



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

November 16, 2023

Approved: (December 14, 2023)

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive
The Meeting was conducted by the Zoom Meeting Platform

Time: 6:07 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 de Vargas	Treasurer	X			
5	Patricia López	Director at Large		X		

Upon determining at 6:07 PM a quorum, Governance Board (GB), Patricia Minjarez, Vice-Chair will be taking minutes, meeting was then called to order at 6:07 PM.

Staff and other Participants: Dr. Maria Artiaga, Head administrator; Lucia Carmona, Operations and Community Engagement Dir; Terrance Hester, Business Officer; Eric Rodriguez-Chair of Concillio de Padres

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
 - a. *Agenda for November 16, 2023, 2023, Monthly Governance Board Virtual Meeting*
 - b. *Minutes of the previous meeting October 26, 2023, Governance Board Special Meeting*
 - 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*

Motion: Patricia Minjarez moved to approve the consent agenda for November 16,2023 and Minutes from GB Monthly Meeting of October 26 , 2023.

Second: Aldair Marquez

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

3. a. The Monthly Finance Report to include:
 - 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 Finance Committee Chair (The notes are for the actual month of the Meeting)

Motion: Pat Minjarez moved to accept the **BAR No. 577-000-2324-0009-IB**

Second: Elena Garza

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

Motion: Pat Minjarez moved to accept the **BAR No. 577-000-2324-0014-D**

Second: Elena Garza

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

4. Public Input- *called out but no one signed up.*
5. Review of Authorizer Unique Correspondence –*By Dr Artiaga. Correspondence from Alan Brauer from PEC regarding Charter Renewal. Presentation on December 13 in Santa Fe. Team presenting for Recharter are Dr. Artiaga, Aldair Marquez, Terrance Hester, Lucia Carmona and Alyssa Ibanez.*
6. Principal’s Report – By Head Administrator, Dr. Maria Artiaga. Academic Enrollment 131 students. Istation Report, Staff Development, Administration Professional Development and Meetings, Family Surveys, Charter Renewal Preliminary Report Updates-final recommendation December 13, 2023. Early Literacy and Reading Grant. Employee and Staff Handbook review/questions.
7. *Concilio de Padres and Community Engagement Reports* – By Lei Lani Nava. Presentations by Southern New Mexico Mountain Biking and La Clinica de Familia. Claudia Fuentes on grant for Mental Health available. Presentation by Raices staff/ Dr Artiaga on Student Handbook input/questions. Support first Fundraiser Hype Socks.
8. **Reports from Committees** -
 - a. Academic Performance/Leadership Committee – **Pat Minjarez**, chair. Review of programs and training. Attended Nov. 10 Leadership Meeting where staff shared ideas and comments for School Improvement Plan as school looks to reauthorization of the school Charter. Positive feedback from staff and involvement.
 - b. Governance Board Development Committee – report by **Mr. Aldair Marquez**, Chair. Two Board Members will travel to the Charter School Conference in Albuquerque. Flyer for Governing School Board Members search.

- c. Facilities Committee - By Committee Chair- **Veronica Lucio** (Chair absent). Report by Lucia Carmona. Having issues with roof, fence, kinder classroom. Concerns are not currently being addressed by landlord. Seems they are waiting on negotiations for new contract. Perhaps need to look at legal recourse.
 - d. Safe School Committee – **Aldair Marquez**, Chair. No report.
 - e. School Development Committee – No report.
9. *Unfinished Business* – Interview with possible Board Member nominee Ana Mangino on Dec.4.
10. *New Business* –
- a. Discussion and update on Board Member travel to School Board Conference.
 - b. Discussion and possible update on Charter School Renewal on Dec. 13.
 - c. Discussion and possible Action on Araceli Solis not available for possible Board Member.
 - d. Discussion and possible Action on Employee Handbook on Dec. 4
11. Agenda items for the Next Meeting
- a. Safe school Plan if needed.
 - b. Possible Governance School Board Member nominee

12. Date of the Next Monthly Governance Virtual Board Meeting-December 14, 2023 at 6:00 pm.via Zoom Meeting.

Governance Board Meeting Schedule:

2023	August 24	2024	January 25
	September 21		February 22
	October 26		March 28
	November 30		April 25
	December 14		May 23
			June 27

Adjournment- Vote to adjourn by roll call vote. **Pat Minjarez motion to adjourn, 2nd motion by Elena Garza.** Adjournment 7:43 pm.

Raul Aldair Marquez
Raul Aldair Marquez, GB Chair

12/14/2023
Date Approved