



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

Date August 27, 2020

Approved: September 24, 2020

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

The Meeting was conducted via the Zoom Meeting Platform

Time: 5:21pm – 7:34pm

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			X 5:29	
7	Ray Reich	Director at Large		X		

Upon determining the presence of a quorum Board Chair, Jane Asche, called the meeting to order at 5:21 pm.

Others in Attendance: Principal, Angela Stock; Director of Community Engagement, Lucia Carmona; Business Manager, Vicki Chavez; Office Administrator, Elva Varela; Prof NMSU & Raíces Equity Council, Dulcinea Lara; Parents Representative, Yitzen Lizama; Special Education Teacher, Filo Rigales (Joined 5:26 pm); 2nd Grade Teacher Raíces, Juanita Ribail; Out of School Coordinator, Kayla Martinez

1. *Conflict of Interest Declaration (None Declared)*
2. *Approval of Agenda - Approved*
Motion: Emma Armendáriz moved to approve agenda for the August 27, 2020, Raíces Governance Board Meeting as submitted. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.
3. *Approval of Minutes of July 23, 2020, Meeting – Approved*
Motion: Holaya Ponce Acosta moved to approve the Minutes for the July 23, 2020, Raíces Governance Board Meeting with corrected date. Second by Emma Armendáriz. Motion passed unanimously by roll call vote.

* Indicates Action Item

Xinachtli Reflection presented by Holaya Ponce Acosta – Smoking Mirror, when you see flaws in others you must see them in yourself. Suspend Judgement.

4. *Public Input*

Dulcinea sent info for upcoming forum on equity in education. Raíces Staff and Board Members have been invited to attend: 9/2 @ 6:30pm

5. *Consent Agenda (No Items)*

6. *Review of Authorizer Unique Correspondence*

- Approval of new business manager
We have received approval for our new business manager from the Public Education Commission.
- Update on implications of COVID-19 on school operations
Covered in Principal's report

7. *Principal's Report*

- See appended report for Academic Performance, Financial Performance, Human Resource Functions, Student Support Services and School Environment
- K-5+ application: Do not plan to apply for K-5+ due to limited staff, unless the board thinks otherwise. Board supported principal's decision.
- Online Learning – at 95% attendance. Students have online classes in small groups (5-6 students). There has been no definite answers from the NM Governor's office on start of hybrid learning. The impression is that both the NM Governor's office and the PED would prefer remote learning until January 2021. Request from Principal Stock for support from the board if students are allowed in. Will discuss with staff. Parents in attendance would support a hybrid model, pending a well-defined plan and policies.
- Spanish Proficiency Testing – State has requested a new test but no word from the state yet. Quick discussion on testing for showing student progress (as specified in our charter). If IPT won't be used, we will need to inform the PEC.
- Finance – Discussion on possible uses for capital outlay fund

8. *Report from Committees*

- Finance and Audit Committees
 - i. Discussion on August financial report including the following: Account Summary Report, Bank Reconciliation Report, Bank Statement, SEG adjustments, Voucher by Warrant for NMPSIA risk insurance premium.
 - ii. Discussion and possible action on Budget Adjustment Requests as follows: 577-000-2021-0001-IB; 577-000-2021-002-I_Title II_24154; 577-000-2021-0003-IB_PSFA_31200;
 - iii. Update on preparations for School Audit – audit committee briefed on audit process. First Audit Meeting with the state auditors scheduled Sept 11.

* Indicates Action Item

Motion: Daniel Ferraro (joined at 5:29 pm, prior to the Finance Committee report) moved to accept the Finance report as presented by Finance Committee. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

Motion: Paul Gutierrez moved to approve the BAR numbered 577-000-2021-001-IB_Kellogg Carryover_26121. Second by Emma Armendariz. Motion passed unanimously by roll call vote.

Motion: Emma Armendariz moved to approve the BAR numbered 577-000-2021-002-I_Title II_24154. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

Motion: Emma Armendariz moved to approve the BAR numbered 577-000-2021-0003-IB_Psfa_31200. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- Academic Performance Committee
 - i. Discussion on how required testing/assessments will be handled during the Covid-19 pandemic restrictions. Discussed in principal's report above.
- Governance Board Development Committee
 - i. Discussion on Board Member Recruitment and Training on each member's responsibility to uphold the Open Meetings Act.
 - ii. Board Organization – Brief discussion of board training, role transitions, supporting committees and board recruitment
- Facilities Committee
 - i. Report on the progress of the portable unit – discussed in principal's report

9. *Unfinished Business (None)*

10. *New Business*

- Discussion and possible action on all staff contracts other than Principal. (appendix 2)

Motion: Paul Gutierrez moved to approve the staff contracts for Elva Varela, Filomena Rigales, Juanita Ribail, Regina Miller, Laura Hoobler, Lucia Carmona, Carlos Aceves, and Kayla Martinez. Second by Emma Armendariz. Motion passed unanimously by roll call vote.

- Discussion and possible action on Electronic signatures (Angela and Lucia's) on checks when printed allowing Priscilla Cabral at SWREC to mail checks out directly to vendors. This will reduce the time it takes for vendors to receive checks from Raíces. We currently have to wait for checks to be printed and mailed out to the school for signatures and then the school mails to the vendors, almost always causing payments to be late.

Motion: Emma Armendariz moved to approve the use of electronic signatures for Angela Stock and Lucia Carmona to sign checks that allows Priscilla Cabral at SWREC to mail checks directly to vendors. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- Discussion and possible action on NSLP (National School Lunchtime Program) Meal reimbursement rates: Breakfast \$2.15, Lunch \$3.40, and Snacks \$.70

Motion: Daniel Ferraro moved to approve the reimbursement rates for the NSLP Meal: Breakfast \$2.15, Lunch \$3.40, and Snacks \$.70. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- Discussion and possible action on a Memorandum of Understanding (MOU) between NISN and Raíces related to the Indigenous Educator Corps placements at Raíces.

Motion: Paul Gutierrez moved to approve the MOU between NISN and Raíces related to the Indigenous Educator Corps placements at Raíces. Second by Emma Armendariz. Motion passed unanimously by roll call vote.

- Discussion and possible action on class size waiver request to the PED.

Motion: Emma Armendariz moved to approve the class size waiver request for Kindergarten for class size greater than 20 to the PED. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- Discussion and possible action on a MOU between Raíces and La Academia Dolores Huerta Charter to use their ORI number to gain access to the background checks of staff and volunteers at Raíces. An ORI (Originating Agency Identifier) number is a 9-character identifier assigned to public agencies. It is a necessary requirement to obtain the results of background checks from the FBI that includes finger print search on an individual's background. The FBI stopped giving these numbers out last July of 2019 and have not caught up because of the pandemic.

Motion: Holaya Ponce Acosta moved to approve MOU between Raíces and La Academia Dolores Huerta Charter to use their ORI (Originating Agency Identifier) number in order to obtain FBI background checks and run fingerprint searches. Second by Emma Armendariz. Motion passed unanimously by roll call vote.

- Discussion and possible action on the School's revised Re-entry Plan.

Motion: Emma Armendariz moved to approve the School's revised re-entry plan. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

- Discussion and possible action on the Cares Act Funds.

Motion: Emma Armendariz moved to approve the revised plan for the expensing of the of the Cares Act Funds for janitorial services 3 hours per day. Second by Daniel Ferraro. Motion passed unanimously by roll call vote.

- Discussion and possible action on proposed calendar for Governance Board Meetings during the 2021 school year.

Motion: Emma Armendariz moved to approve the Governance Board Meeting calendar for the 2021 school year. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

The approved SY 2021 Governance Board Meeting dates are posted on the Raíces website.

11. Agenda items for Next Meeting

- NISN MOU
- Discussion and Possible Action on a Re-entry plan policy to be developed by the Governance Board Development Committee

12. Date of the Next Governance Board Meeting – Thursday, September 24, 2020, via a Virtual Zoom Meeting

Adjournment – Vote to adjourn by roll call voice vote at 7:34pm.

Motion: Emma Armendariz moved to adjourn the meeting. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.



Signature, Raíces Governance Board Secretary



Date Approved

* Indicates Action Item

Principal's Report

Raíces Del Saber Xinachtli

August 24, 2020

Academic Performance

Our academic calendar was approved to include the Extended Learning dates. We have divided the extra dates to include two during the fall break, November 23rd and 24th, two during the winter break, December 21st, 22nd, and 23rd, and 5 days in June 1st-5th. We still don't have a definite amount in SEG for extended learning.

Teachers are using Google Classroom as the LMS for the school, even though the state provided Canvas to our district at no cost it was a more difficult, non-teacher-parent friendly LMS. Kari Amador a teacher with master degrees in Curriculum and Instruction and Educational Leadership and who works for Pecos Connections Academy, a virtual school that serves students across the state of New Mexico provided PD to our teachers in the essentials of google classroom. The start was rough because of our new teachers not being familiar with our school and students by the second week things smoothed out and this week being the third week of remote learning we are just ironing out the kinks before we proceed with more professional development in Google Classrooms. PED is beginning to provide PD in virtual classes to teachers. Currently we are meeting daily to make sure we are all on the same page in regard to virtual learning.

In case we are given the ok to move forward with hybrid classes, our plan is to bring in 10 students at a time, half of the class on Monday and Tuesday...Have Wednesday off for cleaning and PD and then bring the other half of the class on Thursday and Friday.

Carlos is working with teachers in regard to implementing the Xinachtli curriculum, at the present time Carlos meets with all students during the Community Circle, other teachers observe and follow along taking note to take over that portion of the instruction in the near future.

We have identified student who are in need of extra tutoring time, as soon as we have AmeriCorps and FYI tutors on board, we will be able to bring them in for tutoring. We have also worked with families of students that need to be accelerated and have put them on the Student Assistance Team (SAT) process. The purpose of the SAT committee is to help provide interventions to students to either accelerate or help to bring up to grade level. The SAT committee also provides recommendations for testing for either gifted program or services for learning development delays.

TESTING:

We currently do not have due dates for assessments, just word from PED that BOY assessment due dates will be extended. Assessments given at the beginning of the year are the EKOT at kindergarten and WIDA placement test for kindergarteners and any out of state students.

Financial Performance

To date we have:

Kinder 24

1st 20

2nd 17

We lost students and gained some back. The students we lost were because parents were wanting their students to start face to face. Others were lack of someone having daycare.

We continue to receive new students. I am still aiming for 80 students by the 40th day count.

Lucia and I made contact with Eric Ahner, Head Administrator at John Paul Taylor. The contact was to establish a partnership in sharing ideas, or other resources. Currently they have kindergarten students on a waiting list, Eric will reach out to his board and ask if it's ok to share their contact information with us for recruiting purposes.

Principal's Report

Raíces Del Saber Xinachtli

August 24, 2020

NISN is in the process of awarding Raíces with year two of the Kellogg start-up grant. The award for this grant will be for \$71,912.50. If our student count goes up we will be eligible for more funding in October of this year. The breakdown for line items are as follows:

- 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 spending on assessments in both English and Spanish as required by PED.

School Office Technology line item will be used to purchase office desktops for Lucia and Angela, to date we have laptops and would like bigger screens and computers that stay static.

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 school security system.

Raíces is still awaiting on the Community School Implementation grant. The last information was that we might hear about receiving it by the end of August.

Human Resource Functions

- Staff Contracts are included in your packet
- To date we are only waiting on OST Coordinator to sign their contracts.
- We are looking for custodian for 3 hours per day. This position will be funded by the CAREs grant this year.
- The teacher observation will no longer be NM TEACH, it will now be ELEVATE NM by Frontline. Currently we do not have due dates to do observation. We have been asked by PED to sign on to virtual classes to observe.

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.
- Teddy Carrasco from is conducting vision and hearing tests on our students. Teddy is a licensed nurse with LCPS and volunteers with Raíces. He also volunteers with La Academia; they pay him a stipend.

Principal's Report

Raíces Del Saber Xinachtli

August 24, 2020

- The Safety Plan was submitted and approved; there is a hard copy for each board member at the school.
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School Environment

- Our portables have been brought in, new flooring and ceilings were put in; Fred is waiting on a permit from the county that gives permission on establishing the building.
- Part of the fencing has been moved to fence in new parameters.
- We have established the parameters for the outdoor classroom areas, we are just waiting on the Implementation grant.
- The door to the conference room has been framed, sheet rocked and installed, we are still waiting for painting.