction of knowledge and the creation of a learning community that promotes high academic performance, positive identity formation, and the reclaiming of cultural heritage.

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	Sabrina Zamora	Interim Secretary	X			
4	Ray Reich	Director at Large	X			

5	Patricia Lopez	Director at Large			X (6:39pm)	
6	Maria Luisa Gonzalez	Director at Large	X			

Upon determining the presence of a quorum Board Chair, Holaya Ponce Acosta called the meeting to order at 6:32pm

Others in Attendance: Terrance Hester, Business Manager SWREC **Staff:** Julia Rivera-Tapia, Head Administrator, Lucia Carmona, Director of Operations and Community Engagement, Elva Varela, Office Manager **Parents:** Veronica Lucio, Roberto Moctezuma, Karen Chavez Chavez
Late Arrivals:

1. *Conflict of Interest Declaration* – None Declared

2. *New Business* –

a. Discussion and possible action of Budget approval for the 2022-2023 school year

Mr. Terrance Hester stated the purpose of the Special Session meeting was to review the proposed operation budget for the 2022-2023 school year. The PowerPoint presented by Mr. Hester was an overview that will be presented to all attending the meeting. Further, we reviewed the spreadsheet breakdown for each individual budget line item that these numbers were pulled from. The award amount listed for SEG comes directly from the schools 910B-5 report generated and posted by NMPED. We do have a very tight budget this year and the funds here do not include any federal funds that we may get through the year. We are basing all our numbers on what PED has had reported and so we if our membership number (MEM) looks low, it is because it is. They use our 40- and 80-day numbers from this school year to have actual enrolled data to formulate everything. As our school grows, so will this number but unfortunately it will be at a delayed pace because they do not consider our forecasted numbers. This year we are anticipating around 120 students/members, but PED is only recognizing us for 86 and therefore we will need to be wise with our budget and work very hard to ensure our grants come through as expected. New items included in the budget are legal services, multiple EAs to cover classroom sizes, and additional costs for portables in use.

Ms. Patsy Lopez questioned about the insurance cost. How many options do staff have and who decides? Mr. Hester stated they use the NMPSIA group, and has low and high options with a deductible. There should be a separate training for staff to understand the options that would be very beneficial to employees.

Ms. Julia Rivera-Tapia invited the board members to attend this separate training for staff. Ms. Lopez stated she would love to come to the school, however is more interested in the materials to see the distinction between the options. Most insurance companies will give a grid. Also, what control the school has and what options are we taking in educating all our staff members? There was a request to try to get on the agenda for the next meeting.

Dr. Maria Luisa Gonzalez requested to see the budget breakdown from instruction vs. non-instructional.

Mr. Hester shared the table that was included in the existing budget but stated he would develop a breakdown to share with the board which includes professional vs. non-profession in a table with a profile.

Motion: Mr. Ray Reich moved to approve the proposed budget. Second by Dr. Maria Luisa Gonzalez. Motion passed by majority roll call vote. (Acosta- Yes, Gonzalez- Yes, Lopez- Abstained, Reich- Yes, Zamora- Yes).

b. Discussion and possible action of contract.

The board decided the need to discuss the Principal's contract in a closed Executive Board meeting. Ms. Patsy Lopez asked to get the contract in advance. We would need a closed meeting to review contract. Ms. Elva Varela stated that she would email the existing contract. There was a recommendation to discuss during the next Governing Board meeting on May 26, 2022.

c. Discussion and possible action of calendar.

The calendar for 2022-2023 school year will begin August 1, to May 31, 2022. However, the additional 10 days for the ELT which aligns with the LCPS calendar. There are a few days the differ, begin date and end date. There are a total of 192 school days. Teachers will return July 11, 2022, Students first day is Monday, July 18, 2022. Last day of school is Wednesday, May 31, 2023.

Motion: Dr. Sabrina Zamora moved to approve the 2022-2023 School Year Calendar. Second by Dr. Maria Luisa Gonzalez. Motion passed unanimously by roll call vote from all present (Acosta, Gonzalez, Lopez, Reich, Zamora).

d. Discussion and possible action of salary schedule

There are higher salaries due to the mandated increase by NMPED. Some employees increased at 4%, some higher. For most, employees saw a 19-20% increase.

There was also a correction needed to adjust a salary for one of the employees. In October 2021, the business services incorrectly listed an employee's educational degree. The error was found by Mr. Terrance Hester, and has made the correction to pay them correctly and transferred the incorrectly based on their education. There has been a contract amendment to adjust down. It was initially listed as Masters degree with 45 additional, however the employee only has a Bachelors degree. It has been corrected. They have been carefully reviewing contracts in place. There was not need for the employee to pay back. Instead, there was a reduction in the remaining checks the employee is receiving. The contract was originally executed on August 2021, nothing has been over paid. The explanation was explained in the amended contracted how they were placed improperly on the salary schedule.

Ms. Lucia Carmona stated that we needed to discuss a strategy based on the Kellogg Foundation we need to discuss sustainability of specific positions long-term: OST coordinator and the Director of

Operations & Community Engagement. We need to begin discussion on how to leverage funds so we can guarantee in the long-term sustainability. The goal was to be in 5-year operation could be embedded into the budget. The long-term goal is to have no salaries should be on federal funds. SEG and Operations should cover all staff. Right now, we have a community school 3-year grant. We can re-apply and there has been discussion from PED that they are very pleased about the work being done at Raices, and its nice to see a school dedicated to the original mission. This is a good positive light. The school is moving forward. There has been a huge increase in salaries from operations we need to get funds allocated correctly. We cannot get into a situation to use the SSER funds to higher new staff, because long term it is not sustainable if it doesn't get renewed. The grants are very specific how to use and how to apply, we will continue to work with Kellogg Foundation to secure permanent funding for community schools. We need to be sure to be in compliance.

Motion: Mr. Ray Reich moved to approve the salary schedule to include the increase mandated by PED. Second by Dr. Maria Luisa Gonzalez. Motion passed unanimously by roll call vote from all present (Acosta, Gonzalez, Lopez, Reich, Zamora).

- e. Discussion and possible action of FMP, Facilities Master Plan. This is part of the state process.

Ms. Julia Rivera-Tapia stated that the architect firm needed Governing Board approval in order to continue with the process. Ms. Nancy Brooks presented the plan in the Governing Board meeting on April 26, 2022. However, due to the lack of time, the board did not approve the budget at that time.

Motion: Mr. Ray Reich moved to approve the FMP. Second by Dr. Maria Luisa Gonzalez. Motion passed unanimously by roll call vote from all present (Acosta, Gonzalez, Lopez, Reich, Zamora).

3. *Agenda items for Next Meeting –*

- a. Discussion and possible action of the Principal's contract.

4. *Date of the Next Governance Board Meeting - Thursday, May 26, 2022 at 6:30pm*

Adjournment – Vote to adjourn by roll call voice vote at 7:32 PM

Motion: Mr. Ray Reich moved to adjourn. Second by Dr. Maria Luisa Gonzalez. Motion passed unanimously by roll call vote.