



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

May 25, 2023 **APPROVED**
Approved: (June 22, 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: 6:06 PM to 7:47 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 Lopez	Director at Large		X		

Upon determining at 6:06 PM a quorum, Governance Board (GB), Veronica Lucio, Secretary will be taking minutes, meeting was then called to order at 6:10 PM.

Staff and other Participants: Dr. Maria Artiaga, Head administrator; Lucia Carmona, Operations and Community Engagement Dir; Terrance Hester, Business Officer; Luis Ramos, OST Coordinator.

Parents: Karla Martinez, Cristine Maese; Guadalupe Gutierrez; Eric Rodriguez-Chair of Concillio de Padres;

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
 - *Agenda for May 25, 2023, 2023 Monthly Governance Board Virtual Meeting*
 - *Minutes of the previous meetings of April 27, 2023, and May 1, 2023, Governance Board Special Meeting*

Motion: Patricia Minjarez moved to approve the consent agenda for, May 25, 2023, and Minutes from GB Monthly Meetings of April 27, 2023, and May 1, 2023.

Second: Maria Elena Garza.

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: *Patricia Minjarez*, moved to approve the Finance Committee Statement

Second: *Maria 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, any correspondence- nothing currently.*
6. *Principal’s Report – By Head Administrator, Dr. Maria Artiaga. See amend.*
7. *Concilio de Padres and Community Engagement Reports – By Concilio Vice-Chair, **Eric Rodriguez**, and Director of Operations and Community Engagement, **Lucia Carmona** (to include Community School Updates) (see amend)*
8. *Reports from Committees -*
 - a. *Academic Performance Committee – **Pat Minjarez, Chair**. See amend.*
 - b. *Governance Board Development Committee – report by **Mr. Aldair Marquez, Chair**. Nothing to report at this time.*
 - c. *Facilities Committee - By **Veronica Lucio, Committee Chair**.*
 - d. *Safe School Committee – **Chair needed***
 - e. *School Development Committee - **Chair needed***
9. *Unfinished Business – None at this time.*
10. *New Business –*
 - a. *Status on training hours of each individual board member.*
 - b. *Discuss the group governance board training former GB member Ms. Jane Asche offered.*
 - c. *Updates for Personnel status*

d. *Discuss possible action on the items to be included during the upcoming governance board annual meeting.*

11. *Agenda items for Next Meeting –*
a.

12. *Date of the Next Governance Board Meeting – June 22, 2023, at 6:00 pm, Virtual via Zoom Meeting.*

Adjournment – Vote to adjourn by roll call vote at 7:40 pm

Motion: Pat Minjarez moved to adjourn this meeting.

Second: Aldair Marquez

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

Raul Aldair Marquez

Raul Aldair Marquez, GB Chair

06/22/2023

Date Approved