



# Raices del Saber Xinachtli Community School

## Governance Board Meeting Minutes-APPROVED

Date September 24, 2020

Approved: October 22, 2020

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

*The Meeting was conducted via the Zoom Meeting Platform*

Time: 5:17 pm – 8:16 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	Jane Asche	Chair	x			
2	Holaya Ponce Acosta	Vice-Chair	X			
3	Paul Gutierrez	Treasurer	X			
4	Tonya Hall	Secretary	X			
5	Emma Armendáriz	Director at Large	X			
6	Daniel Ferraro	Director at Large			5:18pm	
7	Ray Reich	Director at Large	X			

Upon determining the presence of a quorum Board Chair Jane Asche called the meeting to order at 5:17 pm.

Others in Attendance: Principal, Angela Stock; Co-Chair Concilio de Padres, Yitzen Lizama; Director of Community Outreach, Lucia Carmona; SWREC, Priscilla Cabral; Karen Chavez; Elva Varela; NISN, Clarence Hogue; Liz Lopez; Gladys; Veronica Lucio

### 2. Approval of Agenda: Approved

**Motion:** Holaya Ponce Acosta moved to approve the agenda for the September 24, 2020, Raíces Governance Board Meeting as submitted. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

### 3. Approval of Minutes of August 27, 2020 Governance Board Meeting – Approved

**Motion:** Paul Gutierrez moved to approve the Minutes for the August 27, 2020, Raíces Governance Board Meeting with corrected date. Second by Daniel Ferraro. Motion passed unanimously by roll call vote.

### 4. MOU NISN Presentation –

Clarence Hogue reviewed the SY 20-21 School Partnership MOU between NACA Inspired Schools Network (NISN) and Raíces. Reviewed the NISN staff and resource availability, including General Ops, Professional Development, Data Collection/Analysis and Community Outreach Support.

Raices Board to review NISN MOU documents prior to approval of MOU.

5. Public Input – (See rules for public input at end of agenda)

Raices parents gave input on school reopening:

**Gladys** – Beginning a hybrid model is important due to multiple children and challenges in keeping up with schoolwork, social interaction, and concerns about falling behind.

**Veronica** – appreciates the effort of online education, able to be more involved and aware. Online education is hard but doable. The schedule is working. Safest to stay online due to constant changes in status of COVID in the state and surrounding area and need for more education around COVID.

**Yitzen** – consideration of parents who prefer hybrid and those who prefer online. School needs to provide the same opportunities to both groups by guaranteeing the current status of online instruction for students remains the same quality while transitioning to in person. Both groups of students need the same quality of education. Would like to see a decision based on numbers, evidence and school resources.

**Tonya** - We also need to consider the safety of those who report to the school building and their families/networks. The reopening policy will address those measures.

**Dan** – A hybrid model will be extra work for teachers. If teachers will be able to support, then hybrid is preference

6. Consent Agenda – No items

7. Review of Authorizer Unique Correspondence - “None at this time”

8. Principal’s Report –

Detailed Discussion on re-entry. Addendum A

9. Reports from Committees –

a. Finance and Audit Committees – Paul Gutierrez and Business Manager, Vicki Chavez

i. Discussion and possible action to accept the monthly finance report including the Bank Account Reconciliation Report, Account Expenditure Report, Account Revenue Report, Bank Statement Report, and Voucher by Warrant with Date Range Report.

ii. Discussion and possible action on each of the following Budget Adjustment Requests:

1. 577-000-2021-0005-D (Decrease BAR)

**Motion:** Emma Armendáriz moved to approve the 577-000-2021-0005-D (Decrease BAR). Second by Ray Reich. Motion passed unanimously by roll call vote.

2. 577-000-2021-0006-M (Maintenance BAR)  
Shifting one category to another – no vote needed

3. 577-000-2021-0007-IB (Breakfast After the Bell Award)  
**Motion:** Ray Reich moved to approve the 577-000-2021-0007-IB (Breakfast After the Bell Award). Second by Daniel Ferraro. Motion passed unanimously by roll call vote.

iii. Update on Audit Process  
No updates. Audit process is ongoing. Meeting with the auditors Oct 7, 2020.

**Motion:** Ray Reich moved to accept the financial report as presented by Board Treasurer, Paul Gutierrez and SWREC, Priscilla Cabral. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

- b. Academic Performance Committee - Principal Stock  
Covered in Principal's Report – Addendum A
- c. Governance Board Development Committee – Jane Asche  
Review of key committee structures and call for volunteers for those committees not fully staffed.
- d. Facilities Committee – Ray Reich  
Report on progress in upgrading the filtration system for the HVAC units in preparation for implementing the School Re-entry Plan. Short discussion on where funding would come from if purchased on Amazon.

Permit for portable building pending from county/city.

10. Unfinished Business – None

11. New Business –

- a. Discussion and possible action on the proposed Governance Board School Re-entry Policy - Addendum B  
Discussion:
  - This policy could change based on state/local/federal requirements
  - If approved by the board, reopening is pending all requirements are met and the final decision to reopen will be made by the head administrator.
  - Concern that we will open too soon and need to return to online
  - Concerns that we will not be able to contact trace effectively

- Concern that if county flips, we will be forced to go back and forth between hybrid and online.
- Majority of our students are at risk and permitted to be at the building in groups of 5.

**Motion:** Ray Reich moved to approve the Raíces Governance Board School Re-Entry Policy. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

**Motion:** Paul Gutierrez moved to approve reopening the school in hybrid model, conditional on state level approval and local conditions around pandemic and given that all requirements of the PED have been met for re-entry. Second by Emma Armendáriz. Motion passed 4 Yes [Ferraro, Asche, Gutierrez, Hall] to 2 No [Armendáriz, Acosta] and 1 Abstain [Reich] by roll call vote.

- Discussion and possible action on a request for personal leave for the Principal on September 30, October 1, 2, & 5.

**Motion:** Emma Armendáriz moved to approve the principal's leave from September 30 to October 5. Second by Ray Reich. Motion passed unanimously by roll call vote.

- Discussion and possible action on the MOU between Raices and the NACA Inspired Schools Network including an agreed upon budget for CSP (Charter School Program) federal flow through funds.

**Motion:** Ray Reich moved to approve the MOU between Raices and NACA Inspired Schools Network, including an agreed upon budget for CSP federal flow through funds. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- Discussion and possible action on a consistent board policy on personal leave days for all staff contracts.

**Motion:** Daniel Ferraro moved to approve a consistent board policy on personal leave days for all staff contracts, with 2 personal leave days per year which may be accumulated year to year with a maximum of 4 days and no pay out if they are not taken. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

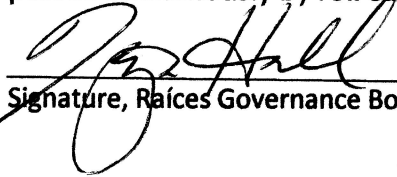
## 12. Agenda items for Next Meeting –

- Discussion and possible action on School MOU with NISN
- Audit Committee Report post Audit Meeting
- Report on Facilities – status of portable and maintenance plan
- Update on status of HVAC filtration
- Discussion and possible action on approval of contract of custodian
- Update on committee membership

13. Date of the Next Governance Board Meeting – Thursday October 22, 2020, 5:15 PM -  
Virtual Zoom Meeting Online

Adjournment – Vote to adjourn by roll call voice vote at 8:16pm

**Motion:** Ray Reich moved to adjourn the meeting. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

  
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Signature, Raices Governance Board Secretary

10/22/2020  
Date Approved

\* Indicates Action Item

# Principal's Report

Raíces Del Saber Xinachtli

September 22, 2020

## Academic Performance

At our Academic meeting, the following members were present:

Parent: Yitzen Lizama

Board member: Tonya Hall

Teacher: Carlos Aceves

Community Engagement: Lucia Carmona

Principal: Angela Stock

The meeting centered around bringing students into the hybrid model and having a plan for online learning and the hybrid model.

Online parent concerns for bringing students in the hybrid model:

- The committee agreed that all safety measures were addressed in the board policy for keeping students and staff as safe as possible from contracting COVID-19.
- A watered-down curriculum for students who will remain strictly online.
- A disadvantage for students who have to stay home because they live with someone is immune-compromised or have underlying conditions.
- Students online will not have the same attention as those who come into the school in the hybrid model.
- The school does not have a plan to make instruction equal to students who stay online and students who come into the hybrid model.

The following was discussed:

- The school realizes that all parents have different needs for their children and some children benefit from being in school.
- PED has from the time schools opened this fall, allowed students "At-Risk" to come into the school in groups of 5 for tutoring. Presently we have had Sped students attending 2-3 times per week.
- Students At Risk as defined by the Public Education Department are English Language Learners, Sped Students, Native American students, and students who are disadvantaged socially emotionally, and economically.

The following percentages were not presented at the Academic Committee just the concerns of students who stay at home were discussed.

- The populations enrolled at Raices are as follows:  
63 students Total  
19% Sped  
27% ELL  
41% Socially disadvantaged (students who don't do well online or don't have support during the day)  
81% Economically disadvantaged
- Students who are strictly online and plan to stay online all year:  
Kindergarten (5 Kinder students)  
First Grade (3 First Grade students)  
Second Grade (2 Second Grade students)

The 10 students that will remain in online instruction should the school reopen with a hybrid model represents 16% of or total of 63 students.

### TESTING:

Kindergarten teacher Carlos Aceves has begun to bring students in for ECOT testing mandated by the state on a yearly basis. The assessment informs of the student's development of fine and gross motor skills.

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September 22, 2020

We are presently looking into beginning the W-APT assessment that is given to all kindergarteners who respond to the LUS (Language Usage Survey) with Spanish on any question to measure their English proficiency.

## Financial Performance

### enrollment:

To date we have:

Kinder 26

First grade 20

Second grade 17

We gained some of our students we lost last week and there are some students in first and second where we are awaiting paperwork from in order to complete enrollment. We are expecting one in first grade and one in second grade.

We received a check from NISN this week, the budget is disbursed among the following line items:

- i. Supplies – Curriculum/Assessment Materials: \$12,400
- ii. Supplies – Community/Indigenous-focused Curricular Enhancement: \$0
- iii. Supplies – School Office Technology: \$4,500
- iv. Supplies – Classroom Technology: \$9,000
- v. Equipment – School Furniture: \$14,600
- vi. Equipment – School Technology Infrastructure: \$22,412.50

The assessment and materials line items will be spent on assessments in both English and Spanish as required by PED.

School Office Technology line item will be used to purchase office desktop computers for Lucia and Angela, and Elva Classroom Technology line item will be used to purchase more student chrome books; currently, all of our chrome books are checked out to students. In the event that we go into hybrid mode, students can keep their chrome books at home and also use chrome books at school.

School Furniture line item will be used to furnish the portables and finish furnishing the existing classrooms.

School Technology Infrastructure line item will be used for the school security system.

Raíces now has budget authority for the 150K Community Grant. Of importance:

- Shed that will be used to house all gardening supplies and materials and recycled materials used by the OST.
- The Marquee for announcing our Community School.
- Supplies and materials for the OST program.

## Human Resource Functions

- I will be working with Jane to have a consistent contract policy
- OST coordinator Kayla Martinez has started working with Raíces. AmeriCorps service providers are going through the process of background checks and finalizing paperwork to begin service a Raíces. We will have three service providers.

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- We are looking for a custodian for 4 hours per day. This position will be funded by the CAREs grant this year.

## Student Support Services

- We have been observing some truancy (not due to COVID) I am following through with CYFD.
- NISN is allotting 5 of our family's financial aid (500) per family. They will go through the application process and then Lucia and Elva will approve.

## School Environment

- Our portable and outside premises are not completed for occupancy.
- We are ordering a canopy and seating for our outdoor classroom in the garden area.
- A shed to store all equipment.
- FYI is awaiting a permit from the county in order to allow students in the portable.

## Re-Entry

Raices staff has been discussing the Re-Entry models for our school since school began. I have been in constant communication with the state department and have not missed a single update from the governor in relation to school re-entry. Today I can only submit the facts to the board and allow the board to make its final decision.

70% of the Raices staff are ok with bringing student into school on a hybrid model, 30% think it's best to keep them at home online but of that 30%, every single one is ready to go with the majority and ready to do what's best for students.

The following are our concerns and limitations:

- We cannot offer a perfect online and hybrid academic model for learning (I'm not sure anyone can).
- Our staff is very limited, if more than one of us gets sick and has to stay home, and we cannot find substitute teachers we would have to cancel learning for the day.
- If all of our office staff is out at the same time, the school would have to go to online learning, creating scheduling conflicts for parents.
- Juggling online and in-class teaching will be a difficult task for teachers to plan and they will most probably need to change their existing schedules that parents are already used to.
- Even though Dona Ana County is in the green, COVID cases all around us are rising fast (even in our county). The Governor has already said she would make decisions to close the schools again if the cases get high though the winter.
- We will not be able to begin until we have all PPE in place. Filtration is back-ordered and air purifiers are not here yet.
- Our portable for 2nd grade is not yet finished. (Through no fault of the school's)

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September 22, 2020

- Students and staff will have to be sent home for any COVID symptoms and quarantine for 10-14 days. At any time, this number could be high and students if well enough will have to be online.
- We foresee (but cannot be for sure) being in a state of going from online back to hybrid as cases rise and decline.

## **Advantages of Hybrid Model Face to Face:**

- We have a good Safety Plan and Board Approved Policy in hand.
- We will be attending to our At-Risk students, which are the majority of our enrollment population.
- We will not know if it will work until we try.
- We can always go back to online learning if the hybrid model does not work well.
- The majority of parents want to see their children in school.
- Every staff member is committed to working with all students in whatever model we have.
- We still have time to build an academic plan (though it won't be perfect) to accommodate both online and hybrid students.
- We will have at least 4 AmeriCorps service providers starting soon.

I've given the data for our population at Raices; we leave the decision to begin the hybrid model to the board

## Safe School Hybrid Re-entry Policy During Covid-19 Pandemic

**Purpose:** *The Raíces Staff and Governance Board Members take very seriously its responsibility to protect the health and safety of students and staff. Raices develops this policy in alignment with 6.12.2 NMAC, 6.12.6 NMAC, 6.29.1 NMAC, and the School Re-opening Guidance document and the COVID-19 Response Toolkit for NM Elementary Schools provided by the NM Departments of Education (PED) and Health (DOH) related to Covid-19 health pandemic.*

**Policy:** This policy addresses all the steps that will be taken by school staff to protect the health of students, staff and families in five areas as they relate specifically to the Covid-19 Virus health emergency as follows: 1) Prevention, 2) Protection, 3) Mitigation, 4) Response, and 5) Recovery.

### Prevention:

Once Doña Ana County is declared to be in the “Green Zone” for Covid-19 cases by NMDOH, Raices will open the school using a hybrid model for classes approved by the NMPED. The school will implement special conditions as specified by the COVID-19 Response ToolKit Document from NMPED and NMDOH. Fifty percent of the students in each classroom will attend all day on Monday and Tuesday of each week (A Day Cohort) and the other 50% of students will attend all day on Wednesday and Thursday of each week (B Day Cohort). On Friday, no students will attend school to allow for a very thorough deep cleaning by the custodian.

Parents who feel a special concern about their child returning to the classroom will be able to have their child continue with online learning.

The school administration will form a Covid-19 Planning and Response Team. The Principal will sign and submit to NMPED the required form ensuring that the school will abide by the following School Safety Plan Checklist guidelines for COVID-19 Preparation and Response:

- The school will maintain an inventory of masks and PPE (Personal Protective Equipment) for students and staff as specified by the NMPED in the signed Safety Plan Checklist.
- The Principal will identify a PPE Point Person for the School.
- The Principal will identify a COVID-19 Point Person for the School who will do all required reporting to the NMPED and NMDOH.
- The school will ensure that no more than 50% of the registered students will be in any given classroom at one time.
- The school will ensure that student groups remain in their classroom cohorts.
- The school will maintain an inventory of CDC-approved cleaning supplies.
- The school will have sufficient custodial resources so that the areas of the school are cleaned in accordance with the CDC standards in between “A Day” and “B Day” cohorts.
- The school will have an established and written protocol on inspecting, repairing, and providing maintenance on ventilation systems within the buildings (main building and portable unit).

**Protection:**

Families who chose to bring their child to the school-site classroom for instruction must agree to the following processes:

1. All students must wear a mask while at school. Two multi-layer washable cloth masks will be supplied per student. Should a student forget their mask, disposable masks will also be available for the day. There may be some **rare** exceptions for a student with a particular respiratory issue. In such a case the COVID-19 Planning and Response Team will determine the best course of action in consultation with the parents/guardians.
2. If a student repeatedly removes the mandatory face mask and refuses to put it back on when directed by the staff to do so, they must be removed from the class and isolated until the parent/guardian picks them up. The Team will determine how many warnings to the student to put the mask on is reasonable before removing the student from the classroom.
3. All staff, parents, and students must consent to having their temperature taken in the morning before they enter the building.
4. Information will be prepared and distributed to parents to help understand what needs to be done at school and at home to protect their children and family from exposure to Covid-19 and why this is so important.
5. To help parents further understand the importance of protective measures, the school will supply a site map that shows how all rooms have doors to the outside so that students do not enter halls or classrooms when they go out for play and fresh air outside, one class at a time.
6. Based on the September 11, 2020, Memorandum of the NM State Secretary of Education, as well as additional Memos, the facilities committee will consult with NMPED experts on ventilation to make sure that all possible efforts are being pursued to recirculate clean air in the school building. As per the NMPED requirements, the HVAC units will be fitted with MERV-13 filters, just as soon as they are available on the market. In the meantime, the strongest filters available will be installed and additional fans or air cleaners will be purchased for additional air cleaning capabilities.

**Mitigation:**

For further reduction of risk to the students and staff the following steps will be taken:

1. Each child's temperature will be taken 3 times a day, once before entering the school, mid-day, and just before leaving to go home or at any time that a child appears to suddenly feel unwell.

2. All parents/guardians must report if anyone in the family or the student has been in close contact with a confirmed case of COVID-19 during the infectious period. If so the student will need to be in quarantine at home for 14 days.
3. It will be up to the discretion of the COVID-19 Planning and Response Team to determine if it is necessary to ask parents to sign off on a list of questions each morning regarding confirmation of no COVID-19 symptoms present for the student and families members, no travel out of state, and no family member has had close contact with a confirmed case of COVID-19. (See pages 3, 11, and 12 in the NMPED COVID\_19 Response ToolKit for definition of close contact and the required response for staff and students).
4. All students will be supplied with protective glasses and table shields to further protect them from possible exposure to the body fluids of someone who may be infected with the virus without being symptomatic.
5. All classroom furniture and playground equipment will be wiped down 3 times a day or after used by different groups with the proper disinfectants as prescribed by the NMPED and NMDOH.
6. All staff members will wear face masks and protective glasses or face shields.
7. Any staff member who has had close contact with a confirmed case of COVID-19 during the infectious period must report this to the school administration and self-quarantine for 14 days.
8. Children will receive frequent instruction on hand washing procedures and will be reminded to wash hands before and after using the restrooms or eating the prepared meals and snacks.
9. Students will be met at the gate each morning, and parents will be asked to not enter the building unless there is an emergency.
10. At the end of the school day, students will be escorted by staff to their parent or guardian's car at pick up time.

**Response:**

The following responses will be implemented should anyone (students or staff) become symptomatic during the day in the school building:

1. If any staff member becomes symptomatic during the school day, they will be immediately isolated, sent home, and required to be tested for the virus.
2. If any student becomes symptomatic during the school day, they will be immediately isolated until they can be picked by a parent/guardian and it will be strongly encouraged that they be tested for the virus.
3. Should there prove to be a positive case in a given classroom, the teacher and all students will be quarantined immediately for 14 days and return to online virtual instruction. The NMPED and NMDOH will be notified within 4 hours of the time of a positive case notification by submitting the Initial Report COVID-19 Positive Case form.
4. Should it be discovered that a student, staff member, or a family member of a student or staff member has had close contact with a confirmed COVID-19 case outside of the classroom, they must report it immediately to the school administration and quarantine at home for 14 days before returning to the classroom. The NMPED and NMDOH will be notified within 6 hours of the time that a close contact incident is reported by submitting the Close Contact Report form.
5. Should a student become symptomatic when he/she is away from the school building overnight or on the weekend, the parents/guardians must report this to the school administration and it is strongly encouraged that the student be tested.
6. If a student tests positive for the virus, they must quarantine at home for 10 days and be free of fever for 24 hours without medication before returning to school.
7. Should a teacher become symptomatic during the hours he/she is away from the school, they must report this immediately and be tested for the virus. If test results are positive, the staff member must quarantine for at least 10 days and must be without a fever for 24 without medication before coming back to school.
8. Should the teacher have a positive test result, first the NMPED and the NMDOH will be notified. The school maintains a list of approved substitutes who will receive special instructions they must abide by in order to be a substitute in the school during the Covid-19 emergency. They must read, agree in writing, and abide by all the prescribed measures for protection and mitigation of risk that must take place to protect all staff and students.
9. According to the Employee Rights Paid Sick Leave and Expanded family and Medical Leave under the Families First Coronavirus Response Act Employees, the following applies for employees:

## QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- a. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- b. has been advised by a health care provider to self-quarantine related to COVID-19;
- c. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- d. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- e. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
- f. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

In the event that a teacher falls under any of the above categories and is unable to teach his/her class, a substitute teacher will be called to continue with classes, hybrid (if the class is in hybrid mode) and online. In the event that classes are strictly online, the substitute teacher will continue with online classes.

In the event that the school cannot find enough substitute teachers to cover classes then classes will be cancelled.

Teachers may teach from home if they are not experiencing COVID-19 symptoms (asymptomatic).

Office staff must stay home and follow the sick-leave guidelines for COVID-19 if they are experiencing any symptoms. If office staff is asymptomatic, staff may work from home. In the event that all office staff must be quarantined at the same time, the whole school will revert again to online learning, as the staff cannot carry out instructional duties without the assistance of office staff.

These provisions will apply from April 1, 2020 through December 31, 2020.

[Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act](#)  
[External link](#)

10. Information will be provided to all families and staff about where to go to be tested for the virus and updated in weekly information that will go out to parents as a reminder of their responsibilities as well as the school's to help reduce the risk of infection.

**Recovery:**

The following procedures will be followed to make sure that class instruction can begin again for students or staff who have been quarantined because of a positive test for Covid-19:

1. When there has been a quarantine for a particular class or the school in general, all students and staff must be able to attest to lack of symptoms within the past 14 days and anyone who has tested positive for the virus must have been in quarantine for at least 10 days and been free of fever for 24 hours without medication to be eligible to return to the classroom.
2. When all infected individuals have been shown to have been quarantined for at least 10 days after a positive test and free of fever for 24 hours without medication, they may come back to the classroom if they have no fever or symptoms upon arrival at the school.
3. Teachers will give special attention to make sure that students who have been quarantined or are ill with the COVID-19 virus have extra assistance if they have fallen behind academically during their time at home, especially if they were too ill to participate in online classes.
4. The school COVID-19 Preparation and Response Team acknowledges that it is possible that a student, staff member, or family members may suffer emotional distress due to COVID-19 resulting in the death of a family member or loved one, dealing with a serious case of COVID-19 within the family, or the loss of a job which is critical to family support. In such cases, the school will connect the family or student to the services of one or more of our three community school mental health partners. One of these partners will prepare a survey to assess specific needs and the certified mental health professional and her NMSU student intern will provide support through virtual community sessions to talk and answer questions and online educational programs.
5. The COVID-19 Planning and Response Team will meet as needed to review both 1) what is working and 2) what is not working well with regard to each of the 5 stages of this plan. Based on their review, they will plan and implement needed changes with prior notification to the Governance Board Members.