



Raices del Saber Xinachtli Community School Governance Board Special Virtual Meeting Minutes

July 27, 2023 - **APPROVED**
Approved: (September 21, 2023)

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive
The Meeting was conducted in person with the public joining by the Zoom Meeting Platform
Time: 6:016 PM to 7:48 PM

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	Raul Aldair Marquez	Chair	X			
2	Patricia Minjarez	Vice-Chair	X			
3	Veronica Lucio	Secretary	X			
4	Maria Elena Garza de Vargas	Treasurer		X		
5	Patricia López	Director at Large	X			

Upon determining at 6:07 PM a quorum, Governance Board (GB), Maria Elena Garza , vice-chair will be taking minutes, meeting was then called to order at 6:07 PM.
Staff and other Participants: Dr. Maria Artiaga, Head administrator.

Others in Attendance:

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
 - *Agenda for July 27, 2023, Monthly Governance Board Virtual Meeting*
 - *Minutes of the previous meeting June 22, 2023, Governance Board Special Meeting*

Motion: Patsy Minjarez moved to approve the consent agenda for July 27,2023 and Minutes from GB Monthly Meeting of June 22, 2022.

Second: Veronica Lucio

Vote: Motion passed unanimously by roll call vote from all governing board members present

3. The Monthly Finance Report to include:
 - I. Monthly Finance Committee Meeting Notes from Finance Committee Chair (The notes are for the actual month of the Meeting)
NOTE: Mr. Terrance Hester, Business Manager, couldn't be present and Dr. Maria Artiaga, head administrator presented the Monthly Finance Committee.

4. *Public Input – called out but no one signed up.*
5. *Review of Authorizer Unique Correspondence –By Dr Artiaga, any correspondence at this time.*
6. *Principal’s Report – By Head Administrator, Dr. Maria Artiaga. (See amend A)*
7. *Concilio de Padres and Community Engagement Reports – By Eric Rodríguez, Chair of the Concilio de Padres, and Lucía Carmona, Director of Operations and Community Engagement (June 7) (to include Community School Updates) (see amend B)*
8. *Reports from Committees –*
 - a. *Academic Performance Committee – **Pat Minjarez, chair.** Meet with the Academic Leadership Team. Are discussing assessment tools and in preparation to contribute to the Charter renewal application on the academic performance portion (PART B and E)*
 - b. *Governance Board Development Committee – report by **Mr. Aldair Marquez, Chair.** Anything to report at this time.*
 - c. *Facilities Committee - **By Committee Chair, Mrs. Veronica Lucio.** Starting the discussion on explore either other possible options as the school is growing before to proceed with the negotiation with renewal lease agreement with current landlord FYI.*
 - d. *Safe School Committee – **by the Committee Chair Aldair Marquez,** nothing concrete at this time. Ms. Marquez one of the parents approached to City Councilor, Joanna Bencomo to identify steps to address safety entrance from the road to the school parking lot. Extending the school zone speed mandatory up to our school from Mayfield Highschool. It is a process that will start moving and will need to visit other entities on this matter.*
 - e. *School Development Committee - Volunteer Needed; this committee is still under development. Any updates now.*
9. *Unfinished Business –*
 - a. *Discuss the group governance board training former GB member Ms. Jane Asche offered. Any updates.*
10. *New Business –*
 - a. *Status on PED mandatory training hours 2022-2023 and 2023-2024 School Years.*
 - All board members completed their mandatory hours of training.
 - PED will accept if the GB members create their own curriculum and submit it about how to incorporate the content of the mission will be considered as an hour completed.
 - b. *Updates on possible new board members. **by Mr. Aldair,** at the next board meeting will*

introduce a new candidate.

- c. *Discussion and possible action on personnel contracts for 2023-2024 school year. **Dr. Artiaga** reported that are still not ready because were out of town for mandatory training for the whole week. Will be presented for the next meeting.*
- d. *Discussion and Possible action on Annual Verification of Committee Members. **Any action taken on this item.***

11. *Agenda items for Next Meeting –*

- a. *Line items for FACILITIES*
- b. *Review of Employees Handbook*
- c. *Review of Parent/Student Handbook*
- d. *Update on the new board member*

12. *Date of the Next Governance Board Meeting – August 24, 2023, at 6:00 pm, Virtual via Zoom Meeting.*

Adjournment – Vote to adjourn by roll call vote at 7:14 pm

Motion: Patsy Lopez moved to adjourn this meeting.

Second: Patricia Minjarez

Vote: Motion passed unanimously by roll call vote from all governing board members present

Raul Aldair Marquez

Raul Aldair Marquez, GB Chair

September 21, 2023

Date Approved

Amend A

June 2023 Principal Report
Dr. Maria Artiaga

Academic Performance

- Monthly enrollment numbers at EOY (116 students)
 - Kinder - 28
 - First Grade - 26
 - Second Grade - 25
 - Third Grade - 19
 - Fourth Grade - 18
- NM VISTAS Data (2021-2022 school year data/NMSSA for 3rd graders) <https://nmvistas.org/about.html>
New Mexico Vistas is a new school portal providing comprehensive information to families for informed school choices. It celebrates successful schools and identifies those needing additional support, aligned with the Every Student Succeeds Act. The portal aims to increase access to equitable educational opportunities and ensure holistic student preparation for college, career, and life.
 - NM VISTAS Score for RDSXCS: 30. The overall score for Districts is 53. The score helps to inform the level of support provided by the PED.
 - NM VISTAS School Designation for RDSXCS: Traditional – Schools scoring above the threshold for support and improvement.
 - Math Proficiency – Masked
 - Reading Proficiency – Masked
 - Math Improvement – No Data
 - Reading Improvement – No Data
 - English Learning Progress – Masked
 - Science Proficiency – No Data
 - Regular Attendance – 86%
- Staff Professional Development
 - June 10
 - Curriculum: Benchmark/Adelante & Bridges (Needs Analysis)
 - Professional Development
 - Ordering material
 - Homework
 - Assessment: Portfolios, Exit Tickets, Rubrics, Checklists
 - Bilingual Model (90/10 Dual Language)
 - Professional Development (Needs Analysis, teacher voice, collaborative leadership model)
 - Library
 - Instructional Coach
 - Role and support
 - June 11
 - Charter Renewal Application
 - Lease – Growth of space and availability

- Parking (north of building: staff & admin; northeast of building: parents/visitors & staff); south of building: staff)
 - Staff Arrival/Dismissal
 - Check-in board
 - After School dismissal & location
 - Monday – Thursday 2:45 pm
 - Friday 1:15 pm
 - Schedule for Specials – Art and Movement
 - Budget
- Admin Professional Development
 - June 7, 8, & 9: NISN Growing Together Fellowship (GTF) Convening in Albuquerque
 - Guest Speakers – Culture, Education, etc.
 - Topics of Discussion: Graduate Profile, Cap stones, Mission, Street Data, Land base healing and learning
 - Small group work – Where do you get your medicine? (Relationship building activity)
 - Visited Jemez Pueblo
 - 23-24 SY Representatives: Dr. Artiaga, Alessa Ibáñez, & Luis Ramos (New to GTF – Meetings one hour per week in August)
 - \$5,000.00 to implement mission driven learning
 - June 14: Family Income Index Regional Session
 - Review objective of the grant
 - Discuss and plan on how funding provides equitable resources for students to enhance their educational opportunities

Student Support Services

- Special Education
 - EOY Children w/IEP

School Environment

- Playground Updates
 - Pending quotes
 - Mulch, sidewalk, playground stairs
 - Sidewalk, gravel, and install shade structure near new drop off zone

Grant Updates

- IDEA-B (Phase I, II, & III) \$23,227.46
- Family Income Index \$40,809.00 – academic support and intervention opportunities for students
- Title IV - SSAE \$10,000.00
 - Well Rounded Education: Fine Arts Instructor salaries & benefits

Concilio de Padres/Parent's Council - Monthly Meeting

Concilio's Executive Committee

AGENDA

Date/Fecha: June 7, 2023

Time: 6:00 pm

Location: Zoom Meeting [insert link]

A. Call to Order/Llamado al Orden

1. Welcome and remarks / Bienvenida
2. CEC Officer Roll Call / Llamado de lista
3. Adoption of meeting notes from May 18, 2023 (pending) / Aceptación de las notas de la última reunión del 18 de Marzo, 2023 (estan pendientes)
4. Public Comment: 2 Minutes Max/ Comentario Publico 2 Minutos Maximo

B. Approval Items/ Artículos de Voto

1. Adoption of the Concilio By-Laws
 - a. Final Review, Discuss, and Adopt the By-Laws for the Concilio

C. Discussion Items/ Artículos de Discussion

1. Discussion item: Review Current List of Officers
2. Discussion item: Follow up on parent participation.
 - a. Flyers Created
 - b. Call to action- Asking Class reps to encourage parents to attend first Concilio Meeting of FY24
3. Discussion item: Review School Survey and establish guide for next year priorities.
 - a. Discuss option to send out our own survey about parent priorities
 - b. Use those answers to help guide future Discussion Items on the agenda.

D. Reports / Reportes

1. Raices Report – Provided by (Lucia Carmona and Dr. Artiaga)
2. Announcements – Tentative

E. Dialogue/Diálogo/Tlahuocan / Positive and Constructive Reflections/Reflexiones positivas y constructivas.

Adjournment and Next Meeting Schedule Reminder – July 20, 2023 - /Próxima reunión, Attentive

Lucia Carmona's monthly report

Director of Operations and Community Engagement

June 22, 2023

Operations:

Enrollment:

- Updated the Enrollment for SY 2023-2024
TOTAL 147 students
- Promotion for OPEN ENROLLMENT continued two last weeks in the Spanish Language Radio Station 92.7 La Equis con Rubi Vada

Community School:

- We finalized the Community School Strategy Report, it will be distributed throughout our partners, GB members, parents, staff, and partners; and proceeding with next steps, activating the Action Plan Teams.
 - i. **Action Plan A-1: EFFECTIVE COMMUNITY PARTNERSHIPS**
 - ii. **Action Plan B-2: CURRICULUM ALIGHMENT**
 - iii. **Action Plan B-3: ROFESSIONAL DEVELOPMENT for TEACHERS**
 - iv. **Action Plan C-4: SCHOOL-WIDE STUDENT CARE**
 - v. **Action Plan C-5: FUTURE SCHOOL FACILITIES**

OST updates:

- A new OST Coordinator was hired, Diana Ginez (brief introduction)
- We were able to secure two part-time OST Support Staff: Genesis Valdez, and Addison Takacs.
- Some IEC members from the current year will continue serving next school year, and we started recruiting new members.
-

FoodCorps Member:

- A FoodCorps member was identified to start next school year working with Garden, Nutrition classes, supporting Food Handlers and all related to food education. She is a Graduate Student from Navajo Nation.
-