



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

September 21, 2023 - **APPROVED**

Approved: (October 26, 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: 6:07 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			

This is the monthly regular governance board meeting. Ms. Pat Minjarez is acting as minutes taker, making call to order and declared quorum at 6:07 pm.

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
 - a. *Agenda for September 21, 2023, Monthly Governance Board Virtual Meeting*
 - b. *Minutes of the previous meeting July 27, 2023, Governance Board Meeting, and August 16, 2023, Special meeting, NOTE for GB Monthly Mtg on August 24, was rescheduled for not having quorum.*

Motion: *Patsy Minjarez moved to approve the consent agenda for September 21, 2023, and Minutes from GB Monthly Meeting of July 27, 2023, and GB Special Mtg, August 16, 2023.*

Second: *Raul Aldair Marquez*

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

- c. 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
3. Monthly Finance Committee Meeting Notes from the Finance Committee Chair (The notes are for the last two Finance Committee Meetings for August 17 and September 14, 2023.)
- a. Discussion and possible action on Budget Adjustment Requests (BARs).

Motion: Patsy Minjarez moved to approve the BARs.

Second: Patsy Lopez

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

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. (for August and September – see annex 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: (see notes from Concilio’s meeting in September 14, 2023 - annex B)*
8. *Reports from Committees -*
- a. *Academic Performance Committee – **Pat Minjarez, Committee Chair.** I am participating in the committee led by Dr Artiaga, mostly focusing in bring aligning to war*
 - b. *Governance Board Development Committee – **Aldair Márquez, Committee Chair,** Lucia Carmona, reported about Ms. Ana Mangino, a retired accountant who is interested in applying for Governance Board member, will giving follow-up.*
 - c. *Facilities Committee - **Verónica Lucio, Committee Chair,** Dr. Artiaga provided some updates, we are going to not make changes to the contract. By October the 9th, play ground will be ready to use by students. Any news on the shaded structure and will bring an umbrella.*
 - d. *Safe School Committee – **Aldair Márquez, Committee Chair,** fire chief came to the meeting, will explore some funding to work on a possible camaras,*
 - 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. Mr. Aldair, meeting with M. Jane. Still waiting to reschedule this training.*

10. New Business –

- a. *Updates on possible new board members.*
- b. *Discussion and Possible Action on Annual Verification of Committee Members. The GB will ratify the committee members.*
- c. *Discussion and Possible Action on Employee and Staff Handbook, Tabled for next meeting.*

11. Agenda items for the Next Meeting –

- a. *Will discuss and possible action on the Employee and Staff Handbook*

Date of the Next Monthly Governance Virtual Governance Board Meeting - (October 26, at 6:00 pm, Via Zoom Meeting).

Adjournment – Vote to adjourn by roll call vote at 7:10 pm

Motion: Pat Minjarez moved to adjourn this meeting.

Second: Patsy Lopez

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

Raul Aldair Marquez

Raul Aldair Marquez, GB Chair

October 26, 2023

Date Approved

Head Administrator's Report
September 2023
Dr. Maria Artiaga

Academic Performance

- Monthly enrollment numbers (139 students)
 - Kinder – 24
 - First Grade – 26
 - Second Grade – 23
 - Third Grade – 30
 - Fourth Grade – 20
 - Fifth Grade – 16

- Staff Professional Development/Staff Meetings
 - September 1 – CPR
 - September 1 – Sexual Harassment & Question, Persuade & Response/Gatekeeper
 - September 7 & 8 – NISN Mtgs. (Ms. Ibanez, & Mr. Ramos)
 - September 11 – Leadership Team/Academic Performance Committee
 - September 14 – Lesson Plans/ Literacy Standards
 - September 15 – Bridges
 - September 19 – Infinite Campus
 - September 22 – Bridges

- Admin Professional Development
 - September 1 – CPR
 - September 7 & 8 – NISN Mtgs. (Dr. Artiaga)
 - September 18 – MLSS (Gifted Education)

Charter Renewal Updates

- Part A – Annual Report
- Part B – Progress Report
 - School Information
 - Academic Performance
 - Student Outcomes
 - Mission-specific or School-Specific Goals
 - Organizational Performance
 - Educational Program
 - Financial Compliance
 - Governance Responsibilities
 - Equity and Identity
 - Tribal Consultation

- Other Performance Framework Indicators

- Part C – Financial Statement
 - Financial Statement Narrative
 - Operational Expenditures Tables (Operational Funds/General Funds)
 - Operational Expenditures Chart (Operational Funds/General Funds)
- Part D – Petitions of Support
 - Employee Petition – Goal is to obtain signatures of 65% of employees who were employed in the charter school on the 120th day of the year prior to the last year of the contract **(96% complete)**.
 - Household Petition – Goal is to obtain signatures of 75% of the households whose children were enrolled in the charter school on the 120th day of the year prior to the last year of the contract **(97% complete)**.
- Part E – Facilities
 - Facilities Narrative
 - Appendices
 - Occupancy Certificate
 - Lease Agreement
 - Facility Master Plan

Employee and Staff Handbook

Concilio de Padres/Parent's Council
Monthly Meeting
AGENDA

Date/Fecha: September 14, 2023

Time: 6:00 pm

Location: Zoom Meeting Raices del Saber is inviting you to a scheduled Zoom meeting.

Topic: Zoom Meeting Link - Concilio de Padres Monthly Meeting - September 14, 2023 at 6:00 pm

Time: Sep 14, 2023 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87841422276?pwd=bk5kZnJzbHNZdCtHVVpCemx4UUUVFdz09>

Meeting ID: 878 4142 2276

Passcode: Council@23

A. Call to Order / Llamado al Orden

1. Welcome and remarks / Bienvenida
2. CEC Officer Roll Call / Llamado de lista
3. Review of meeting notes for August 17, 2023 / Revisar las notas de la última reunión del 17 de Agosto, 2023
4. Public Comment: 2 Minutes Max/ Comentario Publico 2 Minutos Maximo

B. Approval Items / Articulos de Voto

1. Concilio Secretary Appointment- Nombramiento de Secretaria del Concilio

C. Discussion Items / Articulos de Discussion

1. Discussion item: Concilio Facebook Group
 - a. Email invite sent for "Raices Concilio de Padres" Facebook group
 - b. Created as a communication page for parents only.
2. Discussion item: First fundraiser suggestions
 - a. What should we do?
 - b. What should our first Goal be?
3. Discussion item: Executive Committee volunteer needed- Treasurer
 - a. We are still looking for a Treasurer. If anyone is interested please reach out to us.

D. Reports / Reportes

1. Safety Committee Report- Provided by Lei Lani
2. Raices Report – Provided by (Lucia Carmona and Dr. Artiaga)
3. Announcements – Tentative

E. Dialogue/Diálogo/Tlahtocan (Positive Reflections/Reflexiones Positivas)

F. Adjournment.

Next Meeting September 21th, 2023 /Próxima reunión, 19 de October 2023.