



Raíces del Saber Xinachtli Community School

Governance Board Meeting Minutes

Thursday, November 29, 2018

NMSU, College of Education

O'Donnell Hall, Ground Floor CORE Room #27

5:30 pm to 7:30 pm

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

1. Call to Order – at 5:30 PM

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, Paul Gutierrez, Irene Oliver-Lewis, Ray Reich. *Quorum present for meeting.*

Absent: (None)

Others Present:

Lucia V. Carmona, NISN Fellow and Project Coordinator

Wendy Harvey, AmeriCorps Intern

3. Approval of the Agenda

Motion: Irene Oliver Lewis moved that the agenda be approved with the following additional items for discussion: placing standing items on the agenda at all meetings for identification of potential conflict of interest on the part of board members and also dealing with public input. Second by Ray Reich. Motion approved unanimously by roll call voice vote.

4. Approval of Board Minutes from October 30, 2018 Board Meeting.

Motion: Ray Reich moved that the minutes of the October 30, 2018 Board Minutes be approved as submitted. Second Rocio Benedicto. Motion approved unanimously by roll call voice vote.

5. Bank Account Updates

Lucia Carmona, Raíces Project Coordinator, reported that the bank account has now been opened with a deposit of \$3,000 at First American Bank of Las Cruces, 1553 Avenida de Mesilla. Accountant Michael Vigil of the Vigil Group LLC, has been approved to do online management of the account. A letter was provided by the bank confirming our status for our Board of Finance application. Michael is the records custodian and Ray will work with him to make sure the Board has timely monthly reports. Emma, Lucia, and Ray are the signatories.

6. Board of Finance Application

The Board of Finance package has been submitted to NM Public Education Department Charter School Division (NMPED-CSD) and we are waiting for information from the Charter School Division as to whether it will be submitted to the Public Education Commission (PEC) for approval at the December 11-14 meeting of the PEC.

7. Raíces Board Committee Updates

- a. Facilities Committee: Project Coordinator, Lucia Carmona reported exploring two properties owned by Families and Youth Inc. (FYI). The vacated building of the Las Montanas Charter High School at 201 E. Lohman Avenue has approximately 5,000 square feet of space available. This space can be renovated with a minimal amount of cost to meet the needs of Raíces in the first two years of operation. FYI also owns a building on N. Valley Drive near Mayfield H.S. which is the old girls' dormitory for FYI programs. This would be a costlier building to renovate. Members of the facilities committee, Ray Reich, Alejandro Flores, and Lucia Carmona will carefully research these two possible sites for the school before the next board meeting.

Action to be carried out by next Board Meeting: Ray, Alejandro, and Lucia will prepare a written report for the December 13 Raíces Board Meeting on the feasibility of either of these sites as potential sites for the school to begin its first year of operation in August of 2019.

- b. Principal Hiring Committee: Irene Oliver-Lewis has agreed to chair this committee made up of Irene, Emma Armendariz, and Rocio Benedicto. Since no responses have been forthcoming from the first announcements that went out in the five state region of TX, NM, AZ, CA, and CO, the Committee will present an updated timeline for each of the detailed steps for the recruitment and interview process for the hiring of the principal. They will also provide ideas to increase recruitment efforts.

Action to be carried out by next Board Meeting: Irene will prepare a written update on the principal hiring plan with a revised timeline that the committee believes is realistic for the various tasks in the process and a plan to intensify recruitment efforts.

- c. Finance Committee: Finance Committee Chair, Ray Reich, reported that he will be working with Michael Vigil and Lucia on internal financial controls and procurement policy. Lucia reported that she is enrolled to take a week long course on procurement policy and processes that is designed for participants to become certified procurement officers.

Action to be carried out by next Board Meeting: Ray will prepare a written report for the December 13 Board Meeting to update the Board on work on internal financial control policies and report how he and Michael will work together to make sure monthly financial reports are prepared in a timely way for Board Meetings.

8. Status on MOU with NISN

Lucia will send the latest copy of the MOU which has now been signed by Kara Bobroff, the Executive Director of NISN (NACA Inspired School Network); Emma Armendariz, Raíces Board Chair; and Lucia Carmona, NISN Fellow and Raíces Project Director. Board members need to review the MOU to see if we have any questions about our relationship with NISN which has supported the development of Raíces and the position of Lucia as the project coordinator.

Action to be carried out by next Board Meeting: All Board Members are to review the updated Memorandum of Understanding between NISN and the Raíces Governance Board.

9. Updates on Implementation Year

- a) November 15, 2018, Implementation Year Report – Lucia reported that all the tasks to be completed for the November 15 Report were completed and sent electronically to the NMPED Charter School Division as required. We are now waiting for feedback from the CSD Staff.
- b) March 1, 2019, Implementation Year Report – Lucia discussed the tasks listed in the Implementation Year Checklist that must be completed and reported on to the CSD by the March 2, 2019, Deadline.

Action to be carried out by next Board Meeting: All Board Members review these tasks and be prepared to say which one they will help to complete for the upcoming March Report.

10. Executive Session

Motion: Irene Oliver Lewis moved to convene a closed executive session pursuant to NMSA § 10-15-1 (H)(7) DISCUSSION SUBJECT: ATTORNEY CLIENT PRIVILEGE PERTAINING TO THREATENED OR PENDING LITIGATION IN WHICH THE PUBLIC BODY IS OR MAY BECOME A PARTICIPANT, SPECIFICALLY: In the matter of Raíces del Saber Xinachtli Community School; Decision, and Order from the New Mexico Department Secretary of Education. Second by Alejandro Flores. Motion approved unanimously by roll call voice vote.

11. Reconvening of the Raíces Public Board Meeting and Action Related to Executive Session

Motion: Ray Reich moved that the October 30, 2018, public meeting of the Raíces Board be reconvened upon conclusion of the closed executive session. Second by Paul Gutierrez. Motion approved unanimously by roll call voice vote.

For the record, Board Chair Armendariz declared that only the subject stated in the motion for closure in Agenda Item #14 was discussed during the closed executive session of the Raíces Board. A motion was then put on the floor after the closed discussion with Attorney

Natasha D. Cuylear of Dumas Law Firm, who represents Raíces in all legal matters related to the Charter Application process.

Motion: Irene Oliver-Lewis moved that Raíces Governance Board file an appeal, at the District Court Level, regarding the Decision and Order of NM Department Secretary of Education to reverse the decision of the Public Education Commission to approve (with conditions) the charter application of Raíces del Saber Xinachtli Community School. Second by Ray Reich. Motion approved unanimously by roll call voice vote.

12. Discussion on Conflict of Interest Statements and Public Input as Standing Agenda Items (Added Agenda Item)

Board Members agreed that it is important to have the following two agenda items as a standard item on all agendas: 1) an item that asks if there is any board member who needs to recuse him/herself from Board discussion of any agenda item in which that individual's input would represent a potential conflict of interest as described in the Raíces Governance Board Bylaws (Section 2.14), and 2) a regular agenda item for public input during each board meeting in compliance with Raíces bylaws (Section 3.8).

Action to be carried out by next Board Meeting: Irene agreed to research and propose options for a policy regarding the public input process that is consistent with Section 3.8 of Raíces Bylaws, so it can be posted on the Raíces website for public information and future Board protocol regarding public input.

13. Calendar for Board Meetings

It was agreed that in general the Board will meet the 4th Thursday of the month unless this date conflicts with major Holidays. For this reason, the Board agreed that the next meeting of the Raíces Board will need to occur earlier in the month.

Next Raíces Board Meeting – Will be held December 13, at 5:00 PM in the CORE Room #27, Ground Floor of O'Donnell Hall, NMSU.

14. Agenda items for Next Meeting

- Board Member assignments for March 1 Implementation Year Report
- Final Review of NISN/Raíces MOU
- Proposed Policy for Public Input at Raíces Governance Board Meetings.
- Reports from Finance, Facilities, and Principal Hiring Committees
- Discussion of the Governance Board Development Committee as required by Bylaws

15. Adjournment

Motion: Rocio Bendicto moved to adjourn at 8: 17 PM. Second by Jane Asche. Motion approved unanimously by roll call voice vote.

Minutes Submitted by: Jane Asche, Raíces Board Secretary