



Raíces del Saber Xinachtli Community School  
Governance Board Meeting Minutes-DRAFT

Date April 22, 2021

Approved: (date of meeting here when approved)

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

The Meeting was conducted via the Zoom Meeting Platform

Time: 5:20 PM – 8:11 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                        | 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 |         |        | 5:23 PM      |                |
| 6                        | Daniel Ferraro      | Director at Large |         |        | 5:34 PM      |                |
| 7                        | Ray Reich           | Director at Large | X       |        |              |                |

Upon determining the presence of a quorum Board Chair, Jane Asche called the meeting to order at 5:18 PM.

Others in Attendance: Principal, Angela Stock; Director of Community Engagement, Lucia Carmona; Business Manager, Vicki Chavez; Staff, Elva Varela; Staff, Isis Inzunza; Staff, Anita Lara; Concilio Co-Chair, Veronica Lucio; FYI Buildings Manager, Fred Mobley

1. *Conflict of Interest Declaration* - No Conflicts
2. *Consent Agenda* – includes approval of the following:
  - a. Agenda for April 22, 2021 Governance Board Meeting
  - b. Minutes of the April 8, 2021 Governance Board Meeting
  - c. The Monthly Finance Report to include:
    - i. Monthly Account Summary of Expenses,
    - ii. Monthly Account Summary of Revenue,
    - iii. Monthly Bank Statement

- iv. Bank Reconciliation Statement,
- v. Monthly Update in Preparation for the Quarterly Cash Report
- vi. Monthly Voucher by Warrant Report
- vii. Monthly Finance Committee Meeting Notes from Finance Committee Chair

**Motion:** Ray Reich moved to approve the consent agenda for today's meeting. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote of all present at the time (Ponce Acosta, Ashe, Hall, Gutierrez, Reich).

3. *Public Input* - No public input

4. *Review of Authorizer Unique Correspondence* - We have been informed by the Chair of the Commission that we must have an interim principal for the last two months of school that is approved by the Commission which will lead to action at this meeting on the proposed individual and contract for services under New Business for this meeting.

**Discussion:** The board chair, Jane Ashe, notes our interim head administrator comes highly recommended by many including our current head administrator, Angela Stock, and our business manager, Vicki Chavez.

5. Discussion with FYI Buildings Manager Fred Mobley – Facilities Issues

- a. *Building permit for current portable* – Fred Mobley reports county responded to permit with comment. No issues were found with fire code – we are in compliance (fire pull stations, lighting, fire safety, etc). Fred is currently making modifications requested by the county in their response. The county is requesting specs on portable which will be provided by FYI by Monday, April 26. The county is also requiring a SWPPP (stormwater pollution prevention plan) due to the installation of a parking lot. The following projects will be complete in the next few weeks (by May 10) - Low voltage cabling brought in for fire alarm requirements and concrete out front, modifications within building not completed yet, sidewalks, asking for a temporary Certificate of Occupancy from county.

**Note:** The county has 30 working days from submittal - Fred will try to expedite. Plan on using Coyote Cabling (day of work), Erod Contractors & General Contractor, James Evans David Rodriguez (a few days of work), Concrete Contractors (sidewalks – do not have a commitment for work yet). While each individual contractor constitutes only a few days of work at most, Mr. Mobley notes his concerns over getting these scheduled as construction has ramped up throughout the city and county. Contractors cannot be scheduled until we have approval from the city for our building permit. The board plans to wait on an update from Mr. Mobley before discussing other options or plans.

- b. Extra portable needed for SY 2021-2022

- i. As soon as the building permit is approved, Mr. Mobley will begin to work on an amendment for the second portable. Amendments tend to only take a few days.
- ii. There is no portable at the moment

- iii. Hatch is looking to get rid of some of their portables – Vicki and Angela provided info. Plan to look at them week of 4/26.
  - c. The need for bathroom in each portable
    - i. Main building bathrooms are maxed out with occupants of main building. Though we are in compliance with the bathrooms in the main building, the board expresses its concerns with so many students using the main building’s bathrooms – the school needs to consider the safety of the students as well as interruption to class time if students travel from portables to main building.
    - ii. Mr. Mobley notes it is feasible to add bathrooms.
  - d. For awareness, Principal Stock notes that Dr. Phillips is also having a hard time with county on work (canopies and sign at road).
6. Principal’s Report by head administrator, Angela Stock
- a. **See Addendum A for more detail.**
  - b. Principal Stock provided:
    - i. Review of professional development, enrollment, grants and applications, Human Resources updates
    - ii. Grants - BAR needs to be completed for Esser II grant. Community School Grant needs to be redone – there are funds we need to reallocate.
    - iii. Cutoff day for rehiring letters is Friday 4/23.
    - iv. Still need to attend training for Rave Panic button provided by the PED
    - v. Student COVID Testing – Covid Tests available to schools to give students. Schools need a staff member to be trained in testing. Parents will need to provide permission for students to be tested. The PED is recommending schools test 10% of students. We have not moved on this yet. There is a relatively quick turnaround once staff is trained and tests are ordered. If we were to offer a stipend it could come out of COVID related grants, we would not need a PO since it is payroll.
7. *Concilio de Padres, by Concilio Co-Chair Veronica Lucio, and Community Engagement Reports (to include Community School Updates), by Director of Operations and Community Engagement Lucia Carmona*
- a. **See Addendum B for more detail.**
  - b. Ms. Lucio notes that the Concilio is ready and available to go the county regarding building permits necessary for portables – this an education access and equity issue.
  - c. Ms. Lucio reports good participation from parents at the meetings.
  - d. Parents are happy with kids being back at school.
  - e. Challenges are noted during to drop-off and pick-up.
  - f. Both Online and In Person Schooling is going great according to parents.
  - g. Review of OST and Community Outreach
  - h. Notes on combining classes during after school – this is not in compliance with the school’s COVID policy. Board will follow up with Head Administrator and COVID Task Force for suggested actions and policy review as requested by Ms. Carmona.

## 8. Committees

- a. Finance and Audit Committees by Treasurer Paul Gutierrez and Business Manager Vicki Chavez (Monthly Financial Report now included in Consent Agenda except for Budget Adjustment Requests – BARS)
  - i. **See Addendum C for more detail.**
  - ii. Possible Discussion and Action on one or more BARS – no BARS this month
  - iii. No Final word or updates available on audit report
  - iv. Bank statements all reconciled.
  - v. The next Raices fiscal budget is due to PED June 7. Principal Stock and Vicki Chavez will work on this task the week of April 26. The goal for next year’s budget is to actively build savings.
  
- b. Academic Performance Committee by Committee Chair, Tonya Hall
  - i. **See Addendum D for more detail.**
  - ii. Review of plans to build reports on Xinachtli & testing data.
  
- c. Governance Board Development Committee by Committee Chair, Ray Reich
  - i. **See Addendum E for more detail**
  - ii. Brief Training on major steps of the Principal recruitment and selection process
    - 1. Review of applicants – We have one ready for a telephone interviews which is scheduled the week of April 26.
    - 2. Review of interview process
  - iii. Update on Board Recruitment Process
    - 1. We have some strong candidates and a nice mixture of people and talents. Time and effort is our biggest concern.
  
- d. Facilities Committee by Facilities Chair, Ray Reich
  - i. See Item 5 – Discussion with Fred Mobley
  
- e. School Safety Committee by Committee Chair, Tonya Hall
  - i. Recommendation for board to review landscaping needs as we complete construction.
  - ii. COVID Safety Practices followed for the most part, though some concerns are noted on Kindergarten dividers not being adequate size for tables (Kindergarten tables have 4 students at them).
  - iii. Committee was not aware of the OST program combining classes in the afternoon – need to follow up as it violates School Covid Policy
  
- f. School Development Committee
  - i. Brief discussion of the purpose of this committee and possibility for future start up for this committee.

## 9. Unfinished Business - None

## 10. New Business

- a. Discussion and possible action for approving the contract for the interim principal for the last two months of school.

- i. Review of contract & financial agreement. Interim principal candidate already in communication with current administrator. Board agrees the contract through ACES(Association of Charter Education Services) is standard and complete. Recommendation letters will be sent to board members and a Purchase Order will be cut for the entire 2 months to expedite the process. Documentation is due on May 10. Regarding the concern over extra pay being required for extra work required by the interim administrator to perform her duty, Board Chair, Jane Asche notes that conversations have been had and Ms. Takacs agrees to work the items required for operation of the school as listed by Angela for no extra pay in the event additional hours are required to perform the work. She also agrees to orient the long term principal.

**Motion:** Ray Reich moved to approve a contract arranged through ACES for Christy Takacs to serve as interim head administrator for Raíces from May 1, 2021 to June 30, 2021. Second by Daniel Ferraro. Motion passed unanimously by roll call vote (all members in attendance by this time).

- b. Discussion and possible action for revision of the dates and timing for the Annual Meeting and the Board-Staff Retreat.

- i. It is recommended by board chair that the Board-Staff retreat is held in August during regular teacher workday times. It is noted that the Annual Meeting must be held during the current 2020-2021 school year. If the Annual Meeting were moved to June, new board members could be voted in. The proposed changes to the scheduled meetings would be:
  1. The May meeting would be a regular board meeting to be held on the fourth Thursday, May 27.
  2. The Annual Meeting would be by June 24.
  3. A combined board/staff retreat would be scheduled sometime in August as determined by the Interim Principal as this calendar would need to be turned in prior to the long-term principal coming on board.
  4. Ms. Carmona requested a community circle for staff, board, and parents in addition. Board agrees this is an excellent idea but doesn't need a motion as it can be planned by Ms. Carmona and the Interim Principal.

**Motion:** Ray Reich moved to make the May meeting a regular meeting to be held on May 27, 2021 and move the annual meeting to June's regular meeting time on June, 24, 2021. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

- c. Discussion and possible action on raising Teacher Substitute Pay.

**Motion:** Ray Reich moved to raise the teacher sub pay to \$120 per day in order to offer competitive pay. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- d. Discussion and possible action on reconvening board meetings at the school site by the May meeting.

- i. The entire board is fully vaccinated. Would need to wear masks and social distance (6ft) in accordance with CDC recommendations. The board meeting room does not allow for those mitigations. The use of the church facilities or portable was suggested. The board agrees to discuss this topic at the May meeting, which will be a virtual meeting. During the May meeting, the Board Chair, Operations Director and Interim Principal will share plans for reconvening at June meeting.

**Motion:** Ray Reich moved to reconvene at the school site by the May meeting. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

- e. Discussion and possible action on a stipend for Elva Varela to become the school's administrator of COVID testing.
  - i. As discussed in principal's report, the PED is recommending. Principal Stock recommends we offer a stipend if Elva were to do it.
  - ii. Questions Raised:
    1. Does it need to be a staff member or a part time nurse?
    2. Is this daily testing?
    3. Does it have to be a staff member?
    4. Who would perform testing if Elva wasn't available?
    5. How long is the training? Training seems to be relatively short – 30 mins.
    6. Do we need to offer testing at the school considering testing is readily available in town?
    7. How many parents are willing to have their students tested?
    8. What would 10% work out to if parents did not want their kids tested? Would we be retesting the same students over and over?
    9. Do we have the facilities for it?
  - iii. Board agrees they need more information in order to make the decision. Covid Safety Committee will research and report at next board meeting.

*11. Agenda items for Next Meeting*

- a. Bilingual application
- b. Approval for bar for Esser II grant

*Adjournment* – Vote to adjourn by roll call vote at 8:11 PM.

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



Signature, Raices Governance Board Secretary

\_\_\_\_\_  
Date Approved

## Principal's Report for April

### Academic Performance

#### Professional Development for the Month of April

**April 16:** Applying techniques from *The Gift of Dyslexia* for reading improvement. Presenters: Norma Mendias (Elementary Special Education teacher) and Carlos Aceves. Ten years ago Norma and Carlos began implementing approaches from this book at all elementary grade levels with good results. They shared their experience and applications.

[http://www.mybrain.co.uk/public/extra\\_book\\_11.php](http://www.mybrain.co.uk/public/extra_book_11.php) Gift of Dyslexia

**April 23:** Using Number Talks in your classroom. Presenter: Wanda Tamez, mc2 (our math trainers for our Bridges curriculum). Wanda or someone from her staff will demonstrate the use of "number talks," part of a constructivist approach to teaching math.

<https://www.youtube.com/watch?v=SoluNz2JC18&t=2s> Number Talks

**April 30:** Neuroscience and its implications for learning. Presenter: Brandi Johnston-Lozada, owner of Brainworks (a private agency applying Neurofeedback).

<https://www.youtube.com/watch?v=us7012Qophc> Neurofeedback

#### Financial Performance

##### Enrollment

To date we have:

Kinder 28

First grade 20

Second grade 19

Total 67

##### ESSER II Grant

The grant was written to purchase the following:

- 100 new chrome books and charging unit for the chrome books-24,374.00
- Extra PPE, cleaners, disinfectants-- 6,192.11
- Canopies for outdoor classrooms--12,757.28

##### Community School Grant: (150,000)

- The grant is being spent down by 60%
- Collaborative Leadership meetings are needed in order to review the original budget and resubmit.
- Communication with Marangellie.

##### NISN/Kellogg Grant-

##### CARES ACT- (10,773.00)

- This grant is currently being used for the part-time custodian.

## Addendum A

- Fully expended

Special Capital Outlay Grant: 9,233.00

- A canopy was purchased to cover the playground structure. (\$6,306.20)
- Individual desks are needed for 2<sup>nd</sup> grade; a plan to use the remaining for chairs. 2,926.80.
- The balance will be leveraged for the outdoor classroom canopies.

Go Bond Library (2427.00)

- This money is still available and will carry over for next year.

Bilingual Education Application

- Submitted on 4/20/21

### **Human Resource Functions**

- Hire our existing custodian full-time, leverage the SEG budget. The custodian cannot start until after this school year.
- Issis currently teaches students online under the immediate supervision of classroom teachers.

### **Facilities:**

- Fred will attend meeting
- Ray will give report

Other:

The NISN annual school review has been cancelled for this year.

Rave Panic Button: Training should be done on this for the upcoming school year.

The Rave Panic Button helps keep everyone safe before, during, and after an emergency. With a one-push activation for any type of emergency, the Rave Panic Button app can simultaneously send out a notification to other teachers and staff on campus while alerting authorities to an active shooter, medical emergency, fire, or other crises. Offering key features and functionality that result in faster response times, improved collaboration, increased situational awareness, and more.

**Raíces del Saber Parent Council Monthly Virtual Meeting**  
**April 15, 2021, 7:00 pm**  
**Agenda and Notes**

**Members of the Concilio Executive Committee (CEC)/Miembros del Comité Ejecutivo del Concilio**

| Position                | Name                   | Phone number | Email  |
|-------------------------|------------------------|--------------|--|
| President               | Verónica Lucio         | 575-312-6075 | <a href="mailto:verolucio6377@gmail.com">verolucio6377@gmail.com</a>         |
| Vice-President          | Karen Chávez           | 575-640-7666 | <a href="mailto:luanash85@gmail.com">luanash85@gmail.com</a>                 |
| Secretary               | Karla Martínez         | 575-449-0872 | <a href="mailto:karomago@hotmail.com">karomago@hotmail.com</a>               |
| Co-Secretary            | Nahtasha Garza-Swendle | 509-595-6006 | <a href="mailto:Nahtasha@yahoo.com">Nahtasha@yahoo.com</a>                   |
| Treasurer               | Massiel Félix          | 575-621-0555 | <a href="mailto:alfredo_flx@yahoo.com">alfredo_flx@yahoo.com</a>             |
| Co-Chair Board Member   | Holaya Ponce-Acosta    | 915-240-4135 | <a href="mailto:hpadjust@gmail.com">hpadjust@gmail.com</a>                   |
| Faculty liaison         | Juanita Ribail         | 915-227-9697 | <a href="mailto:jribail@raicesdelsaber.org">jribail@raicesdelsaber.org</a>   |
| Concilio's Parent Rep.  | Daniel Ferraro         | 915-929-7392 | <a href="mailto:dan.ferraro@gmail.com">dan.ferraro@gmail.com</a>             |
| Principal of the School | Angela Stock           | 575-956-3334 | <a href="mailto:astock@raicesdelsaber.org">astock@raicesdelsaber.org</a>     |
| Staff and Coordinator   | Lucia Carmona          | 575-571-2177 | <a href="mailto:lcarmona@raicesdelsaber.org">lcarmona@raicesdelsaber.org</a> |

**Parents Representative per Grade/Padres Representantes por Grado**

| Grade /Grado                      | Name/Nombre     | Contact Information/Información de Contacto  |
|-----------------------------------|-----------------|--|
| Rep 1 - for Kindergarten          | India Hernández | 575-202-6578<br><a href="mailto:cousinindia@gmail.com">cousinindia@gmail.com</a>           |
| Rep 2 - for Kindergarten          | María Realzola  | 575-649-8255<br><a href="mailto:maria.realzola87@gmail.com">maria.realzola87@gmail.com</a> |
| Rep 1 - for 1 <sup>st</sup> Grade | Ivonne Varela   | 575-805-4721<br><a href="mailto:ivarela1308@gmail.com">ivarela1308@gmail.com</a>           |
| Rep 2 - for 1 <sup>st</sup> Grade | Dany Rivera     | 915-252-6159<br><a href="mailto:Daniel.rivera@beatllc.com">Daniel.rivera@beatllc.com</a>   |
| Rep 1 - for 2 <sup>nd</sup> Grade | Yvonne Lozoya   | 575-650-0298<br><a href="mailto:sudaje@gmail.com">sudaje@gmail.com</a>                     |
| Rep 2 - for 2 <sup>nd</sup> Grade | Gerogina Badoni | 520-396-9424<br><a href="mailto:gbadoni@nmsu.edu">gbadoni@nmsu.edu</a>                     |

1. Welcome and Salute/Bienvenida y Saludo
  
2. Updates by Mrs. Verónica Lucio, Chair of the Concilio Executive Committee /Reporte por La Sra. Verónica Lucio, Presidenta del Comité Ejecutivo del Concilio
  - Introducing Mr. Daniel Ferraro, father of a 2<sup>nd</sup> grade student, he is Representative from the Concilio de Padres at the Governance Board./Presentando al Dr. Daniel Ferraro, Miembro de la Mesa Directiva de la Escuela, Papá de una estudiante de 2<sup>nd</sup> grade y está representando al Concilio de Padres.
  - Most of the updates are related to re-entry in person, excited and happy in coming back to school, being careful and care of each other at the same time. The After School program started on the 12<sup>th</sup>. Hopefully next SY will come with more freedom and working all together help the school as much as we can./La mayor parte de la información nueva está relacionada con el regreso a la escuela en persona, estamos emocionados y felices de regresa, tomando los cuidados necesarios y cuidandonos unos a otros. El programa después de escuela ha comenzado el 12. Tenemos la esperanza de que el próximo Año Escolar tengamos mayor libertad para trabajar juntos y ayudar a la escuela lo más que podamos.

## Addendum B

3. Updates from Mrs. Angela Stock, Principal/Reporte por la Sra. Angela Stock, la Directora
  - Highlighting her letter of retiring from Raices, 30<sup>th</sup> of April as the last day./Resaltando aspectos de la carta que envió a los papás en relación a su retiro, el 30 de Abril es su ultimo día.
  - Brief updates on Re-entry (drop-off/pick-up).- /Breve actualización sobre el Regreso (dejar y llevar a los niños en el estacionamiento de la escuela)
    - Observing how students are becoming aware of distancing and keeping safety./Ha observado como los niños se han ido acostumbrando a mantener distancia.
    - In the news LCPS already started to send students home because of Covid/ya escuchamos en las noticias que el distrito de Las Cruces-LCPS ya comenzaron a regresar estudiantes a casa por causa del Covid.
    - Talk about the new rapid response test at school. This will be by the end of the month. Will send a survey to parents to have a good indication of who might want to participate in this test, or who might want optout. At Raíces Elva Varela is appointed to be who will take the test at school. /Se habló sobre una nueva prueba para el Covid, que se llama “Respuesta inmediata” (Rapid Response) esta prueba se podrá tener en la escuela para el fin del mes. Enviaremos una encuesta a los padres de familia para tener un buen indicador sobre quienes les gustaria tener disponible esta prueba para sus hijos y quienes preferirian por no tomarla. En Raíces Elva Varela es la persona asignada para tomar esta prueba en la escuela.

## Dialogue/Diálogo/Tlahtocan

- Fundraising activities for the upcoming school year. /Actividades de recolección de fondos para el siguiente Año Escolar
    - Needs to get receive direction from Vicky Chavez, Business Manager of the school before the end of this SY to be ready for the next one. /necesitamos recibir orientación de parte de Vicky Chavez, la Gerente de Negocios de la Escuela antes para estar listos el próximo Año Escolar.
    - Make a list of options and ideas./hacer una lista de opciones e ideas
  - Clarification on the pick-up-drop-off/clarificación sobre dejar y recoger estudiantes.
    - Parents stay in the vehicle; staff will take out or in the car of your vehicle./Los padres de familia o quien venga a recogerlos permanecerán en sus vehículos; el personal de la escuela los entregarán o recibirán de sus vehículos.
    - Remind parents to remain in their vehicle, /se les recuerda a los padres de familia que permanezcan en sus vehículos cuando vengán a dejar o recoger a sus estudiantes.
    - Ask parents to come in another time to pick or drop off some papers or park their car./les pedimos a los padres de familia que por favor si van a dejar o firmar algun papel de la escuela se estacionen para no hacer la fila grande.
    - Parents need to be aware of all the work staff is making inside while parents are bringing their students and picking them up./los padres de familia deben saber todo el trabajo que el personal de la escuela hacen adentro mientras los padres están trayendo a sus hijos y cuando vienen a recogerlos.
4. OST Coordinator updates By Anita Lara and Kayla Martinez:/Coordinadoras del Programa Después de Escuela (OST) por Anita Lara y Kayla Martínez:
    - Updates on Starting OST April 12, 2021./Actualizaciones sobre el comienzo de OST el 12 de Abril, 2021.

## Addendum B

- Registration forms were sent to every family, 43 of those registration forms came back. We had plan to cycle all 60 students. However, the number is 43 by the deadline, we decided to bring all those students Monday through Thursday./las formas de inscripción al programa fueron entregadas a todas las familias. 43 de esas hojas de inscripción regresaron. Teníamos el plan de tener por ciclos a los 60 estudiantes, sin embargo, ya que solo 43 fueron recibidas a la fecha límite, decidimos traer a todos los estudiantes de Lunes a Jueves.
- Currently we are trying with students to stay inside for snack and tutoring, outside for the garden, guiding activity and playing. /Actualmente estamos tratando que los(as) estudiantes esté adentro para refrigerio y tutoría, y afuera para el jardín, y actividades guiadas y juegos.
- Many thanks to all parents in helping us to collect snacks. Muchas gracias a todos los padres de familia en ayudarnos a traer refrigerios.
- We would like to request few gift cards for the dollar general store or hardware to get stuffs that may need to be able to get small things. There is the limitation when we receive cash. The suggestion is to by directly items that could be useful to support the program. Nos gustaría solicitar algunas tarjetas de regalo para la tienda del General Dollar o Hardware para que nos permitiera tomar cosas pequeñas. Hay la limitación si tomamos donativo en efectivo.
- Waiting List/lista de espera
  - Currently we are observing who is coming consistently or not, some students are coming not the 4 days. Right now, there are 3 students on this list./actualmente estamos observando quien esta viniendo consistentemente o no, algunos estudiantes no vienen por los 4 días. Ahora mismo, hay 3 estudiantes en esta lista.
- Community Garden/Jardín Comunitario
  - Naui Ollin Garden.- Right now, we have begun already breaking land close to the shed. We did begin a compost area. Started with what we call the “three sisters” corn, beans, and squash, amaranth, and some medicinal herbs. /El Jardín Naui Ollin.- ya hemos comenzado en remover la tierra que esta cerca de la caseta de herramienta. Comenzamos también una area para hacer composta. Hemos comenzado a sembrar con lo que llamamos “las tres hermanas” maiz, frijol, y calabaza, agregaremos amaranto, y algunas otras hierbas medicinales.
  - Need volunteers to support. Any suggestions, or has some individually time to come, please reach out to us./ necesitamos el apoyo de voluntarios. Alguna sugerencia? O si alguien tendrá algun tiempo individualmente para venir, por favor dejenos saber.
  - Dr. Ferraro has a small tiller with a cord it may work./Dr Ferraro tiene un pequeño removedor de tierra que podra trabajar con una extension.
  - Mrs. Karen Chavez and Dany Rivera have large extensions. /Sra. Karen Chavez y Dany Rivera tienen extensiones largas.  
Mrs. Karen Chavez offered her 17<sup>th</sup> son that may come and help during morning time./ Sra. Karen Chavez ofreció a su hijo de 17 años que puede venir a ayuar por las mañanas a trabajar en lo que se necesite del jardín
  - Anita want to suggest.- The afterschool will not be sustainable without IEC or FYI AmeriCorps members, if parents see them give them some acknowledgement or appreciation, they do great job! /Anita quiere sugerir: El programa después de escuela no podría existir sin la participación de los miembros de AmeriCorps de IEC o FYI, si alguno de ustedes los ve por favor reconozcanlos o denles algun gesto de apreciación, ellos(as) han hecho un gran grabajo!

## Addendum B

### 5. Updates by Lucia Carmona, Director of Operations and Community Engagement/Reporte por Lucia Directora de Operaciones y Conexión Comunitaria

- Casa de Mi Alma – Alma de la O. is providing counseling services to two of our families.
- We are distributing flyers and promotional materials to enroll new students for next school year 201-2022. (to this day, we have 15 kindergarten, 3 first grade, 1 second and 1 third. Total 20 new students enrolled)

Partners like La Semilla, Community Action Agency (day care providers at home program), Myrna Children's Village (Pre-K), Little Amigos Pre-K, and Children's Reading Alliance are helping us to disseminate enrollment information for our school. We were able to distribute at this time 400 flyers.

### 6. Next Monthly Meeting (May 20 at 7:00 pm)/Siguiete Reunión Mensual (Mayo 20 a las 7:00 pm) Some topics for next meeting/Algunos temas sugeridos:

- Will be discussed before the next session through each group. /Se discutirá antes de cada sesión con cada salón (K, 1, and 2)
- General Updates/Actualizaciones en general
  - a) OST.- schedule and a progress report on safety issues

### 7. Closing and remarks to leave with a positive thought. /Para cerrar y resumir, dejar algún pensamiento positive.

**Participants:** Parents: Danny Rivera, Karen Chavez, Veronica Lucio, Karla Martinez, Yitzen Lizama, Yvonne Lozoya, Gerogina Badoni. Parent Board member to Represent the Concilio: Daniel Ferraro School Staff: Angela Stock, Principal; Elva Varela, Office Manager; Anita Lara, OST Coordinator; Lucia Carmona, Operations and Community Engagement.



Artwork by Gabriel Gaytan, Chicano Artist from El Paso, TX

## Addendum B

Lucia Carmona's Report  
April 22, 2021

### I. Concilio de Padres coordination and support

1. Working with parents to facilitate the Concilio de Padres (Concilio) meetings.
  - Concilio Executive Committee (CEC) monthly meeting – April 15<sup>th</sup>

#### Highlights from meetings

- Brief updates on Re-entry (drop-off/pick-up).-
- Observing how students are becoming aware of distancing and keeping safety
- In the news LCPS already started to send students home because of Covid
- Talk about the new rapid response test at school. This will be by the end of the month. Will send a survey to parents to have a good indication of who might want to participate in this test, or who might want optout. At Raíces Elva Varela is appointed to be who will take the test at school.

### 2. Dialogue/Diálogo/**Tlahtocan**

- Fundraising activities for the upcoming school year.
- Needs to get receive direction from Vicky Chavez, Business Manager of the school before the end of this SY to be ready for the next one. - Make a list of options and ideas.
- Clarification on the pick-up-drop-off.
  - Parents stay in the vehicle; staff will take out or in the car of your vehicle - Remind parents to remain in their vehicle.
  - Ask parents to come in another time to pick or drop off some papers or park their car
  - Parents need to be aware of all the work staff is making inside while parents are bringing their students and picking them up.

### 3. OST Coordinator updates By Anita Lara and Kayla Martinez:

- Updates on Starting OST April 12, 2021
  - Registration forms were sent to every family, 43 of those registration forms came back. We had plan to cycle all 60 students. However, the number is 43 by the deadline, we decided to bring all those students Monday through Thursday
  - Currently we are trying with students to stay inside for snack and tutoring, outside for the garden, guiding activity and playing
  - Many thanks to all parents in helping us to collect snacks
  - We would like to request few gift cards for the dollar general store or hardware to get stuffs that may need to be able to get small things. There is the limitation when we receive cash. The suggestion is to by directly items that could be useful to support the program.
- Community Garden/Jardín Comunitario
  - **Nai Ollin Garden.**- Right now, we have begun already breaking land close to the shed. We did begin a compost area. Started with what we call the “three sisters” corn, beans, and squash, amaranth, and some medicinal herbs.

## Addendum B

- Need volunteers to support. Any suggestions, or has some individually time to come, please reach out to us.
- Dr. Ferraro has a small tiller with a cord it may work.
- Mrs. Karen Chavez and Dany Rivera have large extensions.
- Mrs. Karen Chavez offered her 17<sup>th</sup> son that may come and help during morning time
- Anita wants to suggest. - The afterschool will not be sustainable without IEC or FYI AmeriCorps members, if parents see them give them some acknowledgement or appreciation, they do great job!

### II. Community School Coordinator administrative items:

- I took and passed the CPO Re-Certification Training which is valid for the next two years.
- We were working on the last review to submit the Community School Budget to Marangellie.
- Continuing working with new partners.
  - a) Casa de Mi Alma – Alma de la O. is providing counseling services to two of our families.
  - b) In partnership with Branigan Library we have a public space to post all our legal and public announcements.
  - c) We are distributing flyers and promotional materials to enroll new students for next school year 201-2022. (to this day, we have 15 kindergarten, 3 first grade, 1 second and 1 third. Total 20 new students enrolled).
  - d) Partners like La Semilla, Community Action Agency (day care providers at home program), Myrna Children's Village (Pre-K), Little Amigos Pre-K, and Children's Reading Alliance are helping us to disseminate enrollment information for our school. We were able to distribute at this time 400 flyers.

### III. OST-IEC program, Out of school Time and Indigenous Educators Corps

1. Coordinating with OST-IEC team new re-entry schedule for After School program (see schedule attached).
2. In partnership with FYI we will be able to serve dinner to all our students as part of the After school program starting next Monday.

### IV. Internal school administrative items:

1. **Facilities:** I submitted today April 22, 2021 the Lease Assistance Application
2. **Hiring new staff positions announcement:** I am distributing and posting job announcements for new staff including Principal position.

**Raices Del Saber Xinachtli Community School**

**Monthly Finance Review and Report to the Governance Council**

Fiscal Year: 2020-2021

Month in review: February 2021

Date: April 20, 2021

Time: 3:00 pm

Members present:

Paul Gutierrez, Angela Stock, Vicki Chavez, Karen Chavez

| Initials | Notes on Item(s) Reviewed   |
|----------|---|
|          | <p>Bank Reconciliations and Bank Statements</p> <p>Bank reconciliation to bank statement reported no difference. Total cash balance is \$263,889.03 before out standings of \$(8,183.21), Actual \$255,705.82 Bank Statement Ending balance = \$263,889.03</p>  |
|          | <p>Cash Report</p> <p>Total Ending cash balance \$127,891.61. Notably \$62,947.40 greater than last month's cash report.</p>  |
|          | <p>Revenue and Expense Reports</p> <p>Total revenue received = \$131,594.88: \$102,821 (SEG), \$9,838.94 State flow through from feds for food services, \$1,619 State flow=through for Title I; \$17,315.66 State flow Community schools grant</p> <p>Total expenses = \$81,181.60 = 42.24% of budget.</p>   |
|          | <p>Check Voucher Report and Check Review</p> <p>Seventeen Total checks written for the month, totaling \$26,385.67. Notable expenses included Cravings Catering, LLC for \$9, 998.24; Government &amp; Educational Furnishing Co for \$6,306.20 and Family and Youth Incorporated for \$6,989.69.</p> <p>Tax payments, and NMERB are included and clearly meet required time frame.</p> |
|          | <p>Budget Adjustment Requests (BARs)</p> <p>No BAR's to report this month.</p>  |
|          | <p>Other</p> <p>Raices next fiscal year Budget due to PED June 7<sup>th</sup>, 2021</p>   |

Notes:

The Finance Committee Chair's signature denotes that the committee has reviewed the stated information and the outcome has been summarized and agreed upon by this committee.

Paul H. Gutierrez  
Finance Committee Chair Signature

4/20/2021  
Date

**Raíces del Saber Xinachtli Community School**  
Academic Committee Monthly Virtual Meeting  
April 21, 2021 5:00 PM – 6:30 PM

**Attendees:** Academic Committee Chair, Tonya Hall; Principal, Angela Stock; Director of Community Outreach, Lucia Carmona; Concilio Representative, Yitzen Lizama

**Academic Committee Notes:**

- Re-entry
  - Updates on space, comm to parents, COVID safety, other Information
  
- Xinachtli Report by Carlos
  - NISN Review – Cancelled, covered in principal’s report.
  
- Structured Literacy
  - Trainings – staff trained through PED on LETRS. These are the diagnostics we will use. Principal has asked all teachers to complete training. Only 1<sup>st</sup> grade I mandated. Laura Hoobler and Juanita Ribail completed LETRS training in Gadsen, have certificates and Principal Stock verified that the certs were validated by PED. Issis & Filo are in process of completed LETRS training. LETRS will replace CORE diagnostic. Principal Stock recommends that LETRS used a a diagnostic tool for K-2.
  - School Requirements – only 1<sup>st</sup> grade is required to complete the training. School is in compliance.
  - Will need to be fully implanted beginning Fall 2021
  
- SEL
  - Implementing SEL (Social Emotional Learning) during regular school time and as part of the After School Program
  - We expect to see no bullying, equity among students when SEL is implanted fully.
  - Data
    - Long Term - # of principal behavior conversation/write-ups
    - Short Term – social/emotional questionnaire (will be given during OST – plan for one before end of year).
    - NMSU partners – Tonya/Lucia to work on re-engaging NMSU partners in developing questionnaires for data collection.

## Addendum D

- OST (Out of School Time)
  - Covered in Concilio Report
  
- Testing Updates
  - ACCESS (tests English proficiency) – state has extended the window to June. Not mandated by state. Original plan to survey parents (as recommended by PED). Need updates on progress.
    - Students have ACCESS data from last year – so it would be great to get it again for this year
  - IStation (test English Reading, Spanish Reading & Math proficiency) –
    - Every month students can take a test to assess proficiency. When students came back in April, some students had taken, some had not. 2<sup>nd</sup> grade tested 4/21. 1<sup>st</sup> grade to test 4/22. 1<sup>st</sup> & 2<sup>nd</sup> grade plan to use iStations 15mins day in preparation for May 1<sup>st</sup> End of Year Assessment.
    - In a normal year we would have Beginning, Middle, and End of Year Data. We don't have this data this year. iStations is used as an assessment for K-2<sup>nd</sup>.
    - It is recommended that each teacher has a schedule for iStations assessment.
  - CORE – no updates this month (data was shared by Principal but not enough time to evaluate it)
  
- OTHER
  - Has someone been Identified who can assist with Spanish translations?
    - Veronia Lucio is available – we need to give her more information about what needs to be translated. (flyers, notes from school – done by Lucia). Would we like to have some curriculum materials or policies translated?
  
  - Thoughts on the 90/10 model
    - Use evaluations and tools – are we evaluating time spent instructing in the languages within class time? These can be principal evaluations and teacher-teacher evaluations
    - How are we doing as far as teaching 90% Spanish in Kinder, 80% Spanish in 1<sup>st</sup>, etc
    - Surveys could be sent to parents and given to students during class time.

Addendum D

Do we need to create these tools? This is a good project to ask our NMSU partners to help with.

- Could we offer bilingual certification for our students?



\_\_\_\_\_

Academic Committee Chair Signature

4/21/2021

Date

## Governance Board Development Committee

April 22, 2021 Board Meeting Report

### 1. Update and Brief Training: Major steps of the Principal Recruitment and Selection Process

As a reminder of last month's training and detailed information about the steps in the process here is a quick review:

Step 1. Advertise broadly in media outlets – Ray and Jane worked getting announcements in the following media outlets:

- Weekly Announcements in The Las Cruces Bulletin
- The UTEP Job Advertising Service which advertises electronically
- NN REAP, which advertises electronic postings for education positions throughout NM
- NMSU Handshake – an electronic job posting service that reaches all NM Alumni
- Weekly announcements sent by NMSU College of Education to all faculty and graduate students
- Indeed.com – a national website that advertises all kinds of jobs across the country.
- Announcement on Raíces website at [www.raicesdelsaber.org/careers](http://www.raicesdelsaber.org/careers)

Step 2. Acknowledgement of applications and setting up of a telephone interview with persons who do have a Level Three-B administrative license. So far we have 3 applicants and the promise of a fourth one:

- Araceli Solis – she is a teacher and does not have Level Three-B license
- Julia Rivera Tapias – She does have the Level NM Three-B K-12 license and we are working to set up a telephone interview with her next week. She is very well qualified and is currently a charter school principal.
- Dr. Thomas Graves – Does have the correct K-12 K-12NM Three-B license, but says his Spanish might not be considered fluent. He has not submitted the full application package. It is minus recommendations and the cover letter which answers two important questions that we pose for the applicants. We have corresponded about that.
- Dr. Robert Torrez – Does hold a correct K-12 NM Three-B K-12 license. He has not submitted the full application package. It minus the cover letter which answers two important questions that we pose for the applicants.
- Dr. Victoria Pando has sent word she is working on her application and she would be a very strong candidate.

Step 3. Using the interview protocol in our approved recruitment plan, we will do a telephone interview with all applicants that appear to meet the criteria.

## Addendum E

Step 4. Select the top 2 to 3 candidates that appear to be a good fit through the telephone interview to come for an interview in person that will include an interview with board members, staff, and parents.

### 2. Update on Board Recruitment Process:

Board Members Ray Reich and Jane Asche have been pursuing potential new board members over the last two months. To date we have interviewed 3 potential candidates as follows:

- a. Erica De La O – She is very interested and plans to attend the June Board Meeting at which time we could bring her on with the understanding that she will take the 10 hours of board training in July. Erica is a very fluent in Spanish and grew up in Mexico. In her most recent job she worked with providing services to immigrants in our region of NM. She is very committed to the idea of dual language education and the Mesoamerican curriculum. She has experience in managing budgets and a BA degree from NMSU in Government. We have not gotten her letter of intent, but do have her resume because her computer was hacked and she lost her letter of intent in the process, but had a copy of her resume that she could send from her husband’s computer.
- b. Sabrina Zamora – She holds a doctorate in Educational Administration and works at Las Cruces High school. Her heritage is a mix between Mexican and Apache Native American with one parent from each culture. She speaks, as she says, “Spanglish”, not completely fluent in Spanish. She has an excellent background in business management and has experience with writing grants and doing fundraising. She plans to attend the June Raices Board Meeting to be voted in and will do the 10 hours of training in July. She will send her letter of intent and resume soon.
- c. Maria Luis Gonzalez – She holds a doctorate in Educational Administration and is known by the nickname of MaLu by everyone. Before her retirement she worked at NMSU and also UTEP, where she has served the colleges of education as an expert in Borderland studies and a great advocate for dual language schools. She has informed us that she is currently addressing a health issues that is requiring a great deal of physical therapy. However, she is going to attend the June Raices Board Meeting with Sabrina Zamora, for whom she has been a close mentor, and is still considering joining the board.