



Raíces del Saber Xinachtli Community School  
Governance Board Meeting Minutes –Approved -  
Thursday, February 28, 2019  
NMSU, College of Education  
O'Donnell Hall, Ground Floor CORE Room  
5:00 to 6:30 PM

1. Call to Order – at 5:00 PM.
2. Roll Call – by voice vote

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

Present: Emma Armendariz, Jane Asche, Rocio Benedicto, Alejandro Flores, Paul Gutierrez, Irene Oliver-Lewis, Ray Reich. *Quorum present for meeting.*

Staff Present: Project Coordinator, Lucia V. Carmona

Others Present: Efren Miranda, Sergio Pando

3. Conflict of Interest Declaration – The call for declarations was made and there were none for this meeting.
4. Approval of Agenda\*

**Motion:** Pail Gutierrez moved to approve the agenda as submitted. Second by Irene Oliver Lewis. Motion passed unanimously by voice roll call vote.

5. Public Input – Efren Miranda, a Master's student in the College of Education at NMSU, introduced himself and expressed his interest in assisting Raíces in any way that might tap his expertise in curriculum and instruction as well as assessment.

6. Consent Agenda\*
  - a) Approval of Minutes of Jan 24, 2019, Board Meeting

**Motion:** Rocio Benedicto moved that the consent agenda be approved. Second by Paul Gutierrez. Motion passed unanimously by voice roll call vote.

This was our first experiment with using the consent agenda for items that the Board reviews ahead of the meeting. We expect to make greater use of it in the future to expedite business at Board meetings.

## 7. Reports from Committees

- a. Academic Performance Committee - Appointment of Committee Members  
After discussion, the Board decided by consensus to table appointment of this committee until the Principle is hired.
- b. Finance and Audit Committees - The Finance and Audit joint report gave updates on latest confirmation from the *NACA Inspired School Network (NISN) of the financial commitments to Raíces* up through June 30 of 2019 as follows:

NISN has committed to spend \$127,836, with the potential to spend up to \$181,094. The current commitments include the following:

- \$65,015 to cover expenses associated with bringing the identified school facility to e-occupancy (architecture and construction fees)
- \$2,880 for parent engagement during the student recruitment phase
- \$14,978 for furniture
- \$8,200 for staff recruitment and professional development
- \$7,859 for curriculum
- \$28,905 for technology

This information is provided in detail in the Excel Spreadsheet from Nate Morrison, the NISN Senior Director of Finance, Operations, and Development, that was provided in advance of the Board Meeting by the Racies Project Coordinator.

Total assets in the Bank are \$3,000 with no expenses for the month ending January 31, 2019.

- c. Facilities Committee - Approval of updated Facilities Agreement\*

A very detailed report by the Facilities Committee was submitted in writing to Board Members in advance of this Board Meeting as one of the 12 attachments in the Project Coordinator's Report. Final details of the costs of the renovation plan for the school building site at 2211 N. Valley Drive have been completed by the Families & Youth, Inc. (FYI) architects, including bringing the building in compliance with E-Occupancy regulations. The NISN Finance director has confirmed in the report to the Finance Committee that a sum of \$65,015 will be provided for school's portion of the renovations being requested by FYI. As per the most updated agreement with FYI, NISN will pay directly to FYI this amount in several payments with the final payment no later than June 30, 2019.

**Motion:** Paul Gutierrez moved that the Board approve the signing of the updated facilities agreement with FYI by Board President, Emma Armendariz. Second by Ray Reich. Motion passed unanimously by voice roll call vote.

**Action Item:** Emma Armendariz to sign the updated agreement with FYI to begin the building renovations.

- d. Principal Recruitment Committee – Committee Chair, Irene Oliver Lewis is composing two stories to get the word out for additional applicants for the Principal and other staff positions. In addition to the 6 regional electronic Job Boards that have been used for the job postings, Irene will be starting ads in the Las Cruces SunNews, the Las Cruces Bulletin Publication, and the Santa Fe New Mexican. The plan is on track to begin interviews by the deadline of March 30<sup>th</sup> for the Principal position. The treasurer has directed Irene to give receipts to him for advertising costs. *NISN has provided \$700 in the budget for advertisement and costs associated with staff recruitment.*

**Action Item:** Irene Oliver Lewis to prepare and submit the ads that will go in the 3 papers enumerated above.

- e. Governance Board Development Committee – This committee did a short training on the proper procedures for passing an amended motion. The information came from the latest revision of Robert’s Rules of Order which are the procedural rules mandated for use in conducting Raíces Board Meetings by the Governance Board Bylaws.
8. Raíces Project Coordinator Report - This report was provided to Board Members ahead of the Board Meeting and Lucia Carmona, the Project Coordinator, gave an oral summary of the following topics:
    - a. All documents that are to be submitted to the Public Education Department Charter School Divisions (NM PED-CSD) by March 1, 2019 with links to the documents in the Raíces Google Drive;
    - b. The February 28<sup>th</sup> Submission of documents prepared for the Public Education Commission (PEC) to bring at least 50% of the subsections of the Raíces Charter School Application rated below “Meets Criteria” up to this rating;
    - c. Updates on the Raíces website and Facebook Page related to the student enrollment and lottery process;
    - d. The work of the Curriculum and Instruction Team for the February 28<sup>th</sup> and March 1 submissions;
    - e. Updates on Project Coordinator support on the school organizational framework;
    - f. Updates on Project Coordinator support on the school financial framework; and
    - g. Updates on community engagement and student enrollment.

## 9. Old Business

Irene Oliver Lewis discussed with the Board the second reading of the Community Input Policy at Board Meetings, which was provided to the Board Members in writing ahead of

the Board Meeting. The policy will be sent in advance for a 3<sup>rd</sup> reading and will be placed on the consent agenda for approval at the **March 21<sup>st</sup>** Board Meeting.

10. New Business

There were no new business items added to the agenda.

11. Agenda items for Next Meeting

None were specified as a result of this meeting other than the 3<sup>rd</sup> reading of the Community Input Policy which will become a consent agenda item unless removed from the consent agenda for further discussion.

12. Date of the Next Governance Board Meeting - **Thursday, March 21, 2019** at 5:00 PM at O'Donnell Hall, CORE Room #027, bottom level.

13. Adjournment – at 6:30 PM\*

**Motion:** Rocio Benedicto moved for adjournment of the meeting at 6:30 PM. Second by Alejandro Flores. Motion passed unanimously by voice roll call vote.