



# Raices del Saber Xinachtli Community School Governance Board Monthly Virtual Meeting Minutes

December 14, 2023 -

Approved: (        )

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: 6:04 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		

This is the monthly regular governance board meeting. Ms. Pat Minjarez is acting as minutes taker, making call to order and declared quorum at 6:04 pm.

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
  - a. *Agenda for December 14, 2023, Monthly Governance Board Virtual Meeting*
  - b. *Minutes of the previous meetings, Monthly Meeting for November 16, and Special Meeting for December 4, 2023.*

**Motion:** Patsy Minjarez moved to approve the consent agenda for December 14, 2023, and Minutes from previous GB Monthly Meeting of November 16, 2023, and GB Special Mtg, December 4, 2023.

**Second:** Raul Aldair Marquez

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

3. *Public Input* – called out but no one signed up. Concilio de Padres provided an update.
4. *Since the regular meeting template was not used to prepare this agenda, all items will need to table for either next monthly meeting in January or call to a special meeting to discuss and take action for items of*

- a) *Financial Report*
- b) *BAR's*
- c) *Safe School Plan*
- d) *Update status on new potential board members*
- e) *Head Administrator's report*

5. *New Business –*

- a. *Updates on possible new board members.*
- b. *Discussion and Possible Action on Annual Verification of Committee Members. The GB will ratify the committee members.*
- c. *Discussion and Possible Action on Employee and Staff Handbook, Tabled for next meeting.*

6. *Agenda items for the Next Meeting –*

- a. *Principals Report*
- b. *Discuss and possible action, Financial Report including BAR's*

*Date of the Next Monthly Governance Virtual Governance Board Meeting - (January 26, at 6:00 pm, Via Zoom Meeting).*

*Adjournment – Vote to adjourn by roll call vote at 7:05 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

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Raul Aldair Marquez, GB Chair

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Date Approved

**Head Administrator's Report  
September 2023  
Dr. Maria Artiaga**

**Academic Performance**

- Monthly enrollment numbers (139 students)
  - Kinder – 24
  - First Grade – 26
  - Second Grade – 23
  - Third Grade – 30
  - Fourth Grade – 20
  - Fifth Grade – 16
  
- Staff Professional Development/Staff Meetings
  - September 1 – CPR
  - September 1 – Sexual Harassment & Question, Persuade & Response/Gatekeeper
  - September 7 & 8 – NISN Mtgs. (Ms. Ibanez, & Mr. Ramos)
  - September 11 – Leadership Team/Academic Performance Committee
  - September 14 – Lesson Plans/ Literacy Standards
  - September 15 – Bridges
  - September 19 – Infinite Campus
  - September 22 – Bridges
  
- Admin Professional Development
  - September 1 – CPR
  - September 7 & 8 – NISN Mtgs. (Dr. Artiaga)
  - September 18 – MLSS (Gifted Education)

## **Charter Renewal Updates**

- Part A – Annual Report
- Part B – Progress Report
  - School Information
  - Academic Performance
    - Student Outcomes
    - Mission-specific or School-Specific Goals
  - Organizational Performance
    - Educational Program

- Financial Compliance
- Governance Responsibilities
- Equity and Identity
- Tribal Consultation
- Other Performance Framework Indicators

- Part C – Financial Statement
  - Financial Statement Narrative
  - Operational Expenditures Tables (Operational Funds/General Funds)
  - Operational Expenditures Chart (Operational Funds/General Funds)
- Part D – Petitions of Support
  - Employee Petition – Goal is to obtain signatures of 65% of employees who were employed in the charter school on the 120<sup>th</sup> day of the year prior to the last year of the contract **(96% complete)**.
  - Household Petition – Goal is to obtain signatures of 75% of the households whose children were enrolled in the charter school on the 120<sup>th</sup> day of the year prior to the last year of the contract **(97% complete)**.
- Part E – Facilities
  - Facilities Narrative
  - Appendices
    - Occupancy Certificate
    - Lease Agreement
    - Facility Master Plan

## Employee and Staff Handbook

**Concilio de Padres/Parent's Council**  
**Monthly Meeting**  
**AGENDA**

**Date/Fecha:** September 14, 2023

**Time:** 6:00 pm

**Location:** Zoom Meeting Raices del Saber is inviting you to a scheduled Zoom meeting.

Topic: Zoom Meeting Link - Concilio de Padres Monthly Meeting - September 14, 2023 at 6:00 pm

Time: Sep 14, 2023 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87841422276?pwd=bk5kZnJzbHNZdCtHVVpCemx4UUUVFdz09>

Meeting ID: 878 4142 2276

Passcode: Council@23

**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 August 17, 2023 / Revisar las notas de la última reunión del 17 de Agosto, 2023
4. Public Comment: 2 Minutes Max/ Comentario Publico 2 Minutos Maximo

**B. Approval Items / Articulos de Voto**

1. Concilio Secretary Appointment- Nombramiento de Secretaria del Concilio

**C. Discussion Items / Articulos de Discussion**

1. Discussion item: Concilio Facebook Group
  - a. Email invite sent for "Raices Concilio de Padres" Facebook group
  - b. Created as a communication page for parents only.
2. Discussion item: First fundraiser suggestions
  - a. What should we do?
  - b. What should our first Goal be?
3. Discussion item: Executive Committee volunteer needed- Treasurer
  - a. We are still looking for a Treasurer. If anyone is interested please reach out to us.

**D. Reports / Reportes**

1. Safety Committee Report- Provided by Lei Lani
2. Raices Report – Provided by (Lucia Carmona and Dr. Artiaga)
3. Announcements – Tentative

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

**F. Adjournment.**

Next Meeting September 21<sup>th</sup>, 2023 /Próxima reunión, 19 de October 2023.