



Raices del Saber Xinachtli Community School

Governance Board Meeting Minutes

May 28, 2020

Approved June 10, 2020 at Special Meeting

Raices del Saber Xinachtli Community School

Meeting Conducted Virtually via Zoom Online Conferencing

5:15 pm to 7:28 pm

1. *Call to Order* – at 5:15 PM

2. *Roll Call*

Governance Board Chair Emma Armendariz asked all present (Board Members, Staff and Public) on the Zoom screen to give their first and last name for the record. The following Board Members, staff and public members were present:

Present: Emma Armendáriz (Chair), Holaya Ponce Acosta (Vice-Chair), Jane Asche (Secretary), Daniel Ferraro (Daniel joined us at 5:25 pm), Paul Gutierrez, Tonya Hall, Ray Reich (Treasurer). *Quorum present for meeting.*

Absent: None

Others Present: Angela Stock, Principal; Lucia Carmona, Director of Community Engagement; Joseph Lucero, Business Manager; Kayla Martinez, AmeriCorps Member; India Hernandez, newly enrolled parent for SY 2021; Dulcinea Lara, Raices Equity Council Member; Natasha Garza Swindle, Raices Parent; and Rosemarie Sanchez, Community Member.

3. *Conflict of Interest Declaration:* None were declared.

(Board Member Daniel Ferraro arrived at 5:25 pm)

4. *Approval of May 28, 2020 Agenda:*

Motion: Paul Gutierrez moved that the May 28 Board Meeting Agenda be approved as submitted. Second by Ray Reich. Motion passed unanimously by roll call vote.

5. *Public Input:* There were no requests for public input, but introductions were made of the persons who were attending from the public: parents, the Equity Council Member and the community member.

6. *Consent Agenda:*

a. Approval of April 23, 2020 Board Meeting Minutes

The consent agenda was approved with Seven (7) YES votes and Zero (0) NO votes

7. *Reports from Committees:*

- a. Finance – Business Manager Joseph Lucero facilitated a very thorough discussion of the proposed budget for SY 2021 for the second month in a row followed by a review of the May monthly financial report ending on April 30, 2020 and the budget adjustment requests for this month.

Possible action on:

- I. *April 30, 2020 monthly finance report,*
- II. *The Account Register Report,*
- III. *Bank Reconciliation Report, and*
- IV. *Budget Adjustment Requests (BARs) for the month.*

After discussion the following action was taken:

Motion: Ray Reich moved to approve the May Financial report, including the Account Register Report, the Bank Reconciliation Report, and the following BARs: 577-000-1920-0023-I; 577-000-1920-0024-I; 577-000-1920-0025-I; and 577-000-1920-0026-IB. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- b. Academic Performance Committee – Principal Stock reported that the official school year ended on May 22 without any final academic assessments because of the Covid-virus lock down. However, instruction continued until the last day of school online. The AmeriCorps members created You-Tube videos of the teacher instructions to go along with the assignments for work at home for the students. Principal Stock stated that assessment tests will be administered to the students immediately in the fall of the 2020-2021 School Year and appropriate interventions will be planned for each student based on their assessment results to bring all students up to grade level proficiency.
- c. Facilities Committee: Principal, Angela Stock and Fred Mobley
 - I. *Report on addition of the mobile units for expansion of next classrooms:* Fred Mobley, FYI Facilities Manager, has located a two room portable unit to serve as a classroom for the second grade class and an activity room for the parents. He has not yet brought the portable unit on site. When he does, some improvements will need to be made to it.
 - II. *Report on the status of the request for permanent school zoning:* The school signs were to be posted on the highway in front of the school on May 28th. There will be a meeting with the County Commissioners on June 25th regarding the request for permanent school zoning status. **Action:** Ray Reich will follow through on this and will work with Fred Mobley.

III. *Possible action on the appointing a new chair of the facilities committee:* No action was taken.

d. Governance Board Development Committee – Jane Asche,

- I. *Training on Board Officer and Committee Duties and the Purpose and Role of the Annual Meeting:* Chair of the Committee, Jane Asche, explained that a key function of the Board Annual Retreat is to elect Board Officers for the year. **Action:** Jane will send by email the training document that explains the job description of each officer as prescribed in the Governance Board Bylaws and the charter application. All Board Members are being asked to consider these roles so that the Board Chair can prepare a slate for the Annual Retreat. This is also the time that new Board Members may be elected should we need to do so to meet the requirements of the minimum number for the bylaws.

Next, Jane asked for each board member to reflect on what they would like to see as an outcome for Board/Staff Retreat that will follow the Annual Business Meeting. These responses will be sent to our two NISN Board facilitators, Antoinette Tellez Humble and Corina Chavez. See Appendix A for list.

- II. *Board Quick Check Survey in preparation for the June Annual Meeting & Retreat:* Jane may be also asking the Board Members to fill out *the Board Quick Check Survey* to be used as a planning tool for Retreat.

Everyone was reminded that the combined Annual Meeting and Retreat will be held virtually on Saturday, June 27, from 8:00 am to Noon.

8. *Raíces Principal Report:* Principal, Angela Stock

In place of a written report this month, Principal Stock shared with the Board Members on the screen the list of 14 applications that have been submitted to the PED within the recent weeks. She gave a summary of each of these applications and the status for each as to whether they had been approved by the PED. These were all applications for which we have had ongoing updates and discussion.

9. *Old Business:*

- a. Possible action on approval of the school budget for SY 2021. After further discussion of the proposed SY 2020-2021 budget the following action was taken:

Motion: Ray Reich moved to approve the SY 2021 operational budget. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- b. Possible action on approval of a revised SY 2020-2021 Academic and Budget Calendars. After final review of the calendars, the following action was taken:

Motion: Ray Reich moved to approve the SY 2020-2021 Academic and Budget Calendars. Second by Dan Ferraro. Motion passed unanimously by roll call vote.

[Emma Armendáriz left the meeting due to technical difficulties and Holaya Ponce Acosta left the meeting due to an unforeseen matter of business at 7:00 PM]. The Secretary Jane Asche facilitated the remainder of the meeting. Quorum was still present.]

- c. Update on the Community School grant application: Principal Stock reported that the Community School Implementation Grant for \$150,000 had been approved by the PED and final requested budget revisions will be submitted on May 29.

10. *New Business:*

- a. Possible Action on Business Manager Contract. After discussion of the need for a business manager close to home for training of staff and board members and for a fee which is more affordable, the board took the following action:

Motion: Ray Reich moved to approve the signing of a contract with the Southwest Regional Education Cooperative for Business Manager services for the fee of \$35,000 for the year. Second by Tonya Hall. Approval of the minutes of the May 28th Meeting.

- b. Possible action on the NM DASH Reports Submitted by Principal Stock:

Motion: Paul Gutierrez moved to approve the final submission of all 14 reports to NM DASH. Second by Dan Ferraro. Motion passed unanimously by roll call vote.

- c. Possible action on Title II Application:

Motion: Ray Reich moved to approve the submission of the Title I Application to the PED. Second by Tonya Hall. Motion passed unanimously by roll call vote.

- d. Possible action on the Fine Arts and IDEA B Applications:

Motion: Dan Ferraro moved to approve the submission of the Fine Arts Application to the NM STARS (Student Teacher Accountability Reporting System) and IDEA B Application for Special education funding to the NM PED. Second by Tonya Hall. Motion passed unanimously by roll call vote.

11. *Agenda items for Next Meeting:*

- May need a special emergency meeting to consider approval of some final applications to the PED before the end of June.
- Approval of the minutes of the May 28th Meeting.
- Election of Governance Board Officers at the Annual Meeting on June 27.

12. *Date of the Next Governance Board Meeting:* **Saturday, June 27, 2020, 8:00 am -Noon.**

13. *Adjournment:* – Vote to adjourn by roll call voice vote.

Motion: Paul Gutierrez moved to adjourn the meeting at 7:28 pm. Second by Dan Ferraro. Motion passed unanimously by roll call vote.

Jane A. Asche

Signature of Board Secretary

6/10/2020

Date

**Desired Outcomes for Annual Retreat
As expressed by Board Members & Staff
In attendance at the May 28 Board Meeting**

1. Hope we have a plan for reporting metrics that makes it easy to report on school accomplishments.
2. Would like to see our partnership with NMSU fully developed to result in their providing teachers who are:
 - a. very proficient in using the 90/10 dual language model, and
 - b. trained in the use of indigenous multicultural curriculums, as well as,
 - c. helping use their public radio capacity to inform the public about the value of a dual language, multicultural education.
3. Have a plan for our Board Member Emma to do professional development with our current Raices teachers on the 90/10 dual language model.
4. Have a process that will help us monitor our board work and learn how to be a better board for the school.
5. Have a plan in place for the school to use the latest instructional technologies and effective STEAM activities.
6. A plan to get a good marquee for the school that will advertise our open enrollment of students and special community events.
7. A plan in place for all staff to become better trained in the Xinachtli Curriculum.
8. A plan for better integration of physical education into the curriculum with meditative yoga as a part of the classroom day (this currently is a part of the afterschool program).
9. A process in place for increasing the capacity of board and staff to act as a collaborative team to support
 - a. the achievement of the school's mission and
 - b. the principal in carrying out the required work of the state and federal education bureaucracies.