



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

Thursday, March 21, 2019  
NMSU, College of Education  
O'Donnell Hall, Ground Floor CORE Room  
5:10 PM – 6:40 PM

Call in # (605) 472-5314 - Access Code: 273462

1. Call to Order – at 5:10
2. Roll Call

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

Present: Emma Armendariz (arrived at 5:20), Jane Asche, Alejandro Flores, Paul Gutierrez (by conference phone), Irene Oliver-Lewis, Ray Reich. *Quorum present for meeting.*

Absent: Rocio Benedicto (Excused)

Others Present: Lucia Carmona, Project Coordinator; Michelle Salazar Perez, Velia Ledezma, Raíces Promotora; Guadalupe Aguirre-Hernandez

3. Conflict of Interest Declaration - NONE
4. Approval of March 21 Meeting Agenda\*

**Motion:** Ray Reich moved to approve the agenda with one change to table the Board Training, item number 7d., until the April Meeting. Second by Alejandro Flores. Motion approved unanimously by roll call vote.

5. Public Input

Michelle Salazar Perez, the Interim Associate Dean of Research, NMSU College of Education, introduced herself to the Board Members and reiterated the commitment of the College of Education to collaborate with Raíces in the areas of staff professional development for Raíces teachers with a focus on current best practices in curriculum and development of dual language students.

6. Consent Agenda\*

**Motion:** Irene Oliver-Lewis moved that the consent agenda which included the items (a.) and (b.) below be approved. Second by Ray Reich. Motion approved unanimously by roll call vote.

- a. Approval of Minutes of February 28, 2019, Board Meeting
- b. 3<sup>rd</sup> Reading and Approval of the Board Public Input Policy

7. Reports from Committees

- a. Finance and Audit Committees – Committee members are working with the Raíces Business Manager on templates for monthly written reports to the board that will allow the Board Members to do effective monitoring of all financial transactions in a timely manner.

Board Treasurer, Ray Reich, reported a \$3,000 balance in the Raíces checking account and no expenses for the month. He gave a reminder to all Board Members to turn in our financial expenses for the work we are currently doing to carry out implementation year tasks, both in-kind and other contributions to defray expenses. He reiterated that the finance committee needs accurate records of the actual costs of preparation for operation and the running of the school once it is open. In-kind contributions and other donations are a part of financial reports to the PED.

**Motion:** Irene moved to approve the Treasurer’s report. Second by Alejandro. Motion approved unanimously by roll call vote.

- b. Facilities Committee – Alejandro reported that the lease agreement with Families and Youth, Inc., needs to be signed before the next Board meeting in order for renovation to begin in time for the school to open in August. Both the proposed lease agreement and recommendations for some minor changes by our lawyer, Natasha Cuylear, of Counsel Dumas Law Office, LLC, were sent to the Board Members ahead of this meeting. Natasha believes it may take about a week to work out final negotiations on the recommended changes.

**Motion:** Irene Oliver-Lewis moved to approve the signing of the lease agreement with FYI by Raíces Board President, Emma Armendariz, once the final negotiations are worked out between our legal counsel and FYI. Second by Ray Reich. Motion approved unanimously by roll call vote.

- c. Principal Recruitment Committee – Committee Chair, Irene Oliver-Lewis, reported that the committee has now moved the date for final applications for the principal position and the other staff members to Friday, April 5, 2019. She also reported on the recruitment articles she has done to be run in the publications identified in the February 28<sup>th</sup> Board Meeting.

- d. Governance Board Development Committee - (*Brief Training on our Board Removal and Replacement Policy and the Onboarding Process for New Members*)

Training tabled to next month's Board Meeting on April 25.

8. Raíces Project Coordinator Report (*Report will be done by the Principal once hired.*)
  - Status on our progress on the Implementation Year Checklist submissions;
  - Hearing on Raíces final application status at March 22, 2019, PEC Meeting;
  - Raíces-NISN MOU updates and announcement of the new director of the Fellows program, Valerie Siow, who will replace Alan Brauer;
  - Status on hiring of Recruitment Promotora, Velia Ledezma;
  - Status on Student Enrollment Process and Lottery – 15 students enrolled to date.
  - Status on March 1 Submissions to the NM PED-CSD;
  - Detailed reports on the Project Coordinators support to the Curriculum Team, Board Development Training, Principal Recruitment Committee, the Facilities Committee, the Finance Committee; and
  - Community Engagement and Enrollment activities. (See Detailed March 2019 Coordinator Report which was sent out before this Board Meeting.)

**Action Item:** All Board Members are asked to give a thorough review of the Raíces website ([www.Raicesdelsaber.org](http://www.Raicesdelsaber.org)) and provide feedback as soon as possible to the Project Coordinator.

**Action Item:** Paul Gutierrez and Ray Reich will attend the PED-School Budget and Financial Analysis Spring Budget Workshop March 27<sup>th</sup> to March 29 in Albuquerque.

9. Old Business – Irene Oliver-Lewis reported that she has two very qualified volunteers who will help Raíces with the facility plan to make sure we have all the technology support that we need. The Board Members agreed that Irene should connect them to talk further about the possible arrangements.

10. New Business – None

11. Agenda Items for Next Meeting

- Report from the budget meeting
- Possible action on the 2019-2020 school budget

12. Date of the Next Governance Board Meeting – **Thursday, April 25, 2019**

Adjournment – Vote to adjourn by roll call vote at 6:40 PM. Vote was unanimous.