



Raíces del Saber Xinachtli Community School
Special Called Governance Board Meeting Minutes –Approved-

Thursday, June 6, 2019
NMSU, College of Education
O'Donnell Hall, Ground Floor CORE Room # 027
5:00 PM
Call in # (605) 472-5314 - Access Code: 273462

1. Call to Order – 5:03 PM
2. Roll Call

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

Present: Emma Armendariz, Jane Asche, Rocio Benedicto, Alejandro Flores, Paul Gutierrez (arrived at 5:16 pm), Irene Oliver-Lewis (attended the entire meeting by Conference call). *Quorum present for meeting.*

Absent: Ray Reich, Excused.

Others Present: Angela Stock, Raíces Principal; Lucia Carmona, Raíces Director of Operations & Community Engagement. No one from the Public was present.

3. Conflict of Interest Declaration – No one present declared a conflict of interest.
4. Approval of Agenda

Motion: Rocio Benedicto moved that the Agenda for the June 6, 2019 Board Meeting be approved as submitted. Second by Alejandro Flores. Motion passed unanimously by roll call vote.

5. Public Input – No public input.
6. Consent Agenda

- a) Approval of Minutes of May 23, 2019 Board Meeting

Motion: Alejandro Flores moved that the consent agenda containing item “a)” above, the May 23, 2019 Board meeting minutes, be approved. Second by Rocio Benedicto. Motion passed unanimously by roll call vote.

[Board Member Paul Gutierrez arrived at 5:16.]

7. New Business – Possible Actions

- a) Approval to sign the contract with the Vigil Group for the services of business manager for the school year 2019-2020. After a thorough discussion of the contract provided by the Vigil Group, a motion was made to approve the contract.

Motion: Irene Oliver-Lewis moved to approve the contract with the Vigil Group for business management services for an annual fee of \$54,000 plus the gross receipt taxes on that fee. Second by Rocio Benedicto. Motion passed unanimously by roll call vote.

- b) Approval of the salary schedule for Staff Members to be hired by Principal, Angela Stock. After a second review of the Raíces staff salaries schedule that was submitted as Sheet 2 of the Annual Budget Excel File for school year 2019-2020, a motion was made to specifically approve Sheet 2 of the annual budget. Sheet 1 of the Annual Budget Excel File, the annual operating budget for 2019-2020 school year, was approved by the Raíces Board at the Special Called Board Meeting on May 15, 2019 (Excel File: RSXCS FY2019-2020 Projected Budget_05_10_19.xlsx).

Motion: Jane Asche moved to approve the Raíces staff salary schedule as presented at the May 15 Board Meeting for a total of \$372,276.39 as shown on sheet 2 of the Annual Budget Excel file (RSXCS FY2019-2020 Projected Budget_05_10_19.xlsx). Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

- c) Approval to sign the Joint Powers Amendment to become members of the Cooperative for Educational Services. After a thorough discussion of why becoming a member of the NM Cooperative for Educational Services (CES) would allow the school to purchase products and services through vendors already approved by the NM Department of Finance and Administration and often at the best price, a motion was made to approve submitting the Joint Powers Amendment Application to become a member. Joining the CES is free since the most recent Joint Powers amendment was passed, doing away with the \$300 membership fee.

Motion: Alejandro Flores moved to approve the submission of an application for Raíces to become a member of the NM Cooperative for Educational Services. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

- d) Approval of a food provider for Raíces. Lucia Carmona, Director of Operations, submitted a report to show the cost of food services for the first year of school operation from the only two vendors approved by the NMPED in the Las Cruces area: 1) Cravings Restaurant and 2) the Las Cruces Public Schools. The cost comparison for breakfast, lunch, and snacks for 60 students on 183 instructional days compares as follows: Cravings Restaurant at \$71,370 versus Las Cruces Public School at \$47,763. Based on the important differential in price with LCPS being much lower the following motion was made.

Motion: Alejandro Flores moved to approve the food vendor for Raíces. Second by Jane Asche.

Amendment to the Main Motion: Jane Asche moved to amend the main motion to read “move to approve Las Cruces Public Schools as the food vendor for Raíces for the school year 2019-2020.” Second by Irene Oliver-Lewis. Amendment to the main motion passed unanimously by roll call vote.

Motion to Amend Main Motion: Jane Asche moved to approve the main motion as amended above. Second by Irene Oliver Lewis. Motion passed unanimously by roll call vote.

- e) Approval of the Aptafund 4.1 Software Contract. Jane Asche explained that this is the software that is used to track the school’s budget, payroll, and financial information to prepare required reports to NMPED Office of Finance and Administration and the Raicies Board Members on the school’s day to day financial operations. This is the preferred software of the Vigil Group who will be entering much of the data.

Motion: Paul Gutierrez moved to approve the Harris School Solutions Contract for the Aptafund 4.1 software and installation services for \$10,500. Second by Rocio. Motion passed unanimously by roll call vote.

8. Agenda items for Next Meeting

- Update on Enrollment
- Staff Introductions
- Facilities Report
- Examples of monthly financial statements/reports that the Board will receive in the future
- Report on specific allocations of NISN funds

9. Date of the Next Governance Board Meeting is **Thursday, July 25, 2019**

10. Adjournment

Motion to Adjourn: Rocio Benedicto moved to adjourn the Board Meeting at 6:10 PM. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.