



Raíces del Saber Xinachtli Community School

Governance Board Meeting Minutes-DRAFT

April 23, 2020

Approved May 28, 2020

Virtual Meeting Conducted with Zoom Technology
as approved by the NM Governor and Attorney General
during the Covid-29 Pandemic

5:35 – 7:40 PM

1. *Call to Order:* The meeting was announced in four media outlets 72-hours ahead of the meeting and instructions were provided for any member of the public who wanted to attend to get the Zoom invitation and password for the meeting. The meeting was recorded.
2. *Roll Call:* At 5:35 PM the Chair asked all present to identify themselves, confirm that they could hear and be heard with a voice roll call.

The following Board Members, Staff and Service Providers were confirmed in attendance:

Board Members Present: Emma Armendáriz (Chair), Holaya Ponce Acosta (Vice-Chair), Jane Asche (Secretary), Daniel Ferraro, Paul Gutierrez, Tonya Hall, Ray Reich (Treasurer). *Quorum present for meeting.*

Board Members Absent: None

Others Present: Angela Stock, Principal; Lucia Carmona, Director of Community Engagement; Joseph Lucero, Raíces Business Manager; Fred Mobley, FYI Facilities Construction Manager

3. *Conflict of Interest Declaration:* No conflicts of interest were declared by Board Members.
4. *Approval of Agenda:*
Motion: Paul Gutierrez moved that the meeting agenda be approved as submitted. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.
5. *Public Input:* No public input was requested.
6. *Possible action on Mary Carter and Tonya Hall becoming members of the Raíces Governance Board:* The Chair of the Board Governance Committee announced that Mary Carter had withdrawn her application for Board Membership as she is very involved in caring for vulnerable in families in the South Valley of the County during the Covid-19 pandemic. However, Tonya Hall, having been interviewed by both the committee and the Board in previous a previous meeting, and having fully completed the 10-hour onboarding training for Board Members is ready and prepared for the Board vote.

Motion: Paul Gutierrez moved to approve the appointment of Tonya Hall to the membership of the Raíces Governance Board. Second by Daniel Ferraro. Motion passed unanimously by roll call vote.

7. *Consent Agenda:*

- a) Approval of Minutes of February 27, 2020 Board Meeting.
Seven (7) votes yes to approve consent agenda as submitted. No votes zero (0).

8. *Reports from Committees:*

a. Finance and Audit Committees:

- I. *Possible action to be taken on the March Finance Report ending March 31, 2020, including: the 1) Account Register Report, and 2) Bank Reconciliation Report.*
- II. *Possible action on the following BARs (Budget Adjustment Requests): 577-000-1920-0017-I; 577-000-1920-0018-I; 577-000-1920-0019-I; 577-000-1920-0020-M; 577-000-1920-0021-T; and 577-000-1920-0022-D.*

After a thorough presentation by the Raíces Business Manager, Joseph Lucero, and discussion by the Board Members, with concurrence that we will end up with a positive balance and a small amount of revenue by the end of the 2019-2020 school year, the following action was taken:

Motion: Paul Gutierrez moved to approve the March 2020 Finance report including the Account Register Report, Bank Reconciliation Report and the six (6) Budget Adjustment Requests. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- III. *Possible action on the Teacher Salary Schedule for the School Year 2020-2021.* Joseph Lucero presented the mandatory salary schedule approved by the NM Legislature for teachers for the 202-2021 school year.

Motion: Paul Gutierrez moved that Raíces lawfully comply with the newly legislated teacher salary schedule for SY 2020-2021. Second by Ray Reich. Motion passed unanimously by roll call vote.

- IV. *Discussion of proposed budget for the 2020-2021 school year:* The first draft of the proposed budget for the upcoming school year was presented and discussed. Joseph indicated that he will have more details from OBMS in the next week. The Finance Committee plans to present a final budget proposal by the May 28 Board Meeting.
- V. *Possible action on Re-Certification as a Board of Finance for FY 2020-2021 School Year:* Board Secretary, Jane Asche, will make sure that all paper work is completely to update on our status as a Board of Finance by the May 28 Board meeting.

b. Academic Performance Committee – Principal, Angela Stock

- I. *Discussion on current indicators of student academic success* – Principal Stock reported that our students (given the demographic profile) are doing very well in achieving math and languages skills. See Principal’s report, attachment A, for the details.
 - II. *Discussion of how the PED will deal with the problem of end of school year academic assessments* – Principal Stock informed the Board that the NM PED has issued a waiver to exempt schools from submitting scores for the end of year assessments for the present school year because of the constraints posed by the Corona Virus pandemic regulations.
- c. Facilities Committee – Ray Reich
- I. *Update from Principal on maintenance issues.* – Principal Stock reported that all maintenance issues are currently cleared up. The big challenge now is making sure the we can acquire a portable unit for the 2nd grade class and hopefully a second one for our parent gathering and work center for next year. She will be meeting with the LCPS to investigate the possibility of renting portables from the LCPS School District.
 - II. *Possible action on replacing former board member Alejandro Flores on the Facilities Committee:* This action was tabled until the May 28 Board Meeting.
 - III. *Possible action on submission of the Application for Lease Payment Assistance for Classroom Facilities from the Public School Capital Outlay Council (PSCOC) to include:*
 - 1) Conflict of Interest Questionnaire
 - 2) Certification B – No Public Facility Available
 - 3) Anti-nepotism Policy & Procedures (See Governance Board Policy Handbook)
 - 4) Conflict of Interest Policy & Procedures (See Governance Board Policy Handbook)
 - 5) Statement of Governing Board to Consult with the PED

Lucia Carmona reported that all these documents have been prepared and are due within 24 hours to the PSCOC and will be submitted tomorrow, May 24.

Motion: Ray Reich moved that we approve submission of the all required paperwork for lease assistance from PSCOC for the 2020-2021 school year. Second by Dan Ferraro. Motion passed unanimously by roll call vote.

- IV. *Discussion on applying again for permanent status for school zoning permission and the traffic assessment which must be part of the application this year:* Fred Mobley reported that this request is in process, this time directly with the County Commissioners instead of going directly to the County Planning and Zoning Commission.

d. Governance Board Development Committee – Jane Asche

- I. *Possible action on setting date for the Summer Board Retreat and Annual Meeting.* After discussion on this issue the following action was taken.

Motion: Ray Reich moved to set the June Annual Board Meeting and Retreat for the date of June 27 from 8:00 AM to Noon, which will take the place of the June 25th Board Meeting. Second by Holaya Ponce Acosta. Motion passed unanimously by roll call vote.

- II. *Update on status of required board training for this academic year* – Jane Asche reported that all of our Board Members will have completed all board training requirements by the time Paul Gutierrez finishes the training hours he has signed up for before the end of the year.
- III. *Training – Attorney General’s instructions on how to comply with the Open Meetings Act during a Pandemic.* Committee Chair, Jane Asche, presented detailed information to the Board about how we must operate to comply with the Open Meetings Act during this period of virtual meetings during the Covid-19 pandemic.

9. *Raíces Principal Report* – Principal Angela Stock, to include:

- a. Update on the Public School Facilities Authority (PSFA) score for the Raíces facility. Principal Stock discussed her desire to see an improvement in our PSFA score (which is rated at good), moving it to excellent. This will be possible if we show evidence that we have developed a plan for ongoing maintenance to keep the classroom facilities (interior and exterior) in good shape in accordance with PSFA regulations.
- b. A report on the Extended Learning Plan – Principal Stock reported that all paper work for Raíces to add 10 days of additional instruction for our students before the opening of the regular school year on August 12th has been submitted. This is very important for carrying out our extended learning opportunities as part of our community school plan.
- c. Update on the Title I and Bilingual Applications – Principal stock reported that all paper work was submitted for Title I and Bilingual funds for the up-coming year. She also explained that we were mistakenly told that we did not qualify for Title I funds during the current school year. Information has now been submitted and notification by the PED states there will be at least \$20,000 in Title I funds which can be used next school year along with a possible additional \$4,000.

10. *Old Business*

- a. Possible Action on the submission of the Community School Implementation Grant for the 2020-2021 school year – After discussion of the importance of this grant to carrying out the mission of our school, the following action was taken:

Motion: Paul Gutierrez moved that the Board approve the submission of the Community School Grant to the PED by the deadline, April 27. Second by Tonya Hall. Motion passed unanimously by roll call vote.

- b. Possible action on Revised School Wellness Plan – After Board discussion of the revised school wellness plan, the following action was taken:

Motion: Ray Reich moved to approve the School Wellness Plan as revised in February of 2020. Second by Dan Ferraro. Motion approved unanimously by roll call vote.

11. New Business

- a. Possible action on the School Calendar for the upcoming school year (2020-2021) – The calendar for the upcoming school year was reviewed, but no vote took place to approve, but will be placed on the agenda for approval at the May Board Meeting.
- b. Possible action on submission of the Extended Learning Plan and the Title I and Bilingual Applications to NM PED – After discussion of all three applications, the following action was take:

Motion: Ray Reich moved to approve the submission of the Extended Learning Plan and the Title I and Bilingual Education Applications for funds from the NM PED. Second by Tonya Hall. Motion passed unanimously by roll call vote.

12. Agenda items for Next Meeting

- Possible action on 2020-2021 School Year Calendar
- Possible Action on the 2020-2021 School Year Budget.

- ✦ 13. *Date of the Next Governance Board Meeting:* **May 28, 2020, 5:15 pm**, Location to be determined based on whether Social Distancing is still in effect.

14. *Adjournment* – Vote to adjourn by roll call vote.

Motion: Tonya Hall moved for the Meeting to adjourn at 7:40 PM. Second by Dan Ferraro. Motion passed unanimously by roll call vote.

Signature: Jane A. Asche
Raíces Governance Board Secretary

04/30/2020

Date

Principal's Report

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Academic Performance

Every district and charter under the PED's guidance was to submit an extended learning plan for the rest of the school year along with a plan on how were going to provide meals for our students. Our staff had a zoom meeting to discuss further action. Both teachers are recording daily classes. With videos and any other instruction combined students in kindergarten are not to have more than 30 minutes of direct instruction and 1st grade is not to have more than 45 minutes of direct instruction per day. Teachers are continuing to submit lesson plans on a weekly basis. This plan is good until the end of the school year. (attached)

State Assessments completed for this school year 2019-2020:

Kindergarten KOT completed by Carlos Aceves for his kindergarten students

Wida WAPT completed for kindergarten students to determine ELL status. *Note this assessment was give right before the window closed which means kindergarten students had had an opportunity to practice a lot of the skills assessed. Many students in kindergarten tested out of this assessment as a result.

IPT assessments were purchased late in the season and we were only able to administer the first of three assessments before COVID-19 closed our school.

iStation: iStation Beginning of Year (BOY) and MOY assessments were administered to students, EOY would have been administered in May.

CORE diagnostic: CORE **assessments** can help identify why a student is having **reading** difficulty, determine what the next step in instruction should be to remediate that difficulty, and monitor progress throughout the course of instruction. The majority of the tests are individually administered. Students at Raíces were administered the CORE diagnostic which measure their foundational skill knowledge in Spanish. Many of the new ELA standards identify a set of **skills** students must master before they can become fluent readers. These **skills** include the alphabet, the concept of print, phonological awareness, phonics, high-frequency words, and fluency. We were able to administer this diagnostic to students once. The goal was to administer the diagnostic once every four to six weeks, measure the data and use it to guide our instruction. The following is the DATA we gathered.

Total # of All Students:	17
kindergarten	
% of Sped/ELL Students:	24
All % Proficient-	29
All % Strategic-	23
All % Intensive-	53

Total # of All Students:	13
First Grade	
% of Sped/ELL Students:	57
% Proficient-	23
All % Strategic-	23
All % Intensive-	54

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Financial Performance

I am currently working to spend down the NISN grant money that needs to be encumbered by the end of June. The budget needed to be cleaned up on the part of Vigil.

So far, phase I of the landscaping has been finished. Bulletin boards and White boards have been installed throughout the building. A television has been delivered for installation to the board room, Mr. Stock will install it at no cost to the school. Phillips Enterprises took care of our weeds at no additional cost to the school. However, we will need to draw up a contract for continual maintenance.

In the works is an order for partitions to separate the kindergarten classrooms for noise and privacy control, office chairs and bookcases for the classroom.

Title I, II and III:

It turns out we qualified for Title I funds for last year; they will be added to this year's funding with more time to spend the funds.

A spend down report was required for the Community Engagement grant, it was completed and sent to PED. See attached.

Bilingual Application:

The application process is open and will be completed by May 11, 2020.

Extended School Year:

Our school applied for Extended School Year funds; this will make us start a little early (10 days).

Title I

Raíces has received approval for applying for Title funds. Applying for Title I automatically qualify us for all Title II and III. We have been told we will receive 22k in Title I with a possibility of another 4k in title II funds.

Equity Council

As I write this, the first Equity council meeting is scheduled for this Wednesday at 5:00 p.m. More to report at the Board Meeting.

Facilities

We received our score for building maintenance (attached). I have been in contact with Manny Tillotson who is a maintenance and operations support manager with PFSA, the following are some email we exchanged:

Districts can improve their FMAR scores by responding to the FMAR's Performance Level ratings below Satisfactory and/or Deficiency Factors using the Facility Information Management System (FIMS) **within 60 days** of receiving their report(s). Minor and Major Deficiencies should be addressed/repared at first opportunity as these might be potential safety hazards or could cause additional damage to facilities, which is why they affect scoring greatly. Minor and Major Deficiency findings that cannot be resolved through routine maintenance and repair budgets, should be proactively reviewed and considered for inclusion into the district's annual Facility Master Plan (FMP) update. Moving forward, FMP vendors are being required to review the districts FMAR data as 5 year FMP updates are being developed. We also encourage districts to develop long term strategies, such as developing realistic Preventive Maintenance (PM) plans, to improve school maintenance and facility conditions. Additional information can be found in the attached documents,

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or by contacting the PSFA Maintenance Division.

Equipment Inventory: We highly recommend districts review and update the physical building asset inventories related to maintenance. Equipment records are a vital component in the development of proactive strategies and the continued operation of the districts preventive maintenance program.

Facility Assessment Database(FAD): Please also take this opportunity as you progress with improved planning development to review and update your districts information in the Facility Assessment Database (FAD) through your districts NMPSFA FAD portal. Additional information and training is available by contacting the NMPSFA Albuquerque Field Office.

Thank you again for your time and support. We look forward to being of further assistance for training or other maintenance assistance your district might require. To schedule a presentation for districts school board or staff, please do not hesitate to contact me or other members of the maintenance team.

Good Monday morning Angela,

Thank you for your reply. Apologies – I will look into your access. On occasion we have a small issue but our team can resolve. I would just refer to the FMAR attached to the original e-mail.

The FMAR is simply a measure of a districts performance related to maintenance (much like the public school test grading format from 0-100% and A through F). The minimum and recommended performance level is a **70%, Satisfactory**. This rating is a reflection of the level of district dedication and stewardship of educational facilities and conditions. The building systems at this level, with the current maintenance processes, should last their expected life cycles and teachers and students thrive in a generally working environment.

FMAR Performance Level Ratings

Poor (0-59.9%) ----- Marginal (60.0-69.9%) ----- Satisfactory (70.0-79.9%) ----- Good (80.0-89.9%) --- Outstanding (90.0-100%)

For NM Charter Schools the current statewide average as a comparison is **72.014%, Satisfactory** maintenance performance. Your site was just a bit higher. The highest Charter school FMAR in this cycle is currently a **86.542% reflecting Good** performance. The lowest is a **61.795%** which is **Marginal** Performance.

The rating of **70%** is also the level of performance needed to obtain PSCOC capital funding if you are eligible. This rating meets statute guidelines and criteria.

Now, my question to you is... Do you want a higher score? If you answered yes, we would be happy to guide you and provide assistance. From the looks of it, it should be relatively easy to move you to the next level of **Good** performance. If no, this score is OK.

Let us know and we would be happy to assist.

Best regards,

Thank goodness, I am always waiting for someone to say Nah! We are OK where we are at. Thankfully that hasn't happened yet. I am glad you want to get better. Here is how we do it.

Your FMAR performance rating is a 74.339%, which is considered Satisfactory performance. It is important to create a goal of where you would like to be. It is much like the question I ask my kids,-

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what is your goal for the test you are taking today? I'd be concerned if my kid said she was shooting for an "F". Or, what kind of day do you want to have today? A Satisfactory day? I want to have Outstanding days. My recommendation for you would be to shoot for 90%, considered Outstanding performance and facility conditions. In a nutshell, as it relates to maintenance, this tells me, your board, parents, the community and PSCOC that you have recognized the importance and value of quality facility conditions and that the educational environment (through a quality maintenance program) is important to you, your students and teachers.

There were 2 Minor Deficiencies identified on the FMAR report. These are life, health, safety, property loss functions and something we don't want in our facilities. **On your end**, fix the 2 deficiencies found in the following categories:

Walls/Finishes: Comments - Minor Surface Cracking was noted. I went back through the pictures and was unable to find any supporting surface cracking pictures, but that is not to say the assessor did not identify them. The finish looks good overall and I am wondering if it is under warranty??? One of the things we review for is the exterior wall finishes to ensure its integrity and for damage. When it rains you don't want the water to come inside or cause damage to the building envelope. That being said, I would have maintenance do a walk around of the property looking for any cracks that could be repaired/sealed easily with some approved caulking material. In the meantime, I will check with the assessor to see if he has more details.

Fire Protection Systems (a high weight category): Comments - Emergency backup lighting has some units with bad batteries. I would recommend you notify the group required to maintain your facilities and place a work order to replace the batteries in the emergency back-up lighting systems. The maintenance requirement per fire code is to check these monthly to ensure they are working properly for safe conditions during emergencies.

- Once these are completed, take a picture of the repair(s), send it to us and we will make an adjustment to the FMAR based on your proactivity and improvement of facility conditions.

Maintenance Management: If you look at the very last section of the report called "**Maintenance Management**", you will notice this section is rated all Poor. This section is worth approximately 15% of the final score. This is because you do not have a NM Statute required preventive maintenance plan on file with us. You may have one but we don't have record of it. **See the attachment: PM Planning** at the top and the last section called **FMAR** as they apply to you as a charter school. The stuff in the middle are not required.

Now, if you do not have one, we can help... We now have a "best practice" PM Plan template to assist charter schools in meeting both the statute requirements and the methodology that it is a good business practice to have one. Our model, with a bit of your district information, can easily exceed statute guidelines and rate an Outstanding on the same scale as the facility conditions above. You don't have to use our model, but we encourage districts to have something. If you are interested we would be happy to pre-build a template for you. Once it is done it becomes yours to keep and modify. All we ask is that you update it annually to our agency.

Call or e-mail me back if you would like a pre-built template. Are you a stand-alone state charter? Or associated with a public school district?

Thank you,

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Hi Angela,

I just spoke with the assessor and shared our conversation and your intent to make improvements. He remembered the stucco at your site and that it was in relatively good condition and could not recall any serious issues. He is making an adjustment to the FMAR. Apologies for the confusion. I will resend once it is updated. Our IT group also responded with a log-in to the FMAR Portal with you as the primary.