

Raíces del Saber Xinachtli Community School Governance Board Meeting

Tuesday, October 30, 2018
NMSU, College of Education
O'Donnell Hall, Ground Floor, CORE Room
5:00 pm to 7:30 pm
Call in # (605) 472-5314 - Access Code: 273462

Approved MINUTES

1. Call to order at 5:28

2. Roll Call

The following Board Members signed in and confirmed attendance via voice Roll Call:
Present: Emma Armendariz, Jane Asche, Rocio Benedicto, Alejandro Flores, Irene Oliver-Lewis, Ray Reich. *Quorum present for meeting.* Absent: Paul Gutierrez (approved absence)

Others present:

Lucia V. Carmona, NISN Fellow and Project Coordinator

Teresa Valenzuela from the public

Michael Vigil, Raíces Business Manager from Vigil Group, LLC. (by conference call)

3. Approval of Agenda*

Motion: Rocio Benedicto moved that the agenda be approved as submitted. Second by Ray Reich. Motion approved.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote. Four members constitutes a quorum of the Board according to Raíces Bylaws

4. Approval of Board Minutes from Oct 4*

Motion: Rocio Benedicto moved to approve the October 4th minutes with the correction of the officer titles of President and Vice President changed to read Chairperson and Vice-Chairperson consistent with the titles in the Raíces Bylaws. Ray Reich seconded the motion. Motion approved.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

5. Bank Account Approval*

After discussion of the details of opening a school bank account at First American Bank of Las Cruces at 1553 Avenida de Mesilla and the expertise of bank Vice-President, Ana Mangino, in handling the financial records of seven charter schools over past years, the decision was made to open the Raíces school bank account at First American Bank.

Motion: Irene Oliver-Lewis moved to approve opening a Raíces bank account at First American Bank of Las Cruces, 1553 Avenida de Mesilla, with Chairperson, Emma Armendariz; Treasurer, Ray Reich; and Raíces Project Coordinator, Lucia V. Carmona authorized to sign checks and Michael Vigil from Vigil Group, LLC. authorized to manage the Raíces business online banking as our official business manager in charge of accounting services. Ray Reich seconded the motion. Motion approved.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

6. Board of Finance Application and Resolution*

Discussion - All board members have filled out the Affidavit of Governing Board Member form and had it properly notarized to become an official board of finance. Raíces Project Coordinator still needs to collect the affidavits from Rocio Benedicto, Paul Gutierrez, and Irene Oliver-Lewis. We then discussed and voted on the following Board resolution.

Resolution: Raíces will consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

Motion: Ray Reich moved that the above resolution be approved. Rocio Benedicto seconded the motion. Motion approved.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

7. Policy Approval*

The following policies were discussed in detail and then approved as a group.

- a. Bylaws
- b. Inspection of Public Records Policy

- c. Conflict of Interest Policy
- d. Anti-nepotism Policy
- e. Background Check Policy
- f. FERPA Policy
- g. School Complaint and Grievance Policy (both 1) Anti-discrimination Policy for staff, Board Members, students and parents and 2) the general School Complaint and Grievance Policy procedures for parents, students and community members on any grievance matter)
- h. Volunteer Policy
- i. Replacement and Removal of Board Member

Motion: Rocio moved that the above policies, a. through i., be approved. Ray seconded the motion. Motion approved.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

8. Establish Audit Committee*

The following persons were approved for the Audit Committee:

- Board Treasurer, Ray Reich as chair;
- Board Member Paul Gutierrez;
- Community Member with accounting expertise, Maria Flores;
- Parent Member of Parent Council (once enrollment is confirmed); and
- Board Chairperson, the Principal (once hired), and Michael Vigil, Business Manager, as Ex Officio members.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

9. Establish Finance Committee*

The following persons were approved for the Audit Committee:

- Board Treasurer, Ray Reich as chair;
- Board Member Paul Gutierrez;
- Parent Member of Parent Council (once enrollment is confirmed);
- Board Chairperson, the Principal (once hired) and Michael Vigil, Business Manager, as Ex Officio members.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

As part of establishing the Finance Committee the Board discussed an arrangement with the Vigil Group to provide pro bono accounting services and function as our business manager during the implementation year for Raíces. This led to the following motion:

Motion: Irene Oliver-Lewis moved that we approve the Vigil Group, LLC to provide pro bono accounting services and function as Raíces Business Manager from now to July 1, 2019 with the following conditions: 1) If federal grants funds become available we will pay for their services at \$100/per hour, not to exceed \$10,000 per year, and 2) the Vigil Group will provide a proposal for services for the planning year. Seconded by Ray Reich. Motion Approved.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

10. Establish Ad-hoc Committee*

The following people were approved to serve on the Facilities and Principal Hiring Committees:

- a. Facilities Committee: Treasurer Ray Reich, Board member Alejandro Flores, and Project Coordinator Lucia Carmona.
- b. Principal Hiring Committee: Chairperson Emma Armendariz, Board Member Rocio Benedicto, and Board Member Irene Oliver-Lewis.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

11. Staffing Plan*

Discussion: The staffing plan at this time is focused on the hiring of the principal. Work associated with recruiting candidates will be conducted by the Principal Hiring Committee and presented to the Board of Directors at official meetings. The committee will conduct its work according to the approved Principal hiring plan that has been approved by the Board at this October 30 meeting.

12. MOU with NACA Inspired Schools Network (NISN)*

Discussion: The Board discussed a Memorandum of Understanding between the Raíces Board and NACA Inspired Schools Network (NISN) for NISN to provide technical support to Raíces, including the support of NISN Fellow, Lucia Carmona, as the Project Coordinator during the implementation year for Raíces from October 28, 2018 to August 1, 2019.

Motion: Jane Asche moved to approve the Memorandum of Understanding between the Raíces Board and the NISN. Ray Reich seconded the motion. Motion Approved.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

13. Updates on Implementation Year – Project Coordinator Lucia Carmona provided a review of all requirements that the Board must meet for the November 15 Report to The Charter School Division of the NM Public Education Department.

14. Possible Closed Session (Personnel and Legal Matters) – There was not a need for the closed session and so there was no public action to be taken.

15. **Next Meeting:** November 29, 2018, at 5:00 PM at O’Donnell Hall, Ground Floor CORE Room, NMSU Campus

Adjournment: By Voice Vote at 7:57 PM. Motion to adjourn by Jane. Second by Ray. Motion approved.

Voice Vote: Yes – Emma Armendariz, Jane Asche, Rocio Benedicto, Ray Reich. Board Members Oliver-Lewis and Alejandro Flores must complete online training before November 15 in order to vote.

Agenda Items for Next Meeting on November 29: None specified or carried over from this meeting.

Submitted by Raíces Governance Board Secretary: Jane A. Asche