



Raíces del Saber Xinachtli Community School

Governance Board Meeting Minutes

Date, 2019

400 Bell Ave. in Raíces Office Portable

Located at East End of La Academia Dolores Huerta

5:01 pm to 6:37 PM

1. **Call to Order** – at 5:01 PM

2. **Roll Call**

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

Present: Holaya Ponce Acosta, Emma Armendáriz, Jane Asche, Alejandro Flores, Paul Gutierrez, Ray Reich. *Quorum present for meeting.*

Absent: Rocio Benedicto (Excused)

Others Present: Daniel Ferraro, Student Parent

3. **Conflict of Interest Declaration** – No Board Member declared a conflict of interest.

4. **Approval of Agenda**

Motion: Ray Reich moved that the October 24, 2019, meeting agenda be approved as submitted. Second by Holaya Acosta Ponce. Motion passed unanimously by roll call vote.

5. **Public Input** – None was requested.

6. **Consent Agenda**

- a) Approval of Minutes of September 26, 2019, Board Meeting
- b) Principal's Report

Motion: Paul Gutierrez moved to approve the consent agenda items which include the Board Meeting Minutes of the September 26, 2019, Meeting and the Principal's Report for the October 24 Board Meeting. Second by Ray Reich. Motion passed unanimously by roll call vote.

7. **Reports from Committees**

- a. Academic Performance Committee Report (Included in the Principal's Report – See Attachment 1.)

- b. Finance Committee Report by Ray Reich – Ray began by explaining that we will conduct business on the October financial report while we have our business manager, Joseph Lucero, with us by conference phone and then move to discussion of other budget issues.

1) *Review of the September Budget Report* with the Business Manager possible action on:

- i. *Bank Account Register Activity Report,*
- ii. *Bank Reconciliation Statement*

After a discussion with Business Manager, Joseph Lucero of the Vigil Group, in which question were asked by Board Members about the October Financial Report, the following action took place.

Motion: Ray Reich moved to approve the Bank Account Register Activity Report and the Bank Reconciliation Statement in the October Financial Report. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

2) *Possible action on Revised Budget and Budget Adjustment Requests* in the October Financial Report

- i. *Revised Budget* - After discussion on 1) the need to reduce the State Equalization Guarantee Budget (SEG) due to the lower student number on the 40th day than anticipated, and 2) how the proposed budget cuts were made, the following action was taken.

Motion: Paul Gutierrez moved to approve the budget revisions as proposed in the SEG budget with major budget cuts being moved to the Federal CSP (NISN) grant, the NM Community School grant, and the pending W.K. Kellogg grant. Second by ray Reich. Motion passed unanimously by roll call vote.

- ii. *Budget Adjustment Requests* for October – After discussion on the three Budget Adjustment Requests in the October Financial Report the following action was taken.

Motion: Paul Gutierrez moved to approve the following Budget Adjustment Requests: 1) Doc ID: 577-000-1920-0006-IB for \$2,427 for Library general supplies and materials from the PED; 2) Doc ID: 577-000-1920-0007-IB for \$44,284 from the Public School Capital Outlay Office for lease reimbursement funds; 3) Doc ID: 577-000-1920-0005-IB for \$35,000 from Special Capital Outlay-State funds for school equipment. Second by Holya Ponce Acosta. Motion passed unanimously by roll call vote.

- c. Facilities Committee Report by Alejandro Flores

- 1) Update on progress on the building renovations, and
- 2) potential move in date

Alejandro reported that renovations on the school's permanent location at 2211 N. Valley Drive are coming along very well including the following updates: walls are painted; tile flooring is down; the highway repainting which now permits a left turn into the school parking lot from northbound traffic is done; and it appears that the HVAC installation is done. The things still to be done are the installation of bathroom fixtures and lights, the electrical and plumbing inspections, and finally the Public School Finance Authority (PSFA) inspection. Alejandro believes that a realistic move-in date is the end of November.

d. Governance Board Development Committee Report by Jane Asche

- 1) *Discussion on potential new Board Member - Maria Elena Garza d' Vargas*
Jane reported a couple of appointments were set up to do an interview which had to be cancelled because of complications in her schedule. She has promised to get back to Jane with a new date as soon as possible.
- 2) *Board training on the Principal Evaluation Process* – Jane conducted a training on the evaluation process for the Principal. Board Chair, Emma Armendáriz, is in charge of the process as indicated in our charter application. **Action:** The training document that was handed out at the board meeting will be sent electronically to all board members to be kept in their files of all board training documents.

8. **Raíces Principal Report** – Discussion on and opportunity for Board Members to ask questions. Board Chair, Emma Armendáriz, asked if there were any comments or questions for Ms. Stock since she and the Raíces 1st grade teacher were attending a training in Albuquerque conducted by the PED for principals and teachers on social and emotional learning. Jane Asche did comment on the fact that Angela is tracking the problems of getting information from our test coordinator, Tom Genne, on the IPT Spanish Oral Test, which will provide our benchmarks for achievement on our mission related school goal that is part of our school's performance agreement with the Public Education Commission.

9. **Old Business**

- a. Possible action on the expenditure of the Capital Outlay Funds for playground equipment. See proposed expenditure list in Principal's report.

Motion: Ray Reich moved to approve the \$35,000 in State Capital Outlay Funds for school furniture be spent on playground equipment, a table and chairs for the conference room, and any other priority for equipment deemed necessary by the staff if there are any left-over funds. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

- b. Possible action on all Updated Board Policies for the 2019-2020 school year. The Board members received all updated school policies for the 2019-2020 school year to review three weeks prior to the October Board Meeting. These policies are included in the following five handbooks: Student & Parent Handbook, Staff/Employee Handbook, Special Education Policies and Procedures Handbook, Governance Board Handbook, and Internal Controls Handbook. After a brief discussion the following action was taken.

Motion: Ray Reich moved to approve all updated policies and procedures included in the five handbooks. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

10. New Business

- a. Discussion and Possible Action on Renegotiation of the Contract for the Office Manager. As a cost saving measure to get through this first year, it is necessary to cut the office manager to half-time for the last 8 months of the fiscal year. After discussion as to her crucial role in taking over clerical work done by the Director of Operation so she is free to fully implement the Community School grant, the following action was taken.

Motion: Ray Reich moved to approve the renegotiated contract for Elva Varela to half-time for the final 8 months of the fiscal year with a total salary for the period of \$8,334 and 16.56% benefits.

- b. Report from the Concilio de Padres – Lucia Carmona gave the report for the Concilio de Padres since the president could not present. Key information is that the Concilio has now chosen Yitzen Lizama as the president of the Concilio and are recommending Daniel Ferraro as the parent member of the Governance Board. The Governance Board Development Committee will proceed with the interview protocol for consideration of Mr. Ferraro as a member of the Board. (For the report of the Concilio go to Attachment 2.)

11. Agenda Items for Next Meeting

- ✓ Update on the Community School Grant
- ✓ Opening date for permanent school site
- ✓ Planning for the move to the new site
- ✓ Planning for the December 3 site visit from the PED

12. Date and Location of Next Board Meeting is November 21, 2019, at 400 Bell Ave.

13. Adjournment by roll call vote:

Motion: Paul Gutierrez moved to adjourn the meeting at 6:37 PM. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

Principal's Report

Raíces Del Saber Xinachtli Community School
October 23, 2019

Academic Performance

Report cards went out on October 22nd same as LCPS. The calendar was edited at the beginning of the school year in order to follow the same calendar as LCPS with grades going out. We have parents who have other children who attend LCPS and we like to be as close to matching their dates as possible. It has been noted that our days off for fall break and Thanksgiving holiday do not mesh and it's caused much confusion to the parents, hopefully next year we can match them up.

Raices teachers have been registered with the state's evaluation system that was changed this year to not reflect student data. The number of evaluations were reduced, and a walkthrough was added. Raices teachers have completed their Professional Development Plan's, self-evaluations, and have had their first walkthrough completed by me.

All testing has been done except for IPT, I am currently researching this testing as it is one that we will have to purchase. This is the text against which we must report progress on our Mission Related Goal; so it is critical to purchase it.

The Xinachtli framework is led by Carlos and he also acts as the school coach for our staff. I sit in on their planning (as time allows) in order to become more knowledgeable as a leader. I understand this is the backbone of our school and I want to make sure it is well implemented as our school grows. I have a lot to learn and respect the work that Carlos does with our students. I am seeing huge gains.

Issis and I have attended an SEL (Social Emotional Training) in Albuquerque, this training was suggested by and paid by NISN. It is by far the best convening I have attended, and it fits perfectly with our mission. I will add more in my next report once we begin to implement the new learnings into our daily routines.

Our first academic meeting took place last week, in attendance were our two teachers, a parent and me. Our discussion was centered around the Who, What, Where and Why? We will meet each month a week before the board meeting in one of the classrooms or in our conference room in our new building. Each participant will bring to the table one point of concern, discussion, presentation or question. We reviewed our school's mission and vision as the basis for our discussions.

Financial Performance

Our 40th day ended with 28 students. The good news is that our school was selected for the Community Engagement Grant, 50K and Kellogg has also offered us a grant of 50K. We have tirelessly rallied to balance the budget. Nate from NISN has provided guidance and is prepared to provide as much help as we need as we continue to work though the process.

This week we gained one student brining us to 29. My goal is to have 40 students by the 80 day. As I attend conferences and talk to the community. I am beginning to gain some very important contacts which will help Raices grow. My over arching goal is to put Raices on the map and share with other districts what works.

All three bids have been attained for all playground equipment. We are going to be close to the 35K but there will be money left over and I'd like to use it for a conference table and chairs if the Board approves. Please see file with bids.

Human Resource Functions

With the budget adjustments being made I opted to reduce Elva's contract to half-time and keep everyone else where they are, thanks to the grants. I'm hoping that we can bring Elva's position back to three-fourth's time as soon as we are able to do so.

Student Support Services

As our population increases so does the need for special services. Currently we have a sped teacher contracted at 12 hours a week and a speech pathologist at 30 minutes a week. I see these hours increasing soon since we are putting some of our students through the SAT process. I also see the need for a diagnostician come into play as some of our students who have a medical diagnosis need testing.

School Environment

The new school is about 95% finished. By now the HVAC and tiling should be done. The striping on the road is done and cars can safely turn into our school (if they do it correctly). The plumbing still needs to be finished and the electrician was due this week to finish his part. IF all goes well I see us in by the end of the month.



Parents Council-October 18 Summary

Hummingbird has been proposed as school mascot, please provide feedback if you would like to make other suggestions

Classrooms in need of following items: we are asking parents to donate the following items if possible.

- Clorox wipes
- Composition notebooks
- Cardboard, water bottles, glass bottles, containers, etc for upcycling activities
- Art supplies
- Spanish children books
- Magnetic toys

School t-shirts ordered

- Shirts will be yellow with a hummingbird and the school name in reddish/brown letters
- Samples sizes were brought in and students fitted

Fund-raising bake sale on **October 24 and November 7th**

- Donations requested
- Parent volunteers needed
- If you want your child to purchase items, please send money

Halloween/Dia De Los Muertos Celebration on October 31st & November 2nd

- Candy donations requested
 - Academia Dolores Huerta has given permission for our students to trick-or-treat in their classrooms if we provide the candy
- Activities will be held for children during the day
 - If you have a cornhole game, please lend it to the school for the day
 - Please see Lucía if you have any activities suggestions
 - Parents are welcome to join us. Parade will start at 10:54 am.

Ofrenda in Old Mesilla Plaza

- Students have worked on creating Dia de Los Muertos altar with AmeriCorps after school program
- Will be displayed in Old Mesilla Plaza on November 2nd all day.

Thanksgiving School Lunch by Cravings Café, the school food provider.

- Tentative date-November 20th or November 21st
 - Catering company to finalize date and update will be provided

Harvest Feast - Potluck on November 22nd at 12:00pm We discussed to have our own potluck for Harvest Feast (we decided to cal

- Immediate family welcomed
- Number of family members attending will need to be provided
- Parents to sign-up to bring dishes/sides/drinks

Silent Auction Fundraiser

- Tentative for end of November
- Volunteers needed to go into the community and ask for donations
 - Donation request form available at office
- Items/gift certificate donations welcomed

Finalized Board of Directors for Parent Council:

President: Yitzen Lizama (Emma's mom K)

Treasurer: Guadalupe Delgado (Gisselle's mom K)

Secretary: Yvonne Lozoya (Lucian's mom 1st)

Board Member Representative: Dan Ferraro (Aria's Dad 1st)

Academic Performance Committee:

Dan Ferraro

Yitzen Lizama