

Raíces del Saber Xinachtli Community School

Governance Board Organizational Meeting

Thursday, October 4, 2018

NMSU, College of Education

O'Donnell Hall, Ground Floor-Snack Math Room

6:00 pm to 8:00 pm

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

1. Call to Order at 6:10 PM.

2. Roll Call*

The following Board Members signed in and also confirmed attendance via voice Roll Call:

Present: Emma Armendariz (by conference call), Jane Asche, Rocio Benedicto, Maria Flores, Alma D, Hernandez, Irene Oliver-Lewis, Ray Reich. Absent: None

3. Approval of Agenda*

Motion: By Irene Oliver Lewis to approve the agenda as submitted. Second by Emma Armendariz. Vote by roll call was unanimous.

4. Discussion - What are the structures and responsibilities of the Raíces Governance Board?

The discussion included the following items:

a) Structure: The structure is determined by Bylaws, Current Board Membership, Charter School Contract, and the Board and Officer Job Descriptions.

b) Current Board Responsibility: To complete items and approve policies in the implementation year checklist before November 15 when this report is due to the NM Charter School Division (NMCS D).

i. **Governance Board Development Committee** - is a standing committee of 2 to 4 people as required by the bylaws. Jane Asche and Rocio Benedicto are currently working on tasks for this committee and a board recruitment package for new members. The current tasks for this committee through Jan 4, 2019 are as follows:

1. Determine Board Officers for the implementation year October 2018 to June 2019. The following nominations were made and voted on by roll call vote for the officers who will serve during the implementation year from October 2018 to June 2019:

Motion: Irene Oliver Lewis nominated Emma Armendariz to serve as Chairperson. Second by Ray Reich. Motion was approved with six “yes” votes by Ray, Irene, Maria, Rocio, Jane, and Alma, with Emma abstaining from the vote.

Motion: Jane Asche nominated Rocio Benedicto to serve as Vice-Chairperson. Second by Ray Reich. Motion was approved with six “yes” votes by Ray, Irene, Maria, Emma, Jane, and Alma, with Rocio abstaining from the vote.

Motion: Jane Asche nominated Ray Reich to serve as Treasurer. Second by Alma Hernandez. Motion was approved with six “yes” votes by Rocio, Irene, Maria, Emma, Jane, and Alma, with Ray abstaining from the vote.

Motion: Irene Oliver Lewis nominated Jane Asche to serve as Secretary. Second by Ray Reich. Motion was approved with six “yes” votes by Ray, Irene, Maria, Emma, Rocio and Alma, with Jane abstaining from the vote.

2. Ensure board training is on track - The NISN Raices Coordinator reported that four Board Members have received the first 7-Hour training by the NMCS D division of the NM Public Education Department (NMPED). These members are Emma Armendariz, Jane Asche, Rocio Benedicto, and Ray Reich. The other three board members are on track to take the 2-hour online training to meet the requirements for the Board of Finance application. They will take the additional hours of training required for new board members as soon as possible during this implementation year.
3. Ensure the Board of Finance application is complete - the NISN Raices Coordinator distributed the Board of Finance application forms which must be filled out and notarized by all board members before the Board can officially apply to be a Board of Finance. All agreed to bring the notarized forms to the next Board Meeting October 30, 2018.

ii. **Finance and Audit Committee** – Discussion of Current Tasks for this committee were discussed including the need to ensure we have all the required members specified in our Board Bylaws and the NM Statutes [NMSA 1978, Section 22-8-12.3 (2013)].

1. Determine Members - Ray Reich and Maria Flores agreed to be the two board members to serve both on the Finance and Audit Committee. The other members of the Finance committee will be our contracted business manager, Michael Vigil Jr. of the Vigil Group, LLC accounting firm and will include the principal upon the hiring of this position. For the Audit Committee we will also add a volunteer who is a parent once students are enrolled and an additional volunteer that has experience in accounting and financial matters. The principal and business manager will serve as officio members of the Audit Committee.

2. Setting Meeting Schedules and Agendas – Though we are meeting more than once a month during the implementation year phase, we *tabled setting a regular monthly meeting night to the October 30 Board Meeting*. Board meetings will be advertised publicly before each meeting and we will conduct all business in compliance with Raíces Bylaws and the NM Open Meetings Act (NMSA 1978, chapter 10, Section 10-15-1-D). Under certain circumstances what is reasonable notice may vary. Barring any unusual circumstances, notice shall be given 1) 10 days in advance of a regular meeting, 2) 72 hours in advance for special meeting, and 3) 24 hours in advance for an emergency meeting.

- iii. **Taskforce and Ad Hoc Committees** – We discussed the need for appointing members to three critical committees for achieving our implementation timeline tasks:
 1. Principal Hiring Committee – *this item was tabled to the October 30 Meeting*.
 2. Facilities Committee – *this item was tabled to the October 30 Board meeting*.
 3. Policy Committee – Emma Armendariz, Jane Asche, and Rocio Benedicto agreed to serve on this committee due to urgency of getting a number of policies in place by the November 15, 2018, implementation report due to the NMCS D.

5. Brief discussion of Board Norms focused on “How will we accomplish our work?:
 - a. Meetings Schedule set in advance / Agenda set in advance / Minutes kept (once a board of finance all of these become public)
 - b. Raíces Google Calendar for keeping track of all important school and board meetings dates. A link was supplied.
 - c. Google Drive for Agenda, Board Materials, Minutes (consider Gmail accounts for the school, e.g., mariaRDSX@gmail.com)
 - d. Information from Implementation Year Training will be presented briefly & all handouts kept in the google drive

Next Meeting: October 30, 2018, at 5:00 PM at O’Donnell Hall, NMSU Campus.

Motion: By Jane Asche to adjourn at 8:15 PM. Second by Irene Oliver Lewis. Approved unanimously.

Agenda Items for October 30 Meeting Carried over from October 4 Meeting

- Decide on a regular monthly meeting day, time and location.
- Determine the principal hiring team
- Determine the two volunteers who will serve on the Audit Committee
- Formalize the Facilities Team

Goals for Board for Fall Semester of 2018 Implementation Year

Outcome	How? And Who?	When complete?
Qualify as Board of Finance	Submit Application by Nov 5 (Note: each board member needs notarized form by the next meeting, Vigil Group will sign)	Approved at PEC November 16 mgt
Recruit Principal	Hiring committee completes “Detailed Staffing Plan” required in Implementation Year Checklist, building on application plan) to include: refine job description, post ad, hold interviews & make an offer to the principal	Detailed staff in the plan in October Negotiations w Principal in Nov/December for start date in January
Pass Board Policies in the Implementation Checklist	Ensure drafts are reviewed & voted for approval	Due to PED November 15
Develop a plan to secure a facility	Establish a committee to work w Lucia & Daniel	Facilities Plan in place by Nov 1