



Raíces del Saber Xinachtli Community School

Governance Board Meeting Minutes -Approved-

Thursday, December 13, 2018

NMSU, College of Education

O'Donnell Hall, Ground Floor CORE Room

5:30 pm to 8:30 pm

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

1. Call to Order – at 5:40 PM
2. Roll Call

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

Present: Jane Asche, Rocio Benedicto, Alejandro Flores (by conference phone), Paul Gutierrez, Irene Oliver-Lewis, Ray Reich. *Quorum present for meeting.*

Absent: Emma Armendariz (Excused). Meeting was conducted by Rocio Benedicto, Raíces Governance Board Vice President.

Others Present:

Fred Moberly, FYI Inc.

Wendy Harvey, AmeriCorps Vista Intern

Mirna Rodriguez

Carlos Aceves

Octavio Casillos

3. Approval of the Agenda*

A request was made by Jane Asche to add to the agenda a presentation by Carlos Aceves to become agenda item # 5 and to move the Facilities report from the Updates on Committees agenda item to become item #6 in order to allow Fred Moberly to present his portion of the Facilities Report without waiting later in the meeting.

Motion: Paul Gutierrez moved to accept the amended agenda. Second by Irene Oliver-Lewis. Motion passed unanimously by Roll Call Voice Vote.

4. Approval of Board minutes from November 29, 2018 Meeting*

Motion: Irene Oliver-Lewis moved to accept the November 29, 2018 Governance Board Minutes as submitted. Second by Ray Reich. Passed unanimously by Roll Call Voice Vote.

* - Indicates Action Item

Approved by Raíces Governance Board December 21, 2018

5. Xinachtli Presentation

Carlos Aceves, one of the Raíces Founders, demonstrated how the Xinachtli curriculum based on Mesa-American pedagogy is used to teach math and science concepts to young children. Additionally, he explained how children learn about the use of metaphors to symbolize concepts in the physical/natural world.

6. Facilities Report

Fred Moberly, an IMA Assets Manager, representing Families and Youth, Inc. (FYI) presented a detailed written report about the possibility of renovating the property at 2211 N. Valley Drive, which is owned by FYI, to serve as a school site for Raíces over the next 5 years. He also presented for consideration a non-binding letter of intent to enter into a partnership with Raíces for remodeling and conversion of the space to meet PSFA approval and the needs of Raíces to begin School in August of 2019. The letter of intent also states that responsibility for the estimated cost for remodeling and conversion of \$125,000 will be divided between Raíces for a contribution of \$35,000 and a contribution by FYI of \$90,000. The cost of rent per month in the first year of operation, based on the space needed for first year enrollment, will be \$3,996.65, a figure that is within the projected budget of Raíces.

Board members agreed that of the possibilities researched thus far for a school site, this is the most affordable and is ideal for serving children in the area whose parents will be attracted to a bilingual/biliterate education program. However, Mirna Rodriguez, an employee of La Academia Dolores Huerta Middle School at 400 W. Bell St. in Mesilla, upon being questioned by Irene Oliver-Lewis, shared that La Academia did not receive their charter renewal from the Public Education Commission (PEC). It is not known at this time if La Academia will appeal their case.

Action to be Taken by Facilities Committee: Board Members asked **Members of the Facilities Committee** to a) further explore this possibility of availability of the La Academia site with the Las Cruces Public School District, and b) secure additional information on firm costs for the renovation of the FYI building, and c) communicate this information via email or a special called meeting due to the urgency of entering into a partnership with FYI in time to finish renovations by the beginning of the 2019-2020 school year should it be the chosen site.

7. Update on Board of Finance Application and Resolution

Project Coordinator, Lucia Carmona reported that the PEC has approved the Raíces Governance Board as a Board of Finance as of today, December 13. The Board can now receive committed funds from the NACA Inspired Schools network.

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8. Updates from Governance Board Committees

- a. Governance Board Development Committee – Jane Asche discussed the requirement of the Raíces Bylaws to establish this committee as a standing committee of the Board and the important role of this committee. She suggested appointment of the committee members be an action item for the January 24th, 2019 Board meeting and that we begin to set aside a small amount of time (15 minutes) to do Board Training at each Board Meeting.

Action to be taken at January Governance Board Meeting: The secretary, **Jane Asche**, is to work with Board Chair, Emma Armendariz, to place an action item on the January Board Meeting agenda to appoint the members of this committee as required by the Raíces Bylaws and to begin regular Board training at each Board Meeting.

- b. Principal Hiring Committee: Irene Oliver Lewis, who chairs this committee, reported that there have not been any applications as yet.

Action to be taken by the January Board Meeting: The **Principal Hiring Committee** will provide a revised schedule for the principal hiring plan and a plan for intensified efforts to recruit applicants for the Principal position.

- c. Finance Committee: – Ray Reich reported that all business has been completed to finalize the establishment of the bank account at First American Bank of Las Cruces and \$3,000 has been deposited in the bank account through a check from the NACA Inspired School Network (NISN). Thus far there have been no expenditures and no income beyond the \$3,000. Rocio Benedicto asked, “How will we report the inkind services that being offered to Raíces by NISN?”

Action to be Taken: Irene Oliver-Lewis suggested the **Finance Committee** create a form to report inkind services and donations to Raíces, including inkind services and time of Governance Board Members.

9. Status Report on MOU with NISN

Rocio Benedicto reported on conference call with Alan Brauer, NISN Fellowship Director/Team Lead; and Jane Asche; Emma Armendariz; Rocio Benedicto; and Lucia Carmona, Project Coordinator. Allan reported that NISN will cover a) the project coordinator services of Lucia Carmona through June 30, 2019; b) fees for Grant Plant Inc. grant writing services; and c) the fees for the legal services of lawyer Natasha Cuylear through June 30, 2019. Allan will have further conversation with the NISN finance director to clarify the additional funds that will be released to Raíces, the exact dollar amount, and timeframe for facilities renovation and the Principal’s salary until

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state funds are available. The Board should have this information within the next couple of weeks.

10. Updates on Implementation Year

- a) Update on November 15, 2018 Report Submission: Lucia Carmona informed the Board that the NMPED Charter School Division staff will provide feedback on our November 15 Report submissions by December 15 in electronic format. At that time Megan Shannon from NMPED-CSD will negotiate a date to hold a telephone conference to provide feedback on any needed revisions.

- b) Discussion of Submission Items for the March 1, 2019 Report to NMPED-CSD: Lucia Carmona reviewed with the Board the items needed to be completed for the March 1, 2019 Report to be submitted to NMPED-CSD. She discussed briefly the forms and paperwork that are critical to begin the lottery application process for student enrollment. She announced that the curriculum team will make a report on additional information on sections of the application that need to be brought up to “Meets Criteria” classification by February 28. All revisions are viewable on the Raíces Google Drive. Lucia will be receiving the 4-day training by the NMPED to become a certified procurement officer.

11. Present an “Annual Notice of Meetings Resolution” for discussion and approval*

As stated in the agenda sent out 72 hours ahead of this meeting, the purpose of the resolution is to be in compliance with the Open Meetings Act and includes adoption of the calendar for the fiscal year listing of regular meetings every 4th Thursday of the month, unless otherwise stated. Board members were sent both the resolution and calendar to review in advance.

Motion: Paul Gutierrez moved that we adopt the Resolution No. 2- 2018 titled “Annual Notice of Meetings Resolution” which also includes the fiscal year calendar listing of regular meetings. Second by Ray Reich. Passed unanimously with Roll Call Voice Vote.

12. Discussion of Irene Oliver’s proposals for a protocol in all Board Meetings for declaration of a potential Conflict of Interest and public input.

Irene Oliver-Lewis reported that she has done the research and is now working on a written proposal for a protocol for inclusion of declaration of a potential Conflict of Interest and public input on all future agendas.

Action to be taken by January Meeting: Irene Oliver Lewis will have this proposed protocol prepared for an action item for the January 24th Board Meeting.

* - Indicates Action Item

13. Discussion on NM Secretary of Education's response to the hearing on the status of Raíces as an approved charter school and appeal to district court by Raíces and PEC.

Lucia Carmona reported that Raíces' legal council, lawyer Natasha Cuylear, will file the appeal no later than the required date for appeal of our case before the NM District Court. The appeal will be asking the court to rule on the authority of the Secretary of Education to overturn the charter approval by the PEC.

14. Agenda items for January 24, 2019 Meeting –

- Report from the Facilities Committee on the status of the two possible sites for Raíces and the letter of intent with FYI if still applicable.
- Agenda item for the appointment of members to serve on Governance Board Development Committee as **an action item**.
- Agenda item for 15 minute Board Training on our collective responsibilities to observe the regulations of NM State Statutes, NM Administrative Codes, the Open Meetings Act, and the NM Audit Act.
- Agenda item to discuss and approve the Finance Committee's proposed form for reporting inkind contributions to Raíces including the inkind services and donations of Raíces Board Members **an action item**.
- Report from Principal Hiring Committee Chair with a revised timeline and plan to intensify recruitment efforts.
- Irene Oliver Lewis' proposal for a protocol for inclusion of declaration of a potential conflict of Interest and public input on all future agendas to be discussed and voted on as **an action item**.
- Discussion and approval of Enrollment form and policy for the lottery process for student enrollment as **an action item**.

15. Adjournment

Motion: Irene Oliver Lewis moved for adjournment of the meeting at 8:30 PM. Second by Paul Gutierrez. Passed unanimously by Roll Call Voice Vote.

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