



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

December 4, 2023 **APPROVED**

*Approved: (December 14, 2023)*

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive  
*The Meeting was conducted by the Zoom Meeting Platform*

Time: 6:31 PM to 7:10 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 6:31 PM a quorum, Governance Board (GB), Patricia Minjarez, Vice-Chair, will be taking minutes. The meeting was then called to order at 6:07 PM.

Staff and other Participants: Dr. Maria Artiaga, Head Administrator; Lucia Carmona, Operations and Community Engagement Dir; Terrance Hester, Business Officer; Eric Rodriguez, Chair of Concillio de Padres

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
  - a. *Agenda for December 4, 2023, 2023, Special Governance Board Virtual Meeting*

**Motion:** Patricia Minjarez moved to approve the consent agenda for December 4, 2023

**Second:** Elena Garza

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

3. *Public Input- called out, but no one signed up.*
4. *New Business* –
  - a. Discussion and possible Action on Employee Handbook

**Motion:** Elena Garza moved to approve the Employee Handbook.

**Second:** Patricia Minjarez

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

5. Agenda items for the Next Meeting

6. Date of the Next Monthly Governance Virtual Board Meeting-December 14, 2023, at 6:00 pm. via Zoom Meeting.

Governance Board Meeting Schedule:

<b>2023</b>	August 24	<b>2024</b>	January 25
	September 21		February 22
	October 26		March 28
	November 30		April 25
	December 14		May 23
			June 27

Adjournment- Vote to adjourn by roll call vote. Elena Garza motion to adjourn, 2nd motion by Patsy Lopez. Adjournment 7:47 pm.

*Raul Aldair Marquez*  
Raul Aldair Marquez, GB Chair

December 14, 2024  
Date Approved