



Raices del Saber Xinachtli Community School Governance Board Monthly Virtual Special Mtg Minutes

July 30, 2024, **APPROVED**

Approved: (August 22, 2024)

[Click here to link to the recordings of the meeting](#)

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive
The meeting was in-person, with the public joining through the Zoom meeting platform.

Time: 6:04 PM to 7:07 PM

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	Resigned			
3	Veronica Lucio	Secretary	X			
4	María Elena Garza de Vargas	Treasurer	X			
5	Patricia López	Director at Large	X			

This is the monthly regular governance board meeting. Ms. Veronica Lucio is acting as minutes taker, calling the meeting to order and declaring a quorum at 6:04 p.m. Quorum was declared.

Roll Call and Call to Order

- 1) *Conflict of Interest Declaration –*
- 2) *The Consent Agenda of the first month of the new Fiscal Year 2024-2025 – includes approval of the following:*
 - a) *Agenda for Special Meeting, July 30, 2024, Governance Board Special Meeting*
 - b) *Minutes of the previous Governance Board Monthly Meeting on June 27, 2024, and The Special Meeting on July 6, 2024.*
 - 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*

- v) Monthly Update in Preparation for the Quarterly Cash Report
- vi) Monthly Voucher by Warrant Report
- vii) Monthly Finance Committee Meeting Notes from the Finance Committee Chair (The notes are for the actual month of the Meeting)

Motion: Veronica Lucio makes a motion to approve agendas and minutes.

Second: Veronica Lucio

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

- 3) *Finance Committee and Audit Committee Report* by Terrance Hester, SWREC, and GB Treasurer,
 - a) Discussion of any GB member questions on the Finance Report.
 - b) Discussion and possible action on Budget Adjustment Requests (BARs).

Motion: Veronica Lucio makes a motion to approve the Finance Report.

Second: Patsy Lopez

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

- 4) *Public Input* – (See rules for public input at the end of the agenda)
- 5) *Review of Authorizer Unique Correspondence* – By Dr. Hector Girón, Head Administrator. - Any at this time
- 6) *Head Administrator’s Report* – By Dr. Hector Girón, Head Administrator – **See attachment at the end of minutes.**
- 7) *Concilio de Padres and Operations and Community Engagement Director Reports* – By Eric Rodríguez, Chair of the Concilio de Padres, and Lucía Carmona, Director of Operations and Community Engagement – **See attachment at the end of minutes**
- 8) *Reports from Committees* -
 - a) *Academic Performance Committee* – **Pat Minjarez, Committee Chair** (not at this time)
 - b) *Governance Board Development Committee* – **Aldair Márquez, Committee Chair**
 - *By instructions of the Charter Schools Division, urge GB members to use the emails from the school assigned by the school administration (please contact Ms. Elva Varela, Office Manager, to do it as soon as possible).*
 - c) *Facilities Committee* - **Verónica Lucio, Committee Chair** (any updates at this time, will take a walk in the school this month to review and assess items to be addressed. Over this starting year, you can see many improvements from the outside of the school. There is clean, and some changes are having a part-time maintenance person in school)

d) *Safe School Committee – Aldair Márquez, Committee Chair* (no report from chair, still need new members to join this committee)

e) *School Development Committee - Volunteer Needed*; this committee is still under development.

9) *Unfinished Business –*

a) *Finalize the process to nominate the new Chair of the Raices Governance Board. Veronica Lucio accepted the responsibility as “acting”- interim chair until getting more foundation from new board members and establishing the board's direction.*

Motion: *Raul Aldair Marquez makes a motion to approve Ms. Veronica Lucio's self-nomination to serve as an “acting” Interim Chair of the Governance Board of Raices until new board members are onboard and identify or ratify the position as Chair.*

Second: *Elena Garza*

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

b) *Finalize onboarding and interview the GB candidates who applied to be members.*

Dr. Ismael Camacho was present at the meeting and ratified his commitment to become a board member. Dr. Judith Flores Carmona couldn't be present, so she sent a message also confirming his intention to participate and become a board member. Ms. Lei Lani Nava didn't respond, so the board will wait for her confirmation and schedule an interview.

- *Dr. Ismael Camacho*
- *Dr. Judith Flores Carmona*
- *Lei Lani Nava*

10) *New Business –*

a) *Discuss and take possible action to onboard Ms. Ana Mangino as a new member of the Governance Board of Raices. Ms. Mangino was present and introduced herself, manifesting her commitment and willingness to serve and contribute to the school's mission.*

Motion: *Veronica Lucio moves to approve the incorporation of Ms. Ana Mangino as a new member of the Governance Board of Raices.*

Second: *Patsy Lopez*

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

b) *Discuss and take possible action to change the Financial Internal Controls Policies on Section V-Travel; Process for Employees Traveling for work-related purpose reimbursement, changing from Actuals to Per Diem. – presented By Dr. Hector Girón*

This item was tabled until the proposal changes to the Financial Internal Controls Policies will have the appropriate language.

- c) *Discuss and Possible Action to authorize the new Head Administrator, Dr. Hector Giron, to be a signer at the school bank account (First American Bank)*

Motion: *Veronica Lucio makes a motion to authorize the new Head Administrator, Dr. Hector Giron, to be a signer at the school bank account (First American Bank)*

Second: *Elena Garza*

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

11) *Agenda items for the Next Meeting –*

- a) *Ms. Lucio will call for a special meeting to approve the integration of new board members to Dr. Ismael Camacho and Dr. Judith Flores Carmona on either August 5th or 6th, 2024.*

- b) *Discuss possible actions to review and renew the SPED policies and procedures.*

Date of the Next Monthly Governance Virtual Governance Board Meeting - (August 22, 2024, at 6:00 pm, Via Zoom Meeting). The 2024-2025 Schedule is as follows:

Adjournment – Vote to adjourn by roll call vote at 7:07 pm

Motion: *Elena Garza makes a motion to adjourn the meeting at pm*

Second: *Veronica Lucio*

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

Verónica Lucio
Ms. Veronica Lucio, Secretary

August 22, 2024
Date Approved

Head Administrator's Report
July, 24, 2024
Dr. Hector Girón
Implementation of a Systems Process

- July Enrollment Numbers – 139 students
 - Kinder 24
 - First 23
 - Second 25
 - Third 24
 - Fourth 26 (2 classrooms of 13 each)
 - Fifth 17

 - A Class Load Waiver Request was submitted to the NMPED on 7.23.2024.

 - Curriculum and Instruction
 - Mission
 - Curriculum Alignment Plan-
<https://drive.google.com/file/d/1zfeik6xCEQPN7AoraQYk09rH8bpwAnxb/view?usp=sharing>
 - Professional Development July 15-19, 2024
 - Housekeeping and start of school information ½ day.
 - Teacher work days 2/12.
 - Carlos Aceves as the Instructional Coach guiding and integrating the Xinachtli Concepts into the curriculum. 1 day
 - State-mandated beginning-of-year training.
 - Professional Boundaries and Ethics
 - Child Abuse
 - Sexual Harassment
 - Cultural Awareness and Diversity
 - QPR – (Question, Persuade, Refer) Gatekeeper Training
 - Active Shooter

 - State Assessment Schedule- <https://docs.google.com/document/d/1VwJaaNBMKBAA-WvixLTvh85kVNSY830O/edit>

 - Eyesight and hearing screenings are being scheduled.

 - August 5, 2024 -Beginning of the afterschool program.

 - Meeting schedule established with Terrance Hester-Business Service Business Services Specialist with the SW Regional Education Cooperative
- Reviewed the budget for 2024-25 to ensure compliance with the approved budget.

Lucia Carmona

Dir. of Operations and Community Engagement

Report – July 30, 2024

Operations:

IT management:

- Website, FB page, YouTube Channel, Google Drive Files, and Zoom Meeting Link.

Facilities:

- I met with Fred (building manager) last week to follow up on some pending fence repairs. He mentioned that the next-door building is available again if we want to discuss its use. He will talk to Mr. Kavanaugh to see if we can use the little corner of the next-door playground to open it to our school side.
- I submitted the Lease Assistance to PSFA.

Grants:

- Community School Implementation Grant 4th – Community School Certification Pilot program. We received an award of \$25,000 and a direct amount of more than \$27,000 through SEG direct funds to support Community Schools and After School program (OST program)
- I met with Henry Rael, the program officer from the McCune Foundation, to explore matching funds for Community School and After School Program
- Support head administrator to submit MLSS report

Enrollment for SY 2024-2025

July Numbers – 139 students

- o Kinder 24
- o First 23
- o Second 25
- o Third 24
- o Fourth 26 (2 classrooms of 13 each)
- o Fifth 17

Community School:

- I was invited to be part of a State Committee to prepare a Theory of Action for Community Schools for Transformation and Certification Process and Requirements.
- Site-Based Leadership Team (SBLT)
- Developing/expanding our partnerships
- Preparing the annual CS Strategy Session – Fall 2024

Concilio de Padres/Parent's Council
Monthly Meeting
AGENDA

Date/Fecha: July 25, 2024

Time: 6:00 pm

Location: Zoom Meeting:

<https://us02web.zoom.us/j/88265070843?pwd=RdF7v81IDjVZSoSZ8J5Jqb8HcDS35E.1>

A. Call to Order / Llamado al Orden

1. Welcome and remarks / Bienvenida
2. CEC Officer Roll Call / Llamado de lista
3. Review of meeting notes for June 26, 2024 / Revisar las notas de reunión del 26 de Junio, 2024
4. Public Comment: 2 Minutes Max/ Comentario Publico 2 Minutos Maximo

B. Approval Items / Articulos de Voto

1. Approval of new committee members:
 - a. Secretary candidate: Elisa Avila
 - b. Kindergarten Class Representative: Sherri Mitchell
2. New proposed meeting dates: 4th Tuesday of the month.

C. Discussion Items / Articulos de Discussion

1. Introduction of New Head Administrator

D. Reports / Reportes

1. Committee Reports: No Committee reports
2. Raices Report – Provided by (Lucia Carmona)
3. Announcements – Tentative

E. Dialogue/Diálogo/Tlahtocan (Positive Reflections/Reflexiones Positivas)

F. Adjournment.

Next Meeting August 27, 2024 /Próxima reunión, 27 de Agosto 2024