



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

August 25, 2022

Approved: (September 22, 2022)

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 7:17 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	Holaya Ponce Acosta	Chair	x			
2	Raúl Aldair Márquez	Vice-Chair	x			
3	Sabrina Zamora	Interim Secretary	x			
4	Ray Reich	Treasurer	x			
5	Malu, María Luisa González	Director at Large		x		
6	Patricia López	Director at Large	x			

Upon determining at 6:05 PM a quorum, Governance Board (GB), Sabrina Zamora, secretary will be taking minutes, meeting was then called to order at 6:05 PM.

Staff and other Participants: Mike Brewer, Head administrator; Lucia Carmona, Operations and Community Engagement Dir; Terrance Hester, Business Officer; Elva Varela, Office Manager; parents: Ericka Romero, Marisa DeWolf, Yvette Lopez, Veronica Lucio, Irma Lopez.

## Others in Attendance:

1. *Conflict of Interest Declaration* – None were declared
2. *Consent Agenda* – includes approval of the following:
  - *Agenda for August 25, 2022, Monthly Governance Board Virtual Meeting*
  - *Minutes of the previous meeting August 8, 2022, Governance Board Special Meeting*

**Motion:** Ray Reich moved to approve the consent agenda for August 25, 2022 and Minutes from GB Monthly Meeting of August 8, 2022.

**Second:** Aldair Marquez

**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. *Conflict of Interest Declaration* – none were declared.

- a. 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)

**Motion:** Ray Reich moved to accept the **BAR No. 577-000-2223-0003-D**.

**Second:** Aldair Marquez

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

5. *Review of Authorizer Unique Correspondence –By Michael Brewer.*
6. *Principal’s Report – By Interim Head Administrator, Michael Brewer. (See Addendum A)*
7. *Concilio de Padres and Community Engagement Reports – By Concilio Co-Chair, Veronica Lucio, and Director of Operations and Community Engagement, Lucia Carmona (to include Community School Updates) (See Addendum B)*
8. *Reports from Committees -*
  - a. *Academic Performance Committee – Chair needed (for now, Mr. Brewer includes updates on his report)*
  - b. *Governance Board Development Committee – Will continuing recruiting new board members to replace those GB members who are retiring or resigning.*
  - c. *Facilities Committee - By Committee Chair, Ray Reich*
  - d. *Safe School Committee – Chair needed*
  - e. *School Development Committee - Chair needed*
9. *Unfinished Business – Not at this time*
10. *New Business –*
  - Discussion and possible action on acceptance letter of resignation from a board member, Dr. Maria Luisa Gonzalez

**Motion:** Ray Reich moved to accept the letter of resignation from Maria Luisa Gonzalez.

**Second:** Aldair Marquez

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

- Discussion and possible action on acceptance letter of resignation from a board member, Dr. Sabrina Zamora

**Motion:** Ray Reich moved to accept the letter of resignation from Maria Luisa Gonzalez.

**Second:** Aldair Marquez

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

- Mr. Ray Reich stated that he is withdrawing his letter of resignation submitted in June 23, 2022 at the monthly meeting to be effective in the month of August 31, 2022, will continue to serve.

*11. Agenda items for Next Meeting –*

- GB will present Hiring for a New Head Administrator Process
- Schedule the “Meet and Greet Raices Familia”
- Discuss how to thank the Las Cruces Church of Christ for allowing us to use their classrooms and make it possible in applying to get E-Occupancy to be approved by NMPED
- Retake to open a space during Governance Board Meetings to continue including the culture of the school and having brief workshops on Xianchtli and other cultural aspects of the school.
- Prepare a page to recruit new board members.

*12. Date of the Next Governance Board Meeting – September 22, 2022, at 6:00 pm, Virtual via Zoom Meeting.*

*Adjournment – Vote to adjourn by roll call vote at 7:17 pm*

**Motion:** Ray Reich moved to adjourn this meeting.

**Second:** Aldair Marquez

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

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Signature, Raíces Governance Board Chair

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Date Approved

**Raíces Del Saber Xinachtli****August 25, 2022 Principal Report**

Michael Brewer

1. The three portables now have a Temporary Occupancy Certificate which means students and teachers are able to work in the classrooms. Each portable has 2 bathrooms and 2 water bottle filler stations. The third portable will be used to house the after school program as well as Art and PE.
2. Drop off and pick up continues to run smoothly with all the students being on the main campus. The turn about for parents to turn around should be ready for use by Monday, August 29th barring bad weather.
3. All students are scheduled into Tyler SIS so teachers are able to keep attendance.
4. All STARS reporting for FY22 is uploaded and verified.
5. We continue with our COVID protocols even though the state and DOH have relaxed the protocols for the state. I feel it is better to be overly cautious in order to keep the school open.
6. NISN continues to support Raices. They have paid for our Student Information System (Tyler) and ARC New Mexico which will be doing our STARS reporting with NMPED. We will have our first staff PD with NISN on Friday from 1:00 - 2:30.
7. We have Picture Day on Friday. See the website for more information.
8. We have an Open House on Friday, August 26th. We will run the schedule as follows: Grades 2nd - 4th will be from 5:30 - 6:15 and Grades Kinder - 1st will be from 6:30 - 7:15. This is a time for teachers to tell you about their classrooms, procedures, homework/home support, etc. If you would like a conference with a teacher, you can email or send a note with the student and they will set up a time for a conference.

**Concilio de Padres/Parent's Council - Special Meeting  
Concilio's Executive Committee  
AGENDA – NOTES**

**Date/Fecha:** August 18, 2022

**Time:** 6:30 pm to

**Location:** Zoom Meeting

**Call to Order, by Mrs. Karen Chavez, Vice-Chair of the ECE Concilio/**

- **Welcome and remarks, objectives, and agreements/**
- **Adoption of previous meeting notes from May 19, 2022/**
- **Public Comment: This is an opportunity for parents to address the Concilio Executive Committee (CEC) for up to two minutes with comments or issues, whether or not they are posted on the agenda. The maximum time spent on this item is not to exceed 2 minutes. The CEC cannot act nor have any discussions or deliberation on any presentation concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action/**
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- **Participants (a list will be taken by Lucia during the arrival to the session in silence)/**
- **Parents and guardians/Padres de familia y tutores(as): Veronica Lucio Chair of Concilio, Maria Realzola 2<sup>nd</sup>, India Hernandez 2<sup>nd</sup>, Yvette Lopez 2<sup>nd</sup>, Roberto Moctezuma K & 1<sup>st</sup>, Yvonne Lozoya 4<sup>th</sup>, Guadalupe Gutierrez K, Carrie Shaver 3<sup>rd</sup>, Karen Chavez vice-chair and Financial committee member, 3<sup>rd</sup> and k; Aldair Marquez Board member and 1<sup>st</sup>, Diana Godinez 1<sup>st</sup>, Gema Morales, Tasha Kreger, Angelique Vega, Saba.**
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- **Governance Board Liaison member or any other Board Member present/**
- **Staff: Elva Varela Office Manager, Mike Brewer Head Administrator**
- **Parent Board member who represents the Concilio at the GB/ Aldair Marquez**
- **Other community member/**

**1. Discussion item 1. Updates on Facilities, by Mr. Brewer /**

- The county will be up tomorrow for inspection to see if portables are ready to provide e-occupancy and bring students together starting Monday. The bottled water station will not prevent the approval from the county. Parent asking what kind of support the school may need to support with water. It could be great; however, we may have all installed but in case we need it we will let you all what could be the needs.

**2. Discussion item 2. Updates on staff, we have the 1<sup>st</sup> grade teacher we were looking for. He is Mr. Jorge Estrada by Mr. Brewer/**

- Mr. Jorge Estrada had great experience from Mexico, he has been working in Gadsden District, we were lucky to have him.
- The Open House is scheduled to have soon, we are suggesting having open house on August 26

Break per grades, k-1 5:30 and 2-4 6:30

- 3. Discussion Item 3. Updates on Covid-19 protocol, we are exploring the possibility to test to stay at our school by Mr. Brewer/**
  - Our school have good protocol in place.
- 4. Discussion Item 4. In preparation for transition for the new Executive Committee of the Concilio's members, need volunteers. It could be self-nominated or nominated by someone. Positions: Chair, Vice-Chair, Secretary, Treasurer, including another person as alternative, By Lucia Carmona, /**
  - Nominations and/or self-nominations will be open over the month; contact Lucia Carmona.
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- 5. Discussion Item 5. Updates on the After School Program "Tloke Nauoke" by Lucia Carmona/**
  - Ask
- 6. Dialogue/Diálogo/Tlahtocan / Positive and Constructive Reflections, por Mrs. Veronica Lucio /**
  - The school is doing great, having the support of the church. And acknowledge of what the school is doing Tha
- 7. Item for next meeting limit time for meetings**
  - Discuss time to start the meetings (6:00 pm)
  - News Letters with the calendar of events happening at the school

Non-Action Discussion Items/No-Acción o Discusión de Asuntos

**The Concilio Executive Committee shall receive report outs on these items and engage in possible general discussion. No action may be taken on any of these items/El Comité Ejecutivo del Concilio recibirá reportes fuera de estos asuntos y podrá tener alguna breve discusión. Aunque no habrá ninguna accion en ninguno de dichos asuntos**

Discussion Items with Possible Action/Discusión de asuntos y Posible Acción

**The Concilio Executive Committee shall discuss and consider possible action under its authority as an advisory body to the Governance Board and the School Principal as well/ El Comité Ejecutivo del Concilio discutirá y posiblemente tome alguna acción bajo la autoridad como cuerpo consejero de la Mesa Directiva así como de la Directora.**

**Discussion and Possible Action (type requester name/nombre de quien lo solicita):**

**Discussion and Possible Action (type requester name/nombre de quien lo solicita):**

**Adjournment and Current Meeting Schedule Reminder- /Next Meeting-Próxima Reunión: September 15, 2022.**