



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

June 22, 2023 - **APPROVED**
Approved: (July 27, GB Monthly Mtg.)

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: 6:05 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 6:27 pm	
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; Lucia Carmona, Operations and Community Engagement Dir; Terrance Hester, Business Officer; parents: Diana Ginez OST Coordinator, Gabe Lara, Eric Rodriguez, Edna Juarez.

Others in Attendance:

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
 - *Agenda for June 22, 2023, Monthly Governance Board Virtual Meeting*
 - *Minutes of the previous meeting May 25, 2023, Governance Board Special Meeting*

Motion: Patsy Lopez moved to approve the consent agenda for June 22,2023 and Minutes from GB Monthly Meeting of May 25, 2022.

Second: Maria Elena Garza de Vargas

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

3. The Monthly Finance Report to include:
 - I. Monthly Account Summary of Expenses

- II. Monthly Account Summary of Revenue,
- III. Monthly Bank Statement
- IV. Monthly Bank Reconciliation Statement,
- V. Monthly Update in Preparation for the Quarterly Cash Report
- VI. Monthly Voucher by Warrant Report
- VII. Monthly Finance Committee Meeting Notes from Finance Committee Chair (The notes are for the actual month of the Meeting)

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.** committee will have report next meeting.*

b. *Governance Board Development Committee – report by **Mr. Aldair Marquez, Chair.***

c. *Facilities Committee - **By Committee Chair, Mrs. Veronica Lucio***

d. *Safe School Committee – **by the Committee Chair Aldair Marquez,***

e. *School Development Committee - Volunteer Needed; this committee is still under development.*

9. *Unfinished Business –*

a. *Discuss the group governance board training former GB member Ms. Jane Asche offered.*

10. *New Business –*

a. *Status on PED mandatory training hours of each individual board member to be in compliance at the end of fiscal year (June 30, 2023). **Mr. Aldair, GB Chair, will continue reaching out other governance board members to complete their total of mandatory hours of training before the end of this fiscal year.***

b. *Discussion and possible action on personnel contracts for 2023-2024 school year.*
Motion: Pat Minjarez moved to approve the contracts for 2023-2024 school year.

Second: Maria Elena Garza de Vargas

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

present

- c. *Discussion and possible action on the Individuals with Disabilities Education Act (IDEA B) application. IDEA B funds will cover the cost associated with ancillary resources and for children requiring special education services. The allocation for 23-24 SY is \$23,227.46.*

Motion: Patricia Minjarez, moved to approve IDEA B funds will cover the cost associated with ancillary resources and for children requiring special education services.

Second: Maria Elena Garza de Vargas

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

- d. *Discussion and possible action to sign the Annual Disclosure Statement to: 1. acknowledge they have received a copy of the Conflict of Interest Policy and Procedures, 2. confirm they have read and understood the policy and procedures, 3. disclose any real or potential conflicts of interest and assure efforts to avoid undue influence or abuse of positions, and 4. agree to comply with all aspects of the policy, including the responsibility to update the conflict of interest disclosure if a new financial interest or employment occurs prior to the annual disclosure date.*

Any action needed to be taken on this item.

- e. *Discussion and Possible action on Annual Verification of Committee Members.*
Any action needed to be taken on this item.

11. *Agenda items for Next Meeting –*

- a. *Have a date set for board training with Ms. Jane Ashe*
- b. *Clarification on Annual Verification of Committee Members.*

12. *Date of the Next Governance Board Meeting – July 27, 2023, at 6:00 pm, Virtual via Zoom Meeting.*

Adjournment – Vote to adjourn by roll call vote at 7:48 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

July 27, 2023
Date Approved



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 (están 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/Tlahtocan / 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 ALIGNMENT**
 - iii. **Action Plan B-3: PROFESSIONAL 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.
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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.
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