



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

December 18, 2023 - **APPROVED**

Approved: (January 25, 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: 6:05 PM to 6:24 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		

This is a special meeting Upon determining at 6:05 PM a quorum, Governance Board (GB), Patricia Minjarez, Vice-Chair will be taking minutes, meeting was then called to order at 6:05 PM.

1. *Conflict of Interest Declaration – any*
2. *Consent Agenda – includes approval of the following:*
 - a. Agenda for Special Meeting, December 18, 2023, Governance Board Special Meeting.

Motion: Pat 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 – (See rules for public input at the end of the agenda)*
4. *New Business –*
 - a. The Monthly Finance Report is to include the following:
 - 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 the Finance Committee Chair (The notes are from November 13, 2023)

- b. *Finance Committee and Audit Committee Report* by Terrance Hester, SWREC, and GB Treasurer,
Discussion of any GB member questions on the Finance Report.
- c. Discussion and possible action on Budget Adjustment Requests (BARs).
 - 1. **BAR No. 577-000-2324-0015-T**
 - 2. **BAR No. 577-000-2324-0016-IB**
 - 3. **BAR No. 577-000-2324-0017-I**
 - 4. **BAR No. 577-000-2324-0018-I**

Motion: Patsy Lopez moved to accept the **BARs as presented**

Second: Elena Garza

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

5. *Head Administrator's Report* – By Head Administrator Dr. María Artiaga

6. *Adjournment* – Vote to adjourn by roll call vote. (at 6:24 pm)

Motion: Pat Minjarez moved to adjourn

Second: Patsy Lopez

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

1. *Adjournment* –

- 1. *Date of the Next Governance Board Meeting* – January 25, 2024, at 6:00 pm, Virtual via Zoom Meeting.

Adjournment – at 7:14 pm



Raul Aldair Marquez, GB Chair

January 25, 2023

Date Approved