



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

October 26, 2023 - **APPROVED**

Approved: (November 16, 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: 6:04 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	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 6:04 pm.

Roll Call and Call to Order

1. *Conflict of Interest Declaration – Any conflict of interest declaration*
2. *Consent Agenda – includes approval of the following:*
 - a. Agenda for Meeting, *October 26, 2023*, Governance Board Monthly Regular Meeting
 - b. Minutes of the previous Governance Board Monthly Meeting on October 10, Special meeting, and the Monthly meeting of *September 21, 2023*.
 - 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
- VII. Monthly Finance Committee Meeting Notes from the Finance Committee Chair (The notes are from October 20, 2023.)

- 3. *Finance Committee and Audit Committee Report* by Terrance Hester, SWREC, and GB Treasurer,
 - a. Discussion of any GB member questions on the Finance Report.

Motion: *Patsy Minjarez moved to approve the consent agenda for October 26, 2023, and Minutes from GB Monthly Meeting of October 10, 2023, and GB Special Mtg, September 21, 2023; and Finance Report.*

Second: *Mariaelena Garza*

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

- b. Discussion and possible action on Budget Adjustment Requests (BAR).

577-000-2324-00009-IB

Motion: *Patsy Minjarez moved to approve 577-000-2324-00009-IB*

Second: *Mariaelena Garza*

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

- c. Discussion and possible action on Budget Adjustment Requests (BAR).

577-000-2324-0014-D

Motion: *Patricia Minjarez moved to approve 577-000-2324-0014-D*

Second: *Mariaelena Garza*

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

- 4. *Public Input* – Any public input

- 5. *Review of Authorizer Unique Correspondence* – By Dr. María Artiaga (Head Administrator)

On November the 9th we received a letter from Alan Brewer, Chair of the NM Public Education Commission, we will be presenting in Santa Fe, on December the 13. The commission may renew or may renew with conditions or deny renewal of Raices Charter application based on the performance on the renewal charter application. The Charter Schools Division recommended to renew without conditions, however, during this session we will receive a finalized notice to our application. (See attached document-Annex A)

- 6. *Head Administrator’s Report* – By Head Administrator Dr. María Artiaga (Annex B)

- 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 (Annex C)

- 8. *Reports from Committees* -

- a. *Academic Performance Committee* – **Pat Minjarez, Committee Chair**

- b. *Governance Board Development Committee – Aldair Márquez, Committee Chair*
Mr. Marquez prepared a flyer to announce board members position recruitment campaign.
- c. *Facilities Committee - Verónica Lucio, Committee Chair.* Any update to report.
- d. *Safe School Committee – Aldair Márquez, Committee Chair.* Any update to report.
- e. *School Development Committee - Volunteer Needed;* this committee is still under development.

9. *Unfinished Business –*

- a. *Update on **the** interview with possible new governance board member. Pending interview with Ms. Ana Mangino.*

10. *New Business –*

- a. *Discussion and Possible Action on media options to find new board members.*
Mr. Aldair presented a proposed flyer and a media plan to work on this.
- b. *Discussion on Annual Verification of Committee Members: Any action was taken on this.*
- c. *Discussion and Possible Action on Employee and Staff Handbook.*
- d. *Board Member interest in travel to PCSNM Conference*

11. *Agenda items for the Next Meeting –*

- a. *Any items?*

Date of the Next Monthly Governance Virtual Governance Board Meeting - (November 30, at 6:00 pm, Via Zoom Meeting)

Adjournment – Vote to adjourn by roll call vote at 7:45 pm

Motion: Pat Minjarez moved to adjourn this meeting.

Second: Mariaelena Garza seconded

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

Raul Aldair Marquez

Raul Aldair Marquez, GB Chair

November 16, 2023

Date Approved



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ALAN BRAUER, CHAIR
PUBLIC EDUCATION COMMISSION

DR. ARSENIO ROMERO
SECRETARY OF EDUCATION

December 13, 2023

Alan Brauer, Chair
District 3, Albuquerque

Rebekka Burt, Vice Chair
District 4, Rio Rancho

Melissa Armijo, Secretary
District 1, Albuquerque

Timothy E. Beck, Member
District 2, Albuquerque

Sharon Clahchischillage, Member
District 5, Aztec

Stewart Ingham, Member
District 6, Deming

Patricia Gipson, Member
District 7, Las Cruces

Michael M. Taylor, Member
District 8, Roswell

K.T. Manis, Member
District 9, Hobbs

Steven J. Carrillo, Member
District 10, Santa Fe

Maria Artiaga
Raul Aldair Marquez
Raíces del Saber Xinachtli Community School
headadministrator@raicesdelsaber.org
r.aldair.marquez@gmail.com

Dear Ms. Artiaga and Mr. Marquez:

Congratulations on the renewal of your charter school. This will confirm that the Public Education Commission has voted to renew Raíces del Saber Xinachtli Community School for a five-year term from July 1, 2024 to June 30, 2029 without conditions.

The negotiations for contracting with the PEC are scheduled to take place March 11-13, 2024. Missy Brown at Charter School Division (Melissa.Brown@state.nm.us, 505 551-2879) will reach out with information on the charter contracting process. She is planning to set up a time in January 2024 to come to your school to discuss the process. All documents related to the contracting process will be uploaded here

<https://drive.google.com/drive/folders/1YXIZ9NYnZpPPNfmOx8IUeEIX1mq9easn> as you move through the process to prepare for the negotiations with the PEC. The approved contract and performance framework templates are found here:

<https://webnew.ped.state.nm.us/bureaus/public-education-commission/policies-and-processes/>

We appreciate all of the work at your school, the support you provide to the students at your school and your commitment to education in New Mexico. On behalf of the Commission, I thank you for your efforts and congratulations again.

Sincerely,

Alan Brauer

Chair, Public Education Commission

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.