



Raices del Saber Xinachtli Community School  
Governance Board Meeting Minutes

APPROVED-August 9, 2019

July 25, 2019

NMSU, College of Education

O'Donnell Hall, Ground Floor CORE Room

5:00 – 7:00 PM

Call in # (605) 472-5314 - Access Code: 273462

1. Call to Order – at 5:07 PM
2. Roll Call

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

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

Absent: Rocio Benedicto, (Excused)

Others Present: Angela Stock, Raices Principal; Lucia Carmona, Director of Operations; Alejandra del Plain, an employee of the J. Paul Taylor Charter School.

3. Conflict of Interest Declaration – No conflict of interest was declared.
4. Approval of Agenda\*

**Motion:** Ray Reich moved to approve the agenda for the July 25 Raices Board Meeting with an addition to new business of a presentation of a gift to the school. Second by Alejandro. Motion passed unanimously by roll call vote.

5. Public Input – There was no request for public input.
6. Consent Agenda\*
  - a) Approval of Minutes of July 12, 2019, Board Meeting

**Motion:** Ray Reich moved to approve the consent agenda, which included the Minutes of the July 12, 2019, Raices Board Meeting. Second by Paul Gutierrez. Motion passed unanimously by roll call vote.

7. Reports from Committees
  - a. Finance Committee –

- 1) Monthly Finance Committee Report – Raices Board Treasurer reported that the Vigil Group had not prepared the regular monthly reports for this meeting.

**Action:** Ray Reich will talk with the Vigil Group right away about getting the regular weekly conference calls set up and making sure that the agreed upon monthly reports are prepared for every monthly Board Meeting on the 4<sup>th</sup> Thursday of the month.

- 2) Possible action on a Budget Adjustment Request for the State Equalization Budget (SEG). Jane reported that Joseph Lucero communicated that some small changes are being made to the SEG budget and so he would like to put off approving the budget adjustment request until the August meeting, as these changes will affect the budget starting in October.

- 3) Vote on approval to add the Principal, Angela Stock to the Bank Account as a signatory. Following a discussion of the need for the Principal to be able to be one of the co-signers designated to sign checks drawn down on the First American Bank account, a vote was taken as follows.

**Motion:** Irene Oliver-Lewis moved to approve Principal, Angela Stock, as a signatory on the School's bank account at First American Bank, 1553 Avenida de Mesilla, Las Cruces, NM 88005. Second by Ray Reich. Motion passed unanimously by roll call vote.

b. Facilities Committee –

- 1) Report on the Department of Transportation permit for continuing renovations on FYI Building. The Principal reported that the Department of Transportation has now signed off on the permit for the school at 2211 N. Valley Drive in the FYI Building. The only qualification is that we must ensure that the Highway Department paints a new stripe down the middle of the road that is broken instead of the two solid lines so that drivers from the north bound lane are permitted to cross over the left hand lane to turn into the school property. FYI may now resume renovations on the building as both the Transportation and Fire Department permits have been approved. Alejandro will and Angela will keep close track of the renovation work with Angela checking in daily.
- 2) Report on a temporary location for the school. As a result of the long hold up on the permits, the school location at the FYI building will not be finished for the school opening on August 8<sup>th</sup>. Therefore, the Principal has been in conversations with the Principal, Melissa Miranda, of La Academia Dolores Huerta Charter School (LADH). Ms. Miranda, with the permission of Dr. Ewing, the Superintendent of the Las Cruces Public School District, which owns the LADH buildings has agreed to allow Raices students to be

temporarily located in the three portable buildings at LADH until the FYI building renovations are completed.

- 3) Possible action on MOU for the alternate facility in which school will start on August 8<sup>th</sup>. The Raices Lawyer, Natasha D. Cuylear of the Dumas Law Office, has prepared a Memorandum of Understanding with regard to the temporary use of the LADH facilities for both Melissa Miranda and Angela Stock, to sign as the two principals involved in this agreement. After review of the MOU by Board Members, the following action was taken.

**Motion:** Paul Gutierrez moved to approve the sublease of the LADH portables at 400 Bell Ave. in Mesilla Park for a temporary location for Raices students until such time as the renovations are completed at the FYI building and to move forward on finalizing a Memorandum of Understanding. Second by Irene Oliver-Lewis. The motion passed unanimously.

c. Governance Board Development Committee

- 1) Discussion of three persons interested in joining the Board – Jane Asche discussed the resumes of three persons who are interested in joining the Raices Board of Directors as follows: Holaya Ponce Acosta, Martha Toltecatl, and Maria Elena D’ Garza Vargas. The Board Members agreed that the members of the Board Development Committee (Rocio Benedicto and Jane Asche) should proceed to interview the candidates and be ready to make recommendations by the August Meeting. We especially agreed that Holaya Ponce Acosta who has already taken the required board training for new board members should be quickly vetted for board membership.
- 2) Brief Training on Selection and On–Boarding Process – Jane Asche facilitated a 15-minute training and discussion on the role of the Board Development Committee as described in the Raices Bylaws and the Charter Application. The written information included the specific action steps to be taken for screening and presenting potential candidates to be considered for board positions and the on-boarding process which the committee is tasked to carry out to properly orient new members.

**Action:** Jane Asche and Rocio Benedicto to finalize the interview protocol and begin to interview the potential candidates.

8. Principal’s Report - Angela Stock reported in detail on the following topics:

- She has been spending lots of time working on financial management details with the Vigil Group.
- Elva Varela, the new office manager, has turned out to be outstanding to work with and she has been busy helping with ordering equipment and supplies.

- Angela is exploring a small training contract for the LADH officer manager, to train Elva Varela on the Aptafund software and other important office management functions within a school. There was Board consensus to move ahead on this.
- A note has been sent to all parents about the new location and Lucia Carmona is following up with phone calls to all families. So far there have been only two negative responses.
- All staff hiring paperwork has been completed with the help of Lucia Carmona and they are waiting for the final word from the PED.
- They have worked with NM Public School Insurance Authority and the Educational Retirement Board to get all the benefits paperwork finished up and Background Checks finalized.

9. New Business –

a) Application for a federal Community Schools Planning Grant - Angela announced that she, Jane Asche and Lucia Carmona will be working on a federal Community Schools Planning Grant that is due August 30, with Jane taking the lead since the opening of school is top priority for Angela and Lucia.

b) Gift to the School – Irene Oliver- Lewis presented a gift from a distinguished California artist and author of about \$400 worth of educational games and books in both Spanish and English appropriate for our kinder and first grade students. This gift was given by Rebecca Barron, owner Barron Collection, LTD, Seattle, Washington.

10. Agenda items for Next Meeting

- Meet new Raices staff members
- Budget adjustment request on our state equalization guarantee funds

11. Date of the Next Governance Board Meeting – ***Thursday, August 22, at La Academia Dolores Huerta in the Portable units at 5:00 PM, 400 Bell Ave in Mesilla Park.***

12. Adjournment – 7:00 PM.

**Motion:** Paul Gutierrez moved to adjourn the meeting at 7:00 PM. Second by Irene Oliver-Lewis. The motion passed unanimously by roll call vote.